

Monday, March 16, 2020

MSU Employees:

I hope everyone has been able to get some degree of rest this weekend. As we move forward we plan to send regular updates to our employees. We have hundreds of employees scattered across the main campus, regional campuses, out in the region, and beyond -- so email seems to be the best way to communicate with most everyone.

New updates:

- Recreation and Wellness Center: For the week of spring break, March 16 - March 22 our Recreation and Wellness Center will be closed to the public. Staff will continue to service the building and use this opportunity to make repairs and assess where we are going forward. This should not be too much of an issue since very few people are around.
- Library: For the week of March 16-22 our University Library will be closed to the public. The building will continue to be staffed and MSU employees who are moving courses to online format will be allowed to enter. We are leaving it accessible to MSU employees who teach so that they may have access to get any materials, articles, or other resources necessary for conversion to online.
- Supplies Around Campus: Facilities Management is reordering supplies for campus such as wipes, paper towels, etc. If you see a need in a restroom, etc. please let FM know. They are attending to many other areas and a complimentary call would be helpful for them so they can place it on their list.
- General: For the week of March 16-22 we are working through the VP's and direct presidential reports to allow them the flexibility to work across their units on staffing offices for minimal support, rotating employees, approving time off if needed, working remotely, and shifting people around. It is important to note, at this point, that we still need to keep operations flowing, so creative ways to staff offices are welcomed. We will respond more on operations for March 23-27 as we move closer to time.
- Trash: To help our cleaning crews, if you would please continue through the spring break week taking your garbage to the nearest large dumpster each day or two, that would be very helpful to them.
- Ordering: Effective immediately, we are asking all units to slow or suspend ordering of any non-essential items, and restrict ordering to only items central to our issue at hand. Our push for the next few weeks will be to conserve as much money as possible across all areas in case we should need it, and to allow for funds to be used in critical supplies.
- Overtime: Should be approved in advance by a VP or AVP.

- Payroll or other address changes, etc.: During this time we are trying to limit the number of system changes. We are asking everyone to hold off on address changes in the system, bank account changes in our system, and other changes that require time or initiate a change while we work through this challenge.
- Email, Conference Calls, and Texts: We ask that each of you continue to use electronic formats for communications, even for small group meetings to the extent you can.
- Eagle Lake Apartments: So that everyone has the same information, we had a small fire late Sunday evening in one of the apartments. A student left a bag too close to a stove causing it to flare up. Everyone is ok and we had minimal damage. Thanks to the staff who helped yesterday.
- MSU Foundation Funds: Funds from the Foundation are being temporarily frozen with only emergency payments being made. If you have an emergency payment, a Vice President can work with you on it.

Thank you to everyone.

Jay Morgan
President