

Welcome back to all of you! I hope you've all had a restful and rejuvenating summer! 😊

I have a few housekeeping items that I'd like to let you know about from the office. I've tried to index the information so you can easily scan through for the information you need!

FOR EVERYONE -

Phone list –

[Attached is the phone list](#) for Fall semester. I will resend if changes/updates are made.

Changes to contact information -

If you have had any changes to your cell phone number, address or your emergency contact information, or if you are new and have not yet provided this information, please fill out this quick [Google form](#) so we have the most up-to-date contact information for us and for the Dean's Office. If you provided your contact information to the office last year (phone, address, emergency contact) and everything remains the same, then you do not need to fill it out again.

Keys

Update on the lock change scheduled for the "A" and "C" wings...it has been postponed again. I spoke with the key department, and they have had some delays due to other projects that needed attention. They are hoping now that it will happen by the end of August. If you would like to get your new keys from us, we can hand them out at any time so that you are prepared for when the day comes, you arrive to work, and your lock has been changed. After the re-keying, everyone, including those in the "B" wing, will be using the same Master key code beginning with "ZC". It is supposed to be set up so that everyone's office key will also open our mailroom door (A-2-171), the A wing conference room door (A-2-173), and the new Math Library door (C-2-517). Any keys that you have with a code beginning with a "V" will no longer be needed. The key department said they do not need these keys returned as they will be obsolete, and they can be thrown away. Please let us know if you have any questions!

Items from the office

If you borrow any items from the office (tech, tools, calculators, etc.), please let either Gabriella or me know. Over the last year we have had several items “disappear” that we need to spend money replacing because we don't know where they are. Thank you! ****NOTE** The Dell Student computer from the mailroom cart labeled #11 is currently missing and needs to be reimaged. If you have this computer, please bring it to the office asap!**

Okta Enrollment Instructions

If you have not already signed up for Okta, you will need to enroll so that your GVSU Single Sign on applications work properly. Okta is GVSU's single sign-on (SSO) solution, providing secure identity management and seamless access to apps across devices. You should have an email from IT on May 2, 2023 regarding setting up your Okta account, or you can follow the guide to get started: [Okta | Getting Started](#)

Workday

You may have heard that the University is switching to Workday in January of 2024 for finance, human resources, and payroll operations. GVSU has created a [website](#) devoted to this change if you would like more information. It will affect all employees because all personal employment information will be through Workday instead of Banner. Concur is also going away so there will be changes in the way expense reports are submitted. There will be a Town Hall for all interested on Tuesday, September 12th at 1pm. If you would like to attend virtually or in person, they ask that you [register through Sprout](#). Please watch for additional information through the fall semester to prepare for this change.

What's new this year?

For those of you who received my start-of-the-year email last year and only want to know what has changed, please note that there have been updates to the following items below: Computers/iPads for students, Copies/Printers/Copy Center, Direct Deposit for Reimbursements, Office Duties, Math Library and PD Funds.

All items below are repeated from last year's memo with the exception of the above noted changes. I wanted to provide the information again for our new faculty and for reference for anyone else who may need it!

Calculators – If you (faculty) would like to check out calculators for use during class, we have rechargeable TI-84's kept in the office ready to go. If a student would like to check out a calculator, they have 3 options:

- Math Tutoring Center – Checks out TI-83 and TI-84 calculators on both a daily basis and for an entire semester. They do have a limited number of calculators available, so they are checked out on a first-come, first-serve basis. If you are requiring all students in a class to have a TI-83/84, please make them aware that the tutoring center will likely run out of calculators available for check out.
- Math Office – We have TI-84 calculators available for students to check out for a class- period or test.
- Stats Office – Checks out calculators to students a class-period or test.

Computers/iPads for students – We have 15 Dell laptop computers that work *most of the time*. If you come across one that is not working, please let us know or drop it off in the office so we can address it. Our Chromebooks are now gone – but we have added 8 iPads in the cart in the mailroom that can be borrowed for student use. These items are for use with students during your class time. These are ONLY to be used during your class time, not to be lent out to students for longer periods. Please use the sign-in/out sheet in the mailroom on top of the cart. If you want to use an Apple pencil with the iPads, we have 6 of them in the office that can be borrowed from Gabriella or me.

Computer Replacement/Repair Policy – A few years ago the University changed the faculty computer policy, and the department no longer routinely purchases computers for faculty. All replacement orders go through IT. There is not a set time frame for fac/staff to receive a replacement computer. Each request is looked at on a case-by-case basis due to various curriculums, different models/hardware, position types, and initiatives. Replacement of external hardware (monitors, keyboards, printers, etc.) will not be funded by the University and will need to be purchased through PD funds.

