

CALL FOR HONORS COLLOQUIUM PROPOSALS

We are looking for faculty to teach courses in the Honors Program. The University Honors Program offers an Honors Colloquium every semester as part of the Honors Curriculum. Colloquia are unique 3-credit courses that are a key element of the Honors Program. Colloquia allow faculty and students to explore ideas outside of normal course offerings and are often interdisciplinary in nature. Colloquia are available to all students in the Honors Program and should not have any prerequisites.

Faculty are invited to propose a course topic for an Honors Colloquium for Fall 2024 or Spring 2025. Both individual- and team-taught colloquium proposals are highly encouraged. Please reach out with any questions or submit a title and a short description of the course topic to Katrina.Jensen@bhsu.edu.

Submitted by Katrina Jensen on 2023-03-07

EMPLOYEE AWARD NOMINATIONS

The annual employee awards have been revamped and individual winners will each earn \$500! Now is the time to make recommendations for your valued colleagues. Do you know of an outstanding BHSU employee or group who stands out in their service to students and/or the University? If you have been admiring from afar, now is the time to show your fellow coworkers that their work is noticed and appreciated! Nominate our outstanding employees for an award to be given out at the State of the University this fall, and for them to get the recognition they deserve. Visit <https://portal.sdbor.edu/bhsu-fac-staff/Pages/Human-Resources.aspx> for nomination forms and descriptions of the awards. The deadline for nominations is May 1, 2023. Please email the nominations to BHSUHumanResources@bhsu.edu. Call HR at 605.642.6549 or email BHSUHumanResources@bhsu.edu with any questions or for more information. Thank you!

Submitted by Cassie Maser on 2023-03-07

SEND-A-THANKS WEEKLY 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 in to 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 a kudos! Recent recipients were:

- Kristin Carmichael, Assistant AD for Student-Athlete Success/SWA
- Randy Culver, Assoc VP, Facilities & Sustainability
- Rebecca Davis, Senior Building Maintenance
- Carissa Deming, Professional Advisor
- Jessie Gramm, Student Engagement Coordinator
- Eric Hanson, Grounds Supervisor
- Dawn Hunter, Program Assistant I
- Bryce Johnson, Assistant Director of Athletics Communication

- Cory Johnson, Energy Mngr/Master Electrician
- Dr. Gail Johnson, Director Student Financial Aid
- Jami Kesling, Field Experiences Director
- Jin Kim, Director of Career Development
- Jane Klug, Dean of Students
- Cassie Maser, HR Coordinator
- Padraic McMeel, Director of Athletics
- Ruth Moore, Senior Secretary
- Christina Nauta, Senior Accountant
- Jean Osborn, Program Assistant I
- Prasanthi Pallapu, Instructional Designer
- Laramie Sotelo (x2), Peer and Internship Coordinator
- Dr. Wendy Stewman, Assistant Professor for Special Education
- Tim Tyler, Accounting Assistant
- Nicky Winterstein, Athletics Facilities Manager

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 Melissa Hart on 2023-03-07

ANNUAL BENEFIT, WELLNESS & FINANCIAL PLANNING EXPO

On Tuesday, March 7, 2023, a variety of investment/insurance companies will be on campus and available from 9 am - 3 pm in the Jacket Legacy Room to meet with you about investing opportunities and/or your employee benefits. Also, speakers are scheduled to present as shown below:

- **9:00–10:00: SDRS - A general overview of the SD Retirement System and what this means for you!**
- **10:15–11:15: SDRS Supplemental - A summary of the 457 and Special Pay Plans.**
- **11:30 - 12:30: Risty Benefits - Long term care insurance.**
- **12:45–2:15: SDRS - Early to Mid- Career Workshop; what you should be doing right now for your future.**

Open to all BHSU employees, students, and spouses with a chance to win prize drawings for those who attend! This is a great opportunity to learn about investing as well as ask questions about your employee benefits!

Also, individual retirement sessions will be available throughout the day. Please contact HR at 605.642.6549 to sign up for a ONE-ON-ONE session with SDRS - limited spots are available! Please contact Human Resources at 605.642.6549 with questions.

