

## FURNITURE

Here is your chance to update the seating in your office. President's office has 2 seating area chairs, 2 end tables, and 2 area rugs (1 large & 1 small) please contact Jacky if you want them.

*Submitted by Jacky Easton on 2023-06-06*

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## 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:

- Ryan Delzer, Database/Systems Engineer
- Janette Hettick, Director, Student Success Center
- Debbie Liddick, Asst Dir, Facilities & Sustainability
- Joe Rainboth (x2), Director of Admissions
- Gregory Scholz, Bookstore Buyer
- 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 2023-06-05*

## **SEND-A-THANKS WINNER!**

Congratulations to the May Send-A-Thanks winner, Janette Hettick! Keep up the great work!

Also, thank you to the BHSU Bookstore 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 2023-06-12*

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

- Jennifer Holz, Senior Secretary
- Jin Kim, Director of Career Development
- Jean Osborn, Program Assistant I
- Taylor Phillips, Assistant Director, Admissions
- Ron Showman, Director of Dining Services
- Ven Thompson, Senior Application/Business Analyst
- Nick Van Kley, Dir, Cntr for Faculty Innov

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 2023-06-12*

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## **POLICIES & PROCEDURES**

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

- 2:16 [Honorary Degrees](#)
- 4:14 [Employees Seeking and Holding Elective Political Offices](#)

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

*Submitted by Jacky Easton on 2023-06-09*

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## **INVITING OUR COMMUNITY FOR UNITY! POTLUCK LUNCH**

Dear Colleagues,

There are several of us who are planning a stay on campus weekend for September 15 - 17. Our theme for the weekend will be UNITY in COMMUNITY. Would you like to be a part of the weekend? Come join us for:

### **BHSU COMMUNITY POTLUCK**

Wednesday, June 21

SU Club Buzz - NOON

If you would like to join us, please bring a dish to share and your own beverage. We'll have plates, napkins and utensils.

We will be sharing the plans for the weekend and then see if folks have more ideas to be a part of the weekend. So far, we're planning to spruce up the "H" on Saturday, September 16, followed by tailgating and the home opener for Yellow Jackets football. Students are planning to have an outdoor movie on Friday night and a sand volleyball tournament on Sunday. So, if you would like to be a part of the fun, join us for our discussion and potluck lunch on Wednesday, June 21! All are welcome!

*Submitted by Jane Klug on 2023-06-08*

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## **BUILDING ON A SUPPORTIVE WORK ENVIRONMENT COMMITTEE**

A link has been added for a suggestion box at the bottom of the Campus E-Update. Please tell us what you think BHSU is doing well and/or how we can improve. Please do not use this as a

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forum to recommend personnel changes or to air grievances as that should be addressed through your supervisor or human resources.

*Submitted by Steve Meeker on 2023-06-08*

## **TIMESHEETS DUE THURSDAY 6/22 BY 9AM**

TIMESHEETS MUST BE SUBMITTED ON SNAP BY: **THURSDAY, JUNE 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 184 total hours in this current pay period, including the following for full-time employees:**

### **Overtime Eligible (Hourly) Employees:**

- Monday, May 29, 2023 -- 8 hours Holiday
- Monday, June 19, 2023 -- 8 hours Holiday

### **Overtime Exempt (Salaried) Employees:**

- Monday, May 29, 2023 -- 8 hours Holiday
- Monday, June 19, 2023 -- 8 hours Holiday

CURRENT PAY PERIOD: 5/22/2023 through 6/21/2023

**SUPERVISORS** - all timesheets must be approved **BY 2pm THURSDAY 6/22** 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 Thursday, June 22.

*Submitted by Melissa Hart on 2023-06-16*

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

- Janette Hettick, Director, Student Success Center
- Christina Nauta, Senior Accountant
- Joe Rainboth, Director of 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 2023-06-16*

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### ADMINISTRATIVE LEAVE - JULY 3

Governor Kristi Noem has granted administrative leave to state employees on Monday, July 3, with the following message. In South Dakota, we put Freedom first. We empower our citizens to make the best decisions for themselves and for their families – to put their God given liberties to good use. We look out for our loved ones, our neighbors, our veterans, and the land we’ve been blessed with. In just a few weeks, we will celebrate the founding of this great nation. Our Founding Fathers created a country built on the ideal that everyone has the right to Life, Liberty, and the Pursuit of Happiness. We have never forgotten our traditional American values, and I want you all to have the chance to properly celebrate. In honor of our country’s 247<sup>th</sup> birthday, I am granting administrative leave for Monday, July 3. I hope this extra time off will give you a chance to not only spend time with your family, but to reflect on what makes the United States of America the greatest country in the history of the world. Thank you for all you do for the great state of South Dakota. God bless you, and God bless America.

The Executive Director of the SD BOR, supports the Governor’s gratuity and is extending the use of administrative leave to BOR employees as well. **University offices will be closed on Monday, July 3 for administrative leave, and Tuesday, July 4 for the holiday.** Eight hours of administrative leave for leave eligible employees will be granted for Monday, July 3. Thank you for your service to the state and to BHSU!

*Submitted by Melissa Hart on 2023-06-15*

### **BOOKSTORE CLOSED FOR INVENTORY**

The bookstore will be closed for inventory on June 29th and 30th. If you need assistance during this time, please contact Justin Nauta. [Justin.Nauta@bhsu.edu](mailto:Justin.Nauta@bhsu.edu)

*Submitted by Michael Jastorff on 2023-06-20*

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### **SPEARFISH POLICE HOST ACTIVE THREAT TRAINING**

The Spearfish Police Dept. will be hosting 2 days of Active Threat training on the BHSU campus June 29th & 30th from 7:30 am to 5:00 pm. The training will be held in Jonas Academic on the 2nd and 3rd floors. There will be signage in the vicinity as a reminder of the training. There will be some limited useage of blank rounds being fired from time to time. If you have any questions or concerns, please call the Public Safety cell at 605-641-6988.

*Submitted by Phil Pesheck on 2023-06-20*