

2-18-2009

## The Troubadour, Issue 97 (February 18, 2009)

Cardinal Stritch University

Follow this and additional works at: <https://digitalcommons.stritch.edu/troubadour>

---

### Recommended Citation

Cardinal Stritch University, "The Troubadour, Issue 97 (February 18, 2009)" (2009). *Troubadour*. 94.  
<https://digitalcommons.stritch.edu/troubadour/94>

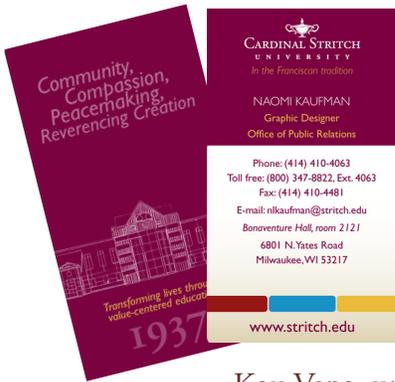
This Book is brought to you for free and open access by the Newsletters at Stritch Shares. It has been accepted for inclusion in Troubadour by an authorized administrator of Stritch Shares. For more information, please contact [smbagley@stritch.edu](mailto:smbagley@stritch.edu).

# THE TROUBADOUR

FEBRUARY 18, 2009

ISSUE 97

## PUBLIC RELATIONS UNVEILS NEW STRITCH BUSINESS CARDS AND STREAMLINED ORDERING PROCESS



The process for ordering staff and faculty business cards has been revised by the Public Relations office, which is now handling the ordering process that used to be handled by the President's office.

A new design created by Kou Vang, university creative director, was presented to and approved by President Dr. Helen Sobehart. It features a two-sided vertical orientation and includes the University's Franciscan values on the back. The colors of the card are tied to the Stritch Web site, which remains the primary means for the outside world to learn information about Stritch. The vertical orientation of the card allows more space for multiple means of contact.

In response to outdated processes, high costs and long waits for delivery, an electronic PDF order form has been created and a new vendor selected. Use of the electronic form will result in quicker, more accurate order placement and greater consistency in the way information appears on the card. It includes fields for name, title, office/department, direct/cell/toll-free phone numbers, fax, e-mail and building/room numbers. A separate field for off-campus addresses is also provided.

Employees are to enter their titles as they have been given by Human Resources. It is the responsibility of each department head to determine who in their area gets business cards.

The business card order form is available on MyStritch under the Employee Info tab on the Public Relations

Information page or can be e-mailed to individuals when a new order or re-order is needed. It includes fields for the entry of the departmental account to which the cards are to be charged, as well as for the name of the person approving the order.

Cards are available in quantities of 250 for \$44, 500 for \$46 or 1000 for \$48. Costs may vary slightly depending on delivery date and how many orders are being placed at one time. Rush orders will incur additional costs. After an order is received and approved by the Public Relations office, order processing should take 6-10 business days, so faculty and staff are asked to make re-orders before they run out. To receive an order form, log in to MyStritch or contact Charleen Engberg, Public Relations office manager, at [cengberg@stritch.edu](mailto:cengberg@stritch.edu). Finished cards will be sent via interoffice mail after delivery.

Faculty and staff in the College of Education and Leadership should continue to contact the Public Relations office directly to place orders for their business cards.

Questions about the new cards should be directed to Charleen Engberg at [cengberg@stritch.edu](mailto:cengberg@stritch.edu), ext. 4478.

### Business card order process

1. Download the electronic PDF form from MyStritch or request one from Charleen Engberg at [cengberg@stritch.edu](mailto:cengberg@stritch.edu).
2. Fill out the form completely, including the department to be charged and person approving the card.
3. E-mail form to [cengberg@stritch.edu](mailto:cengberg@stritch.edu).
4. The order will be reviewed and sent to print.
5. Finished cards will be sent via interoffice mail following delivery.