Submitted by Cassie Maser on 2023-03-07

CAMPUS E-UPDATE | MARCH 7, 2023

**TOWN HALL MEETING
MARK YOUR CALENDARS
WEDNESDAY, MARCH 22, 2023
3:30 - 5:00 P.M. IN CLUB BUZZ**

TOPICS:

- STUDENT & STUDENT ORGANIZATION RECOGNITION
- HLC PREPARATION FOR APRIL 17th-18th VISIT
- STRATEGIC PLAN YEAR 1 IMPLEMENTATION PLANS BY TEAM LEADERS
- LEGISLATIVE UPDATE
- EVALUATION AND SALARY POLICY INCLUDING TIMELINE FOR DISTRIBUTION
- SUMMER ACTIVITIES

FULL AGENDA - [CLICK HERE](#)

Submitted by Jackie Easton on 2023-03-07

EMPLOYEE AWARD NOMINATIONS

The annual employee awards have been revamped and individual winners will each earn \$500! Now is the time to make recommendations for your valued colleagues. Do you know of an outstanding BHSU employee or group who stands out in their service to students and/or the University? If you have been admiring from afar, now is the time to show your fellow coworkers that their work is noticed and appreciated! Nominate our outstanding employees for an award to be given out at the State of the University this fall, and for them to get the recognition they deserve. Visit <https://portal.sdbor.edu/bhsu-fac-staff/Pages/Human-Resources.aspx> for nomination forms and descriptions of the awards. The deadline for nominations is May 1, 2023 Please email the nominations to BHSUHumanResources@bhsu.edu. Call HR at 605.642.6549 or email BHSUHumanResources@bhsu.edu with any questions or for more information. Thank you!

Submitted by Cassie Maser on 2023-03-14

SEND-A-THANKS WEEKLY 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 in to 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 a kudos! Recent recipients were:

- Michael Baum, Associate Professor, Art
- Justin Cameron, Program Assistant I
- Skott Chandler, Assistant Professor, Mass Comm
- DeeAnn Dorfschmidt, Program Assistant I
- Greg Brenner, Groundskeeper
- Cate Caldwell, Dir, Grants & Sponsored Prog
- Dr. Trenton Ellis, Associate Prof, Human Services
- Carrie Gray-Wood, Instructor, Geography
- Jennifer Holz (x2), Senior Secretary
- Shauna Junek (x2), Dir of Dev & Planned Giving
- Nicole Keller, Asst Director of Dining
- Theresa Lewis, Central Receiving
- Debbie Liddick, Asst Dir, Facilities & Sustainability
- Cheyenne Mendelsohn, HR Assistant
- Allen Morris, Asst Prof, Mass Communications
- Christina Nauta, Senior Accountant
- Quintin Owens, Associate Professor, Art
- Dr. Parthasarathi Nag, Professor Math/Undergrad Research Coordinator
- Jim Roberts, Lead Mail Processor
- Jesse Shelbourn, Digital Media Specialist

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 Melissa Hart on 2023-03-14

ADMINISTRATIVE LEAVE - EASTER HOLIDAY

Governor Kristi Noem has granted administrative leave to state employees in appreciation for their service, and to spend additional time with family and friends surrounding the Easter holiday. Dr. Maher, executive director of the SD BOR, supports the Governor's gratuity and is extending the use of administrative leave to BOR employees as well. **There will be no classes on Friday, April 7 or Monday April 10. University offices will be closed as well.** Eight hours of administrative leave for leave eligible employees will be granted for Friday, April 7 and another eight hours for Monday, April 10. Thank you for your service to the state and to BHSU students!

Submitted by Melissa Hart on 2023-03-14

**TOWN HALL MEETING
MARK YOUR CALENDARS
WEDNESDAY, MARCH 22, 2023
3:30 - 5:00 P.M. IN CLUB BUZZ**

TOPICS:

- STUDENT & STUDENT ORGANIZATION RECOGNITION
- HLC PREPARATION FOR APRIL 17th-18th VISIT
- STRATEGIC PLAN YEAR 1 IMPLEMENTATION PLANS BY TEAM LEADERS
- LEGISLATIVE UPDATE
- EVALUATION AND SALARY POLICY INCLUDING TIMELINE FOR DISTRIBUTION
- SUMMER ACTIVITIES

FULL AGENDA - [CLICK HERE](#)

Submitted by Jackie Easton on 2023-03-14

SEND-A-THANKS WINNER!

