

FACILITIES SERVICES IS HIRING STUDENTS FOR THE 2023 SUMMER AT \$15 PER HOUR!

We are looking for students who want an opportunity to join the Facilities Services Summer team from May through August. We have many positions available working in the grounds, custodial, mail services, facilities, maintenance, recycling, and sustainability departments. Training and equipment is provided. All positions are posted on the Handshake job board <https://app.joinhandshake.com/> if you would like to apply, or have a friend who is interested. Or you can stop in the Facilities Services building to complete an application. Don't wait - apply in advance!

Submitted by Debbie Liddick on 2023-05-02

END-OF-YEAR ICE CREAM SOCIAL

Please join us in an End-Of-Year Ice Cream Social on **Wednesday, May 3, between 1:00-3:00 p.m.** on the Campus Green.

All Students, faculty and staff are invited as we celebrate and thank each of you for a successful academic year!!

Submitted by Debbie Liddick on 2023-05-02

DOWNTOWN FRIDAY NIGHTS

BHSU will be a sponsor for this summer's Downtown Friday Nights. Each Friday from around 6-9 pm we will have a vendor booth to promote anything BH! We can have more than one group share the booth each week.

Marketing and Communications will provide the departments w/ items such as a branded tent, table, tablecloth, promo items, etc. We will leave it up to each department to bring collateral, interactive games, or anything else you think would make it a fun experience. Remaining open dates include: June 30, July 7, July 14, and July 28.

Please let Becca Walters know if you are interested in an evening.

Submitted by Becca Walters on 2023-05-02

HLC ACCREDITATION THANK YOU!

Congratulations to the whole BHSU community for a successful accreditation year! The Higher Learning Commission's campus visit went very well, and the peer-review team was effusive in its praise of BHSU's "I can" attitude (their words). We will not get official notice of HLC's decision until fall, but the preliminary report was highly positive. Thank you so much, everyone! This process has made me especially grateful to be a part of BHSU. Amy Fuqua

Submitted by Amy Fuqua on 2023-05-02

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Submitted by Debbie Liddick on 2023-05-09

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:

- John Allred, VP of Enrollment Management
- Michael Baum, Associate Professor, Art
- Justin Cameron, Program Assistant I
- Randy Culver, Assoc VP, Facilities & Sustainability
- Sara Freng, Interlibrary Loan Librarian
- Bailey Froelich, Student HR Assistant
- Amy Fuqua, Interim Associate Provost
- Gina Gibson, Professor, Digital Comm/Chair SOAH
- Jessie Gramm, Student Engagement Coordinator
- Oxana Gorbatenko, Researcher II
- Melissa Hart, Director of Human Resources
- Kellie Hatch, Senior Secretary
- Jin Kim (x2), Director of Career Development
- Debbie Liddick, Asst Dir, Facilities & Sustainability
- Jenn Lucero, Coord, Disability Svcs & Testing
- Cassie Maser, HR Coordinator
- Shannon McKinzie (x2), Professional Advisor
- Cheyenne Mendelsohn, HR Assistant
- Isabella Montero, Professional Advisor AIS, Project Coordinator AIS
- Christina Nauta, Senior Accountant
- Mike Overby, Assistant Director, Facilities
- Krista Schroeder, Dining Services Office Manager
- Ron Showman, Dining Services Director
- Nancy Shuck, Senior Secretary
- Laramie Sotelo, Peer and Internship Coordinator
- Jade Temple, Asst athl Dir - Compliance
- Charles Williams, Web Communications 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 2023-05-09

BENEFITS OPEN ENROLLMENT

FY24 Open Enrollment is officially open and will continue through noon on Monday, May 15. You should have received an email from noreply-cloudnotification@infor.com with a link to your enrollment event. Resources are available to help you make the best decision for you and your family.

- View resources and videos on the [FY24 Plans Page](#), including the FY24 Benefits Guide.
- [Visit ALEX](#) to see which plans are right for you and your family.

You must take action during Open Enrollment and actively elect or opt out of coverage by logging into Employee Space **before May 15, 2023**. If you do not make your selections or opt out by May 15, you will be enrolled in the Washington employee-only plan, your flexible benefits will not roll over into FY24, and your spouse and/or dependents will not have coverage. For additional information, [please click here](#).

