

**From:** [University Wide Notices](#)  
**To:** [University Wide Notices](#)  
**Subject:** University-Wide Notices for 2/26/19  
**Date:** Tuesday, February 26, 2019 4:38:38 PM  
**Attachments:** [image003.png](#)  
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## University Wide Notices

Here is a list of today's notices:

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

## ASL Survey

Hello FSU Administration, Faculty and Staff in Academic Colleges,

In order to better understand the service learning occurring at FSU, we would appreciate your feedback in our online survey. All responses will remain confidential and will be reported in aggregate. Thank you in advance for your valuable insights. Your input will be used to ensure that we continue to meet your needs in service learning.

Please click on this link to complete the survey:

[Start Survey](#)

Please contact [sarahhinkley@ferris.edu](mailto:sarahhinkley@ferris.edu) with any questions.

Thank You,

The FSU Academic Service Learning Committee

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## Come experience a Poverty Simulation



### Can you survive a month in Poverty? Come experience a Poverty Simulation!

**Date:** Thursday, February 28, 2019

**Time:** 3:00 PM—5:00 PM

**Location:** University Center, 202 A

Ferris State University

**Registration:** <https://tinyurl.com/FSUSim2019> (space is limited)

**Bring:** An open mind and a playful spirit!

Questions: [kroy@moisd.org](mailto:kroy@moisd.org) or call 231-592-9605 and ask for Karen



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## Conflict of Interest Notification

The *Conflict of Interest Policy, Business Policy 2018:09*; approved by the Ferris State University Board of Trustees, states that you must be advised annually of the general terms of this policy.

The Conflict of Interest Policy may be viewed at: <https://www.ferris.edu/HTMLS/administration/buspolletter/administrative/conflict-of-interest-jan-2019.pdf>

If you feel that you may have a Conflict of Interest, please complete this quick, three question survey no later than **Friday, March 8, 2019**.

- The Conflict of Interest questionnaire can be found on-line at: <https://www.ferris.edu/staffservices/ConflictInterest/index.cfm>
- If you prefer to print & sign a paper copy, the Conflict of Interest questionnaire can be found at: <https://www.ferris.edu/HTMLS/administration/buspolletter/administrative/conflict-of-interest-jan-2019.pdf>

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For questions regarding this policy, please contact Laurie Millen at: [Crawfo4@ferris.edu](mailto:Crawfo4@ferris.edu) or ext. 2164.

Thank you,

Jerry L. Scoby  
Vice President of Administration and Finance

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## Free Tax Help - Last Day!

A Volunteer Income Tax Assistance (VITA) Facilitated Self Assistance (FSA) site will be open at Ferris State. A VITA FSA site is administered by the Internal Revenue Service (IRS). The volunteers are certified by the IRS VITA program. All qualifying taxpayers including students, faculty, and staff will be able to prepare their own basic federal and state tax returns for free using Web-based tax preparation software with an IRS-certified volunteer to help guide them through the process.

The VITA FSA site at Ferris is a "Self-Prep" site where you can select Web-based tax preparation software through the IRS Free File program. The IRS Free File program is a free, safe and easy way for anyone earning \$66,000 or less to file state and federal taxes. Using the IRS Free File program, all qualifying taxpayers can find out if they're eligible for the Earned Income Tax Credit, Child Tax Credit and Educational Credits.

The volunteers at Ferris VITA FSA "Self Prep" site will answer questions and help you to prepare your own taxes using IRS Free File. The Ferris VITA FSA site will be open: Thursday, 2/28/2019 at FLITE Library room 112 from 5:00 – 6:30 PM. This is the last day the site will be open for this year.

Anyone with a disability that needs special accommodations to attend this event should contact Jim Shimko (231) 591-3157 at least 72 hours in advance.

James Shimko, DBA, CPA  
College of Business  
Ferris State University

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## Bulldog Connect to replace OrgSync

### **Quick Facts**

- OrgSync will no longer be available starting July 1<sup>st</sup>
- Bulldog Connect will be rolled out in pilot groups starting April 15<sup>th</sup>
- Bulldog Connect uses software provided by the company named Presence
- Regular updates will be provided via email throughout the transition

After 11 years, Ferris State students, faculty and staff will soon find a user friendly and intuitive RSO, co-curricular, and event management system in place of OrgSync. Over the past year, the Center for Leadership, Activities and Career Services (CLACS) has completed research, held demonstrations and focus groups with all stakeholders. From these discussions, a new system called Presence was selected, and implementation has begun.

### **Bulldog Connect Highlight**

Using dashboard visuals all event coordinators will now be able to see real time attendance numbers and demographics; if attendance is recorded using Bulldog ID card swiping.

### **Implementation timeline**

February-

- Logo will be announced and added to system
- User work groups will take place to assist in development of CLACS forms. Announcements to sign up will be coming soon and participation is open to anyone interested.
- Student and RSO data in OrgSync and Banner will begin to be migrated to Presence
- Bulldog ID swipe card information will be connected
- Forms will begin development

March-

- All data will be transferred and tested
- CLACS staff will begin training sessions
- Meetings with current OrgSync departments and pilot RSO's will take place

### **You may need to**

- Alumni who use OrgSync may want to record or print information they use in OrgSync as the information will not be transferred to Bulldog Connect
- Current students should look to attend at least one information session to learn why and how to use Bulldog Connect.

The CLACS Office will have access to data that is able to be archived out of OrgSync. Any questions can be directed to the Center for Leadership, Activities and Career Services at (231) 591-2685 or [clacs@ferris.edu](mailto:clacs@ferris.edu).

