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EMU Today, December 19, 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](#).

Monday, December 19, 2016

SPECIAL NOTICES:

LONGTIME EMPLOYEE JOHN "JACK" ETSWEILER PASSES AWAY: John "Jack" Etsweiler, a 32-year employee of EMU, died Monday, December 5. Jack worked in the Library from 1984 to 2008, first in the periodicals collection and later in user support. In 2008 he moved to the Department of History & Philosophy, where he was Senior Secretary. A former EMU student, Jack began his undergraduate studies here before transferring to the University of Michigan. Jack's colleagues will remember him for his helpfulness, integrity, loyalty, intelligence, and arch sense of humor. He is survived by his partner of 21 years, Merrill Squiers. A memorial service will be held on campus at a later date. **More information is available from [Cole Funeral Chapel, Chelsea](#).**

LATEST UPDATES AND CAMPUS RESOURCES RELATED TO RACIST VANDALISM INCIDENTS: A website has been developed as a resource for ongoing updates and information about the three incidents of racist vandalism on Eastern Michigan University's campus. The site includes links to all campus update messages sent to date to students, faculty and staff; forums that have been scheduled; and, information about resources available to the campus community. Please visit the [resource page](#) for additional information.

PARKING DEPARTMENT CLOSURE: The Parking Department will be closed on **Friday, December 16**. It will reopen on Monday, December 19 at 8:30 a.m.

UNIVERSITY HEALTH SERVICES SNOW PHARMACY CLOSURE: University Health Services Snow Pharmacy will be closed during the holiday break of **December 23 through January 2**. Please contact the pharmacy at 734-487-1125 ASAP if you have any prescriptions to be refilled during this time period.

MESSAGE FROM UNIVERSITY ADVISING AND CAREER DEVELOPMENT CENTER: As many of you are likely aware the State of Michigan approved legislation (in 2014) to increase the state minimum wage to \$9.25/hour by 2018. This will take place gradually, with several increases, the third of which is scheduled to take place on January 1, 2017. The remainder of the increases are as follows:

- Beginning January 1, 2017: \$8.90/hour
- Beginning January 1, 2018: \$9.25/hour
- Every January, beginning with January 2019, the state treasurer will adjust the minimum wage to reflect the average annual percentage change in the consumer price index. The new minimum wage will be posted on February 1 of each year, with the new adjusted minimum wage becoming effective April 1 of that same year.

Any student employees currently working for your department who are earning less than \$8.90/hour will automatically be increased to this new minimum wage amount on January 1, 2017 (and the same for each subsequent increase). As you hire new student employees (College Work Study or Regular), we would appreciate your help with entering a wage of at least \$8.90/hour as this will decrease the number of modifications we'll need to make to the approximately 3,000 students we currently have working on campus.

Please note that departments are responsible for managing their discretionary spending, and the number of hours you have student assistants working may need to be adjusted based on the minimum wage increase.

Should you have questions regarding the increases or how they will be handled, please feel free to contact [Jieron Robinson](#) (7-4352) or [Mary Jones](#) (7-1005).

PRESIDENT SMITH TO HOLD LISTENING SESSIONS: As President Smith continues to immerse himself in the Eastern Michigan University community, one of his recurring goals is to listen -- to faculty, staff, students, alumni, and community supporters -- to learn

more about Eastern's history, strengths, challenges, and opportunities. As part of this process, President Smith will hold a series of "listening sessions" during the 2016-2017 academic year.

Discussion of the recent incidents of racist vandalism on campus is certainly welcome and encouraged. These sessions have been planned for some time, however, and are intended to focus on a variety of short- and long-term issues. First, broadly speaking, President Smith is eager to hear directly from various stakeholders about their concerns and hopes for Eastern; simply put, he wants to hear what is on the minds of members of the Eastern community. Second, and more specifically, President Smith is eager to focus the University's **Strategic Plan** to develop specific goals for the campus in several areas, including retention and degree completion, diversity and inclusion, academic program development, internationalization, efficient resource management, and community engagement. Ideas in other areas also will be welcomed. The listening sessions will hopefully generate ideas from campus stakeholders about how best to develop specific goals in these and other areas.

The President will hold six listening sessions around campus at different locations over the next two months. Each of the sessions will be open to all employees. (Separate from this initiative, the President is conducting outreach to student leaders, alumni, and the community). Each listening session will last approximately one hour and will begin with short introductions. The bulk of the hour will be for attendees to express their thoughts on any topic, particularly the University's future opportunities and suggestions for focusing the Strategic Plan's themes.

Schedule of Listening Sessions:

Session 3: January 6, 2017	10:00 a.m.	201 Pray-Harrold
Session 4: January 17, 2017	2:00 p.m.	217 Porter
Session 5: January 18, 2017	10:00 a.m.	114 Owen
Session 6: February 3, 2017	10:00 a.m.	Student Center Auditorium

UPCOMING COFFEE AND CONVERSATION SCHEDULE: Coffee and Conversation sessions have been scheduled as follows:

- **John Donegan**, vice president for operations and facilities, and **Jill Hunsberger**, interim vice president for advancement: Monday, January 9, 2017, 2-3pm, Student Center Lounge across from the Information Desk

Employees are encouraged to visit their favorite campus coffee shop (or other venue) to pick up a beverage or snack and then participate in an informal discussion. No appointment is necessary.

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.

CONFERENCES & WORKSHOPS

CPR AND AED TRAINING: As part of the EMU Automated External Defibrillator (AED) Program, CPR and AED training is available to faculty and staff. Training will be held in 300 Halle on the following days:

Monday: 12/19/2016: 9 a.m. - 11:30 a.m.

Friday: 1/13/2017: 1:30 p.m. - 4:00 p.m.

