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Tuesday, March 24, 2020 - University Update

MSU Faculty and Staff:

As we modify and continually adjust operations in a number of areas, the following are some brief University updates:

- **Student Move-Out:** Our staff in Student Affairs, Housing, Police, and several other areas have done an excellent job structuring the move-out of students from our residence halls. They were spaced out by day, hall, floor, and time and it seems like it is going well so far. We should conclude within the next couple of days and then be able to assess how many need to remain.
- **Operational Hours:** We will continue core operational hours from 9 a.m. – 1 p.m. daily for most all units until further notice. Some essential units are changing and structuring other windows of work based on discussions with their Vice President. We will continue with this core window for the time being, and would ask your unit to be available by remote or otherwise during these times. We want to make sure if a student calls in we are taking care of them. Many MSU phones can be forwarded, and please check cell phone messages on your end to make sure they are ok.
- **Payroll Office and HR:** If you have questions for Payroll or HR related to benefits/health insurance during this time, please contact them by phone or email.
- **Campus Access:** Employees are free to access buildings to retrieve items or materials they may need or to process documents, etc. Non-employees are discouraged from being in buildings.
- **Cyber Security and Remote IT Access:** Please be careful during this time of significant remote work, particularly related to online security. It is preferred that you use VPN if remoting in. If you have questions in this area please contact Dr. Chris Howes in IT or the IT Helpdesk (606-783-4357 or ithelpdesk@moreheadstate.edu) for technology questions or assistance. They can help with access to enterprise technology services, including connection and power of on-campus computers. Additional information is available: <https://www.moreheadstate.edu/remotework>.
- **Pass/Fail Grading:** Dr. Bob Albert is discussing with our academic affairs staff options for Pass/Fail grading in some areas. The group should conclude on this quickly, with an announcement to campus and students very soon. Please let your students know once a few final details are decided, an email message will be sent out.
- **Summer Study Abroad:** Upon discussion with leadership in academic affairs, we want to relay that we are discontinuing university-sponsored or supported Study Abroad programs until August 1, 2020. We will review Fall 2020 program options as we move towards that time.
- **Online Course Fees:** We will also be letting students know that no additional online course fees will be assessed on any course that was modified from traditional to online as part of our March 23 transition.

- Students Remaining in Residence Halls: We will likely have a small contingency of students who remain in our residence halls after this week. This will be limited to international students and others who have an expressed need to stay for a variety of reasons. If you would like to do anything for these students, please let Russ Mast know.

Thank you for continuing in our modified arrangements, our overall goal is to do as much work remotely and/or dispersed widely across campus as we can. Since units are different, our Vice Presidents and direct Presidential reports can continue to guide their staff to find the best fit for the foreseeable future. Please continue to take care of students, and take a little extra time to spend with your families and check on your neighbors.

Thank you for what each of you are doing, we continue to be resilient.

Jay Morgan
President