When faculty/staff have an issue with their computer, they should contact IT Services immediately to place a ticket detailing the issues you are having. If a machine is beyond repair or not able to support what the employee needs to do for their job, IT Services will let the user know they are eligible for a replacement. **If you do receive computer equipment from IT, please put Ana's email in the order to receive the invoice.** The office will also need to get the PO# and IDC# from the equipment after it is received.

- Our current [Computer Replacement Procedure/Policy](#) is found on the [Math Policies, Procedures and Resources](#) page.
- **Please note: You CANNOT purchase your own Technology items, software and/or subscriptions and have it reimbursed.** GVSU requires all technology purchases (even cables) be made through Tech Supply or approved vendors on the Department's P-card. See GVSU's [Technology Supply Policy](#) for more information. Technology purchases with PD funds that are over \$300 for TT faculty or over \$200 for Affi/Vis Faculty (single or accumulated purchase) must first be approved by the Department Chair.

Computer/Tech Equipment – **Reminder from Technology** Make sure your data is saved to the network drive and not exclusively to your computer's hard drive. This is a safe backup for your information in case something happens to your computer!

[Concur \(Expense Reporting\)](#) – For any expenses that you incur during the year that need to be reimbursed by the University, our department's process is to either email receipts to Ana or bring hard copies of them to the office. If you have mileage expenses, Ana just needs the addresses that were traveled to and from and for per diem expenses, please provide the dates of your travel. Then an expense report will be created in Concur for you. When the report is complete, you will receive an email asking you to log in to approve and submit the report to Esther for approval. This process ensures that the funds come from the correct accounts, and we can maintain accurate records of our department's expenditures.

[This is a link to the memo](#) on our Math Department Policies and Procedures page regarding PD funds. Please also see "PD Funds" section below.

Here is the [log-in to Concur](#). It can also be found on the GVSU's Business and Finance page under "University Travel".

Please Note:

- You CANNOT purchase your own Technology items and have it reimbursed. GVSU requires all technology purchases (even cables) be made through Tech Supply or approved vendors. Technology purchases with PD funds that are over \$300 for TT faculty or over \$200 for Affi/Vis Faculty (single or accumulated purchase) must first be approved by Esther. (See Computer Replacement/Repair Policy above)
- If you are requesting reimbursement for funds that will be covered by a FTLC or CSCE grant, please include a copy of the confirmation that your final report was submitted. They will not release funds until the final report is submitted, and expense reports will not be approved until we know the funding is available. (See more information regarding Grants in the section below.)

For new Faculty – In order to create expense reports for you, please make Ana a delegate in Concur. Please follow [these instructions](#) to complete this. For Step 8, you are only giving permissions (a) Can Prepare and (b) Can View Receipts.

[Conference Room/Equipment Reservations](#) – We have an online google calendar that shows the availability of our conference rooms, the Jamboard, and the 6 rolling whiteboards stored in the office. If you would like to reserve a space or any shared equipment, you can check [this calendar](#) (also linked on our Department Blackboard site under "Shared Spaces Calendar") and you can call, email or stop into the office to make a reservation. All the office staff (including the student workers) will have access to this calendar to make reservations for you.

[Copies/Printers/Copy Center](#) – For our new faculty (and anyone else who may need a refresher) we have an account with the GVSU Copy Center for large copy jobs. You can search "Copy Services" on the GVSU website or [click this link to the Copy Center Log in page](#) where you can enter our **Username - MATH and Password - gvsu (no caps)**. You can submit orders from the online link, and they will be picked up by our student workers and put into your mailboxes. Please note that black and white copies are no cost, but color copies and special services are charged to our account. Please check with Ana before you submit a color or special services job that we will be charged for. **When sending a job to the copy center, please make sure your name is in the document's file name or somewhere on the document, so we know where to deliver it! Thank you!**

We have 3 Department network printers (below are the network names). The Xerox-B8075 is the main large black and white one in the mailroom (Printer/Copier/Scanner/Fax) which will staple, double-side and hole punch. The HP M602 in the mailroom is a black and white printer only which will also make double sided copies but will not staple or hole punch. This copier is not designed for high-volume printing, but it should work fine as a backup option. If it is possible, please print smaller amounts to this machine or print one then make copies on the Xerox (if you are not able to connect to the Xerox). We also have a color HP printer - CP4525 - in the office which will make double-sided copies, but it does not staple or hole punch.

To access printers, open your "GVSU Printers" folder that should be found on your desktop and click open the Math folder. You will want to double click on the printer you want to add, and it will install the printer on your computer to

allow you access. For the Xerox, there is a separate folder inside the "GVSU Printers" folder labeled "Xerox" where you can find ours in MAK A2171.

If you have trouble connecting to the Xerox machine from your computer, you may want to try to put in a ticket for IT to help. They let us know they were aware there were past issues with Macs trying to connect to the Xerox, but as far as they know, the issues have been resolved.



