From:	University Wide Notices
To:	University Wide Notices
Subject:	University-Wide Notices for 8/13/18
Date:	Monday, August 13, 2018 4:49:15 PM
Attachments:	image001.png image003.png image004.png image005.png

University Wide Notices

Here is a list of today's notices:

- Writing, Tutoring and Structured Learning Assistance (SLA) Now Located in FLITE
- Pavement Striping Contractor
- Faculty Welcome Back Week Schedule
- West Campus Community Center Roof Replacement
- Doctorate in Community College Leadership (DCCL) Newsletter
- Excel Training Resource: Data Validation and Conditional Formatting Tools
- 2018-2019 Supervisor Development Program
- Notice of Death - Former Employee
- A Seat the Table - Diversity and Inclusion Office August 2018 Update
- One-on-One Blackboard Technology Assistance: FSU @ Lansing
- Reminder: Wednesdays are Banner 9 Days

To view our University Wide Notice (UWN) Procedures, please click here.

Writing, Tutoring and Structured Learning Assistance (SLA) Now Located in FLITE

Writing, Tutoring and Structured Learning Assistance (SLA) Now Located in FLITE

Writing, Tutoring and Structured Learning Assistance (SLA) will relocate from ASC 1017 to the Academic Literacies Center in FLITE 120 on Monday, August 13. Services will be unavailable during the relocation. Normal hours of operation and services will resume on Tuesday, August 14th.

Nina Davis | Administrative Assistant
Retention & Student Success
Ferris State University | Dean's Office
820 Campus Drive, ASC 1016A | Big Rapids, MI 49307
Phone: (231) 591-2480 Fax: (231) 591-3060

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Pavement Striping Contractor

Annual Road and Parking Lot Striping

Striping contractor, Ace Parking Lot Striping, will return to campus on Saturday, August 11, 2018 to continue efforts towards striping of campus roadways and select parking lots. Contractor will have 4 crews working across the campus to try and complete in a timely manner with minimal disruption. If areas of campus are not accessible due to parked vehicles, etc. Contractor will return at a later date to "touch up" those select parking spaces. In addition to all campus roadways, the following are parking lots which are scheduled to be striped. Any questions regarding this annual striping effort, please direct to the attention of Mark Eichenberg at extension 2951. Thank you in advance for your assistance, patience and cooperation.

Parking Lot Number	Location
1	UCB
4	South of Merrill/ Travis Halls
5	Recently Paved area east of West Commons/ North of Cramer Hall
6	North and West of West Commons along Ferris Drive
7	North of Granger Center and East of the West Building
8	At Automotive Center and between AUT and Granger Center
10	North and west of Williams Auditorium includes Mckessy House and Science Chiller Building
11	East Campus Suites Large and Small Lot
13	North of Swan Building
14	Bond Circle parallel parking spaces
16	East of Pickell Hall
18	South and West of North Storage
20	West of Sports Complex along Sports Drive
24	Along North Campus Drive
31	UCB and Loading Dock
32	UC B and along Campus Drive
33	Michigan College of Optometry
36	Between College of Business and Top Taggart Field
37	South 1/2 of lot from IRC towards College of Business
39	Rock Café Parking
40	Behind Knollcrest Commons between McNerney and Merrill Halls
41	College of Health Professions at VFS
42	West of College of Pharmacy Building
44	South of Creative Arts Center
45	West of West Commons and east of Cramer Circle
46	East side of Sports Complex
48	East side of Heavy Equipment and northwest corner of Sports Complex.
50	Power Plant
53	East of South Commons, Rock Café
54	Along Ferris Drive and West of West Commons
57	East of Automotive and South of Prakken Buildings

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Faculty Welcome Back Week Schedule

Calling All Faculty!

To kick off the new semester, the week starts with a sneak peek at the changes to the Student Recreation Center, followed by talks in one of the new classrooms in the Swan building, and then after lunch, continues with a tour of the Academic Literacy Center in FLITE.