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## Staff Center Offering: Writing Performance Evaluations

# Writing Performance Evaluations

*Presented by: Mandi Sterly, Human Resources & Jody Gardei, Staff Training & Development*

Two Dates to Choose From:

**Date: March 21<sup>st</sup>**

**Time: 9:00 to 10:00 am**

**Location: Alumni 121**

*This session is also available to join live via Collaborate. Register to receive the webinar link.*

OR

**Date: March 27<sup>th</sup>**

**Time: 3:00 to 4:00 pm**

**Location: University Center room 016 (lower level)**

It is Administrative evaluation time! This year the focus is on how to write an effective evaluation and the workflow for completing an evaluation.

During this session, you will learn strategies for gathering and organizing data and how to use the information to write an accurate and effective performance evaluation. There are many resources available to help supervisors through the process of writing and delivering evaluations. If you are a supervisor of Administrative employees, you won't want to miss this session!

Learn how to:

- Identify strategies for gathering and organizing data for use in performance evaluations.
- Identify resources to assist with writing statements for below, at, or above average performance.
- Explain how to complete the Diversity and Ethical Community sections of the Administrative evaluation form.
- Navigate the Administrative performance evaluation process.

Register on the [Staff Center Events site](#) (Google Chrome works best). Email [sctd@ferris.edu](mailto:sctd@ferris.edu) if you have trouble registering for a session.

**Anyone with a disability who needs special accommodations to attend this event should call 231-591-2112 at least 72 hours in advance.**

*Jody Gardei*

**Manager, Staff Center for Training & Development  
Ferris State University**

📍 Alumni #121, 410 Oak Street | Big Rapids, MI 49307

☎ 231-591-2112 | Pronouns: she/her/hers

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Electronic Document Accessibility Training Workshops - March 2019

## March Accessibility Training

*Presented by:*

*Jody Gardei, Staff Center for Training & Development and  
Jackie Hughes, eLearning*

### Creating Accessible Documents Workshop

Wednesday, March 13<sup>th</sup>

9:00 AM to 3:00 PM

### Creating Accessible PDFs Workshop

Thursday, March 14<sup>th</sup>

9:00 AM to 3:00 PM

### LMS Accessibility: Ally, Images, and Links

Friday, March 15<sup>th</sup>

9:00 AM to 3:00 PM

**Location: FLITE 405**

These workshops will allow you to transform the content of your documents to make them accessible, thereby meeting the expectations of ADA. Each day will focus on a certain aspect of accessibility and include instructional time and work time. The objective is to help you, through guidance, repetition, and collaboration, to become comfortable making

electronic documents, PDFs, and LMS content accessible.

[Overview](#)

- Learn how to make accessible Word documents and fix existing documents.
- Learn how to make accessible PDF files. While some PDF files may easily be made accessible, others may be a scanned image and a little more challenging. You will learn how to use Adobe's accessibility tools to make PDF files accessible. Prerequisite: Creating Accessible Word Documents.
- Learn how to use Ally in Blackboard to identify accessibility issues and how to fix them. Prerequisite: Creating Accessible PDFs.

For more information, go to the [Accessibility Training website](#).

Register on the [Staff Center Events site](#) (Google Chrome works best). Email [sctd@ferris.edu](mailto:sctd@ferris.edu) if you have trouble registering for a session.

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Staff Center Offering: Good Posts, Bad Posts in Social Media

## Good Posts, Bad Posts in Social Media (Know the Difference)

**Presented by:** Megan Biller, DCCL Program Coordinator & Sandy Gholston, News Services and Social Media Manager

**Date:** February 28<sup>th</sup>

**Time:** 1:30 to 3:00pm

**Location:** ALU 121 (Staff Center for Training and Development)

In this session, we will break down some of the differences between what constitutes a good post and what constitutes a bad post. In social media, one bad post can be very costly. We will demonstrate some cases of success and some failures that live in social media infamy. Along the way, you will better understand where to find the sweet spot and how to take calculated risks that won't propel you and your brand into infamy.

### Focal Points

- Specific examples of a good post vs. a bad post
- Brands who get it
- Best practices

Register on the [Staff Center Events site](#) (Google Chrome works best). Email [sctd@ferris.edu](mailto:sctd@ferris.edu) if you have trouble registering for a session.

**Anyone with a disability who needs special accommodations to attend these events should call 231-591-2112 at least 72 hours in advance.**

*Jody Gardei*

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Staff Center Offering: Form I-9 Training

## Form I-9 Training

Presented by: Jennifer Nelson, E-Verify, U.S. Citizenship and Immigration Service, Department of Homeland Security

**Thursday, February 28<sup>th</sup>**

**11:00 am to Noon**

**Location: Alumni 121** or join the webinar from your office. Register and the webinar link will be emailed to you.

Form I-9, Employment Eligibility Verification, is required by Federal U.S. law for employers of all sizes and all industries across the country. The Form allows employers to document the employment eligibility of their employees, but employers can be fined if errors are made, so knowing the steps for proper completion and timeframes are essential. We are here to help. Get all of the answers you need to the following questions and more!

- Must I make photocopies?
- Do I have to enter N/A in unused fields?
- What if I can't see my employee in person?
- Who can sign Section 2 for the employer?
- What if the employee's work authorization expires?
- How long should I keep the Form for my employees?

Join us for a free 60-minute webinar to learn how you can reduce liability by properly completing the Form I-9 as well as the benefits of its electronic companion, E-Verify. Don't get stressed...get answers!

Presented by subject matter experts from the U.S. Citizenship and Immigration Service at the Department of Homeland Security.

Register on the [Staff Center Events site](#) (Google Chrome works best). Email [sctd@ferris.edu](mailto:sctd@ferris.edu) if you have trouble registering for a session.

*Jody Gardei*

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