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EMU Today, May 24, 2016

Eastern Michigan University

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EMU TOBACCO-FREE POLICY

Eastern Michigan University is a tobacco-free campus. The policy applies to all university employees, students, visitors, contractors, volunteers and service representatives while on EMU property. Smoking and the use of tobacco is (are) prohibited in or on all university owned, operated, or leased buildings, facilities and grounds, including (university or private) vehicles. This tobacco-free policy is intended to support a healthy learning, living, and work environment for every student, employee and visitor. For more information, visit the [EMU Tobacco-Free Policy](#).

ETHICS AND COMPLIANCE REPORTING HOTLINE FOR EMU EMPLOYEES

The Ethics and Compliance Reporting Hotline is a 24/7 toll-free telephone number, and website where individuals can report, anonymously if they choose, an ethical or compliance-related issue involving any Eastern employee. The toll-free number is 866-213-4862. The website can be viewed at [Compliance Helpline](#).

Tuesday, May 24, 2016

SPECIAL NOTICES:

* **ADMINISTRATIVE LEADERSHIP MEETING:** The next Administrative Leadership meeting is scheduled for **Wednesday, May 25** at 1 p.m. in the Student Center Ballroom. Beverages will be served. The agenda is as follows:

- Brief campus update from Interim President Lopnow
- Preview of new EMUToday 2.0 information web portal
- Sexual Misconduct and Interpersonal Violence Policy
- FY17 Budget Update

Materials from previous meetings can be found at [Administrative Leadership Meeting Materials](#).

* **PLANNED COMPUTING SYSTEM DOWNTIME:** There will be a planned computing system downtime on **Friday, May 27 through Sunday, May 29**, starting at 6 p.m. and ending no later than 12 p.m. This is a special maintenance window needed to install critical upgrades to Banner. During this upgrade, the following major computer systems will be unavailable:

- Banner
- My.emich self-service faculty, student and employee tabs
- Applications Manager/UC4
- Xtender imaging
- Ellucian Go Mobile App
- Workflow

All planned maintenance for major EMU systems is scheduled in conjunction with the ERP-Business Operations Committee (BOC). The BOC includes representation from various campus units and Faculty Senate. Please contact the Help Desk at 487-2120 or it.helpdesk@emich.edu if you have any questions about this scheduled downtime. We appreciate your patience during this important and required system outage.

* **PLANNED NETWORK DOWNTIME:** There will be a planned network downtime on **Friday, May 27**, from 6 p.m. to midnight. Maintenance of EMU's network equipment is scheduled for Friday, May 27, beginning at 6 p.m. and completing by midnight. The maintenance will affect hardware installed in the following buildings.

Village
Stores
Sculpture Studio

During the maintenance, there will be no network access in these locations. Any systems that rely on the data network for access will be unavailable at these locations during that time. All other systems and services remain AVAILABLE including:

- Wired and Wireless Internet Access (residence halls, offices, and classrooms)
- Canvas learning management system (<http://canvas.emich.edu/>)
- Online Hiring System (www.emich.edu/jobs)
- EagleMail (available at <https://mail.emich.edu/>)
- Google Apps (<http://google.emich.edu>)

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\$2 DAILY MEMBERSHIP PASS TO THE REC/IM: The Rec/IM is now offering \$2 daily membership passes to all EMU faculty/staff for the summer 2016 semester. Present your EMU faculty/staff ID (required) at the membership counter to purchase a single-day membership pass for only \$2. A single-day pass will allow unlimited use of the Rec/IM facility, including the fitness rooms, pools and all other recreation areas (does not include personal training, group fitness or any other programs offered.) For more information, please contact the Rec/IM front counter staff at 487-1338 or Donna Schubert at dschubert@emich.edu.

HOOPS AT NOON ON TUESDAYS AND THURSDAYS AT THE REC/IM: Do you enjoy playing basketball? EMU faculty and staff are encouraged to come over to the Rec/IM and play basketball with others from around campus. Noon hoops is played every Tuesday and Thursday on the 3rd floor of the Rec/IM. In order to participate in this program you must have a membership to the Rec/IM or purchase a \$2 guest pass for the day. For more information, please contact Kyle McAlear at 487-8050 or kmcalear@emich.edu.

TODAY'S EVENTS

SUBMIT AN EVENT TO THE EMU EVENT CALENDAR: To submit an event to the EMU event calendar, click on [Submit an Event](#), or go to the EMU homepage, click on "calendars," then click the green button labeled "Submit an Event" (located on the bottom left) and enter your event information. All events are subject to approval.

SUBMISSIONS FOR POSTING IN EMU TODAY: EMU Today is an internal daily e-blast sent to the faculty and staff. To submit an announcement or post an event, please forward your entry electronically to emu_today@emich.edu. Please be sure to format your entry with a title and include a description of the event, where the event will be held (room and building), the date and time, and a contact name, phone number and/or e-mail address. For questions, contact Debra Johnson at 487-2484 or email at djohn144@emich.edu.

NOTE: An asterisk denotes a new item.

