Recently, the thoroughness and fast response by Public Safety and Police Services was demonstrated in two separate incidents. In response to a theft of copper tubing at Facilities, Officers Johnson and DeVoge took detailed reports which enabled them to secure a search warrant. With the assistance of the Chief of Police for Hancock, they served the warrant and located the stolen materials as well as marijuana plants growing in the basement. On the same day of the above search, Lieutenant Beels and Dispatcher Johnson responded to a situation in which a faculty member reported that she believed a student placed a fragmentation grenade in her office. Due to the immediate response and follow-through by LT Beels and Deputy Chief Cadwell, the situation was resolved before Chief Bennet needed to issue a Timely Warning notice. All officers and dispatchers did an excellent job!

- Wadsworth and McNair Dining Halls are showcasing their daily menus digitally on displays in the dining halls. Diners can see food choices for current and upcoming meals as well as food news, Dining Services information, and campus events that might be of interest.
- Bettyann Caron, McNair Custodian, participated as a judge for the latest “McNair’s Got Talent” program that was held in McNair. The students were happy to have her, and Bettyann enjoyed the experience.
- Human Resources would like to welcome Joel Liimatainen to Michigan Tech. Joel began recently as Office Assistant in Payroll.
- Ann Kitalong-Will, Executive Director, Business Operations, wrote a blog post titled “A Brief History of Michigan Tech’s University Policy Office: How Lean Methodologies Helped Pave the Way” which is posted on the University Policy Office website and was later shared on the Continuous Improvement website. The post details the lean process improvement methods that were used in identifying the key improvements that needed to be addressed within the administrative policy realm. Click HERE to read more.
- The Michigan Tech UAW Certification Program will be completing its second successful semester this month. The UAW Certification Planning Committee, comprised of members of both management and the UAW, will survey participants, gather and analyze data, and spend the summer refining the program prior to the beginning of its 2nd year.

- Dan Bennet, Director and Chief, Public Safety and Police Services, participated in the Holi Festival of Colors in Daniell Heights. Can you find him?

New Initiatives & Improvement Work

A.E. Seaman Mineral Museum

- “Spring” has sprung for the museum as 1,750 specimens have been added to the collection thanks to the generous donation of Paul and Janet Clifford of Cleveland, OH. Visit the museum in July when a small fraction of this collection will be on display.
Auxiliary Services (continued)

- The Portage Lake Golf Course will be making improvements to the women’s lockers at the clubhouse. The current small lockers will be replaced with larger, deluxe, club-size lockers similar to the ones in the men’s room.
- Ticketing Operations, in preparation for the upcoming upgrades to the Audience View ticket system, has partnered with Northern Michigan University to share the cost of training. Trainings will be taking place this week and next.
- Michigan Tech is committed to creating a welcoming environment for women. Auxiliary Services employees have formed the Women’s Apparel Advisory Group as a means of addressing women’s career apparel needs. For additional information, visit [Auxiliary Services](#).
- Michigan Tech Dining Services is offering a post-commencement champagne brunch for graduates and their families and friends, following the commencement ceremony on Saturday, May 2, 2015. Brunch will be served from 1:00-3:00 p.m. in the Memorial Union Isle Royale Ballroom located on the second floor of the Memorial Union Building. [Purchase your tickets online](#) or at the SDC ticket office. A limited number of tickets will be available at the door. Ticket Prices are $26.00 per person and free for children under ten years old.
- Mark Maroste represented Michigan Tech and the Portage Lake Golf Course at the 2015 Titleist Kick-Off Event. Mark learned important information about the new line of golf balls and clubs in preparation for the upcoming season and the Titleist Demo Day scheduled for May 7, 2015.

