The Scoop

on Projects and Services in Administration and Finance

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

- As we continue to work hard at pedestrian safety and general safety on campus our Public Safety Department is now doing two complete outside lighting inventories each year to make sure that any burned out lamps and outside fixtures are reported to Physical Plant. This review for the fall was completed during September.

- Many of you are familiar with the Kelly Blue Book resource used to value new or used vehicles when you are trying to purchase or sell a vehicle. Are you aware that there is a Healthcare Blue Book available to us as individuals? This is an electronic system designed to help us as health care consumers find quality and yet cost effective services in the health care marketplace.

- Many of you have wondered why the university continues to print the annual university phone book, when more and more things have been moving to electronic documents for several years. The primary logic for continuing this has been due to the ad revenue available from this phone book, with some of the ad sales being returned to the university by the company that sells the ads to vendors. With the changing environment in paper publications versus electronic documents the ad sales for the phone book have dropped off dramatically. As a result the income that used to be made available to the university is declining and we will be moving away from a university phone book. The plan is to print it this fall, and in future years to rely on the university electronic directory.

- The Human Resources Office staff continue to look for ways to provide the best possible services to departments and employees on campus. One of the next steps being taken is to move some of the paper personal action form (PAF) processing from a paper process to an electronic process. Given the many different kinds of personal action form transactions, the current plan is to start with student and part-time employee PAFs and if the implementation of those goes smoothly the plan would be to add electronic PAFs for all transactions in the future.

- The Finance staff continues to look for ways to streamline and simplify the Concur system so that it will be easier to use, particularly for the occasional user. We have contracted with Huron Consulting to assist us in this process. If you are contacted by a Huron Consulting representative in the coming weeks with a request to offer your input into this simplification process we would greatly appreciate your participation.

- Substantial progress has been made on the University Center project with drywall work and painting well underway on the interior of the building. Significant site work has been completed over the last month and a big push is on to complete the building enclosure. The plan is to still have the building substantially complete in December and open it in January to the campus.
The university continues to press forward with the planning for the *Swan Annex renovation and expansion* for Welding Engineering and Advanced Manufacturing. While President Eisler works diligently with the Joint Capital Outlay process, the Legislature, and the Governor’s Office, Mike Hughes and selected faculty in the College of Engineering and Technology are working hard to take the planning to the next level. Neumann Smith was hired as the architectural firm and we are in the selection process for the construction manager to assist the university with this project. As part of this preparation the site survey work was completed in September and the soil boring samples that are necessary to test the field conditions around the building have been taken and sent for appropriate laboratory analysis.

The *Katke PGM Learning Center project* planning has developed to the point where it can now be put on hold while the campaign committee continue the fundraising efforts. The plan is to construct this new facility on the south side of Katke Pro Shop once the fundraising is complete.

Our IT staff continues to do the preparatory work in the background for *upgrading MyFSU* to Luminus 5 with the anticipated rollout of this new functionality early in 2015.

With the many cyber-attacks that organizations around the globe experience regularly and with the attacks on the Ferris State University systems two new positions were approved to augment our existing *IT security* staff.

The *Sexual Assault Task Force* issued its draft report, and it has been placed on the university’s web site for campus review. This draft report can be accessed via the link: [http://www.ferris.edu/HTMLS/administration/adminandfinance/docs/Sexual_Assault_Task_Force_Report_with_Appendicies_Added%20_8-29-14.pdf](http://www.ferris.edu/HTMLS/administration/adminandfinance/docs/Sexual_Assault_Task_Force_Report_with_Appendicies_Added%20_8-29-14.pdf). Please let me know of any observations you have about the report before we move it to a final document in October.

*Best wishes to all for a great homecoming weekend!*  

*I continue to be very appreciative of our staff and student employees, 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*

Jerry L. Scoby  
Vice President for Administration and Finance