Submitted by Melissa Hart on 2023-05-09

SUMMER OFFICE HOURS

Effective May 22, summer hours will change to 7:30 a.m. - 4:30 p.m. for all offices. This will remain in effect until August 11th.

Each office must remain opened and covered Monday - Friday from 7:30am - 4:30pm.

Supervisors may work with employees to flex their time when applicable. Optional schedules are as follows:

- Work four 10-hour days during the week. Day off to be determined by employee and supervisor.
- Work four 9-hour days Monday - Thursday and work Friday morning from 7:30 - 11:30.
- Work normal hours 7:30 - 4:30 four days a week and work remotely on the fifth day (normal hours).

The above arrangements can also be approved for some weeks (but not all) of summer months. For example, one could work an alternative schedule for two weeks out of the month of July but work normal hours the other two weeks. Schedules must be approved by supervisors, and the office must remain open and covered.

Please note, flex schedules may impact hourly timesheets, so be sure to submit the correct number of hours in the pay period each month.

Please contact Human Resources at 605-642-6549 with any questions. Thank you for your dedication to BHSU, and have a great summer!

Submitted by Cassie Maser on 2023-05-09

"INTO THE WOODS" AT THE HOMESTAKE OPERA HOUSE

Experience the enchanting musical "Into the Woods" at the Homestake Opera House in Lead, SD, featuring an exceptional cast, including BHSU faculty/staff members Nancy Roberts, Maegan Detlefs, and Laurel Boss, as well as BHSU alumni Rylann Olson and Melita Quinonez.

The story follows a Baker and his wife, who wish to have a child; Cinderella, who wishes to attend the King's Festival; and Jack, who wishes his cow would give milk. When the Baker and his wife learn that they cannot have a child because of a Witch's curse, the two set off on a journey to break the curse. Everyone's wish is granted, but the consequences of their actions return to haunt them later with disastrous results.

Performances are May 11-15. For more information or to purchase tickets, visit homestakeoperahouse.org/events.

Submitted by Maegan Detlefs on 2023-05-09

TIMESHEETS DUE MONDAY 5/22 BY 9AM

TIMESHEETS MUST BE SUBMITTED ON SNAP BY: MONDAY, MAY 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.**

CURRENT PAY PERIOD: 4/22/2023 through 5/21/2023

SUPERVISORS - all timesheets must be approved BY 2pm MONDAY 5/22 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 Monday, May 22.

Submitted by Melissa Hart on 2023-05-16

SPEARFISH BIKE TO WORK WEEK

Bike to Work Week is just around the corner! Sunday May 14 - Friday May 18 there will be biking activities across Spearfish. The schedule for biking activities include:

Sunday May 14: Openshop at Spearfish Bicycle Collective: Come get your bike ready for bike to work week!

Monday May 15: 5:30pm Group Road Ride to Bridalveil. Meet at Two Wheeler Dealer. No Drop. / 6pm Bike-themed bingo at Spearfish Brewing

Tuesday May 16: 5:30-7:30pm Open shop at Spearfish Bicycle Collective

Wednesday May 17: 5:30pm Group Gravel Ride from Rushmore Bikes. No drop.

Thursday May 18: 5:30pm Scavenger Hunt alley cat ride begins at Bike Collective (611 Dahl Road), end at Killian's. Prizes!

Friday May 19: 12:00pm Free Lunch for bike commuters at Two Wheeler Dealer. / 5:30 Safety Pizza Fundraiser Party at the Bicycle Collective. Make a reflective safety pizza! Eat Pizza! Support the shop! Please register in advance at bikespearfish.org

More info & updates at bikespearfish.org

Submitted by Maggie Torness on 2023-05-16

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:

- Ezekiel Bucks, Professional Advisor
- Carissa Deming, Professional Advisor
- Samantha Gill (x2), Professional Advisor
- Janette Hettick, Director, Student Success Center
- Caitlin Hill, Dual Credit & Rising Scholar Coordinator
- Colby Hodo, Building Maint Specialist
- Marc Jolley, Building Maint Specialist
- Jin Kim, Director of Career Development
- Shannon McKinzie, Professional Advisor
- Brian Medigovich, Director of Track and Field and Cross Country
- Cassy Medigovich, Professional Advisor
- Taylor Phillips, Assistant Director, Admissions

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 2023-05-16

WELCOME NEW STUDENTS TO CAMPUS!