Facilities Management

- The grounds crew have started the site clean-up process to get the campus grounds ready for spring commencement. (Sometimes that includes snow removal)
- Amy Raffaelli, Staff Assistant, attended School Dude University East in Myrtle Beach, SC where she received hands-on experience in product training, best practices, and tips and tools for managing Facilities, and was able to network with her peers from other universities who work in similar roles.
- Three trade mechanics and one building mechanic attended a one-day training seminar for servicing and maintaining the triangle tube boilers in Danniell Heights.
- Angie Kolehmainen, Manager, Transportation Services, worked with Lori Weir, Communication Specialist, Business Operations to develop a communications roll-out plan and marketing materials to publicize the Drive Away Hunger Food Drive, which Transportation Services is promoting. Students, staff, and faculty can donate items and receive raffle tickets for an opportunity to win parking permits or a Michigan Tech gift basket. All donations will be delivered to St. Vincent De Paul in Hancock and food will be distributed locally.
- Transportation Services recently conducted a student commuter parking survey to gain student input on preferred lots and shuttle bus use. They are currently analyzing the responses in order to make improvements in several areas.

Human Resources

- Human Resources staff will be hosting the Michigan Chapter / College and University Professional Association for Human Resources (MI-CUPA) conference in the Fall in Mackinaw City. Understanding the difficulty, time, and expense of traveling from the lower peninsula to Houghton, the planning committee created a survey to gather input from the association members in regards to preferred dates and location. The conference theme is IT’S “U.P.” TO US TO SHARE OUR KNOWLEDGE. The planning committee is currently busy working out the logistics of the conference schedule and location.
- Human Resources is always looking for new ways to provide information to employees and retirees that is quick and easily accessible whenever you need it. They have recently added two short instructional videos to their website. The videos are designed to help employees navigate through their Banweb account to access their Health Savings Account (HSA) and Supplemental Retirement Agreement (SRA) benefits information. Check them out [HERE](#).

Drive Away Hunger Food Drive

**Sponsored by Michigan Tech Transportation Services**

**April 13—May 1, 2015**

Drop your **non-perishable food items** at Transportation Services & Collect your Raffle Tickets for your chance to win a Parking Permit for next year or a Michigan Tech gift basket valued at $100.

You will receive 1 Raffle Ticket per item. The more you donate; the more chances you have to win.

**WHEN:** Monday—Friday from 8:00am—5:00pm

**WHERE:** Transportation Services, Room 100 Administration Bldg.
The Office of Continuous Improvement hosted a Graduation Ceremony for the new group of Lean Facilitators who recently completed the training program. The group of 11 employees from a variety of departments across campus were honored on Tuesday, April 7, 2015. CONGRATULATIONS!

Save the Date

April 15  University Senate Meeting  5:30pm  DOW 642
April 18  Remember: A Musical Poppy  7:30pm  Rozsa Center
April 20-24  Student Art and Design Show  5:30pm  Rozsa Gallery
April 24  HR Supervisor Training Part 3  9:30am  MUB Ballroom B
April 24  In the Throes of Radios  7:30pm  Rozsa Center
April 25  Keweenaw Symphony Orchestra Suites  7:30pm  Rozsa Center
May 2  Spring Commencement  10:30am  SDC Ice Arena
May 4  TaylorMade/Callaway Demo Day  4:00pm  Portage Lake Golf Course
May 6  HR Supervisor Training Part 3  9:30am  MUB Ballroom B
May 7  Titleist Demo Day  4:30pm  Portage Lake Golf Course
May 6 & 7  Electrical and Steam Shutdowns
May 14  HR Supervisor Training Part 3  9:30am  MUB Ballroom B

Health & Safety News

PROPER LIFTING TECHNIQUES - Steps to Safe Lifting and Handling

1) **Size up the Load** - Don’t lift by yourself if it looks too heavy or awkward.
2) **Make sure that you are Balanced** - Have feet shoulder width apart with one foot beside the object and another behind the object to be lifted.
3) **Bend knees and Keep back straight** - Work with your legs and arms, not your back.
4) Use body weight to get load moving and then legs to lift.
5) **Keep arms and elbows near the body, keeping load close to you**—Be sure you have a tight grip on the object. Use handles when available.
6) **Change direction by moving your feet, not twisting your body.**
7) **To lower object, Bend knees and don’t stoop.**
8) Be cautious when reaching for or placing objects on tall shelves.
9) **Don’t relay on a back belt to protect you from Injury** - It hasn’t been proven that these belts, even when used properly, protect your back from injury.