

From: [University Wide Notices](#)  
To: [University Wide Notices](#)  
Subject: University Wide Notices for 1/24/19  
Date: Thursday, January 24, 2019 4:21:20 PM  
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## University Wide Notices

Here is a list of today's notices:

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- [Blackboard Phase II Training Opportunity & Blackboard Technology Assistance - Tuesday, February 4, 2019 - Please Read!](#)

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

## Office of International Education Spring 2019 Newsletter - Issue #2

The Office of International Education is sharing its bi-weekly newsletter with the campus community. In our last issue, we shared data as a foundation to support the development of a common understanding of the opportunities and challenges in international education. In this issue, we are focusing on enrollment and our unique international stories. We hope you enjoy our second issue of 2019!

The first page of the new issue is presented here. Please click on this link to view the full four-page newsletter:

<https://www.ferris.edu/international/pdfs/docs/Newsletter.pdf>



— Ferris State international education newsletter

### The Most Persistent and Urgent Question

Greetings from the Office of International Education (OIE):

This week, I am attending the Association of International Education Administrators (AIEA) conference in San Francisco. This is a conference attended by Senior International Officers (SIOs) around the world.

Many of the SIOs I have spoken to are being charged by their universities to significantly increase international enrollment to compensate for decreasing domestic enrollment. For example, Oakland University, Western Michigan University, Eastern Michigan University all have robust plans to expand their International enrollment. Outside the United States, the Czech Republic has also adopted the same approach of inviting more international students to compensate for a decrease in domestic enrollment. There is palpable excitement and energy among the SIOs to collaborate and innovate to address these challenges.

In our previous newsletter, we shared data on the challenging road ahead for domestic student enrollment in the Midwest. We also shared how international enrollment can make a difference. The Spring 2019 Ferris enrollment figures demonstrate the need for exploring ways to reverse the decreasing enrollment trend.

In the Spring 2019 semester, Ferris State saw a decrease of 620 students and a drop of 6277 Student Credit Hours. The Student head count decrease amounts to a drop of 4.7% in student enrollment. With decreasing enrollment, resource challenges will become more acute.

The current trend indicates that there is potential for our main campus enrollment to be below 8000 students. Without significant efforts to reverse this trend, the numbers could even reach fewer than 7500 in a short period.

International engagement can bring more International students to our University, but beyond that, what else can international engagement bring?



**Lisa vonReichbauer | Assistant Director**  
Ferris State University | Office of International Education  
1301 S. State St. - IRC 134 | Big Rapids, MI 49307  
Phone: +1 - 231 - 591 - 2838 | [International Office Website](#)



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## Notice of Death – Emeritus

The Office of the President has been informed of the death of staff member and emeritus **George Rouman** on January 15, 2019. George worked as a professor in the Allied Health Department of Environmental Quality from 1971 until his retirement from Ferris State University in 1994.

Services have already been held. Please feel free to leave a memory or express your condolences [here](#).

**The Ferris flag will be flown at half-staff in his memory on Friday, January 25<sup>th</sup>, 2019.**

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## Open House Event

You're Invited!

The CREW program is having it's inaugural Open House event on January 25th from the hours of 10 a.m. to 4 p.m. We will be serving Ferris Catering's light refreshments, and the event is drop in style attendance. Feel free to show up at any point during the event hours to meet our staff, learn about the partnership between CREW and Ferris State University, learn about the services offered to our students, and more about the role CREW plays in prevention and education regarding substance use, and recovery from substance use disorder. CREW seeks to identify students in recovery from SUD (substance use disorder) and provide them with a safe haven within the campus in which they may enjoy fellowship with other student members in recovery from SUD. The program also offers many other services that we hope to tell all attendees to the Open House. We warmly welcome any and all faculty and staff at our location in BHC, room 203. Birkam Health Center requests that all attendees utilize the side entrance of the building, and the stairwell just inside the entrance. This will avoid the HIPPA regulations affecting other areas of the building. Attendees that need to use the elevator will still need to enter from the front of the building, and sign in with the front desk staff. For more information about this event, please contact Kayce Courson at the below listed contact information.

*Kayce J. Courson*

LLMSW, Ten16 Recovery Network  
CREW Site Coordinator  
Ferris State University  
Birkam Health Center  
1001 S. State St  
Big Rapids MI, 49307  
Office: 231-591-3614; Room 201

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## FCTL: How to Prepare a Successful TIMME Travel Grant Application

- Thursday, January 31, 2019, 3 – 3:50 PM, FLUTE 405 or by conference call (if the latter, please contact FCTL at [fctl@ferris.edu](mailto:fctl@ferris.edu) by Wednesday, January 30)
- Monday, February 4, 2019, 10 – 10:50 AM, FLUTE 405 or by conference call (if the latter, please contact FCTL at [fctl@ferris.edu](mailto:fctl@ferris.edu) by Friday, February 4)

Each session is designed to assist faculty who wish to prepare a Timme Travel Grant application. We'll focus our attention on the rubric as a means for knowing how to best prepare your application. Each of the two sessions will be essentially identical, so you need only attend one. Deadline for submission is Wednesday, February 13, 2019 by 5 PM (EST). No RSVP necessary.