Next Monday - May 22nd - is the first New Student Orientation (NSO) event of the summer. Please help us warmly welcome 100 incoming students and their families to BHSU next Monday!

At this first NSO event, we are expecting new students (and parents) from 9 different states - from as far away as Ohio and California.

Be sure to wear BHSU green and gold on Monday, and be ready to make these new families feel comfortable and at-home, while they spend the day registering for classes and learning about student life opportunities.

If you would like to help with morning greeting/check-in, mid-day lunch/information fair, or any other part of the day - please call or email Janette Hettick at 6934 or janette.hettick@bhsu.edu, to sign up for a volunteer time and task.

Submitted by Joe Rainboth on 2023-05-16

SEND-A-THANKS WINNER!

Congratulations to the April Send-A-Thanks winner, Michael Baum! 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 2023-05-16

POLICIES & PROCEDURES

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

- 6.7 [University Mail Services](#)
- 6.10 [Recycling](#)

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

Submitted by Jacky Easton on 2023-05-23

PAID FAMILY LEAVE UPDATES

The South Dakota Board of Regents wants to ensure we are creating a work environment that supports our employees' needs and strengthens their families. Governor Noem has been a champion in this area and has made significant changes to help foster a family-friendly work environment.

This month, the legislative Rules Review Committee approved Governor Noem's proposal to enhance the state's paid family leave benefits. Beginning May 22, 2023, all state employees will be entitled to up to 12 weeks of leave upon the birth or adoption of a new child. Through this benefit, Board of Regents employees will be paid 100% of their salaries during this time. If you have questions regarding these changes, please get in touch with human resources at 605-642-6549.

Submitted by Melissa Hart on 2023-05-23

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

- Dr. Cyndi Anderson, Acting Dean, CBNS/Associate Director
- John Ginther, Director, Residence Life
- Jessica Gramm, Student Engagement Coordinator
- Taylor Phillips, Assistant Director, Admissions
- Anne Stevens, Support Services Analyst
- Garrett Stevens, Cybersecurity Engineer

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 2023-05-23

I-9 LAW UPDATE

The laws surrounding I-9 verification and compliance have changed. As many of you know, we were accepting a copy of the I-9 verification document (i.e. social security card, birth certificate, passport, etc.) temporarily until the original could be provided. As of now, the HR office is no longer accepting copies of I-9 verification documents per federal law as outlined by the U.S. Citizenship and Immigration Services Department. Please review the rules below:

1. If your employee will be working for more than 3 days, the I-9 verification must be completed within 3 days following their start date.
2. If your employee will be working for 3 days or less, the I-9 verification must be completed on or before their first day of work.
3. If your employee is unable to provide their I-9 verification documents within the timeframes listed above, please ask them to push their start date back until the I-9 verification is complete.

Failure to comply with this policy will result in termination of the employee record and potential fines if/when the university is audited. HR has reviewed our I-9 files and emails have been sent to any employee that is missing their original I-9 verification document. The deadline to reach full compliance is June 30th, 2023. Please be sure to give any summer employees ample notice to provide their original I-9 verification documents. Any employee that is not able to provide their original documents will be ineligible to work until this has been completed.

If you would like a copy of the List of Acceptable Documents, please reach out to Cheyenne Mendelsohn in HR. This information is also listed in the new hire paperwork.

Submitted by Cheyenne Mendelsohn on 2023-05-30

AFLAC OPEN ENROLLMENT

AFLAC open enrollment is happening now! The deadline to elect supplemental benefits is June 15, 2023. If you would like a copy of the AFLAC flier, please email BHSUHumanResources@bhsu.edu.

Maria Barrera-Thovson will be available on campus Tuesday, June 6th from 9 am to 3 pm, by appointment. Please reach out to the Human Resources office if you would like to set up an appointment with Maria to discuss your benefit options.

Submitted by Cheyenne Mendelsohn on 2023-05-30

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CAMPUS E-UPDATE | MAY 30, 2023

- Ryan Delzer, Database/Systems Engineer
- Cheyenne Mendelsohn, HR Assistant

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Submitted by Melissa Hart on 2023-05-30

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Submitted by Joe Rainboth on 2023-05-30