

FAREWELL FOR PRESIDENT NICHOLS & HOLIDAY CELEBRATION

You are invited to attend in celebrating the holidays and extending well wishes to President Laurie S. Nichols on the occasion of her retirement.

Monday, December 11th
3:00-5:30 p.m.
The Joy Center

Submitted by Jacky Easton on 2023-12-05

LIBRARY HOURS - FALL 2023 FINALS

Wednesday, Dec. 6: 7:30 a.m. - 11:00 p.m.
Thursday, Dec. 7: 7:30 a.m. - 11:00 p.m.
Friday, Dec. 8: 7:30 a.m. - 5:00 p.m.
Saturday, Dec. 9: 2:00 p.m. - 6:00 p.m.
Sunday, Dec. 10: 2:00 p.m. - 11:00 p.m.
Monday, Dec. 11: 7:30 a.m. - 11:00 p.m.
Tuesday, Dec. 12: 7:30 a.m. - 11:00 p.m.
Wednesday, Dec. 13: 7:30 a.m. - 5:00 p.m.

Submitted by Lori Terrill on 2023-12-04

SEND-A-THANKS RECIPIENTS

The Send-a-Thanks platform was developed for employees to be able to send a special thank you, or kudos, to one of their colleagues across campus. Employees who receive a send-a-thanks are entered into a monthly drawing for either a bookstore gift card or a mug and gift card courtesy of Einstein's.

We would like to give a shout out to the recipients who have received some kudos! Recent recipients were:

- BHSU Marketing and Communications Team
- Cate Caldwell - Director, Grants and Special Programs
- Ryan Delzer (X's 2) - Tech Integration Specialist
- Ruth Moore - BOR HR Generalist I
- Richard Woodworth - Computer Support Analyst

If you would like to send a special recognition to someone, please click the quick link on the main e-Update email.

Thank you all for everything you do!

Submitted by Ruth Moore on 2023-12-04

WENONA COOK ART STUDIOS OPEN STUDIO TOUR

This semester's Open Studio tour is on Tuesday, December 5th from 4:00PM-7:00PM. Stop by the lower level of Wenona Cook to see this semester's artists at work in their studios! Light refreshments will be available and some works of art will be for sale! We will once again be collecting donations of canned food for the BHSU Food Pantry to help our campus community. Bring a non-perishable item to donate with you!

Submitted by Desy Schoenewies on 2023-12-04

E-UPDATE EVENTS: 12/05/2023

Here are the upcoming events for the next 4 weeks. If you don't see something that should be listed, please submit an event through our submission form.

Event Request

List of Upcoming Events:

Dec. 5th

- 11:30AM-1:30PM Rapid City Holiday WIN Luncheon, 445 Mount Rushmore Rd, Rapid City SD 57701

Dec. 6th

- Finals Prep (NO CLASSES)

Dec. 7th

- Finals
- 3:30PM-4:30PM Toast To The Graduates, Joy (Proctor) Krautschun Alumni/Foundation Welcome Center

Dec. 8th

- Finals
- 5PM-7PM BHSU Women's Basketball VS. Metropolitan State University of Denver, Donald E. Young Center
- 7PM-9PM BHSU Men's Basketball VS. Metropolitan State University of Denver, Donald E. Young Center

Dec. 9th

- 10AM Commencement, Donald E. Young Center
- 4PM-6PM BHSU Women's Basketball VS. Colorado School of Mines, Donald E. Young Center

- 6PM-8PM BHSU Men's Basketball VS. Colorado School of Mines, *Donald E. Young Center*

Dec. 11th

- Finals
- 5PM-7PM Auditions For Spring Musical, *Woodburn Theatre (2nd Floor Woodburn)*

Dec. 12th

- Finals
- 11:30AM-1:30PM Spearfish Holiday WIN Luncheon, *Joy (Proctor) Krautschun Alumni/Foundation Welcome Center*
- 5PM-7PM Auditions For Spring Musical, *Woodburn Theatre (2nd Floor Woodburn)*

Dec. 13th

- Finals

Dec. 18th

- Final Grades Due

Dec. 25th

- Staff Holiday
- Christmas Day - Staff Holiday

Dec. 26th

- Administrative Leave Day

Jan. 1st

- Staff Holiday

Submitted by Charles Williams on 2023-12-04

NEW RESOURCE: ONLINE LEARNING CONSORTIUM

Faculty (and staff/students) can now access resources from the [Online Learning Consortium](#), a major resource for professional development related to online learning in higher education.

