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EMU Today, August 4, 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](#).

Thursday, August 04, 2016

SPECIAL NOTICES:

PLANNED COMPUTING SYSTEM DOWNTIME: FRIDAY, AUGUST 5, 6 P.M. TO MIDNIGHT: Monthly maintenance of EMU's computing systems is routinely performed on Friday evening from 6 p.m. to midnight. During this month's maintenance program, the following major computer systems will be unavailable:

- Banner
- my.emich (including self-service faculty, student and employee tabs)
- BOE
- [Canvas Learning Management System](#)
- [EagleMail](#)
- [Google Apps](#)

For a full list of systems affected please visit IT's system outage [page](#).

Other systems and services remain AVAILABLE including:

- Wired and Wireless Internet Access (residence halls, offices, and classrooms)
- [Online Hiring System](#)

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 unit and Faculty Senate.

Please contact the Help Desk at (734) 487-2120 if you have any questions about this scheduled downtime. We appreciate your patience during this important and required system outage.

FORD PARKING LOTS CLOSURE: The Ford Commuter Parking Lot, Ford Staff Lot and Ford Reserved Lot will be closed starting **Wednesday, July 6** due to construction. As a result, The Alexander Guest Parking Lot will become a reserved lot for Ford Reserved Lot space owners. The work is expected to be done by **Monday, August 22**.

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.

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.

NOTE: An asterisk denotes a new item.

LECTURES & PRESENTATIONS

DOCTORAL DISSERTATION DEFENSE: The Educational Studies Doctoral Program, Urban Education Concentration, cordially invites the campus community to attend the Doctoral Dissertation Defense of Kristen Barnes in Room 300A/D Porter, **Monday, August 15th at 4pm**. The dissertation is titled "How their Lives shaped their Literacy: A Phenomenological Study of the Marginalization Experiences of Female Adult Literacy Learners" Dissertation Chair, Dr. Valerie Polakow. Please send questions to this [email](#).

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

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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