LECTURES & PRESENTATIONS

CPR & AED TRAINING FOR FACULTY AND STAFF: Environmental Health and Safety will hold a CPR & AED training for faculty and staff on **Monday, June 13**, from 9 - 11:30 a.m. in room 300 in Halle Library. To register, please send an email to Kathryn Wilhoff at kwilhoff@emich.edu or call 487-0794.

CAMPUS SAFETY AWARENESS & HAZARD COMMUNICATION TRAINING: All new employees of the University are required to participate in the Safety Awareness & Hazard Communication Training presented by Environmental Health and Safety Department (EHS). The training will be held on **Tuesday, June 14**, from 10:30 a.m. to 12 p.m. in room 300 in the Halle Library. Please register at environmental_health_safety@emich.edu or call 487-0794. This training is now also available online through "E-training." Please contact the EHS at 487-0794 for additional information.

CONFERENCES & WORKSHOPS

INKSTAINS SUMMER WRITING CAMP FOR MIDDLE AND HIGH SCHOOL STUDENTS: The EMU Writing Project (EMWP) is pleased to announce Inkstains, a summer writing camp for middle and high school students on the campus of EMU. The middle school writer's camp is scheduled for **July 11-15**. The high school writer's camp is scheduled for **July 18-22**. The camp runs Monday - Thursday from 9 a.m. to 3 p.m. and Friday from 9 a.m. to 12 noon. The cost of the camp is \$225. For more information or to request a brochure and application, please contact Kim Pavlock at kpavlock@emich.edu. The Inkstains camp brochure and application are also available to download from the [EMWP website](#).

ACTIVITIES AND EVENTS

GET CLOSER: Enjoy TRUEMU Day at the Detroit Zoo on **Saturday, June 4**. Includes an All-American buffet and special EMU/Detroit Zoo giveaway. Tickets are \$20 for adults aged 15-61 and \$15 for those aged 2-14 and 62 and older. Pick up your tickets from 9 - 11 a.m. at the Zoo and stay for the short program at 11:30 a.m. Visit [TRUEMU Day at Detroit Zoo](#) to purchase tickets. Contact Ted Coutilish at 487-2483 or tcoutil@emich.edu for event information.

SPONBERG THEATRE TURNS 30: Sponberg Theatre is celebrating 30 years as a venue for EMU Theatre productions and the School of Communication, Media & Theatre Arts is honoring this occasion on **Saturday June 4** with a fundraising event. The evening starts at 7 p.m. with the production of *The Last Five Years*, followed by a reception and an exclusive show hosted by EMU's Phil Simmons and R. MacKenzie Lewis *The Next Five Years - Parody*. Tickets are \$30 and include admission to both shows, reception and two drink tickets. To reserve your tickets and/or to order a commemorative Sponberg Theatre t-shirt, visit [Sponberg Theatre 30 Year Celebration](#). For more information contact Wendy Kivi at wkivi@emich.edu or call 487-3198.

TRUEMU NIGHT AT COMERICA PARK: Join EMU students, faculty, staff, alumni, family and friends to cheer the Detroit Tigers vs. the Minnesota Twins on **Tuesday, July 19**, at 7:10 p.m. To sign up for the free bus, please email the [EMU Marketing Department](#) to get more information. Participants will receive a voucher for an exclusive EMU and Detroit Tigers baseball cap, only available with ticket purchase and attendance. Visit [EMU/Tiger Tickets](#) to purchase tickets. Watch [last year's event](#)

ARTS, FILM & ENTERTAINMENT

EMU THEATRE PRESENTS "THE LAST FIVE YEARS": EMU Theatre presents Jason Robert Brown's *The Last Five Years*. This poignant love story told through song will take place in the Sponberg Theatre on **Friday, June 3, **Saturday, June 4, Friday, June 10 and Saturday, June 11** at 7 p.m. and **Sunday, June 5 and Sunday, June 12** at 2 p.m. This production is recommended for audiences ages 16+.

The Last Five Years is an intimate and powerful musical with book, music & lyrics by Jason Robert Brown. Jamie and Cathy, two young New Yorkers meet, fall in love and fall apart over the course of five years. Unconventional in its telling, *The Last Five Years* starts with Cathy, an actress, telling her side of this tumultuous love story from end to beginning while Jamie, a writer, shares his from beginning to end. Within the show the two characters are fully present in the same timeframe only once, at their proposal and wedding. Full of passion, laughter and tears, *The Last Five Years* will be directed by Pam Cardell with music direction by R. MacKenzie Lewis. *Please note that Saturday, June 4 is a special celebration performance and is not currently available to the public.

Ticket prices for *The Last Five Years* are \$15 regular admission, \$12 for students and seniors, \$9 for MAINSTAGE patrons. Tickets are available in person beginning May 23rd at the Convocation Center ticket office or the Quirk Box Office, by phone at 487-2282, and online at www.emutix.com. Please note that there is an additional surcharge for tickets purchased by mail, phone or online. For more information about EMU Theatre, our season and directions to our theatres visit www.emich.edu/emutheatre, fan us on Facebook: Eastern Michigan University Theatre or follow us on Twitter: [emutheatre](https://twitter.com/emutheatre).