The Center for Faculty Innovation **will pay for 10 workshop passes for BHSU faculty** from December through August 2024 and pay tuition for four faculty to complete Certificate courses in online teaching in summer of 2024.

Read the full announcement: [OLC Comes to BHSU](#)

Questions? Email Center for Faculty Innovation Director, Nick Van Kley
(Nicholas.VanKley@BHSU.edu)

Submitted by Nick Van Kley on 2023-12-04

CAMPUS MASTER PLAN OPEN FORUM

Please attend an open forum from 2:30 - 4:00 in the Yellow Jacket Legacy room on Wednesday, December 6th to provide input on our campus master plan. Our planners from CO-OP Architecture will lead a discussion with two activities to receive your input on prioritizing the themes you identified as important during our first meetings.

We hope to see you there!

Submitted by Kathy Johnson on 2023-12-01

WHAT IS IT LIKE TO DRIVE AN ELECTRIC VEHICLE?

Are you traveling within the Black Hills region or going to Black Hills State University's Rapid City (BHRC) or to the School of Mines campus to attend a meeting or to teach a class, then be sure to reserve our Electric Chevy Bolt to take you there!

If you want to reserve the Chevy Bolt, then please complete the on-line vehicle request form. Even though the electric vehicle is currently saving us 60 percent on transportation costs, the Chevy Bolt will have same mileage rate as other state vehicles since we need to maintain the Chevy Bolt's safe and reliable operation.

If you are traveling to BHRC then please use the charging station in front of the building. It is an easy plug-in station. Our Chevy Bolt is safe, dependable, and a fun vehicle to drive.

Contact Facilities Services, 642-6244 to reserve the car for your next trip to Rapid City.

Submitted by Debbie Liddick on 2023-12-01

BUILDING ON A SUPPORTIVE WORK ENVIRONMENT SURVEY

As part of the BHSU Strategic Plan, the Building on a Supportive Work Environment Committee is conducting a survey on employee wellness. Please consider taking the survey if you have not already done so (this survey was also included in the E-Update a few weeks ago). Survey results are anonymous and will be used by the Building on a

Supportive Work Environment Committee to prioritize action items. Thank you for your survey feedback!

<https://forms.office.com/r/S5K0Dd4JwZ>

Submitted by Samantha Smith on 2023-12-01

BOOKSTORE WINTER WONDERSALE!

It's our **33rd Annual Winter Wondersale** at the bookstore!

Enjoy 20% off on all BHSU merchandise and be sure to shop our Sidewalk Sale section.

Sale starts 12-4-2023

Happy Holidays from the Bookstore Crew.

Submitted by Michael Jastorff on 2023-11-30

IMPERSONATION SCAMS

With President Elliott joining our BHSU family, I would like to share a friendly reminder about the types of scams we receive from malicious entities impersonating university leadership over email.

Common impersonation scams we have seen recently include the following in the subject line: "Are you available?," "Kindly send me your cell phone number," "Available?," "*Random Name* has shared *AReallyImportantSoundingFile.docx* with you" (this type usually has the name of an administrative staff/faculty member within the body), and many others. Many of these are identifiable as the subject lines are prepended with the [EXT], or are tagged in Outlook as External. They are also identifiable when the sending email address is a non-BHSU email address, e.g. outlook.com, gmail.com, hotmail.com, or another entity outside of BHSU.

The goals of the scammers have been to convince victims into purchasing gift cards, scratching off the back, and sending pictures of the gift card codes to the scammer. Other goals are to gain access to a victim's email account through credential harvesting attacks to download emails, contact lists, SharePoint data, university data, personal data, and to gain access to university systems.

As always, if you receive any suspicious looking emails that could be phishing attempts, use the Phish Alert or Report button within your Outlook client or within Outlook online.

Submitted by Garrett Stevens on 2023-11-30

OPENING ART RECEPTION, QUINTIN OWENS

Dahl Arts Center - 12.08.23 - 03.16.24

OPENING RECEPTION - Dec. 8 | 5-7pm

ARTIST TALK - 6pm

TOPO is an exhibition of Quintin's four most recent series. It is a reflection on Look Out Mountain, Crow Peak, Spearfish Mountain, Bear Butte, and Terry Peak, as objects of wonder. Quintin's current practice uses the language of maps and data to create form. Each location is represented utilizing topographical contour maps and satellite elevation data produced by NASA's Space Shuttle Endeavor.

