

Tiger Daily [July 29, 2019]

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To: Tiger Daily <TigerDaily@fhsu.edu>;



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EVENTS

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- [MDC Workshop - Dealing with Difficult Employees - July 31; 8:30am to 12:00pm](#)

FUTURE EVENTS

- [Fall Convocation - August 14; 9:00am](#)

ANNOUNCEMENTS

Music Stand Roundup

It's time for our annual gathering of ALL MUSIC STANDS that have migrated across campus over the year....especially after Music Camp last week. If your building or classroom or workspace has a black Music Stand in it... WE NEED IT. We use ALL of our stands for our student groups and practice rooms! PLEASE! DO NOT use a music stand for a lectern....we need them for our music students... THANKS!

Email tacrull@fhsu.edu if you have any stray music stands in your space, and he will come and get them out of your way.

THANK YOU!

FHSU Faculty/Staff 2019-20 Parking Permits

The 2019-20 [parking permits](#) are available. You can save time by reserving your permit on-line, which is accessed through your [TigerTracks](#) account.

You will find the link for purchasing permits under the 'Online Services' tab in your TigerTracks account. Once there, the process is fairly simple and straight-forward—be sure to click **PAY NOW** in your cart to finish the process to reserve your

permit. You will not be charged! Permits have been granted to Faculty/Staff again this year but you must finish the process to the end.

Here are the steps to purchase your parking permit

How to Purchase your Parking Permit Online

Step 1: Log into Tiger Tracks

Step 2: Go to Online Services

Step 3: Scroll down to Parking Permits

Step 4: Click on purchase a parking permit

Step 5: Click on Manage Account and login

-Make sure the Information is correct

-Click on vehicles at the top of the screen and verify information

-Click add if your vehicle is not in the system

Step 6: Click on Permits and select Get Permits

Step 7: Select what type of Permit you need and click the agreement box

Step 8: Check which vehicle you want that permit for,

-if you have multiple vehicles select those, and then click next

Step 9: Click where you would like it mailed or if you will pick it up at University Police

Step 10: Select payment option and click Pay Now

Step 11: Congratulations You're Done!!

ALL faculty and staff are required to register their vehicles on-line each school year, in order to receive their permit, regardless if the vehicle had been registered the prior year. If any faculty or staff members have any unpaid citations, they will need to come to the University Police Department located in the Center of Public Safety, Custer Hall 112, to settle their outstanding balance prior to applying for a parking permit. The parking management system will not allow anyone to purchase a new permit while still having any unpaid citations.

You are encouraged to read the [Parking Brochure](#) for a full list of parking violations, fines, and restrictions of a motor vehicle on Fort Hays State University campus. Deadline to reserve and hang your permit is August 26.

Thank you for your cooperation, and have a great year!

If you need assistance, contact FHSU Police Department 785-628-5304

ZONE 1 & ZONE 2 PERMITS WILL BE AVAILABLE FOR SALE THE 1ST OF AUGUST.

Login Changes to FHSU Systems – Duo

On **Wednesday, July 31st**, we will be making a change to our Duo multi-factor authentication implementation. Currently, Duo is only being used by FHSU faculty and staff, but we will soon be offering Duo to our students as an option to protect their sensitive data. Duo will be voluntary for students, and those who choose to opt-in will have Duo protecting their Blackboard, Gmail, TigerTracks, TigerEnroll, and other systems. In conjunction with enabling this service for students, Duo will also be turned on for faculty/staff in front of these same systems.

HOW DOES THIS AFFECT ME?

Beginning Wednesday, July 31st, faculty and staff will be prompted with Duo when logging in to Blackboard, Gmail, TigerTracks, and TigerCentral. This will not be voluntary for faculty and staff. For some of you who do not use Workday or check email through the web regularly, this might significantly increase the number of times you are presented with Duo. Because of that, we wanted to provide you advance notice, so you can be prepared to access Blackboard and other FHSU systems from classroom computers or other devices. It will be important that you keep your authentication method device with you whenever you need to access FHSU systems, including in classrooms.

WHY ARE WE DOING THIS?

We want to protect the privacy of our students and keep their sensitive information secure. With Duo, students will have the option to opt-in and protect their personal information at a higher level.

WHAT DEVICE CAN I USE TO AUTHENTICATE?

More information about supported devices can be found on our website: <https://fhsu.edu/technology/duo-faq#devices>.

Contact TigerTech (3478) with Questions.

Reminder: Summer 2019 Final Grade Entry Due Monday, July 29 by Noon'

All Summer 2019 final grades must be entered through the on-line grade entry system. Faculty can access the grade entry system by clicking on TigerCentral under the Faculty/Staff link at the top of the FHSU home page. The system will then ask for TigerNet ID Username and Password. (If you have problems or technical difficulties with your Username and Password, please call TigerTech at 785-628-3478).

After logging in, hover over the "Teaching" tab, and click on "Grade Entry." Next, click on the "Final" tab to see a list of courses for which final grades are due.

