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# Campus E-Update

November 14, 2017  
Faculty/Staff

**Submit**

your **announcement** by  
8:30 a.m. Tuesday  
to be included in that day's  
Campus e-Update.  
Example: events, FYIs, and  
campus notices

**Submit**

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

### Timesheets Due Early!

REMINDER: TIMESHEETS MUST BE SUBMITTED ON SNAP BY TUESDAY: November 21, 2017 BY 9:00 AM MT

Please note with the early deadline in combination with the Holiday, processing time for the November payroll will be condensed. That said, missed timesheet submissions or approvals may 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 176 hours in this current pay period, including 8 hours of HOL pay for November 10th.

CURRENT PAY PERIOD: 10/22/2017 THROUGH 11/21/2017

Supervisors - all timesheets must be approved BY 2 PM TUESDAY as processes start that afternoon. Prior to 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 Tuesday.

If you are not an employee who is required to submit a timesheet or exception time on SNAP, please disregard this message.

*--Submitted by Kasey Salazar on 2017-11-14*

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### **Information Security**

In order to increase information security and meet BOR standards, Network and Computer Services has been tasked to encrypt hard drives on university-owned mobile computers and any desktop computers that contains sensitive data. This encryption protects against non-BHSU entities accessing your data. If you encounter popups with the title "Microsoft BitLocker Administration and Monitoring" asking you to reboot your machine to enable BitLocker or telling you that your computer is being encrypted, feel free to reboot at your convenience and continue working as normal. Again, all official encryption popups have the title: Microsoft BitLocker Administration and Monitoring. The process will not be interrupted if you shut down your computer. If you have any questions, please contact Network and Computer Services at [BHSUHelpDesk@BHSU.edu](mailto:BHSUHelpDesk@BHSU.edu)

*--Submitted by Ryan Delzer on 2017-11-14*

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### **Upcoming Administrative Holidays**

Greetings Colleagues! I am happy to announce that Governor Daugaard has granted administrative leave for executive branch agencies during the upcoming holiday season. Dr. Rush supports the Governor's gratuity and has extended the use of administrative leave to Regental system employees as well. Eight hours of administrative leave will be granted for Friday, November 24th (the day after Thanksgiving) and Tuesday, December 26th for the Christmas holiday.

*--Submitted by Kasey Salazar on 2017-11-13*

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### **Banner User Support (BUS) Training**

Is there anyone who would like to attend a two-hour BUS training session in the month of November? Let us know if you have time and are interested in participating by responding to the questions below. Perhaps you want to learn more about Banner navigation, or just want to touch base with fellow Banner users. Either way, Leone & Anita would love to spend some time discussing the wonderful world of Banner!

What day of the week is best for you? Morning or Afternoon?

Are there specific topics/modules/processes you would like on the agenda?

Do you have access to the Finance Tab; to the HR Tab; to NHIDIST; to Web Xtender?

Please respond via email to [Anita.Haeder@BHSU.edu](mailto:Anita.Haeder@BHSU.edu) by November 15th.

*--Submitted by Anita Haeder on 2017-11-13*

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### **Flu Shots**

We still have free flu shots for state employees, and their dependents, and spouses. Call 642-6520 for availability of vaccine. We have about 30 doses left, so let me know as soon as possible if you would like one. All you need to bring is your Dakotacare Ins. Card. Don't wait until the last minute, get vaccinated before Thanksgiving Break. Thanks, Penney

*--Submitted by Penney Williams on 2017-11-13*

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## Counseling Center Services

BHSU Student Counseling Center  
Where Hope and Strength Meet!

### Services are Free of Cost to Students and Confidential!

Services Free to Students:

- Individual Counseling
- Success Coaching and Wellness Programming
- Select Group Counseling Services/ Support Groups
- Drug and Alcohol Education (CHOICES Program)

Our counseling services are for a wide variety of concerns such as day to day stress, academic concerns, relationship stressors, adjustment concerns, personal growth, trauma, etc.

To Schedule an Appointment Call or Email Us Today!

Counseling Center Office (M-F 9 AM - 5 PM)

605.642.6520

Email: [CounselingCenter@BHSU.edu](mailto:CounselingCenter@BHSU.edu)

Public Safety (8:00 AM - 5:00 PM)

605.642.6297

Public Safety - After Hours

605.641.6988

NEW!

Feeling Overwhelmed? Need a Listening Ear? Contact Us!

Available 24 hours a day 7 days a week!

Text 4 Hope Helpline Center: Text "BHSU" to 898211 or call 1-800-273-8255

"Man Never Made Any Materials as Resilient as the Human Spirit."

--Submitted by Chelsey Groseclose on 2017-11-13

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### Mug Mania

BHSU CAB is selling coffee mugs! Participate in Mug Mania by purchasing a \$15 mug. With the mug you get a punch card with 10 free drip coffees and 6 coupons to coffee shops and restaurants around Spearfish. Come to the SELC to purchase or contact Erica Whitiker ([Erica.Whitiker@BHSU.edu](mailto:Erica.Whitiker@BHSU.edu)) or Rachel Kremer ([Rachel.Kremer@Yellowjackets.BHSU.edu](mailto:Rachel.Kremer@Yellowjackets.BHSU.edu)) for personal on campus delivery.

--Submitted by Rachel Kremer on 2017-11-13

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### CSA Employee Evaluations (ACES) Due December 1st

Last year we implemented the new governor-mandated ACES Employee Evaluation system. Please review your employees guides to make sure everything is up-to-date before completing the evaluation. To facilitate the evaluation process, it is encouraged but not mandatory for the employees to complete an evaluation on themselves to provide feedback. All CSA employee evaluations (ACES) must be completed by supervisors and turned into Human Resources no later than December 1st. The finalized scoring will be discussed with employees during a sit-down meeting in the first quarter of 2018. If you

have any questions, please contact Human Resources.