In addition to updates on HLC, the Strategic Plan, and the Quality Initiative, sessions during the week include an Advising Mini-Conference, Shoah training, Collaborative Innovations across campus, a Safe Zone workshop, MyDegree training, Civil Engagement Initiatives, and many more informative talks.

Here is the link to the schedule or it can be found at the Welcome Back Week (WBW) webpage that has the schedule by day and will list resources from presenters:
https://ferris.edu/HTMLS/administration/academicaffairs/Events/WelcomeBackWeek.htm

Another way to find the WBW webpage is to go to the AA main page (https://ferris.edu/HTMLS/administration/academicaffairs/index.htm) and look on the top navigation tab under **Events** for a heading called "Welcome Back Week" or go to "Upcoming Events" midway down the page.

Please feel free to share this information with colleagues. See you then!

Carrie Franklund | Academic Communication and Events Coordinator
Ferris State University | Office of the Provost and Vice President for Academic Affairs
1201 S. State St. - CSS 310C | Big Rapids, MI 49307
(231) 591-3534 office - (231) 591-3592 fax | Academic Affairs website

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West Campus Community Center Roof Replacement

West Campus Community Center Roof Replacement
Contractor, Borner Restoration will commence work on Monday, August 13 to remove the existing roof system at West Campus Community Center and replace with new. Contractor will be placing barricades at various points as construction progresses. Contractor will be using a portion of Parking Lot 64 for staging of equipment and materials. Any questions related to this project effort should be directed to Mark Eichenberg at extension 2951.

Mark Eichenberg

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Doctorate in Community College Leadership (DCCL) Newsletter

The Doctorate in Community College Leadership (DCCL) program would like to introduce the inaugural issue of our quarterly newsletter. It highlights the impact our doctoral students have on community colleges, and we are proud of their continued leadership in advancing the community college mission. The publication is designed to share "good news" from our students, graduates, and staff in the larger context of higher education nationally.

Please click the image below to access newsletter

May your week be kind,

Sidney Alicia Edmonds, **MBA | Program Specialist**

FERRIS STATE UNIVERSITY
DOCTORATE IN COMMUNITY COLLEGE LEADERSHIP

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***Learner* Strategic* Achiever* Input* Individualization**

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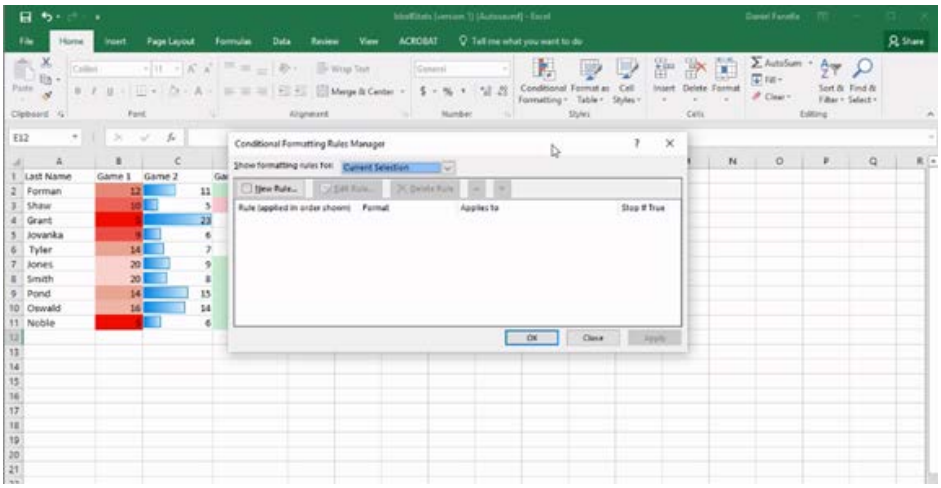
Excel Training Resource: Data Validation and Conditional Formatting Tools



Microsoft has very powerful **data validation and conditional formatting** tools.

