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Subject: University-Wide Notices for 1/31/19
Date: Thursday, January 31, 2019 3:59:52 PM
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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](#).

Update - University Theater Spring Auditions

Ferris State University Theater – Auditions Update
Curious Incident of the Dog in the Night-time

Thursday JAN 31st CANCELLED

Friday FEB 1st 6:00 PM in Williams Auditorium Backstage Classroom WIL 166

If you want to audition, but cannot attend Friday, please email KatherineLaPietra@ferris.edu

No Preparation Needed – No Experience Necessary
Questions? Contact Katherine LaPietra 231-591-2704

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[FerrisGetOutside, Sled Legs, and more at UREC!](#)



Picture: Sled Legs info

Getting outside in this wintery weather? Snap some pictures and submit for FerrisGetOutside Sp19!

FerrisGetOutside is a 4-month campaign (Jan-April) to get people outdoors and share their stories. Participants submit photos via photo upload surveys and can win usable outdoor gear! Anyone 18+ years old in the Ferris community can participate. Photos must prove you in outdoor activity and be taken since January 1, 2019. The January deadline for submitting pictures is 11:59pm on 1/31/2019. Submit pictures here: <https://www.getfeedback.com/r/fOH7pfj0>. You must be registered to be eligible to win. Register here: <https://www.getfeedback.com/r/X6yKQEKl>

Want something to do outdoors? UREC rents snowshoes, cross-country ski packages, and Sled Legs – a new product that literally attaches sleds to your legs! Check them out! www.sledlegs.com

Daily and weekly rates are available for all gear rentals (student, member, and public prices are all the same).

Snowshoes (youth or adult): \$3 daily, \$15 weekly
 Cross-country ski package (various sizes): 8 daily, \$40 weekly
 Sled Legs (small and large): \$2 daily, \$10 weekly

More about equipment rental can be found here: <https://www.ferris.edu/HTMLS/studentlife/u-rec/facilities/equipment.htm>

**** REMEMBER:** Use caution in cold temperatures! Limit your time outdoors, keep hydrated, and dress appropriately. Watch for signs of frostbite and hypothermia for both yourself and other people; search online for symptoms, prevention, and treatment.

Anyone with a disability who needs special accommodations to attend this event should contact UREC Adventure Programs at adventure@ferris.edu or call (231) 591-5308 at least 72 hours in advance.

UREC Adventure Programs
adventure@ferris.edu

Jayna Wekenman
 Adventure Coordinator
 Ferris State University
 (231) 591-5308

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Staff Center Offering: Leading a Cross-Generational Workforce

Leading a Cross-Generational Workforce

Facilitated by: Jody Gardei, Staff Center for Training & Development
Based on a SkillPath Interactive Video Course

Today's workplace is more diverse than ever before. Not only are people from different backgrounds and cultures working together, but for the first time in history, there could be up to five generations of employees working together. As the Silent and Baby Boom generations are exiting the workplace, the next generation (Post-millennial) is already beginning to enter.

This program will provide an understanding of generational trends which, in turn, will help you develop greater empathy for the reasons people may respond differently to the same situation. The key leadership principles and latest available research will provide tools you need to persuade, communicate with and get the most from your highly skilled, and very diverse, team members.

Attend all three sessions and earn a program certificate!

Session 1

Date: February 6th
Time: 3:00 to 4:00 pm
Location: Alumni 121

- Module 1: Understanding the Generations
- Module 2: Looking Beyond Generational Trends

Session 2

Date: February 13th
Time: 3:00 to 4:00 pm
Location: Alumni 121

- Module 3: Managing Cross-generational Teams
- Module 4: Communicating Across Generations

Session 3

Date: February 20th
Time: 3:00 to 4:00 pm
Location: Alumni 121

- Module 5: Building a Cross-generational Team That Works Together
- Module 6: Addressing Generational Conflict

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

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

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Staff Center Offering: Social Media Series

The Social Media Series

Staff Center for Training & Development

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

Dos and Don'ts of Running a Facebook Page

Date: February 7th
Time: 1:30 to 3:00pm
Location: ALU 121 (Staff Center for Training and Development)

Dos and Don'ts of Running a Twitter/Instagram Account

Date: February 14th
Time: 1:30 to 3:00pm
Location: ALU 121 (Staff Center for Training and Development)

Dos and Don'ts of Snapchat and Live Videos

Date: February 21st
Time: 1:30 to 3:00pm
Location: ALU 121 (Staff Center for Training and Development)

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

Date: February 28th

Time: 1:30 to 3:00pm

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

Register on the [Staff Center Events site](#) (Google Chrome works best). Email 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.