To register, please e-mail **Kathryn Wilhoff** with the date you want to attend or call 7-0794 to register.

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 the Environmental Health and Safety

department (EHS). You may register by calling (734)487-0794. EHS now offers an online training version through "E-training", please contact them for further information.

2016/2017 Training Schedule:

*All training sessions will take place in room 300 of Halle Library

Friday: 1/13/2017: 10:30 a.m. - 12:00 p.m.

Tuesday: 1/24/2017: 1:30 p.m. - 3:00 p.m.

Thursday: 2/9/2017: 1:30 p.m. - 3:00 p.m.

Wednesday: 2/22/2017: 10:30 a.m. - 12:00 p.m.

Monday: 3/13/2017: 10:30 a.m. - 12:00 p.m.

Wednesday: 4/12/2017: 1:30 p.m. - 3:00 p.m.

Thursday: 5/18/2017: 1:30 p.m. - 3:00 p.m.

Tuesday: 6/13/2017: 10:30 a.m. - 12:00 p.m.

ACTIVITIES AND EVENTS

YEAR-END GIFTS: The end of the year is quickly approaching and the EMU Foundation is asking for your assistance so that they can process year-end gifts in a timely manner. If you have any checks delivered to your office, be sure to include the envelope when sending them to the EMU Foundation for receipting. The IRS requires EMU to prove delivery by **Saturday, December 31** in order to process a 2016 tax receipt. All gifts that are received by individual departments during the holidays should be delivered to the EMU Foundation on or before the end of the business day, **Friday, January 6**, to receive a 2016 tax receipt. Please direct any questions to Cherie Burkheiser, Midge Elkins or Laura Wilbanks at the EMU Foundation at 484-1322.

RETIREMENT PARTY FOR KATHY GRAHAM: Please join us as we celebrate Kathy's retirement with over 30 years of service and dedication to EMU on **Friday, January 6 from 2:00 p.m. - 5:00 p.m. in the Halle Library Carillon Room 301.**

UNDERGRADUATE SYMPOSIUM SUBMISSIONS: Take this task off your "to do" list before you head into the semester break! Submissions to present at the March 31 Undergraduate Symposium can be completed at the **Symposium's Website**. Abstracts, reviewed and approved by the faculty mentor, need to be uploaded as an electronic word document during the submission process. Deadline for submissions is **January 15**. Contact **Wendy Kivi** by email or call 734-487-3198 for further information.

MLK PRESIDENT'S LUNCHEON: The 31st annual Dr. Martin Luther King, Jr. President's Luncheon will take place on **Dr. Martin Luther King Day, Monday, January 16 in the EMU Student Center Grand Ballroom, doors open at 11:00 a.m.** Our distinguished Keynote Speaker will be civil rights leader and former president and chief executive officer of the National Association for the Advancement of Colored People (NAACP), Benjamin Jealous.

Tickets for the Luncheon are on sale now until the day of the event. Prices are \$10.00 for students and \$20.00 for faculty, staff, and community members. Tickets can be purchased via phone or in person at the EMU Convocation Center ticket office, the Student Center ticket office located on the 1st floor, and the Quirk building ticket office. Tickets are also available for online purchase. For more information, please contact Amber Mornseu (Center for Multicultural Affairs) at (734) 487-2377, Ron Reid (EMU Ticket Office) at (734) 487-2282, or Gergory Thomas (University Advising and Career Development Center) at (734) 487-0400.

Ticket Locations and hours of operation:

- EMU Convocation Center: 10:00 a.m. - 5:00 p.m.
- EMU Student Center: 1:00 p.m. - 9:00 p.m.
- Quirk Ticket Office: 12:00 p.m. - 5:00 p.m.
- Call (734) 487-2282 to order by phone (\$4.00 processing fee will be charged)
- To purchase tickets online go to **EMUtix**

MARTIN LUTHER KING, JR. HUMANITARIAN AWARDS: Each year, the University presents the Martin Luther King, Jr. Humanitarian Awards at the MLK Day President's Luncheon. The 2017 luncheon will be held on Monday, January 16. These awards recognize individuals from within the University and the surrounding community who exemplify the values and ideals of Dr. Martin Luther King, Jr. Humanitarian Awards are currently being accepted.

Non-Student Award: Nominations for the Humanitarian Award for non-students must include: (1) a letter of nomination, (2) one letter of support, and (3) a resume/CV of the nominee. Completed nomination materials must be received by the Office of Government and Community Relations (207 Welch Hall or via e-mail to Marge Preston) by **Wednesday, January 4 at 5:00 p.m.** Only completed nominations will be considered. Late nominations will not be accepted. You are encouraged to email nominations during the Holiday Break.

2017 INTERNSHIP FAIR: The 2017 Internship Fair will be held on **Wednesday, February 1, 2017 from 1:00 p.m. - 4:00 p.m. in the Student Center Ballroom.** This event provides an opportunity for freshmen through graduate students to meet with companies that offer internships and/or employment. There are still booth spaces and sponsorship opportunities available. Interested employers can contact **Mary Jane Fallot**, Sr. Corporate Relations Manager at (734) 487-5621 or by email for more information. Students can view the registered employers and sign up for the fair via **Handshake**.

STUDENT GOLD MEDALLION AWARDS NOMINATIONS OPEN: Nominations are due **February 17** for the 2016-2017 Student Gold Medallion Awards. Nominate a Student, Student Organization, Advisor, or Program for this prestigious award recognizing outstanding student leadership and service. For more information and to submit a nomination visit the **Student Gold Medallion Awards webpage**. The Award Ceremony will take place on **Tuesday, March 28** during the Week of Excellence and will be held in the Student Center Ballroom. An hors d'oeuvre reception will precede the ceremony at 3:00 p.m., and the awards program will begin at 4:00 p.m.

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**.

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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