Excel's data validation tools allow you to **control** and **validate** the data as it is being entered into a workbook, worksheet, or specific cell. *Data validation* enables you to **format** and **send messages up** based upon the data that is entered into a cell. *Conditional formatting* within Excel allows the user who's analyzing the sheet or data to format cells based on the data within the sheet either during entry, after data entry, or before data entry. This way, you can **create a quick visual representation of the data based on specified conditions**.

Learn how in the on-demand video training resource, **Hoonuit**. The 1-hour video course, ***Excel 2016 – Evaluating Data***, focuses on how to create data validation rules when entering data into your sheet, and also to create conditional formatting to help you visually analyze the data that has been inputted into your sheet.

The **Hoonuit** (formerly Atomic Learning) video training resource is available to all Ferris employees and students. Learn how to access Hoonuit through the MyFSU portal.

Employees: Select the **Employee** tab and then the **Professional Development** link. You will notice a link to **Hoonuit** under the **Professional Development** Quick Links.

***Jody Gardei*, Manager**

Staff Training & Development
Office: Alumni 121
Phone: 231-591-2112
Website: http://www.ferris.edu/SCTD
Facebook: http://www.facebook.com/FSUSCTD

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2018-2019 Supervisor Development Program

Calling All Supervisors!

This Staff Center for Training and Development will once again be hosting the **Supervisor Development Program.** The program runs from September 2018 to May 2019. Employees may now apply to participate in this program.

Participants are committing to attend the majority of the 16 sessions in person. The sessions will be held approximately every other Tuesday starting September 11, 2018, from 9:00 to 10:30 am, in the Alumni building, room 121.

More information about the Supervisor Development Program, including the complete schedule, a short application, and answers to common questions, may be found on the Staff Center website. Participation is *limited to 20 people*. Current supervisors will have preference over those aspiring to be a supervisor.

Anyone who manages people is encouraged to apply. *The review of applications will begin on August 22nd*. Participants will be notified if they are selected to participate in the program on or before August 24th.

***Jody Gardei*, Manager**
Staff Training & Development
Office: Alumni 121
Phone: 231-591-2112
Website: http://www.ferris.edu/SCTD
Facebook: http://www.facebook.com/FSUSCTD

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Notice of Death - Former Employee

The Office of the President has been informed of the death of former staff member Doris Richards on Friday, August 10th. Doris worked as an office clerk in the Technology Transfer Center from 1990 until her retirement in 1999.

Mass of Christian Burial will be celebrated at 11 a.m. on Tuesday, August 14th at St. Paul's Campus Parish. Doris' family will greet friends after 10 a.m. on Tuesday. The full obituary may be read and condolences to the family may be left here.

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A Seat the Table - Diversity and Inclusion Office August 2018 Update

