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University Wide Notices

Here is a list of today's notices:

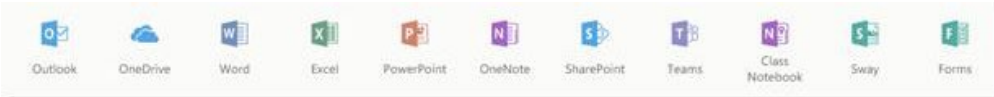
- [Staff Center Offering: SharePoint Information Session](#)
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To view our University Wide Notice (UWN) Procedures, please click [here](#).

Staff Center Offering: SharePoint Information Session

Office 365 Learning Community

Facilitated by: Jody Gardei, Staff Center for Training & Development



Faculty and staff, join us in March to learn about Office 365 SharePoint.

Date: Wednesday, March 27th

Time: 11:00 AM to 12:00 PM

Location: Alumni building, room 121

Whether you are prioritizing your everyday tasks, collaborating with coworkers, or managing projects, Office 365 has tools to help! This month we will be exploring SharePoint.

SharePoint is a secure place for teams to store, organize, share, and access information on the web. It promotes collaboration and teamwork.

Bring a laptop, tablet, or mobile device so you can explore and practice using the program.

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.

Jody Gardei

Manager, Staff Center for Training & Development
Ferris State University

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

Staff Center Offering: Performance Evaluations Training

Writing Performance Evaluations

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

Date: March 27th

Time: 3:00 to 4:00 pm

Location: University Center room 016 (lower level)

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

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 workshop!

Learning Objectives

During this session you will 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 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

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Staff Center Offering: Active Attack Prevention & Response

Active Attack Prevention & Response

Presented by: Bruce Borkovich, Public Safety

Offered on Two Dates:

Monday, April 1st from 3:00 to 4:00 pm or

Tuesday, April 2nd from 9:00 to 10:00 am

Location: University Center room 213

Overview

The Department of Public Safety emphasizes education and preparedness to help to avoid or minimize injury or death in the unlikely event that an attack occurs on campus.

This training will educate people on:

- The warning signs of an at-risk person
- Strategies to help to intervene before the at-risk person deteriorates further
- The response of those subject to an attack.

RSVP 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.

Jody Gardei

Manager, Staff Center for Training & Development

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Invitation to Participate - Summer (and Fall) Student Job and Resource Fair

Greetings.

As you recall, CLACS Career Center and Student Employment teamed up at the beginning of the academic year to host a Student On-campus Job Fair.

One of the comments that we heard from many of you was that we should host one at the end of spring semester.

Therefore, we are hosting a Summer Job and Resource Fair on April 23, 2019.

- This event welcomes not only on-campus jobs, but jobs in the local community, academic program offerings and summer courses, services and programming such as housing options and fun things to do in Big Rapids.

This will provide a great opportunity to convince students that Ferris is a great place to reside, learn, work, and play this summer!

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If you would like to host a table, talk with students, and gather applications.... please sign up at the following link prior to April 14th. <https://orgsync.com/18438/forms/359391>

More information will be provided after we receive your registration to participate.

Have a great weekend!



Michele "Mickey" Albright, MS-CTE, BS-HRM, GCDF

Pronouns: she/her/hers

Center for Leadership, Activities and Career Services
Career & Volunteer Centers
Ferris State University
231-591-2683



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HRPP 2019:01: Sick Time and Disability

The *Human Resources Policy & Procedures 2019:01: Sick Time and Disability* is posted on the University's Policies webpage. Click [here](#) to view the policy.

Jody

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HRPP 2019:02 Retirement

The following *Human Resource Policy & Procedures 2019:02: Retirement Policy* is posted on the University's Policies webpage for review and comment. Click [here](#) to view the policy.

You have the ability to send your feedback by clicking on the PolicyComment link on the webpage.

Jody

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[Correction to Budget Forum time](#)

Budget Forums – Correction

Monday March 25, the forum is at 10:00 am not 11:00 am

Correct information for the three forums:

University Center, Room 202A – Monday, March 25 at 10 a.m.; Wednesday, March 27 at 2:30 p.m.; or Tuesday, April 9 at 11 a.m. in UC 202C.

Terri S. Cook
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[Notice of Death – Emeritus](#)

The Office of the President has been informed of the death of faculty member and emeritus **Raymond B. Dickinson** on March 21, 2019. Ray was a librarian and faculty member at Ferris State University from 1968 until his retirement in 2008.

The family will greet friends of Ray on Tuesday, March 26, 2019 from 4:00 p.m. to 7:00 p.m. at the Daggett-Gilbert Funeral Home. 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 Tuesday, March 26th.

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