**** NOTE:** The event on **Saturday, June 4** is a special celebration performance in honor of Sponberg's 30th birthday and fundraising event for theatre program needs. The evening includes the show, a backstage reception and a special post-show production by Phil Simmons and R. MacKenzie Lewis. This evening's ticket is \$30 and can be purchased at bit.ly/sponberg30

ATHLETICS

GO EMU EAGLES: Please visit the [EMU Athletics homepage](#) for more information about all Eagles athletic games, schedules, rosters and much more. For ticket information, go to [EMU Tickets](#) or call the ticket office at 487-2282.

REMINDERS

EASTERN EXPERTS WEBSITE: The Division of Communications has established a new, robust Eastern Experts website. The EMU Experts Directory will highlight the wide variety of expertise and insight on our faculty, with the goals of enabling journalists to quickly secure experts to comment in stories and interviews and of helping community organizations find speakers for their events. If you are an EMU faculty or staff member with an area of expertise that might be of interest to the media or an area organization, we hope that you will consider becoming a part of the Eastern Experts Directory. The process is simple. Simply log on to the [Eastern Experts Directory](#). There you will find easy tips on how to join the directory, along with tips on writing your bio and completing the expert form. First, click "Join the Directory" and read the text there. After reading the text there, click "Complete the EMU expert form" and then log in using your my.emich credentials.

EMU CAMPUS DIRECTORY FOR STUDENTS, FACULTY AND STAFF: The directory is touch compatible and features a responsive design for optimized display and functionality on desktop, tablet or mobile devices. Users can search for students, faculty or staff via a single search box with results being cleanly displayed in expandable/collapsible rows. The new campus directory can be accessed directly at www.emich.edu/directory or by using the single search box at the top of any EMU webpage. For more details, please read

the press release about the new [EMU Campus Directory](#). Please contact Darcy Gifford at 487-5375 or dgiffor2@emich.edu if you have any questions.

PERSONAL DIRECTORY CORRECTIONS/UPDATES: Personal Directory listings are populated through the Banner system. To check your personal listing for accuracy, please visit the [EMU Online Directory](#). If a listing needs to be updated, an employee's supervisor should update the information through a link located on the supervisor's My.Emich Employee tab. Instructions are as follows:

- Visit [My.emich.edu](#)
- Click on the Employee tab
- Click on the Employee link below the row of tabs
- Click on the Update Employee Campus Address link. You will then see a table of your direct reports. To edit, click on the EID or Phone links to edit. Once you have completed your edits, click the Submit button. NOTE: it may take up to 24 hours for your change to take effect.

For non-supervisory staff, alternate update methods are explained on the [Directory Information Updates page](#).

EMU ONLINE DEPARTMENT DIRECTORY CORRECTIONS: Please take the time to check your [Department Directory Listing](#) for accuracy. If the information needs to be updated, please send the information to: dept_directory@emich.edu. For questions, contact Debra Burke at 487-6895 or by e-mail at dburke15@emich.edu.

EMU PUBLIC SAFETY TIPS AND REMINDERS: The EMU Police Department provides a variety of community service programs focused on safety awareness for our residential halls, classrooms and campus. These include crime prevention seminars, and training sessions and programs on sexual assault and alcohol awareness for faculty, staff and students. The EMU Police Department use high visibility foot patrols, mobile patrols, bicycle patrols and an extensive video monitoring system to help deter crime. It is important to report crimes or suspicious activities immediately -- police have a better opportunity to apprehend suspects and solve crimes. Please review the information below and report any crimes or any suspicious activities. Reporting a crime or suspicious activity can be done anonymously.

- To report an incident, or information anonymously, please call 487-4847 or send an email to dps_questions@emich.edu.
- Call Crime Stoppers at (800) SPEAKUP (800) 773-2587 or email at www.1800speakup.org or visit the [Crime Stoppers homepage](#).
- For more information on public safety, please visit the [EMU Public Safety Tips homepage](#).
- EMU publishes a Daily Crime Log of all crimes reported to the EMU Department of Public Safety. This information can be viewed at [EMU Daily Crime Log homepage](#). EMU also publishes the [Daily Crime Log for the City of Ypsilanti](#).
- Visit [Real-time Crime Mapping Coverage](#) for EMU and the City of Ypsilanti.

Telephone numbers and email accounts listed above are set-up specifically for those who wish to report a crime or information related to a crime. **Your identity will remain anonymous.**

For questions pertaining to EMU Safety Tips or crime prevention, please contact Police Officer Candace Dorsey, Crime Prevention Coordinator at 487-0987 or by email at cdorsey@emich.edu. The Crime Prevention office is located within the EMU Police Department at 1200 Oakwood Street. Police Dispatch at 487-1222. **For emergencies, call 911.**

SCHOLARSHIPS

SEARCH SCHOLARSHIP OPPORTUNITIES: To find out about current scholarship opportunities, go to [search scholarships](#).



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