Congratulations to the February Send-A-Thanks winner, Christina Nauta! Keep up the great work!

Also, thank you to Sodexo for this month's prize!

If you would like to Send a Thanks to an employee at BHSU, please follow the link below. You can also find the link on the BHSU Human Resources page. Each employee that receives a kudos will be entered in next month's drawing!

<https://www.bhsu.edu/Faculty-Staff/Human-Resources/Buzz-Around>

Submitted by Cheyenne Mendelsohn on 2023-03-14

EMPLOYEE AWARD NOMINATIONS

The annual employee awards have been revamped and individual winners will each earn \$500! Now is the time to make recommendations for your valued colleagues. Do you know of an outstanding BHSU employee or group who stands out in their service to students and/or the University? If you have been admiring from afar, now is the time to show your fellow coworkers that their work is noticed and appreciated! Nominate our outstanding employees for an award to be given out at the State of the University this fall, and for them to get the recognition they deserve. Visit <https://portal.sdbor.edu/bhsu-fac-staff/Pages/Human-Resources.aspx> for nomination forms and descriptions of the awards. The deadline for nominations is May 1, 2023 Please email the nominations to BHSUHumanResources@bhsu.edu. Call HR at 605.642.6549 or email BHSUHumanResources@bhsu.edu with any questions or for more information. Thank you!

Submitted by Cassie Maser on 2023-03-21

SEND-A-THANKS WEEKLY 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 in to 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 a kudos! Recent recipients were:

- Ben Blake, Assistant FB Coach
- April Hilgendorf, Program Assistant I
- Jin Kim, Director of Career Development

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 Melissa Hart on 2023-03-21

TIMESHEETS DUE WEDNESDAY 3/22 BY 9AM

TIMESHEETS MUST BE SUBMITTED ON SNAP BY: WEDNESDAY, MARCH 22, 2023 at 9:00 AM MT

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

Hourly employees and student workers should always record all actual hours worked. There are 160 total hours in this current pay period, including the following for full-time employees:

Overtime Eligible (Hourly) Employees:

- Wednesday, February 22, 2023 -- 8 hours Administrative Leave
- Thursday, February 23, 2023 -- 1 hour Administrative Leave
- **No administrative leave should be recorded if employee worked

Overtime Exempt (Salaried) Employees:

- Wednesday, February 22, 2023 -- 8 hours Administrative Leave
- Thursday, February 23, 2023 -- 1 hour Administrative Leave
- **No administrative leave should be recorded if employee worked

Faculty:

- Wednesday, February 22, 2023 -- 8 hours Administrative Leave
- Thursday, February 23, 2023 -- 1 hour Administrative Leave
- **No administrative leave should be recorded if employee worked

CURRENT PAY PERIOD: 2/22/2023 through 3/21/2023

SUPERVISORS - all timesheets must be approved BY 2pm WEDNESDAY 3/22 as processes start that afternoon. **Before approving any timesheets please check the leave request systems for outstanding leave requests.** Once the leave is approved the timesheet should be updated with the appropriate leave and approved for processing. Please note, if the timesheet approval deadline is missed, your employee(s) will experience a delay in receiving a paycheck.

EMPLOYEES - please make sure your timesheet has been submitted and approved by your supervisor prior to 2:00 pm on Wednesday, March 22.