Submitted by Quintin Owens on 2023-11-29

JACKET CONNECT TRAINING RECORDING

Thank you to everyone who attended the Jacket Connect training. Here is a recording of the training if you missed it: [JacketConnectTraining](#)

Submitted by Ryan Delzer on 2023-11-29

BEWARE OF CONSTRUCTION ZONE

Facilities Services will be replacing buried heating pipes from the Donald Young Center to the Facilities Services Physical Plant **starting in the middle of November for approximately one month.** The contractor will trench and bury the pipe between the two buildings. There will be caution fencing around the work site. Please do not walk or crossover this area and use the campus walkways for your safety. Please contact Facilities Services if you have any questions at 605-642-6244.

Submitted by Debbie Liddick on 2023-11-03



TIMESHEETS MUST BE SUBMITTED EARLY THIS MONTH ON SNAP BY: WEDNESDAY, DECEMBER 20, 2023 BY 9:00AM MST

Due to many employees being out over the break, this is an early reminder that Timesheets are due by December 20th. 

Please note, missed timesheet submissions or approvals will cause a delay in pay so be mindful of the deadline!!

Timesheets for December 2023: 11/22/2023-12/21/2023

Employees - Timesheets must be completed by 9:00 AM MST on Wednesday, December 20, 2023

Supervisors - All timesheets must be approved by 4:00 PM MST on Wednesday, December 20, 2023

CSA and NFE Overtime Eligible Employees: (HOURLY)

- There are 176 hours in the November 22 - December 21 pay period.
- **Enter 8 holiday hours on Thursday, November 23 in observance of the Thanksgiving Holiday.**
 - *An employee who is required to work on the date a holiday is observed will receive 8 hours of holiday pay and hours worked.*
 - *Eligible part-time employees will receive prorated holiday pay.*
- **Enter 8 Administrative Leave hours on Friday, November 24 in observance of the Thanksgiving Holiday.**
 - *Employees not scheduled to work on this day do not get the administrative holiday.*
- If approved annual, sick, or comp time are used in any combination with hours worked, and totals more than 40 hours during the work week, the leave MUST be reduced to bring the total hours paid to 40 hours for the week.
- Please send leave requests through the Leave Request System

CSA and NFE Overtime Exempt Employees: (SALARY)

- **Enter 8 Administrative Leave hours on Friday, November 24 in observance of the Thanksgiving Holiday**
- Please send leave requests through the Leave Request System
 - Exempt must take leave in 8-hour increments.
- The Holiday Hours will populate during payroll processing, you do not need to add to your timesheet.

Faculty:

- Please send leave requests through the Leave Request System
 - Exempt must take leave in 8-hour increments.
- The Holiday Hours will populate during payroll processing, you do not need to add to your timesheet.

Supervisors:

- Please ensure your employees are requesting the *appropriate* time off and that the leave requests are approved *prior* to approving their timesheet.
- Please make sure to have a proxy set up for when you are out of the office or have last minute change of plans. This can be updated directly in SNAP.
- Review hours to ensure there are at least 40 hours accounted for Sunday - Saturday each week for CSA/NFE OT Eligible Employees.

Supervisors of Students:

- Please notify your student workers of when timesheets are due.
- Review timesheets for appropriate hours and days worked.
- Ensure student's hours are entered on SHIFT 1 only.

Please reach out to Jessica.Dold@sdstate.edu with any questions or concerns. Thank you!

Submitted by Tamara Merkwan on 2023-12-11

SEND-A-THANKS RECIPIENTS

The Send-a-Thanks platform was developed for employees to be able to send a special thank you, or kudos, to one of their colleagues across campus. Employees who receive a send-a-thanks are entered into a monthly drawing for either a bookstore gift card or a mug and gift card courtesy of Einstein's.

We would like to give a shout out to the recipients who have received some kudos! Recent recipients were:

- John Allred - VP of Enrollment Management
- Samantha Gill - Professional Advisor
- Mike Jastorff - Director, Bookstore
- Brenna Sadowski (X's 2)- Registration Officer, Registration and Records

If you would like to send a special recognition to someone, please click the quick link on the main e-Update email.