*If you have a disability and require accommodation to participate in these events, please contact FCTL at (231) 591-3826 or [fctl@ferris.edu](mailto:fctl@ferris.edu) to request accommodations at least 72 hours in advance.*

Faculty Center for Teaching and Learning  
FLUTE 408  
[fctl@ferris.edu](mailto:fctl@ferris.edu)  
231.591.3826

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## FCTL: Self-Compassion Practices for Living Life on Life's Terms

Facilitated by: George Nagel, Ph.D., Professor of Communication, Department of Humanities

**Where:** FLUTE 304

**When:** 12:05 – 12:45 PM, Wednesdays, January 30 through March 20

Built on a foundation of mindfulness, we will learn how to apply specific self-compassion principles and practices throughout each day of our personal and professional lives. We will develop a calm mind and an attitude of kindness towards ourselves and others. Each session starts with mindful self-compassion before delving into the topic of the day. While specific mindfulness practices have been selected, each session will also be built upon the interests and needs of those present for the session. We will apply mindfulness and self-compassion to workplace and relationship issues raised by those in attendance.

Drop in for whatever sessions meet your interest or schedule, and join us for a time of calm and kindness. Learn how to be kind to yourself. No registration is required. Please join us when you can.

January 30: Mindfulness Practice: Intention, Attitude, and Attention  
February 6: Self-Compassion Practice: Acknowledgment, Release, and Kindness  
February 13: Acknowledgment: Witnessing my Experience of Thoughts, Feelings, and Body  
February 20: Release: Observing and Letting Go of Judging my Thoughts, Feelings, and Body  
February 27: Kindness: Bringing Good Will to My Thoughts, Feelings, and Body  
March 6: Practicing Self-Compassion Styles  
March 20: Practicing Self-Compassion Styles

*If you have a disability and require accommodation to participate in these events, please contact FCTL at (231) 591-3826 or [fctl@ferris.edu](mailto:fctl@ferris.edu) to request accommodations at least 72 hours in advance.*

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231.591.3826

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## Bulldog Lapel Pins - LAST CALL/ORDER NOW!

It's that time of year again to order Bulldog lapel pins! The pins are only available to order online and can either be ordered in gold or silver. The cost for the pins is \$1.00 each and available in quantities of 25 or more per color. Orders need to be placed by Friday, February 1, 2019 and their approximate arrival time is April 1, 2019. Please use this order method for any pins needed between now and April 2020 as Alumni Relations only has a small number of them on hand throughout the year. Please use the following link to order:

<http://attend.com/0d87227df0c868>

If you have any questions at all or need help with the order process, feel free to contact me.

Thank you,

Lynn Miller



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## Surplus Automotive hoists last day for bids Jan 25

**Surplus automotive vehicle hoists are being sold via sealed bid.** Final inspection and bid day is January 25 between 9AM and 4PM at the Automotive Center (708 Campus Drive, Big Rapids) at the corner of North Campus Drive and Ives St. in Big Rapids. Bids will be accepted during the inspection times at the inspection site. Winning bidders will be contacted beginning January 28th; all equipment items must be paid for and removed by February 1st.

No other items were added for this sale. Sale includes only hoists.

All items are sold "as is" and all sales are final. Ferris is not responsible for accident or injury and reserves the right to remove any and all items from the sale. To view a listing of equipment select "Automotive Equipment" on the Surplus Sales website [www.ferris.edu/surplus](http://www.ferris.edu/surplus).

Ed Shepard  
Manager of Business Services - Physical Plant  
(P) 231.591.2920 (F) 231.591.2770  
Ferris State University  
111 W. Knollview Drive  
Big Rapids, MI 49307

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## Reminder: 2018 W-2 available on MyFSU

This is a reminder that your 2018 W-2 is available on MyFSU under the Employee Tab.

In order to access your W-2 in MyFSU, you will be prompted to consent that you will not receive a printed W-2 in the mail from Ferris.

If you do access your electronic W-2, you will need your employee PIN in order to print it. If you do not know your PIN, please contact me (x3913) or the Payroll Office (x2160) for instructions.

If you choose not to access your electronic W-2, a paper W-2 will be mailed to your home address on file by the end of January, similar to previous years.

Please let me know if you have any questions or concerns.

Thanks,

Emily Zoet  
Disbursements Manager  
420 Oak Street, PRK 255  
Big Rapids, MI 49307  
231.591.3913 Phone  
231.591.3903 Fax



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## Job Posting(s) for January 25, 2019

Click on this link to go directly to the Electronic Employment System: <https://employment.ferris.edu/>

To access via the Ferris Home Page at: [www.ferris.edu](http://www.ferris.edu), click Employment (under Campus Resources), click FSU Electronic Employment System - Job Postings.