A Seat at the Table

August 2018

- The Promesa Summer Success program for students in Ottawa, Kent, and Oceana wrapped up August 10. Five students from that cohort will attend Ferris this fall! Additionally, Promesa students from Holland will have their stories and testimonies featured in the Holland Public Museum.
- The Spring 2018 *Ferris Magazine* featured a story about the Ferris-Hampton connection. Read more at http://www.ferrismagazine.com/hidden-stories.
- Thank you to Auxiliary Services for the new Honors commuter lounge in Pickell Hall.
- The Michigan Museums Association hosted a Meet and Eat event at the Jim Crow Museum on August 8, 2018. A big thanks to the FLITE staff for helping to facilitate this event. You can view a photo album of the event on Facebook.
- A shout out to Maggie Walcott who is organizing "Chalk the Walk for Inclusion" on August 23 from 11 a.m. to 1 p.m. in the Quad. The goal is to welcome back students with messages of kindness and inclusion. Maggie will supply the sidewalk chalk—you will need to bring your own kneepads.
- The Office of Multicultural Student Services (OMSS) and the Center for Latin@ Studies will sponsor *Transitions to Success: Multicultural Student Orientation* on August 24, 2018, from 5 to 7 p.m. in IRC 120. The event helps new students make connections with current student leaders and supportive faculty and staff.
- OMSS will also host an *Open House* on August 29, 2018, from 12 to 3 p.m. in FLITE 159. Students will be introduced to OMSS staff and resources. There will be light refreshments.
- The Center for Latin@ Studies will host an open house, "Tacos, Talk, and Thrive," on September 6 from 11 a.m. to 1 p.m. in IRC 131. All are welcome. The catering will be provided by El Granjero Mexican Grill in Grand Rapids.
- This has been a good year for the Jim Crow Museum. There are several videos about the museum on Facebook and YouTube produced by Vice News (HBO) that have more than 10 million views. The museum also received a collection of photographs produced by David Levinthal. The final assessed value was more than $2.2 million.
- The Jim Crow Museum and Museum of Sexist Objects displayed three replicas of the Levinthal collection at the Traverse City Film Festival Bijou by the Bay event on Saturday, July 28. You can view a photo album of the event on Facebook.
- Philip Merrill, historian, writer, appraiser and collector, will be the Jim Crow Museum's featured speaker at 6:30 p.m. on October 3, 2018, in UC 202B. He is best known for his appearances on the Public Broadcasting Service's television show Antiques Roadshow where he appraised black memorabilia from 1996 to 2001. He is the author of *The Art of Collecting Black Memorabilia* (1998), *The Black America Series: Baltimore* (1999), *The World War II Black Regiment that Built the Alaska Military Highway: A Photographic History* (2002), and a book for children, *How Princess Wee Wee Got Her Name* (2013). Merrill was named Baltimore City Paper's Best Historian in 2001. He was awarded an Honorary Doctorate of Humane Letters from Eastern Theological Seminary in 2007.
- Change happens. Each year new people become a part of the Ferris community and some of our friends leave. This year three diversity champions left Ferris—Kevin Carmody, Title IX Coordinator; Kendree Berg, LGBTQ+ Coordinator; and William Sartore, Education Abroad Coordinator. While we are sad to see them leave, we are thankful for our time together and comforted by the knowledge that they will do good work in their new homes.

Building and Sustaining an Inclusive Campus

There are many daily practices that we can implement to help our fellow students

and employees feel included. Consider food. Many of the events hosted on campus include food. This is generally a good thing. However, if someone attends and finds that there is food, but no food that they can eat, well, they may feel unwelcome. Moreover, placing dairy and meat on the same tray is problematic for some people. This seems easy enough to address. We have made some progress with labeling foods. Consider posting photographs of any leftovers on the Ferris: There's Food Here! Facebook page. Thank you to all members of the Ferris community who look for ways, big and small, to help us build and sustain an inclusive environment.

Patty Terryn
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One-on-One Blackboard Technology Assistance: FSU @ Lansing

One-on-One Blackboard Technology Assistance: FSU @ Lansing

- **Location:** LCC UNIVERSITY CENTER- Consultation Room 125.0
- **Dates:** Wednesday, August 15, 2018
- **Time:** 9:00 am – 4:00 pm
- **Facilitator:** Jackie Hughes

If you would like to meet to discuss your particular questions about anything related to Blackboard, feel free to schedule a time segment anytime between 9:00 am and 4:00 pm. **RSVP** for your one-on-one time slot by phone at (231) 591-2808 or by Email at eLearning@ferris.edu.

For a full listing of the eLearning Training Schedule, please see our website at http://ferris.edu/elearning.

Jackie Hughes, Instructional Technology Coordinator
FERRIS STATE UNIVERSITY | eLearning

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Activator * Positivity * Responsibility * Maximizer * Developer

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Reminder: Wednesdays are Banner 9 Days

Admin Pages

Reminder: Wednesdays are Banner 9 Days

One way to help the implementation teams identify system issues, and work to resolve them, is to dedicate one day each week where all Banner users are only using Banner 9. With this in mind, **Wednesdays have been declared Banner 9 Day**. On this day we ask all users to access only Banner 9 and report any issues to the TAC at 231-591-4822 or TAC@ferris.edu for IT services to address.

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