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Staff Center Offering: Title IX Responsible Employee

Responsible Employee Informational Session

Presented by: Kaitlin Zies, Title IX Coordinator and Kylie Piette, Director of Equal Opportunity

Three sessions are being offered this spring:

Wednesday, February 20th

2:00 – 3:00 PM

Location: University Center room 217

Thursday, March 14th

11:00 AM – 12:00 PM

Location: University Center room 217

Tuesday, April 16th

9:30 – 10:30 AM

Location: University Center room 213

As a Responsible Employee, you must report to the Title IX Coordinator when you know, or reasonably should know that an incident of sexual harassment, sexual assault, intimate partner violence, and/or stalking has occurred. This informational session will help you provide information on what you are expected to do, as well as how best to attend to the person who disclosed in order to connect them with resources and to maintain that relationship.

This program is designed for Responsible Employees (as defined here <https://ferris.edu/title-ix/policy.htm>) but has information for the whole of the community on how best to respond to someone disclosing sexual harassment, sexual assault, intimate partner violence, and/or stalking. Register on the [Staff Center Events site](#) (Google Chrome works best). Email 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.

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Concur Travel Training - Monday, February 4, 2019 - Two Sessions Available/REGISTRATION IS OPEN

Friendly Reminder to register by tomorrow, February 1, 2019. Thank you!

If you are interested in attending, please register through the Staff Development Center webpage in MyFSU.

Also, please obtain approval from your supervisor prior to registering for a training opportunity. Thank you!



**Laura Porritt | Assistant to Interim Director
Grand Rapids Region**

Ferris State University | Extended and International Operations
151 Fountain St. NE | Grand Rapids, MI 49503
phone: 616-643-5743/fax: 616.643.5709 | ferris.edu/statewide

Concur Travel Training

Presented by: Gabi Hagen, Disbursements

Date: Monday, February 4, 2019

Time: Two Different Sessions Available: 9:00 am to 11:00 am OR 12:30 pm to 2:30 pm

Location: Grand Rapids, Applied Technology Center - ATC 180A Conference Room

This training will have a demonstration of how to conduct University Travel from start to finish. Topics covered will include:

- Creating Travel Requests
- Booking travel through Concur
- Claiming Meals per Diem
- Claiming Personal Car Mileage
- Itemizing a Hotel
- Sales Tax Exemption
- Training Resources
- Who to call for help

Register on the [Staff Center Events site](#) (Google Chrome works best). Email 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.

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Regular meeting of the Emeriti Board of Directors

Dear University Community,

The regular meeting of the FSU Emeriti Association Board of Directors will be held on Monday, February 4 at 10 am in Prakken 114. Guests are welcome to attend.

Anyone with a disability that needs special accommodations to attend this event should contact Mary Kay Maclver at (231) 591-3739 at least 72 hours in advance.

MaryKay Maclver
Associate Director for Advancement and Prospect Management
Alumni Association Liaison to the Emeriti Association
The Ferris Foundation
(231) 591-3739 | ferris.edu/giving

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National Wear Red Day

Remember to Wear Red 2/1/19!



Ferris State University will be participating in the **National Wear Red Day®** to help raise awareness about heart disease.

If you wear red on **February 1st** please join us at University Recreation Center at 12:15 PM for a group photo.



By participating in the group photo you can earn 1 point towards your Wellness incentive program in [HealthyU!](#)

Our photo will be submitted to the American Heart Association's website to represent FSU's support for their mission to improve lives through education, research and prevention of heart disease.

If you have a disability and require accommodation to participate in this event, contact Humanresources@ferris.edu or 231-591-2150 to request accommodations at least 72 hours in advance. Ferris State University is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit ferris.edu/non-discrimination.



Anna Wild | Sr. Human Resources Generalist

Ferris State University | Office of Human Resources
420 Oak Street, Prakken 150 | Big Rapids, MI 49307-2020
Office: (231)591-2077 Fax (231)591-2978 | [Human Resources Web Site](#)

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Job Posting(s) for February 1, 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, 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 fsujobs@ferris.edu.