Submitted by Melissa Hart on 2023-03-21

**TOWN HALL MEETING
MARK YOUR CALENDARS**

WEDNESDAY, MARCH 22, 2023

3:30 - 5:00 P.M. IN CLUB BUZZ

TOPICS:

- STUDENT & STUDENT ORGANIZATION RECOGNITION
- HLC PREPARATION FOR APRIL 17th-18th VISIT
- STRATEGIC PLAN YEAR 1 IMPLEMENTATION PLANS BY TEAM LEADERS
- LEGISLATIVE UPDATE
- EVALUATION AND SALARY POLICY INCLUDING TIMELINE FOR DISTRIBUTION
- SUMMER ACTIVITIES

FULL AGENDA - [CLICK HERE](#)

Submitted by Jackie Easton on 2023-03-21

SPRING CPR/AED TRAINING

In an effort to support BHSU's focus on overall wellness, two training sessions have been scheduled for BHSU faculty and staff to receive CPR/AED/First Aid training. We have AED machines placed across the campus and want to make sure people are comfortable using them. The training will be at the Spearfish Ambulance Service, at 715 E. Colorado Blvd. on April 12th. There will be a morning session that will run from 8:00 - 12:00 and include

CPR/AED/First Aide. We will also have an afternoon session that will run from 1:00 - 4:00 and will cover CPR/AED. The session will cost \$35.00. When you email me to sign up for the class please send me the FOAP that you would like to pay it from as well. When I make the payment it will come out of that FOAP. When you complete the session they will email the certificate of completion to your email. If you have any questions you can call or email me.

Submitted by Donna Vanden Hoek-Wiles on 2023-03-21

YOUNG CENTER CLOSED FOR EASTER

The Young Center will be closed for Easter weekend on April 8th and 9th.

Submitted by Nicky Winterstein on 2023-03-21

POLICIES & PROCEDURES

The following policy/policies have been adopted, revised, or reviewed and approved by the President.

- 6.5 [Work Order Requests](#)
- 6.9 [Department Inventory Deletion](#)
- 7.3 [Multi-Factor Authentication for University Accounts](#)
- 9.3 [Freedom of Speech and Use of Institutional Facilities and Grounds for Expression & Demonstration](#)

[Click here](#) to view the full Policy & Procedure web page.

Submitted by Jacky Easton on 2023-03-21

EMPLOYEE AWARD NOMINATIONS

The annual employee awards have been revamped and individual winners will each earn \$500! Now is the time to make recommendations for your valued colleagues. Do you know of an outstanding BHSU employee or group who stands out in their service to students and/or the University? If you have been admiring from afar, now is the time to show your fellow coworkers that their work is noticed and appreciated! Nominate our outstanding employees for an award to be given out at the State of the University this fall, and for them to get the recognition they deserve. Visit <https://portal.sdbor.edu/bhsu-fac-staff/Pages/Human-Resources.aspx> for nomination forms and descriptions of the awards. The deadline for nominations is May 1, 2023 Please email the nominations to BHSUHumanResources@bhsu.edu. Call HR at 605.642.6549 or email BHSUHumanResources@bhsu.edu with any questions or for more information. Thank you!

Submitted by Cassie Maser on 2023-03-28

SEND-A-THANKS WEEKLY 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 in to 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 a kudos! Recent recipients were:

- Shawn Covell, Facility Worker
- Ryan Delzer (x2), Database/Systems Engineer
- Jacky Easton, Executive Administrative Assistant
- Jessie Gramm, Student Engagement Coordinator
- Colby Hodo, Building Maint Specialist
- Marc Jolley, Building Maint Specialist
- Shannon McKinzie, Professional Advisor
- Jesse Shelbourn (x2), Digital Media Specialist
- Laramie Sotelo, Peer and Internship Coordinator

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 Melissa Hart on 2023-03-28

ADMINISTRATIVE LEAVE - EASTER HOLIDAY

REMINDER: Governor Kristi Noem has granted administrative leave to state employees in appreciation for their service, and to spend additional time with family and friends surrounding the Easter holiday. Dr. Maher, executive director of the SD BOR, supports the Governor's gratuity and is extending the use of administrative leave to BOR employees as well. **There will be no classes on Friday, April 7 or Monday April 10. University offices will**

be closed as well. Eight hours of administrative leave for leave eligible employees will be granted for Friday, April 7 and another eight hours for Monday, April 10. Thank you for your service to the state and to BHSU students!