Thank you all for everything you do!

Submitted by Ruth Moore on 2023-12-12

AVAILABLE POSITIONS AT BHSU!

Check out these BHSU job openings! Please share with anyone you know that might be interested!

- Professional Advisor

- Peer and Internship Coordinator
- Assistant Director, Center for American Indian Studies
- Associate Controller
- Technology and Online Resources Librarian
- Assistant Professor, Graphic Design
- Assistant Professor, American Indian Studies

Staff and Faculty job listings can be found here:

<https://www.bhsu.edu/About-BHSU/Employment-Opportunities>

Submitted by Ruth Moore on 2023-12-12

LIBRARY HOURS - FALL 2023 FINALS AND WINTER BREAK

Finals Hours

Tuesday, Dec. 12: 7:30 a.m. - 11:00 p.m.

Wednesday, Dec. 13: 7:30 a.m. - 5:00 p.m.

Winter Break Hours, Dec. 14 - Jan. 7

Monday - Friday: 8:00 a.m. - 5:00 p.m.

Saturday - Sunday: Closed

Holiday Closures:

Monday, Dec. 25

Tuesday, Dec. 26

Monday, Jan. 1

Submitted by Lori Terrill on 2023-12-11

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Dec. 13th

- Finals

Dec. 18th

- Final Grades Due

Dec. 25th

- Staff Holiday
- Christmas Day - Staff Holiday

Dec. 26th

- Administrative Leave Day

Jan. 1st

- Staff Holiday

Jan. 5th

- 10:45AM-1PM First Friday Lunch, *The Hive*
- 5PM-7PM BHSU Women's Basketball VS. Adams State University, *Donald E. Young Center*
- 7PM-9PM BHSU Men's Basketball VS. Adams State University, *Donald E. Young Center*

Jan. 6th

- 4PM-6PM BHSU Women's Basketball VS. Fort Lewis College, *Donald E. Young Center*
- 6PM-8PM BHSU Men's Basketball VS. Fort Lewis College, *Donald E. Young Center*

Jan. 8th

- Classes Begin - Full Day

Jan. 9th

- University Curriculum Committee Proposals

Jan. 11th

- 10AM-12PM Drop-In Professional Document Workshop: Resumes, Cover Letters, and More! *E.Y. Berry Library 171*

Submitted by Charles Williams on 2023-12-11

PAID FACULTY DEVELOPMENT OPPORTUNITIES

The Center for Faculty Innovation has announced funding opportunities for faculty development participation in summer 2024.

- **Summer Institute:** 3-day intensive workshop on experiential learning, collaborative learning, and community-engaged teaching (May 20-22); 14 seats available, \$850 stipend.
- **Faculty innovation Working Groups:** funding for faculty (individual or teams) redesign general education courses to align with Title III goals; up to \$1200 stipend.

Read more about these opportunities, find the calls for proposals, and access application forms on the Center for Faculty Innovation community site: [Center for Faculty Innovation](#).

Please contact Nick Van Kley (CFI Director) with any questions: Nicholas.VanKley@bhsu.edu or book a meeting directly on Nick's calendar to talk about your goals or ideas: [30-minute meeting with Nick](#).

Submitted by Nick Van Kley on 2023-12-11

2024 BELLMAN WRITING AWARDS

Every year, BHSU recognizes exceptional students with cash awards for outstanding writing. Please consider submitting your best writing to the appropriate categories below.

1. Composition I and II (any type of essay from these classes)
2. Literature (Literary Analysis)
3. General Academic Writing (any discipline and type of essay)

The essays must have been submitted for a class from between March 1, 2023, and March 1, 2024. **This means all essays turned in for a BHSU class in Fall 2023 are eligible.** However, a student may enter only one essay per category, so choose your entries wisely. The submission period will remain open until March 10.

Uploaded essays must include a title, but all other identifying information (names, courses, running headers) must be removed.

Judging will commence following the March 8 deadline. For more information and to submit your work, visit <http://www.BHSU.edu/BellmanAwards>. For any questions, please email Matthew.Bauman@bhsu.edu.

Submitted by Matthew Bauman on 2023-12-11

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for approximately one month. The contractor will trench and bury the pipe between the two buildings. There will be caution fencing around the work site. Please do not walk or crossover this area and use the campus walkways for your safety. Please contact Facilities Services if you have any questions at 605-642-6244.

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