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



Jennifer R.K. Wallace | Senior Human Resource Specialist
Ferris State University | Office of Human Resources | Pronouns: she/her/hers
420 Oak Street, Prudden 150 | Big Rapids, MI 49307-2020
Phone: (231) 591-2485 Fax: (231) 591-2978 | [FSU Job Opportunities](#)

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Housing Parking Lot Snow Removal

In an effort to address packed snow and poor conditions in the residence hall, East Campus Suites and West Campus Apartment parking lots it is necessary for residents/ occupants to relocate personal vehicles from storage parking lots to other FSU parking lots to enable FSU Grounds staff to clear snow as much as conditions will permit. FSU Grounds is planning to commence packed snow removal operations at 7:00 a.m. on Saturday, February 2, 2018. Per conversation with FSU's Department of Public Safety, DPS will forego parking violations on storage lot vehicles through midnight on Sunday, February 3, 2019. Suggested locations by area of the campus for residents/ occupants to relocate personal vehicles are as follows:

Parking Lot #9 at **North Hall**. Relocate vehicles to Parking Lots 1, 50 or 71.

Parking Lot 61 **Brophy/ Mc Nerney Halls**, Relocate vehicles to cleared areas (south end) of Parking Lot 4

Parking Lot 4 **Miller Hall/ Ward Halls**, Relocate vehicles to cleared areas (south end) of Parking Lot 4

Parking Lot 16, **Pickell Hall**, Relocate vehicles to Parking Lot 21, 35 or 36

Parking Lot 3, **Vandercook/ Hallisy/ Clark Halls**, Relocate vehicles to Parking Lot 37 or 13

Parking Lot 5, **Henderson/ Puterbaugh, Bond Halls**, Relocate vehicles to Parking Lot 6, 41 or 44

Parking Lot 54, **Cramer Hall**, Relocate vehicles to cleared areas of Lot 54, or Lots 56 or 64

Parking Lot 65, **Robin Court**, Relocate vehicles to Parking Lot 55

Parking Lot 66, **Cardinal Court**, Relocate vehicles to cleared areas of Parking Lot 54 or Lots 56, 64 & 67

Parking Lot 68, **Finch Court**, Relocate vehicles to cleared areas of Parking Lot 54 or Lots 56, 64 & 67.

Parking Lot 11, **East Campus Suites**, Relocate vehicles to Parking Lot 17 or Parking Lot 2

Parking Lot 28, Relocate vehicles to Parking Lot 19

To assist students, should the need arise, FSU DPS has available a battery pack for students whose vehicle batteries are dead due to the frigid temperatures. **Call DPS at (231) 591-5000 and ask for a vehicle jump**. A unit will be sent to your location to assist. DPS anticipates a cadet working Saturday starting at 8am. Depending upon calls for other campus concerns, DPS may be able to have one unit available throughout the day on Friday for motorist assist detail to help accommodate this clean-up.

Your assistance and cooperation is necessary to allow FSU Grounds opportunity to improve conditions of your assigned parking lots prior to the onset of rain forecasted for this weekend. It is anticipated that the snow clearing efforts by FSU Grounds will be completed on Saturday, February 2, Residents should be able to return personal vehicles to assigned parking storage lots by 4:00 p.m Saturday, February 2; or more timely if work by FSU Grounds has been completed. To avoid parking violations, **[All student personal](#)**

[vehicles must be returned to the assigned storage lots no later than midnight on Sunday, February 3, 2018.](#) This will allow FSU Grounds to prepare remaining campus parking lots for normal operations on Monday, February 4, 2018.

Thank you in advance for your cooperation and patience as we work to provide safe access to/from parking lots. Any questions related to the above should be directed to Ferris State University's Director of Plant Operations at extension 2951.

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Notice - Death of Former Employee

The Office of the President has been informed of the death of former staff member **Dr. Bruce Forintos** on January 28, 2019. Bruce worked as a the Dean of the University Center for Extended Learning from 1998 until 2002.

Mass of Christian burial will take place at 12:00 p.m. on Saturday, February 2nd at St. Michael Catholic Church in Remus. Visitation will take place at Janowicz Family Funeral Home in Remus on Friday, February 1st from 2 p.m. – 7 p.m., and again on Saturday from 11 a.m. until the time of service at the church. The full obituary may be read and condolences to the family may be left [here](#).

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Minimum Wage Increase

Supervisors of part-time and student employees need to be aware of the recent decision by the FSU Presidents Council regarding employee wages.

Beginning March 24th, the minimum wage for Ferris State University part-time and student employees will be increased to \$9.45 per hour from the current \$9.25 per hour. Employees with a hourly rate of less than \$9.45 will be increased to \$9.45 automatically. Those currently making \$9.45 or more will not be adjusted.

If you, as a department, choose to increase any students hourly wage who did not have an automatic March 24th increase you will need to complete a new Intent to Hire using the "Change of Pay Rate" option in the Reason for Hire field. The Intent to Hire site will be updated with the new pay levels beginning in March. Feel free to contact us with any questions.

John M. Randle
Student Employment and Financial Aid Advisor
Ferris State University

231-591-2892

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