HELPFUL HINTS:

- When entering grades of "I" for Incomplete, instructor must enter additional information. Before proceeding to the next grade on the roster, the instructor will be required to enter "Reason for incomplete," "Removal requirements," and "Date work must be completed." After this information is entered, instructor must click "Save and Continue."
- When entering grades of "U" the instructor must complete the Last Date of Attendance or Participation, OR check the "Did not attend" box before proceeding to the next name on the roster.
- For any withdrawn classes (grade of "W") instructor must either fill in Last Date of Attendance or Participation, verify that the prefilled date is correct, or check the "Did not Attend" box
- All grades and required information (for grades of "I", "U" and "W") must be completed before instructor can click "Submit."

The Registrar's Office contact is Tammy Winters at 4427.

Congressional District Candidate Announcement

Join the Fort Hays State Young Democrats on August 5th from 12pm-1pm in the Memorial Union Atrium for an exciting campaign announcement for Congressional District 1!

Refreshments will be available. Please contact Kaytee Wisley at kcwisley@mail.fhsu.edu with any questions.

This event is sponsored by the FHSU Young Democrats.

Tuition Assistance Applications Due

Tuition assistance applications for the Fall 2019 semester are due by Friday, August 2nd no later than 11:30am to the HR office SH112. You can find the applications and policy in the link below. Contact the Human Resource office with any questions. Thank you!

<https://www.fhsu.edu/humanresourceoffice/Other-Benefits/>

Calendar: Upcoming Professional Development Opportunities

Check out upcoming professional development opportunities! The TILT TigerLearn event calendar is your go-to for professional development at FHSU! Check it out here: <http://tigerlearn.fhsu.edu/events/>.

To provide faculty and staff with one easy place to see all professional development at FHSU, we're happy to include your event on the TigerLearn calendar. We can include links to your registration site, contact persons for questions, etc. Just contact TILT-FacultyDev@fhsu.edu, and we'll add your event right away!

EVENTS

MDC Workshop – Dealing with Difficult Employees

Wednesday, July 31; 8:30am to 12:00pm

FHSU Hansen Hall

Late. Insubordinate. Bully. Unproductive.

Do any of these words describe your employees? If so, join the MDC on July 31 for their upcoming workshop *Dealing with Difficult Employees*. In this workshop participants will learn the secrets to motivating these employees and correcting negative behaviors in the workplace. You will also look at the most common disruptive employee behaviors, identify the risks of bad behavior in your organization, discuss strategies for constructively managing performance of difficult employees and much more.

Please register by July 24.

As FHSU faculty and staff, your registration fee is complimentary, thanks to your FHSU Vice President. ***Limited funding is available annually per division.***

Due to overwhelming response from the **Academic Affairs division, the funds for those faculty & staff members have been used through July 31, 2019. For those in this division, workshop registration should be paid for **by department or personally**.

If you are an Academic Affairs member & are interested in attending this workshop, contact Hannah Hilker at 785-628-4121 or hehilker@fhsu.edu

Registration can be completed online at <https://webapps.fhsu.edu/MDC2.0/Default.aspx> or by calling Hannah Hilker at (785) 628-4121.

Fall Convocation

Wednesday, August 14; 9:00am

Beach/Schmidt Performing Arts Center

The new academic year at Fort Hays State University officially begins at 9 a.m. Wednesday, Aug. 14, with the annual Fall Convocation in the Beach/Schmidt Performing Arts Center in Sheridan Hall on the FHSU campus.

Opening remarks will be delivered by Faculty Senate President Dr. Kevin Splichal, assistant professor, Advanced Education Programs; FHSU-AAUP President Dr. Janett Naylor-Tincknell, associate professor of psychology; University Support Staff Senate President Lisa Lang, Office of Alumni and Governmental Relations; and Student Government Association President Brad DeMers.

Following her address, President Mason will announce the President's Distinguished Scholar.

Other awards to be announced:

- Faculty Member of the Year
- Edmund Shearer Advisor of the Year
- John Heinrichs Outstanding Research Mentor
- Department Closing the Loop
- Advancing Assessment
- Virtual College Adjuncts of the Year

President Mason is continuing the tradition of using the occasion as an opportunity to restock the Tiger Food Exchange. Donation bins for non-perishable food items will be available at the doors to Beach/Schmidt. The pantry's greatest need is for soups, stews, peanut butter, pasta, noodles and canned fruit. A reception will begin at 10:30 a.m. in the Dreiling Lobby of Sheridan Hall.

To submit an article for Tiger Daily, please create a **new** message and email it to tigerdaily@fhsu.edu before **10:00 a.m.** Items received after 10:00 a.m. will run the next business day. Submissions will be accepted only from FHSU faculty, staff, and student organizations. **Submissions must include** a headline, body text, and contact information only. **Attachments, graphics and images will not be published (including signature line graphics)**, but links to web pages may be included. Submitter is responsible for quality of content, which will be copied/pasted directly. **Replies to this message will not be responded to. Please send any inquiries regarding a Tiger Daily article directly to the submitter.** Only one Tiger Daily message will be sent per day.