Submitted by Melissa Hart on 2023-03-28

GEEK SPEAK: BIRTH CONTROL/LIFE CONTROL: A RIDICULOUSLY BRIEF HISTORY OF BIRTH CONTROL IN THE US

Please join Dr. Lesleigh Owen on Monday, April 3 for the rescheduled Geek Speak: "**Birth Control, Life Control: A Ridiculously Brief History of Contraception in the US,**" which will offer a very, very brief overview of some developments, illegalizations and legalizations, and some gendered and racialized effects of birth control in the US.

April 3. Jonas Academic 110. 4:00 p.m.

Submitted by Dr. Courtney Huse Wika on 2023-03-28

LEARN TO SWIM CAMP APRIL 1ST AND 2ND

The Little Jackets Learn to Swim Camp will be held for all ages 3 and up on Sat., April 1st and Sun., April 2nd at the BHSU pool. There will be 4 specially designed swim lessons over the two day camp for all ability levels. Focused instruction will be on learning to swim and water safety, taught by the BHSUTriathlon Team lifeguard and CPR certified instructors. Snacks, pool toys, fun and games will be provided for all participants. Please contact Connie Feist for registration form and additional information.

Submitted by Connie Feist on 2023-03-28

RUDDELL GALLERY EXHIBITION RECEPTION

James Zamora | *Daily Explorations*

March 3 - April 21, 2023

Reception March 30th, 5:30-7:00 PM

Please join the Fine Arts Faculty Thursday, March 30th from 5:30-7PM for a reception celebrating the work of artist James Zamora. The exhibition of Zamora's paintings entitled; *Daily Explorations* is currently on display at the Ruddell Gallery. James Zamora is a contemporary artist who is known for his unique approach to painting, which involves taking common marketplace imagery and transforming it into stylized, elevated environments. His works are characterized by their bold use of color, intricate details, and dynamic compositions. This exhibition will run through April 21st.

Exhibitions are free and open to the public. Persons with disabilities requesting accommodations for this event or for more information call contact the Student Union Information Center at (605) 642-6062 or the gallery director Michael Baum at (605) 642-6706.

Submitted by Michael Baum on 2023-03-28

HOW TO DRAW USING PERSPECTIVE WITH DICK TERMES

Join Dick Termes, Asio Studio and South Dakota Public Broadcasting for a behind-the-scenes sneak peek of the new twelve-part art education series. Termes developed a geometry bases system of six-point perspective to make art appear realistic from all points. The screening will be followed by a Q and A session. Meier Recital Hall, Monday, April 3 starting at 7pm MDT, FREE.

Submitted by Gina Gibson on 2023-03-28

JOIN US FOR A SCHOOL OF EDUCATION Q&A!

Are you thinking of majoring in Education? Are you already majoring in Education, but you have questions about the School/program? Are you looking at all your options, but you are unsure where to start? If so, join us!

When: March 29, 2023 from 11:00-1:00

Where: Student Success Center in the E.Y. Berry Library (First Floor)

Light refreshments will be provided, so please come and join faculty and staff in getting your questions answered. We hope to see you there!

Submitted by Sydney Haugland on 2023-03-28

NEW PASSWORD RESET FEATURE

Network Computer Services (NCS) is enabling a new feature in Microsoft 365 called Self Service Password Reset (SSPR). If you forget your password, the current process requires you to navigate to our password reset portal and follow a reset procedure. With the new SSPR feature, you can click forgot my password directly from the Microsoft login page and reset your password by either entering a code from a phone call or text message, receiving a reset email to your alternate email address, or answering security questions.

In order to enable this feature, all users must have additional contact methods setup within Microsoft 365. NCS has prepopulated faculty, staff, and student alternate email addresses, however you are able to modify your alternate email or setup additional methods like texts and calls by going to <https://aka.ms/ssprsetup> and signing in with your BHSU credentials. Some faculty and staff were missing alternative email addresses in our system, if your account was missing that field, you will be required to add an additional contact method the next time you log into your Microsoft account. In the future, any new faculty, staff, or students will be required to setup their own additional contact information on their first log in to Microsoft 365 services. If you have any questions or concerns, please contact the Help Desk at BHSUHelpDesk@BHSU.edu.

Submitted by Ryan Delzer on 2023-03-28