MAKA2171-M602 on off-ps-aln1.office.ads.gvsu.edu



MAKA2171-XEROX-B8075 on off-ps-aln1.office.ads.gvsu.edu



MAKA2176-CP4525 on off-ps-aln1.office.ads.gvsu.edu
Toner/ink low

Department Technology (Misc.) – We have several technology items available for checkout like calculators, mice, cameras, an amplification system, adapters, chargers, iPads, speakers, etc. If there is something you need for a short term, please check with us to see if we have it for you.

Direct Deposit for Reimbursements – If you would like to receive Travel and Expense reimbursements via Direct Deposit instead of paper check, you can fill out a form which is located on the [Business and Finance website](#). Scroll to the bottom of the page and click "Travel Expense Direct Deposit Setup Form". You will need to log in with your GVSU Credentials, and then select "GVSU Travel & Expense Direct Deposit Form".

Grants – If you receive a grant from any source that will require reimbursement for expenses (conference travel, Local, Federal, etc.) please make sure you send Ana a copy of the award letter and the information regarding the reimbursement process. These usually require some sort of processing on our end to ensure the funds are transferred back to our department (or to your PD funds).

- For FTLC/CSCE Grants – We cannot process Concur reports for expenses unless we are aware of the grant and the final report has been completed (please send confirmation of the final report submission with your expense information).

Math Library - We have relocated the math department library to C-2-517 (previously a shared office). Your new office key (after the locks are re-keyed) should open this door also. As of now, the items that have been shelved are mainly Math Ed materials. We will be getting additional shelving installed along the north wall which will then house manipulatives for both Math Ed and for MTH 108/109/110.

Office Duties – Gabriella and I have had a good year getting comfortable in our jobs and we want to try to make it easier for you to know who you should contact for specific tasks. These lists below are general as far as the duties we handle for the department - as always, please ask whoever is available at any given time and we will be happy to assist you. Also, while Gabriella spends her mornings in the Stats office, she can work on Math Department projects as needed and is always available via phone and/or email.

Ana:

Expense Reports
Academic Classroom changes
Schedule Changes
Faculty Absences (sick, etc)
Budget/Purchasing
Grants
Student employees
LIFT Evaluations

Gabriella:

Syllabi
Room Reservations (non-academic/event/one-time use)
Door Schedules
Prerequisite Errors (students placed in class incorrectly)
Textbooks
Grading/Grade Posting
Assigning Faculty Advisors

Both/Either:

Event planning/support
Office supplies
Special Projects
Digital Bulletin Board
Printer issues
Facilities requests

PD Funds – For PD fund usage, please refer to the [PD Fund memo](#) under "Faculty & Staff Policies" on the [Math Department Policies Page](#). Reminder: Any technology items (hardware, software, licenses, subscriptions, etc.) must have pre-approval and be purchased by the department and adhere to the [Technology Supply Policy](#). According to this policy, **you cannot buy something and have it reimbursed**, so contact Ana if you need to make a technology purchase.

Photo Bulletin Board – If you would like your picture updated, please let the office know! We can use any wallet- sized picture – professional or casual – that includes a clear picture of your face so you can be recognized. If you have a digital copy of a picture you would like to use, you can email it to Ana or Gabriella, and we can crop and print them. We can also take a photo in the office if you would like a quick update. **New faculty/staff, please provide a picture for our board or stop into the office and we will take one for you!**

Student Make-Up Testing – We will continue to provide spaces for students to take make-up tests in the office, however, we only have room for 3 students at a time. Students can test Monday through Friday 8a-5p, however if they are planning to test during lunches (12-2p) we would appreciate if you/they would check with us first to make sure there will be coverage in the office at that time. Students will need to be finished with exams by 5p. Specific times can be scheduled ahead of time if the faculty and/or student would like, and we can also take drop-in students as long as there is space available. If all three testing spaces are full and a student drops in to take a test, they will be asked to return at a later time.

- If one of your students will be coming to the office to take a test – please bring a copy of the test to the office with YOUR name AND the student's name on it. We keep them alphabetically by faculty name in a drawer in the student worker's desk. Please note on the test any time limit (if applicable) and if they can use a calculator, Desmos, notes, etc. We ask students taking tests to leave their personal items by our desks (unless otherwise designated that they can use specific devices) and we can provide a calculator, but we cannot answer questions about the test or personally monitor students for the entire time they are testing. We will note the time the test was started and completed and put them in your mailbox. Please note – these tests will be handled by our student office workers.
- How to make an appointment for testing? – Either students or faculty can make appointments by stopping into the office, calling the office at 616-331-2040, or by emailing any of our office staff. Appointments will have priority over drop-in students.

If you've made it this far, thank you for reading this email! We are looking forward to a great year! 😊