## REMINDER: UPCOMING EVENTS WITH THE PRESIDENT

### Feb. 24, 7:30-9:30 a.m.

Celebrate February birthday breakfasts with the president  
President's office, Bonaventure Hall, room 1112

### March 5, 4-5 p.m.

Coffee and Conversation – open session for questions related to University matters  
Sister Camille Kliebhan Conference Center

---

## NOTICE ON LISTSERVS AND CAMPUSWIDE E-MAIL MESSAGES

The Public Relations office continues to receive questions regarding e-mails sent to all faculty and staff. Since there are a number of newer employees that may not be informed regarding the policies that govern these e-mails and the listservs they are sent on, we offer the following clarification.

The official University listservs, [staff@stritch.edu](mailto:staff@stritch.edu) and [faculty@stritch.edu](mailto:faculty@stritch.edu), include all staff and faculty in all regions and are the purview of the Public Relations office. People may NOT opt out of receiving these e-mails. Messages sent on these listservs, primarily by Brett Kell and Scott Rudie, include official notices from the president and the vice presidents, the Troubadour, information on health insurance, payroll, etc., and brief items on major achievements by faculty and staff.

There is another set of listservs that all faculty and staff can use ON THEIR OWN. People who do not want to receive messages may opt out of these listservs at any time. These e-mail addresses are [faculty-list@stritch.edu](mailto:faculty-list@stritch.edu) and [staff-list@stritch.edu](mailto:staff-list@stritch.edu). This listserv is for calendar-type items, such as reminders of campus presentations, information on special events, articles faculty want to share with colleagues, etc. The primary difference between these and the official listservs is the opt-out capability.

All new employees are automatically added to either [staff@stritch.edu](mailto:staff@stritch.edu) or [faculty@stritch.edu](mailto:faculty@stritch.edu).

To subscribe to the optional listservs, send an e-mail to [imailserv@stritch.edu](mailto:imailserv@stritch.edu), leave the subject blank, and in the message box write: `subscribe staff-list@stritch.edu +`

`yourlogin name or faculty-list@stritch.edu + yourlogin name`. To unsubscribe from these listservs, send an e-mail to [imailserv@stritch.edu](mailto:imailserv@stritch.edu) and leave the subject line blank. In the message box, write: `unsubscribe staff-list@stritch.edu + yourlogin name or unsubscribe faculty-list@stritch.edu + your login name`.

The Office of Information Technology maintains the official listservs, working with Human Resources to keep them accurate. If you are not receiving messages on the official listservs, or have questions about the optional listservs, please contact Technology Services at [pcsupport@stritch.edu](mailto:pcsupport@stritch.edu), ext. 4600.

Faculty and staff should not reply to messages sent on the official listservs. Questions or comments should go to the person or office for whom the message is being sent, and that person or office is always indicated in the e-mail message. Replying to listserv messages sent by Scott Rudie, Brett Kell or others merely delays having questions answered, as they must then forward them to the appropriate office.

Replying to the optional listserv will send the reply to everyone on the list.

---

## THE TROUBADOUR

---

The Troubadour supports the overall mission, goals and objectives of Cardinal Stritch University, and is meant to serve as a communications tool for the campus community. If you have feedback or story ideas, please contact Public Relations at [prdept@stritch.edu](mailto:prdept@stritch.edu).

For complete information on University public relations, media relations and publications, please see the PR brochure, which is available in My Stritch by clicking on "Public Relations Information" in the "Other Employee Info Pages" folder under the "Employee Info" tab.



**COPY**  
Brett Kell

**DESIGN**  
Naomi Kaufman

**PHOTOGRAPHY**  
Kou Vang

### Looking for back issues of The Troubadour?

Back issues of The Troubadour can be found in MyStritch. After logging in, click the "Employee Info" tab and select "Troubadour" in the left-hand column. Issues are posted in descending order by date and have brief descriptions of content. Click on the link you wish to access.