--Submitted by Cassie Maser on 2017-11-13

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### Fall 2018 Registration Continues

Registration for fall 2018 and summer 2018 began on Monday, October 23. Students should check Registration Time Inquiry in their Webadvisor account to find out their assigned time. Register on time to have the best chance at getting the courses you want! Students with less than 60 credits completed (freshman/sophomore) are required to meet with their faculty advisor prior to being allowed to register. Students should contact their advisor to schedule an appointment.

Please send registration questions to [Johanna.Best@BHSU.edu](mailto:Johanna.Best@BHSU.edu)

--Submitted by Johanna Best on 2017-11-02

## Events

### BHR Training Opportunities

Are you interested in learning how to defuse difficult and hostile customers? How about improving your relationship with difficult colleagues?

Perhaps you have a desire to sharpen your writing skills, or increase your ability to be an influential leader?

The South Dakota Bureau of Human Resources, the HR administrative body of South Dakota, regularly offers training opportunities at various locations around the State.

We want to make all BH employees and departments aware of these cost-effective learning opportunities. The full calendar of training opportunities can be found at [this link](#).

The upcoming trainings in the Rapid City region are posted below. If you are interested in attending a training, please work with your supervisor to obtain attendance and budgetary permission prior to registering.

You can register for a training by clicking on the course name and selecting the "BHR Training Registration" link at the bottom of the training details page.

### [Rapid City, Rushmore Plaza Holiday Inn](#)

*Date:* 11/14/17

*Course:* [Effective Writing](#)

*Time:* 9 a.m. - 4 p.m.

*Date:* 12/5/2017

*Course:* [Putting it All Together: The Puzzle of Personality \(Supervisor\)](#)

*Time:* 9 a.m. - 12 noon

*Date:* 12/5/2017

*Course:* [Meetingful Minutes](#)

*Time:* 1 p.m. - 3 p.m.

### Rapid City, Cambria Suites

Date: 12/11/2017

Course: [Working With You is Killing Me](#)

Time: 1 p.m. - 4 p.m.

Date: 12/12/2017

Course: [What's Your Piece? The Puzzle of Personality \(Employee\)](#)

Time: 9 a.m. - 12 noon

Date: 12/12/2017

Course: [The Art of Influence: Leading At Any Level](#)

Time: 1 p.m. - 4 p.m.

--Submitted by Kasey Salazar on 2017-11-02

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### **High Plains Live Presents The Ramblin Rangers**

High Plains Live Presents: The Ramblin' Rangers concert, Cowboy, Country, and Collectible Tunes at the High Plains Western Heritage Center, Spearfish, SD Sunday November 19th at 2:00 p.m.

Tickets: \$12.50 Single / \$20 couple / \$5 17 & under

Call (605) 642-9378 or online at [HighPlainsLive.org](http://HighPlainsLive.org)

Location:

High Plains Western Heritage Center

825 Heritage Dr.

Spearfish, SD 57783

Submitted by Bobbi Sago

--Submitted by Marie Hanson on 2017-11-13

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### **Veterans Health Care Assistance**

Alisa Birkholt, Post 9/11 Transition Patient Advocate will be on the Spearfish campus. Her services are available to all student veterans and faculty/staff.

Thursday November 16th, 10:30-1:30

Veteran Center, Lower Level Student Union

Alisa can also be reached during business hours at 605-891-8846.

--Submitted by David Dodson on 2017-11-13

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### **International Food Festival**

Location: BHSU Student Union (the Hive)

Date: Friday, December 1st, 2017

Time: 11-1pm

Please come support the International Students

--Submitted by Ai Asama on 2017-11-07

## **News Releases**

### [BHSU-Rapid City to offer block scheduling option in spring 2018; students complete class in 18 day blocks](#)

This spring, Black Hills State University-Rapid City will become the first South Dakota university to offer this type of block scheduling. Seven block courses will be offered during the 2018 spring semester. Each class will run for 18 consecutive business days, taking place from either 9 a.m.-12 p.m. or 1-4 p.m. each day for the entire block. A scholarship is available for students taking the new block course and will provide \$100 per block for up to \$400 per semester. The University will continue offering daytime and evening classes in the traditional semester-long format, along with the new block schedule option.

### [BHSU named a Bicycle Friendly University by the League of American Bicyclists](#)

Today, the League of American Bicyclists recognized Black Hills State University with a Bronze Bicycle Friendly University<sup>SM</sup> (BFUSM) award. BHSU is the only university in South Dakota with this designation.

### [Army ROTC student to represent BHSU in Army All American Bowl](#)

Cadet Tate Jackson, a sociology major at Black Hills State University from Parmelee, has been selected for the U.S. Army All American Bowl and Combine as a Cadet Marshall in San Antonio, Texas, in January. Jackson was chosen out of more than 6,000 applicants because of his leadership abilities, dedication to community service and maintaining a 3.9 GPA as a sociology major.

### [BHSU Geek Speak to examine mathematical problem worth \\$1 million](#)

Dr. Parthasarathi Nag, professor of mathematics, will discuss the famous Riemann's Hypothesis, a mathematical problem that has remained unsolved for over 150 years and is worth \$1 million, during the BHSU Geek Speak lecture Thursday, Nov. 16 at 4 p.m. in Jonas Hall, room 110 in Spearfish.

### [BHSU students to benefit from hiring of director of corporate relations, a new position at the University](#)

Black Hills State University recently appointed Belle Fourche native Hans Nelson as director of corporate relations. With this new position, the University aims to establish innovative and mutually beneficial relationships with companies and corporations throughout the Black Hills, South Dakota, the U.S. and the world.

## **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\*\*](http://BHSU.edu/news)

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