

## PROVOST OFFICE TRANSITIONS

Dr. Pam Carriveau will be leaving her post as Interim Provost and Vice President for Academic Affairs at BHSU on July 31 to become the System Associate Vice President for Academic Programming at the South Dakota Board of Regents. We thank Dr. Carriveau for 18 years of service to BHSU and particularly for serving as Interim Provost this past year. We wish her the best in her new role. Because Pam will continue to work from BHSU/Spearfish, we will find a time to recognize and thank her in the next few weeks.

Dr. Amy Fuqua has graciously agreed to move into the Interim Associate Provost role for the academic year. In addition, Dr. Daluss Siewert will serve as the Acting Dean of the College of Liberal Arts, and Dr. Nick Drummond will be the Acting Chair of Math and Social Sciences.

Dr. Jon Kilpinen will assume his role as Provost and Vice President for Academic Affairs on Aug. 1.

*Submitted by Becca Walters on 2022-07-26*

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## PRINT PROJECT UPDATE

We are installing an update to the new printing system at 7am on Wednesday (7/27). The system will be offline for 20 minutes while the update is in progress. If you have any questions, please contact us at [BHSUHelpDesk@BHSU.edu](mailto:BHSUHelpDesk@BHSU.edu).

Also, the final four machines will be installed on Friday (7/29). Just a reminder that the next stage of this project is the removal of your current devices which will take place during the month of August. The removal includes devices that still have toner.

*Submitted by Ryan Delzer on 2022-07-26*

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## CATERTRAX INTRODUCTION

Campus traditions, celebrations, and gatherings define experiences for students, faculty, staff, and guests of the university. Our team is ready to assist you with planning the perfect event to create lasting memories.

We are pleased to introduce you to your updated campus CaterTrax site!

<https://blackhillsstate.catertrax.com>

Our CaterTrax site is the most expeditious method to place catering orders. Confirmations are documented and provide you easy online access to your online account. Account also gives the customer access to track, budget, and plan their catering request.

To get started, please register for an account by clicking 'Need an Account?' within the Account section of the website. We have attached a document with photos to help get you started.

To save time with future orders, create secured payment entries within the online wallet.

We welcome you to browse our menu where you will find options that meet a wide range of tastes and dietary needs.

Custom menu requests are just a click away by selecting the 'Custom Menu Request' category button within the menu.

Simply fill in your needs within the Special Instructions field and our team will collaborate with you to plan an event to your specifications.

We recommend planning an event consultation for complex events. You can contact our office by calling 605 642 6896 or by email at [Julia.Symonds@bhsu.edu](mailto:Julia.Symonds@bhsu.edu)

Please feel free to contact us with any questions or concerns.

We look forward to serving you!

*Submitted by Julia Symonds on 2022-07-25*

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## HEALTH SCREENING APPOINTMENTS AVAILABLE

### Schedule your on-site health screening today!

Our beneFIT Well-Being Program administrators will be on campus August 22-24, completing on-site health screenings. They will then again be on campus January 9-10, 2023. You can earn rewards for taking part in well-being activities like your biometric screening.

To register for a screening appointment go to [webmdhealth.com/benefit](https://webmdhealth.com/benefit). If you do not have access to a computer, you can call 800-721-2749 for the WebMD Customer Service. Walk-in appointments are not guaranteed.

The on-site health screenings will be held in the Joy Center this year. They will only be on campus August 22-24 and January 9-10. If you are unable to complete the on-site health screening you may still complete this well-being activity by having your physician complete the [Physician Form](#).

If you have any questions please contact BHSU Human Resources at 605-642-6549.

*Submitted by Melissa Hart on 2022-07-11*

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## PARKING PERMITS - PAYROLL DEDUCTION PROCESS

2022-23 Academic year Faculty/Staff parking permits are now available via the Payroll Deduction payment process! This process allows participants to have the permit fee deducted from their payroll over 3 consecutive months starting with the September 2022 payperiod. Academic year permits are \$95.00. As a reminder, Faculty/Staff members can purchase up to 2 additional permits for \$10.00 each as a "sole-user" permit.

This payment plan is offered once per year and is available only during the September, October and November 2022 pay-periods.

CAMPUS E-UPDATE | JULY 25, 2022

Participants must complete and sign a Request for Payroll Deduction form as well as a Vehicle Registration form (links below), Additional forms are available at the Public Safety Parking Desk.

Completed forms must be returned to the Public Saety Parking Desk no later than Friday, September 9, 2022 in order to qualify for the plan.

**Please note:** parking permits are also available for purchase online via the BHSU website AND in person at the Parking Desk - 126 Woodburn Hall.

**Parking Enforcement is scheduled to begin Tuesday September 6th!**

[Payroll Deduction Form 22-23](#)

[Vehicle Registration Form 22-23](#)

*Submitted by Phil Pesheck on 2022-07-25*