



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 11, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-03

Distributed via Campus Email

TO: All University Personnel
FROM: Mary Lee Hodge, Vice President of Business Affairs
RE: Hurricane Ike

Prairie View A&M University will close in preparation of Hurricane Ike at 12:00 p.m. on Thursday, September 11, 2008. Staff members should stay until 2:00 to prepare after the students leave the campus unless there is a life safety issue that prevents them from staying. There will be no classes or normal business operations after 2:00 p.m. on Thursday through Sunday, September 14, 2008.

It is our intention to reopen on Monday, September 15, 2008 at 8:00 a.m. for normal business operations. Information will be posted on the University's website at www.pvamu.edu, communicated through the local media, communicated via email, and the Panther Alert System regarding any change in status.

In preparation for the campus evacuation, employees should:

- Return all BVD's today before you leave the campus to ensure accurate salary payment later in the month.
- Turn off and unplug all equipment including computers, monitors, printers, etc.
- If on the first floor, please place your computer on top of your desk.
- Back up your computer if you have not recently done so.
- Please secure all files. Do not leave any loose paper or materials on your desk.
- Clean out campus refrigerators of all food items in case there is a power outage.
- Move things away from windows and close blinds (if you have any) and close all doors.
- Turn off all lights.
- Park away from trees or objects that could fall on vehicles.
- Let your supervisor know your contact information for during the hurricane.
- Go to HR Connect and update your contact information.

The hourly payroll that is to pay on Friday, September 12, 2008, will be mailed. Checks will not be available for pick-up. Payments via direct deposit are not affected.

You are very important to our Prairie View A&M University community. Please take all precautions so that we will see you back safely next week.