

the Update

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August 5, 2013

A weekly newsletter published by the Office of Marketing and Public Information

This Week's Events

Tuesday August 6

Purchasing Department...
Training Session I 9:30-11:30 a.m. CSC Shawnee

Wednesday August 7

Purchasing Department...
Training Session II 1:30-3:30 p.m. CSC Shawnee

Woman's Football Clinic 6-8:30 p.m. Sikes Lake Center

Application Deadline for Fall 2013 Admission

Thursday August 8

WFMA...
Live at the Lake: Jay Hollis 6 p.m. WFMA

Academics...
Thesis Proposal: Shane Cronin 4:30-5:30 p.m. Ligon 223

Around Campus

Women's Football Clinic

The annual Women's Football Clinic will be from 6-8:30 Wednesday, August 7, at Sikes Lake Center. Dinner will be provided from Johnny Carino's Country Italian. Presentations will include "What the X's and O's really mean" by Susan Knowles-Martin, Q & A from Coach Maskill and the football staff, and the inside scoop from the MSU football players. The clinic is free, but space is limited. There are plenty of prizes and a collector's T-shirt. For more information, or to make a reservation, call Mary Helen Maskill at ext. 8947.

Live at the Lake

Jay Hollis will perform at 6 p.m. Thursday, August 8, as a part of the Live at the Lake summer concert series sponsored by the Wichita Falls Museum of Art at MSU. Bring your lawn chairs and enjoy the live music on the museum's lawn. All concerts are free. For more information, call ext. 8900.

Contract Administration/ Purchasing Procedures

In the interest of keeping the campus community well informed and assisting you with your Purchasing/Contract needs, the Purchasing Department requests your atten-

dance at one of the summer training sessions. Sessions will be held in CSC Shawnee Theatre, Tuesday, August 6, from 9:30 to 11:30 a.m. and Wednesday, August 7, from 1:30 to 3:30 p.m. Barry Macha, General Counsel, and Steve Shelly, Director of Purchasing, will present at the sessions. Training will include the discussion of procedural changes in the Purchasing Department along with new Contract Administration Policy and Procedures. Staff will be available for questions and answers. For additional questions, contact the Purchasing Office ext. 4109. For copies of procedures, visit - <http://www.mwsu.edu/purchasing/MSU:Purchasing>.

Mark Your Calendar

Five-Day Work Schedule

Employees observing the four-day, 40-hour summer work schedule will return to the five-day, 40-hour work schedule on Monday, August 12.

Faculty/Staff Meeting

The fall faculty/staff meeting will be held in Akin Auditorium Monday, August 19, at 9 a.m. Faculty and staff employed since September 1, 2012, will be introduced and should sit in the reserved section at the front of the auditorium. Refreshments will be available in the CSC Atrium following the meeting.

Departments should ensure that this notice is provided in print form for each employee who is unable to receive email.

Campus News

Branding Standards

The University Branding Standards may be found in the campus portal at - <https://my.mwsu.edu/group/public-information-and-marketing/home>. At this site you will be able to download logos, electronic signatures, fax cover sheets, and PowerPoint templates. **Note:** If you are new to the campus portal, you may be prompted to login. The login/password is the same information you use to login to your computer: firstname.lastname@password.

Letterhead

New letterhead, envelopes, and business cards are now available through the MSU Print Shop. The new letterhead incorporates color, but there is NO additional charge for the color. The prices for letterhead, envelopes, and business cards will remain the same. Samples are attached to this week's newsletter. A business card order form is available at the Printing Services webpage or go directly to <http://www.mwsu.edu/printshop/>.

Electronic Letterhead

Letterhead for sending electronic correspondence is also available by contacting the MSU Print Shop. Please note that this format is for electronic correspondence only. All other correspondence should be printed on the university's official letterhead.

Logos

Logos can be found at the campus portal at - <https://my.mwsu.edu/group/public-information-and-marketing/home>. Should you need a special setup, please contact the Office of Marketing and Public Information at ext. 4352 or email public.information@mwsu.edu.

Should you have any special needs or have additional questions, contact the Office of Marketing and Public Information.

Procurement Card Notice

Recently several cardholder's have had their cards compromised by no fault of their own. When Citibank sees a charge that looks out of the ordinary, they will suspend your account and either send you an email or call your business number to verify whether the charge in question belongs to you.

For security purposes:

Do not respond to an any email (or click on any hyperlinks) from anyone requesting card information from you. Fraudulent individuals can cut a paste from legitimate websites to create an authentic looking e-mail (to include hyperlinks that may take you to a website that is other than what is advertised).

If someone calls claiming to be from the bank, politely ask if you can call them back (do not give them any card information). If it's the bank, they will understand. If it's not, they will continue to press until they get what they want.

Call the customer service number on the back of your procurement card to ensure you are actually talking to someone from the bank.

If your card has been compromised, the bank will cancel the card and reissue a new one that will be forwarded to the Purchasing Department.

If you have any additional questions or concerns, call ext. 4095.

Jobs

An EEO/ADAAA Compliance Employer

Secretary I

Department: Dillard College of Business
Starting Date: September 1, 2013
Starting Salary:\$1,592 monthly, plus benefits

Coordinator, Special Events

Department: Clark Student Center
Starting Date: As soon as possible
Starting Salary:\$2,584 monthly, plus benefits

Programmer Analyst II

Department: Information Technology
Starting Date: September 1, 2013
Starting Salary:\$4,334 monthly, plus benefits

Secretary I, Half-Time

Department: Telecommunications
Starting Date: September 1, 2013
Starting Salary:\$796 monthly, plus benefits

Welcome

Trinh Tu

Teller II, Business Office

Kiara Jordan

Assistant Coach, Volleyball

Rachel Anderson

Admissions Counselor

Congratulations

Congratulations to **Jim Hall**, the latest recipient of the Staff Senate's You Make a Difference Award. Please see how he did it by going to the Staff Senate webpage - <http://www.mwsu.edu/staffsenate>.

From the Bookstore

New Faces at Your MSU Bookstore

Your MSU Bookstore would like to welcome Corina Reyes and James Yang, who is replacing Patrick Weaver, to the MSU Campus. Corina is from the UNT campus and will be the assistant manager for the bookstore. James was previously with the Baylor Bookstore in course materials. Both are Follett employees who have been transferred to our store. We will have a meet and greet on convocation day in August. If you're in the area before then, please drop by to meet them.



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SAMPLE



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Academic and Administrative Business/Appointment Cards

There is one approved business card format for academic and administrative departments.

It is printed on paper stock that coordinates with the university stationery and should be ordered through the University Print Shop. Do not create/design business cards in any other way.

- The back of the card may be a solid maroon or white.
- The front of business cards is to have a maximum of seven lines including the name line.
- An appointment template is acceptable on the back of a business card.



SAMPLE