**NOTE: Please Read the next section carefully.**  
**NEW Postings for this week.**

This week's job postings are available:

- In the Electronic Employment System. The link above will take you to the postings page, please follow the above instructions to access postings in the Electronic Employment System.

Application assistance is available in the Electronic Employment System for individuals needing additional assistance. There is a [Help](#) link located in the top left corner of the system. To apply for any positions in the Electronic Employment System, you must complete or have completed the on-line **Application**.

Applicants requiring accommodation or additional assistance in the application process should contact the Office of Human Resources at 231-591-2150 or email [rsup@ohr@ferris.edu](mailto:rsup@ohr@ferris.edu).

If you have questions regarding this transmittal, please call Mandi Sterly @ ext.2667, Jennifer Saladin @ ext. 3878, or Jennifer Wallace @ ext. 2485.



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Lunar New Year Celebration - Tuesday, February 5 at 5:00 pm in the IRC Connector



Ferris State University is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit [www.ferris.edu/non-discrimination](http://www.ferris.edu/non-discrimination). Anyone with a disability who needs special accommodations to attend this event should contact the Office of International Education at [231-241-5911](tel:231-241-5911) or [international@ferris.edu](mailto:international@ferris.edu) in advance of event.



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The Ferris Foundation Merit Grant Applications

**The Ferris Foundation is seeking proposals for The Exceptional Merit Grants for Faculty and Staff.**

Deadline for submission is February 28, 2019 by 5:00 p.m.

**Proposals, and any questions relating thereto, should be directed to:** Kim Erickson, The Ferris Foundation, 420 Oak Street, PRK-101, Big Rapids, Michigan 49307 or (231) 591-2365 or [KimberlyErickson@ferris.edu](mailto:KimberlyErickson@ferris.edu).

The Request for Proposal form can be found online at [ferris.edu/giving/MeritGrant/meritgrant.pdf](http://ferris.edu/giving/MeritGrant/meritgrant.pdf). The form can be filed electronically or turned in to The Foundation Office in person by the deadline.

Kara Eagle, Corporate and Foundation Grant Manager, has agreed to review and give tips to anyone who would like her help. You can email her at: [KaraEagle@ferris.edu](mailto:KaraEagle@ferris.edu)

#### Frequently Asked Questions

Note: If your question is not listed here, please email Foundation assistant Kim Erickson at [KimberlyErickson@ferris.edu](mailto:KimberlyErickson@ferris.edu)

1. Will my application be funded? Although there are many exceptional proposals submitted, funding is limited. Only those that best meet the criteria, as determined by the Gifts and Grants Committee, will ultimately be funded.
2. I can't complete my application on time. Can I have extra time? Only those proposals submitted by the deadline will be considered.
3. What if I can't get a signature on time? In preparing your proposal, it is important to communicate with your Dean/Department Head/Chair or Vice President/supervisor and arrange for signatures within the allowed time period. Applications without proper signatures will not be considered.
4. Are there samples available to view? Yes. Please contact Foundation Assistant Kim Erickson by email at [KimberlyErickson@ferris.edu](mailto:KimberlyErickson@ferris.edu) or by phone at (231) 591-2365 if you need assistance in viewing proposals.

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Blackboard Phase II Training Opportunity & Blackboard Technology Assistance - Tuesday, February 4, 2019 - Please Read!

Please review the offerings below. If you are interested in attending the Blackboard Phase II training or need a 1:1 session with the trainer, **please register by Monday, February 4, 2019.**

To register, please contact:  
eLearning Department  
Office: (231) 591-2802  
[eLearning@ferris.edu](mailto:eLearning@ferris.edu)

**Blackboard Basics (Phase II): FSU @ Grand Rapids**

**Date:** Tuesday, February 5, 2019

**Time:** 6:00 pm - 9:00 pm

**GRCC Room:** ATC 176 Computer Lab (Applied Technology Building – First Floor)  
**Facilitator:** Jackie Hughes

This workshop highlights some of the Blackboard instructional tools that have the potential to enhance student learning. Participants will learn how to use groups, discussion boards, journals, blogs, wikis, and other collaboration tools. Participants will also learn how to create and use rubrics to grade collaboration assignments.

**RSVP** for Blackboard Phase II training by phone at (231) 591-2802 or by Email at [eLearning@ferris.edu](mailto:eLearning@ferris.edu).

**One-on-One Blackboard Technology Assistance: FSU @ Grand Rapids**

**Dates:** Tuesday, February 5, 2019

**Times:** 1:00 pm – 4:00 pm

**GRCC Room:** ATC 180A Conference Room (Ferris Office - Applied Technology Building – First Floor)

**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 1:00 pm and 4:00 pm.

**RSVP** for your one-on-one time slot by phone at (231) 591-2802 or by Email at [eLearning@ferris.edu](mailto:eLearning@ferris.edu).

Jackie Hughes, Instructional Technology Coordinator

**FERRIS STATE UNIVERSITY | Extended & International Operations (EIO)**

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