

The Scoop
On Projects and Services in Administration and Finance

In this issue of *The Scoop*, you will find some recent updates on projects and services either underway or in the planning stages in Administration and Finance.

- ✓ Housing and Residence Life is pleased to again offer **free housing** in the residence halls to students during the summer of 2017 for those individuals who will be taking six or more credit hours during summer sessions, or for students who will be working full-time on campus during the summer and have a signed 2017-18 contract for on-campus housing. For more details please go to:
<http://www.ferris.edu/HTMLS/studentlife/reslife/general/summercontracting/homepage.htm>
- ✓ **North Hall** continues to progress on schedule and within budget. With all four floors of exterior walls and many of the interior walls in place, construction crews are putting up the trusses for the roof. Subcontractors are already installing interior mechanical, electrical, and plumbing systems in the building.
- ✓ Work is underway on the **foundation for the new addition** south of the Swan Annex and with the fabrication of the bridge on the north side of the five-story building. This bridge will largely be constructed off-site, trucked to Big Rapids and lifted into place for an anticipated March opening.
- ✓ Do you have interest in being notified on your mobile device when there is a University emergency? If you have not already signed up for the Rave system to receive these **emergency messages**, please do so today at the following link: <http://www.ferris.edu/it/howto/pdfs-docs/Emergency-Text-Alerts-Employee.pdf>. When emergencies occur, the University is committed to doing everything practical to inform all members of our campus community and we can inform you more quickly if we have your mobile device phone number.
- ✓ The Board of Trustees authorized the administration in December 2016 to retain the preconstruction professional services to plan for selected renovations to the Hagerman Pharmacy building. The **Pharmacy Forward Campaign** has realized approximate \$3 million in gifts toward the renovation and those dollars, along with some University funds, will be used to make improvements to portions of the building, with the likely focus being on the first floor. The intention is to in some way, time these renovations with Pharmacy's 125th Anniversary in 2018.
- ✓ As our budgets become leaner, the Administration and Finance division is continuing to actively pursue opportunities for automation and accomplishing more through electronic systems. I would like to publicly thank our Finance team led by Mike Grandy for their work in these areas with the most recent example being the **distribution of W-2s electronically** rather than via paper. This year, 5655 W-2s were generated, with 966 of those being distributed electronically, and the remaining 4689 being printed and mailed to employees home residences.

We appreciate that 17% of our employees elected to receive their W-2 electronically, and would encourage others to adopt this methodology for 2017 and beyond. In addition to saving the University money on things like postage, it also allows you to receive your W-2 approximately 15 days earlier than if you receive it in paper form.

- ✓ Our Department of **Public Safety** continues to spend a significant amount of time on **educational programming** focused on prevention issues. This programming is available for many different departments and groups, and covers such topics as various forms of active shooter type training, as well as the RAD (Rape Aggression Defense) class. If you work in a department where you believe students, faculty, or staff would benefit from these or other public safety related educational programming, please contact Director Borkovich at: bruceborkovich@ferris.edu.
- ✓ Some of our colleagues have asked questions recently when they have observed a few positions being filled at the University without posting and advertising those vacancies. We understand and appreciate those concerns. As we continue to review our current staffing in the context of balancing our budgets to the decline in enrollment, we actively seek ways to retain our current employees without having layoffs. We appreciate your understanding of the need to make these kinds of adjustments as we work hard to make the needed budgetary adjustments and not have layoffs.
- ✓ The preliminary planning for the **Center for Athletic Performance project** was completed, and we are working on fundraising with Advancement and Marketing and the President's Office to obtain donor support to augment University reserves to be able to do this construction project. This project would include a significant addition to the northeast part of the building for a strength and conditioning center, renovation of selected locker rooms, an expansion of the volleyball arena, and add a new entrance to the east side of the Ewigleben Sports Complex. This new entrance would allow building users and guests to be able to go from the Wink Arena side of the facility to the volleyball arena and offices without going outdoors or through the ice arena.
- ✓ ITS is starting the interview process for the **new Mobile App Developer** position. This person's first assignment will be to partner with Student Affairs on the implementation of the new Ferris Mobile App. As our students are the focus for this initiative, they will be included in the testing phase. Additional details about this project will be communicated later this spring.

As always, I want to again extend a big thank you to the many dedicated staff and student employees in Administration and Finance who work hard each day, throughout the year to provide quality services to the campus!

Best wishes!

Jerry L. Scoby

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Vice President for Administration and Finance