In this May issue you will find some updates on a number of projects and services underway in Administration and Finance.

✓ The **Between the Chapters Coffee Shop** in the 24 hour area of FLITE is wrapping up its first academic year of service to the campus. Thank you to those who have taken advantage of this new service and opportunity in the Library. For your information the current plan is to close the Between the Chapters Café for the summer and to reopen it in August.

✓ As part of university ongoing commitment to emergency preparedness Bruce Borkovich, Director of Public Safety, is serving as our primary contact for the Michigan Transportable Emergency Surge Assistance (MITESA) to host a **“tent hospital”** from May 19-23 in parking lot 4 on the southeast corner of State Street and Knollview Drive, east of the General Services building. This is being done by the Michigan Department of Community Health as a preparedness drill on how they would handle a situation if a local hospital was destroyed or if a wide scale emergency in an area exceeded the capacity of the local medical facilities. This exercise is primarily intended for medical and emergency professionals however, the public is welcome to stop by and observe.

✓ The Sports Complex will be the host site of the **Mission of Mercy free dental clinic** that will be available to the public on May 30 and 31. While it is a compact schedule over two days this national organization estimates that they will serve approximately 2,000 people during this event. The plan is that they will set up 100 dental chairs in the Sports Complex, complete with temporary plumbing needed to provide dental services and will provide a wide range of dental care ranging from cleanings to root canals and more.

✓ In an effort to provide the best possible services at the lowest possible cost to the campus, IT prepared a recommendation and the President’s Council approved a new **Virtual Server rate schedule**. In most cases the virtual server solutions that IT will be able to provide or assist user departments with will be more flexible, more scalable and easier to administer the server level security than has been possible in the past through previous virtual servers or physical servers. The virtual server solution will be available to user departments at a lower cost than previous virtual server solutions.

✓ For many of us the **Microsoft Office 365 or Outlook Solution** has now been in place for at least a couple of months and it is serving our needs very well. As of early May there are several items that IT is still working on to fully complete this implementation. They include but are not limited to converting Lotus Notes archives, replacing the university wide notice function, the time off request system, email routing changes, encryption for HIPPA compliance, etc. The plan announced at the time of the implementation launch in February was that we would leave Lotus Notes in place through mid-May. There is a need to complete several of the listed items prior to discontinuing access to Lotus Notes. As a precaution we are extending user access to Lotus Notes until we complete the remaining work and before discontinuing Lotus Notes. If you are experiencing any difficulty with your new Microsoft
Office 365 or Outlook Solution please report it to the Technology Assistance Center (TAC) so that we can better serve your needs.

✓ Many of you know that we have been working extensively for most of the last year to identify and implement various ways to further strengthen our IT security. Under John Urbanick’s leadership, many steps have been taken since July of 2013. While it is unfortunate that organizations continue to receive attacks on their IT systems, we too have continued to receive attacks and it is very clear that our security systems are more robust and more capable of defending our systems and our data than we were a year ago. That said we will be taking a number of additional steps over the coming year to help further these efforts. President Eisler has provided some base funding, and the Administration and Finance division has recently committed significant additional one-time funds to make further advancements in this area. While we have very purposefully not disclosed details of the changes made and planned so that we do not help would be attackers for their future plans, one area that will require collaboration and cooperation from all of us is to become much more vigilant about having fewer records with protected information stored in our systems that are accessible from the web. Some of you have been working with IT on this effort over the last semester and many others will be asked to partner with us in the coming months.

✓ Due to severe winter weather the University Center project was 3-4 weeks behind schedule in February. Through a number of efforts led by Mike Hughes our Associate Vice President for Physical Plant, Christman Company and other partners on the project, approximately a week of this time has been made up and other measures are being taken to get the project back on schedule.

✓ You may recall that the road on the south side of the University Center project to Ives Street is a temporary route. The plan at this time is to begin the additional site work after commencement in May by closing parking lot 1 which is just north of the Swan building to do the significant excavation site work needed to prepare that area for the new parking lot. The new permanent road that will replace the temporary road will connect with Magnolia Street. Due to the magnitude of the work there will be a need have both the temporary and the new long term road closed for a few days this summer with a goal of opening the new road during the month of July.

✓ Through collaborative efforts between Administration and Finance and the Academic Affairs division we will be presenting a resolution to our Board of Trustees on May 9 seeking approval to do up to $2M worth of classroom and academic laboratories renovations. Some of this projects will be accomplished this summer. The improvements will first focus upon items that have some health and safety implications.

✓ While some of the provisions under the Federal Health Care Reform continue to evolve, one area I want to draw your attention to is hours worked and eligibility for health insurance. Tamie Grunow our Associate Vice President for Human Resources along with a few other campus partners has helped clarify that we will not have to provide health insurance to our student employees as long as student do not work more than 17 weeks full time collectively across a summer and break periods and do not exceed 26 hours per week in other parts of the year. While generally this will not be an issue for us, the place where we will need to be most vigilant collectively is in cases where an individual student is working in two or more
departments. Please pay particular attention to student work hours in the coming years to make sure that students do not inadvertently become eligible for health insurance.

✓ A good portion of the **Big Rapids Public Library** has been available to the public in FLITE since July of 2013. This was necessitated due to the closing of the Big Rapids Public Library for the major renovation that will be completed later this spring. They will soon begin to move some shelving from FLITE right after commencement in May and are planning for their grand opening for the public on June 21.

✓ As the university contemplates and makes **physical changes to the campus** we must continue to look months and years ahead to make sure that wise decisions are made with facilities and financial resources. One such set of changes following the completion of the University Center is the plan to raze Helen Ferris Hall, East Campus Apartments H & K and South Campus Apartments L, M, N and P during the summer of 2015. As you know there are a number of administrative units in Helen Ferris Hall that will need to have new permanent homes identified and readied prior to commencement in May 2015. The first such piece that we are finalizing is the location of the new home for Housing and Residence Life to the first floor of Cramer Hall. While we are still working on the details of the scope and budget for that move, the anticipation is to have this space readied so that Housing and Residence Life may actually move at some point during the 2014-15 academic year. We are having conversations with Academic Affairs regarding the Transfer Center and Bulldog Radio. Other functions currently in Helen Ferris Hall, like the First Lady’s Attic, will return to the University Center as part of the January 2015 opening.

As we wrap up another academic year, we appreciate the opportunity to serve our students, faculty, and staff. I am very appreciative of our staff, who make the difference in the projects and services 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, throughout the year to provide quality services to the campus!

Jerry L. Scoby

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Vice President for Administration and Finance