


Campus E-Update

December 21, 2017
Faculty/Staff



your **announcement** by
8:30 a.m. Tuesday

to be included in that day's
Campus e-Update.
Example: events, FYIs, and
campus notices



your **great news**

Example: remarkable or
noteworthy accomplishments,
achievements, or special
recognitions

[Announcements page](#) is updated daily. The Campus E-Update is emailed on Tuesday and Thursday.

Announcements

BHSU Website Update

The first phase of the BHSU website upgrade is proceeding well and will be completed Dec. 28. If you have links or pages that you would like us to double-check before next semester, [please use this form](#). Editors who have already been in touch with us will be receiving emails next week with basic editing instructions. We will continue weekly updates into 2018 to keep you informed. Thanks!

--Submitted by Gus Karinen on 2017-12-21

Campus E-Update will be changing to once per week on Thursdays during the holiday break

The Campus E-Update will only be sent out on Thursdays over this holiday break. The deadline for submitting events/announcements will be 9:30am on Thursday.

Once the spring semester begins, the E-Update will revert back to being distributed twice per week.

Thanks!

--Submitted by Blake Hartman on 2017-12-21

Free X-C & Snow Bike "Try It" at Big Hill on Dec. 30

Looking for something fun and free this break?

There's a Ski & Snow Bike "Try It" at Big Hill Trials (8 miles south of town on Tinton Road) on Saturday, December 30 from 9:00 - 1:00 pm. Free food and more. [Click here for more information](#).

Sponsored by the BH Nordic Ski Club, Collegiate Outdoor Leadership Program, Killians, Spearfish Recreation Center, and several others.

--Submitted by Christine McCart on 2017-12-20

Rent snowshoes or x-C skis for your holiday

Outdoor Gear Rental, including snowshoes and cross country skis, will be available this Friday, December 22, from 2:00 - 5:30. Just drop in at the academic offices in the Young Center (located 2nd floor, across gym balcony).

The Rental Center will also be open Friday, December 29 and Friday, January 5 from 2:00 - 5:30.

It will be closed on Monday, December 25 and Monday, January 1.

For more information on equipment and prices, go to <http://www.bhsu.edu/colp/OutdoorGearRentals.aspx>

All proceeds from gear rentals go to update outdoor gear for the Outdoor Education Program.

--Submitted by Christine McCart on 2017-12-20

Available Forms in DocuSign

Below is a list of the forms that are currently available in DocuSign. If you need assistance using DocuSign or have any questions, please contact Anita.Haeder@BHSU.edu (6566) or Donna.VandenHoekWiles@BHSU.edu (6512)

- Academic Affairs PAF - Personnel Action Form
- Alcoholic Beverage Sales Permit Application
- Approval to Advertise & Recruit Vacant Position
- Athletics/Student Activity Travel Advance
- BHSU Licensing Agreement
- Budget Carryover Request
- Consulting Contract
- Contract for Services
- Delayed Travel Reimbursement Request
- Employee Scholar Program Application
- Final Curriculum Audit - Graduate Program
- Hiring Proposal & Approval to Offer Employment
- In-State Missed Workshop Reimbursement Statement
- Individual Travel Advance Request
- International Student Recruitment Agent Contract
- Lodging Direct Bill Authorization
- Out-of-State/International Travel Request

PAF-Personnel Action Form
Performance Contract
Proposal Approval Form
Reduced Tuition Form for State of South Dakota Employees
Room Rental Agreement
Shared Employee Agreement
Volunteer Agreement
W-9 Taxpayer Identification Number (TIN) Verification

--Submitted by Anita Haeder on 2017-12-20

BHSU Commencement Video

Check out the 2017 Fall Commencement video [here!](#)

--Submitted by Blake Hartman on 2017-12-19

\$100 Scholarships for employees to take a class

BHSU employees are invited to participate in the [BHSU Employee Scholar program](#) for professional and personal development. BHSU employees will be granted release time and a \$100 scholarship for a BHSU class for the Spring 2018 semester.

Check [WebAdvisor](#) to review class offerings and discuss plans with your supervisor. Employees may choose to attend a class in Spearfish, at BHSU-Rapid City, or online. Full and part-time employees (not student employees) are eligible for the Employee Scholar program with their supervisor's permission.

The BHSU Employee Scholar program can be combined with an existing [state Employee Reduced Tuition program](#) that reduces the cost of classes by 50%. Online classes are not included in the reduced tuition program.

--Submitted by Corinne Hansen on 2017-12-19

United Way donations will be matched

Now's the time to make your United Way donation. An anonymous donor has agreed to match any donations up to \$100,000 from now until the end of the year. We still have a ways to go to meet our goal so this will be most helpful. If you've already given, your additional gift will be matched.

I'll be glad to stop by with a United Way gift form or pickup your gift. Email me at Corinne.Hansen@BHSU.edu or call 642-6849.

Thanks to all the United Way donors on campus. Your generosity is making a huge difference in the Northern Hills community.

--Submitted by Corinne Hansen on 2017-12-21

BHSU in the Media

BHSU campaign to focus on scholarships, renovations: Capital Campaign Read the following articles [Black Hills Fox](#), [KOTA Territory News](#)

ArtCentral to bring film festival to Spearfish: Film Festival hosted in-part by BHSU Read the [Black Hills Pioneer](#) article

Reflecting on BH Food Hub after 2-year grant cycle concludes: BH Food Hub Read the [Black Hills Pioneer](#) article

Spearfish Middle School keeps kids moving; School one of three in state with daily PE: obstacle courses at BHSU Read the [Black Hills Pioneer](#) article

Mentioned via ASSCU: BHSU student advocate on the road to nursing school Read the [BHSU News](#) article

CAMPUS CALENDAR

Check out upcoming events on the [Campus Calendar](#)

YELLOW JACKET NEWS

Check out scores, upcoming games and other news at [BHSU Athletics](#)

[BHSU.edu/news](https://www.bhsu.edu/news)
