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The Troubadour, Issue 106 (May 6, 2009)

Cardinal Stritch University

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THE TROUBADOUR

MAY 6, 2009

ISSUE 106

CITY CENTER, CLARE HALL MOVES BEGIN MAY 15



Stritch's new 24,000-square-foot City Center in the former Laboratory Building at The Brewery redevelopment project in downtown Milwaukee will open May 18 as the new home of the College of Education and Leadership (COEL) and several other programs.



While most COEL staff will be moved to City Center, faculty and staff of undergraduate COEL programs will be relocated to newly remodeled offices in the lower level of Clare Hall, while classes for these undergraduate programs will take place in buildings throughout campus.



Moving trucks will arrive at 8 a.m. on Friday, May 15, and the move to City Center and Clare Hall will continue over the weekend. All offices in both locations are expected to be up and running on Monday, May 18.



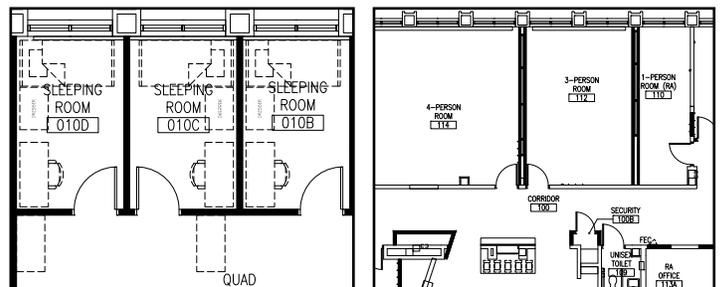
The City Center campus includes office space for COEL staff and faculty, as well as 10 classrooms, nine of which can be opened up and converted into meeting and conference space with audiovisual capability and wireless Internet access.

Amenities also include a kitchen, break room/vending area, drop-in areas with computer access for visiting faculty and students, and one-on-one instruction rooms for the Literacy and Language Development department. A total of 60-65 faculty and staff will occupy the building by the end of summer.

Renovations at City Center began in mid-February and were completed in only three months. During this time, the University also renovated the lower level of Clare Hall on the main campus to provide office space for 30 faculty and staff members. The renovations include updated heating and air conditioning units, a new fire alarm system, Americans with Disabilities Act compliant restrooms, lighting, carpeting and a student lounge.

The move of COEL to the City Center will allow its current building on campus to be transformed over the summer into a second residence hall for undergraduate students. Construction will begin May 18. The building, to be called Assisi Hall, will house incoming freshman and returning sophomore students and will be finished by Aug. 15.

Assisi Hall will provide an additional 92 beds in various suite and single-occupant configurations, laundry facilities, a lounge with televisions and gaming tables and a small computer lab. The University was able to save a significant amount of money by utilizing existing walls and reconfiguring rooms.



STRITCH ADDS LEAVE SHARING POLICY

In compliance with IRS guidelines governing employee benefits, Cardinal Stritch University has a leave sharing policy which enables benefits-eligible employees to donate accrued paid leave time (i.e., vacation hours and sick leave hours) to another benefits-eligible University employee who has suffered a medical emergency.

Salaried staff may fill out the University's vacation/sick/personal day leave form indicating on the form the number of sick/vacation hours being donated and the name of the employee who is receiving the hours. The donor's supervisor should sign the form and send it to the Payroll Office.

Hourly employees may send an e-mail to Janet Jeter in the Payroll Office (jjeter@stritch.edu) indicating the number of sick/vacation hours they wish to donate and the name of the recipient for those hours. Supervisors must be copied on the e-mail.

Faculty may send an e-mail to Janet Jeter in the Payroll Office (jjeter@stritch.edu) indicating the number of sick hours they wish to donate and the name of the recipient for those hours.

The maximum amount of hours that an employee may donate is 40 hours in each fiscal year. The donated time will be paid based on the receiving employee's current hourly rate of pay at the time of the donation and will be taxed at the appropriate level for federal and state taxes.

This information will be available in the HR Info section of MyStritch. The policy will be incorporated into the new Employee Handbook.

Please direct any questions to Deborah Johnson, director of Human Resources, at drjohnson@stritch.edu.

SUMMER HOURS BEGIN MAY 18

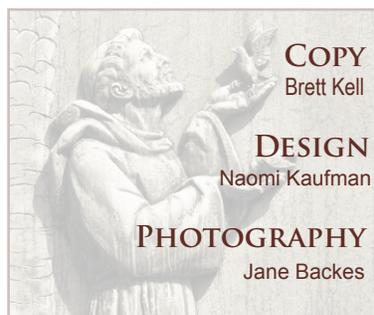
The University's summer hours start on Monday, May 18. They are 8 a.m. – 4:30 p.m., which includes ½ hour for lunch.



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.

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.



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.