The Scoop
on Projects and Services in Administration and Finance

July 2013

Due to the number of people on campus during the summer and other workload issues we decided not to issue a June 2013 issue. The July issue is being distributed to provide some mid-summer updates on a number of projects and services underway in Administration and Finance.

✓ The Division of Administration and Finance is pleased to announce and welcome Patrick Briggs, II as the new Associate Vice President for Finance. Pat will be replacing Rick Christner on July 15. Rick has done an outstanding job for the university and will complete his part-time temporary service around the third week of July. Please refer to the university press release on Pat at the following link http://www.ferris.edu/HTMLS/news/archive/2013/july/briggs.htm to learn more.

✓ The University Center project is well underway. Here are a few updates on various aspects of the project.

  o If you have not been on the northeast part of the campus lately you will be amazed at the changes, as Masselink and Carlisle Halls are gone. The demolition will start in the next few days on the Rankin building.
  o What is very large, came on 10 semi-trailers, and can eat a building? The concrete crusher system on the Masselink site is crushing the concrete from both former residence halls. This is part of the sustainability efforts on the project with the resulting ground up material being used as fill for the site.
  o Dining Services including Catering and The Bakery are fully functional in the re-opened Center Ice location which has been rebranded as Westside Café. The regular dining portion of the Westside Café will reopen in August.
  o Stop in and see the bookstore at its new temporary location between Sears and Save-A-Lot on the south end of Big Rapids.
  o Have you held regular meetings in the Rankin Center over the last few years? Have you wondered where you are going to have those meetings next year? Please refer to the list of alternate meeting spaces generated through a collaborative effort with Academic Affairs, Administration and Finance and Student Affairs as an opportunity to help meet your space needs for meetings during this 18 month transition. This list is found on the University Center Project website at: http://www.ferris.edu/HTMLS/administration/adminandfinance/physical/renovation/pdfs/TemporaryMeetingEventSpaces.pdf
  o The webcam for virtual viewing of the University Center project site is now in service and can be accessed via the University Center Project website. Please take a peek at: http://www.ferris.edu/HTMLS/administration/adminandfinance/physical/renovation/camera-north.htm. The first time you clink on this site you will need to install the program. On the bottom right had side there will be a box labeled Request Control – click on that. You will see a yellow pop-up line at the top (make sure your pop-ups are turned on). Click this and click on the first line labeled – Install this Add-on for All Users on this computer. A security warning will come up – click install and you will
see the functioning webcam. You will only need to do these steps the first time you view the webcam.

✓ Did you know that the **Honors offices** are moving? They are moving this summer to a newly renovated office suite off the lobby of Pickell Hall.

✓ We shared with you in a prior issue of *The Scoop* that we launched an **Administration and Finance Grant Program** for employees in our division to help stimulate additional creativity on things we could do to increase our customer service and improve productivity utilizing our current human and financial resources. In the first round of proposals there were two that were funded and include the following:

  o John Monahan’s proposal to pilot some alternate tablets as a possible effective and lower cost solution for the university. Thank you John!
  o Sergeant Jim Wing from Public Safety submitted a proposal to add some exterior signage for the Department of Public Safety office to make it more visible and easier to find by our guests and others that are relatively new to campus. Thank you Sgt. Wing!
  o Additional proposals continue to come in for the second round with a window that closed on June 30. There were nine new proposals and will be considered during the month of July.

✓ Thank you to the many employees who participated in the **Benefit Open Enrollment** process during May and June. This was a particularly important open enrollment due to the amount of change in our health insurance plans. We had 220 employees select the Ferris 1 PPO, 348 employees select the Ferris 2 EPO (HMO) and 21 employees select Ferris 3 PPO (lower level PPO plan). Thank you for your participation in this process and a big thank you to our Benefits and HR staff for the tremendous work that they did throughout this process.

✓ During our spring open enrollment for the **HealthyU Wellness Program** there were 433 employees and 155 spouses that signed up for the second year of the program. Please get involved in this program and encourage your co-workers to join you!

✓ The IT area continues to work hard to meet your **technology and technology support needs** on the Big Rapids campus as well as our locations in Grand Rapids and across the state. They worked on many projects over the last year and you can find an update on those projects in a concise summary on the website at: [http://www.ferris.edu/HTM/Content/HealthUWellnessProgram/FY13.htm](http://www.ferris.edu/HTM/Content/HealthUWellnessProgram/FY13.htm)

✓ IT continues to provide some **training opportunities** for employees on different technology issues. Is this an area that you want to continue to grow your skill set? If so, please watch for an upcoming announcement regarding the technical education and outreach certificate program coming later this summer.

✓ Many of our users are anxious to have the **Lotus Notes system replaced**. As a result of some outstanding work by John Urbanick, numerous members of his staff, and many faculty and staff from across the campus a recommendation was made to the President’s Council to replace Lotus Notes with Microsoft Office 365. This recommendation has been supported and IT,
working with a number of users across campus, will be developing the implementation, 
communication and training plans over the next few months with the rollout of Microsoft 
Office 365 planned for January through August 2014.

✓ Our Finance staff is very busy with many year-end activities related to closing our 2012-13 
fiscal year and starting the 2013-14 fiscal year. Thank you for your collaboration with us in 
completing year-end entries and details to make this a smooth process for the entire university.

We know and appreciate that our people make the difference in the projects and services 
that we provide for you. I want to extend a big thank you to the many dedicated employees 
in Administration and Finance who work hard each day, all year long to provide quality 
services to the campus!

Jerry L. Scoby
Vice President for Administration and Finance