November 2013

The Scoop
on Projects and Services in Administration and Finance

In this November issue are some updates on a number of projects and services underway in Administration and Finance.

✓ Some of you have recognized a different voice on our City Watch Service to share with you emergency information through the Department of Public Safety. IT is in the process of replacing the City Watch Service with a new product by RAVE. This implementation is being phased in with the phone calls, text messaging and computer broadcasts. Additional emergency messaging channels being considered are email, websites, and social media. The implementation date for the new emergency messaging system is January 2014.

✓ With the holiday shutdown starting at the end of the workday on Monday, December 23 quickly approaching please make a note to remind yourself to unplug your computers, close your window coverings, throw out any items in the refrigerator that will be spoiled before you return on January 2, and please do not leave any valuables out in the open.

✓ Watch for University-Wide Notices in the coming weeks for the next Wellness programming educational session on “Exercise” and a “Steps” challenge that will be scheduled for sometime in January.

✓ Thank you to all of you who have participated in the review of furniture offerings that were temporarily set up in the IRC to help us select furniture for the new University Center. In addition to this being a very valuable part of the furniture evaluation for the University Center we used this as an opportunity, while the IRC furniture was temporarily moved out, to have some of it reupholstered and the rest of it cleaned so that it was in better condition when it was returned to the IRC.

✓ The university center project continues to progress on schedule. The temporary road that was closed for a few weeks this fall to deal with some major utility line under that road has been reopened. The plan is for this temporary road to stay open for the rest of the academic year. Thank you for your understanding of these temporary inconveniences as part of the progress in redeveloping that part of the campus. The renovation work on the building continues with the erection of structural steel for the new spaces being constructed.

✓ Many of you are aware that our personal computer (PC) replacement cycle completed during the 2012-13 academic year took most of the academic year to complete. As a result of the feedback we received from our campus customers, our IT staff changed the delivery model to replace many of the administrative computers during the summer of 2013 and replaced the faculty equipment on the replacement cycle during the fall semester. I am very pleased to be able to share with you that instead of taking the entire academic year to implement this replacement cycle, it is already 98% complete for this cycle. The next round of PC replacements will be for 2014-15 and the equipment replacements are scheduled to start the summer of 2014.
I noted in an earlier issue of *The Scoop* that we launched an *A&F Grant Program* to encourage creativity among our employees in Administration and Finance to increase customer service and increase employee productivity. The final round of the grant program is currently in process with the deadline for submitting grant proposals is December 13. Any employee in Administration and Finance with a creative idea that meets the parameters of the grant program is encouraged to apply no later than December 13. If you need the criteria and grant proposal form please email Jackie Warner at warnerj@ferris.edu and she will send you the documents.

Given the culture of the Big Rapids campus and the fact that there are many deer hunters in the Administration and Finance Division my wife and I have provided three prizes for a *Biggest Buck Contest* for any current employees, including the student employees in our division. The contest will conclude with a “show and tell” time during a luncheon on December 6 with prizes awarded for the biggest buck, the biggest buck runner up, and the ugliest rack. In addition one of our employees has donated another prize that will used for a drawing of employees that submitted an entry in the contest but did not win one of the other three prizes. If you enjoy deer hunting or pictures of hunters and the deer that they have taken, please check our website after the December 6 awards luncheon.

The IT planning group working on the replacement of Lotus Notes with *Microsoft Office 365* sought feedback from some of our users and the implementation schedule has now been established for the last part of February and the first half of March. The implementation will be phased by division with goals of making the migration easy for our users, minimizing the impact on our academic colleagues by targeting those migrations to spring break, minimizing the period of time when both the old and new systems are in use, and providing lots of training opportunities for our IT staff and users.

*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, throughout the year to provide quality services to the campus!*

Jerry L. Scoby

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