

**June 29, 2020**

**MSU Faculty and Staff:**

Thanks to everyone as we work through our return to campus processes. Life is slowly returning to parts of campus. The following communication is lengthy, but we skipped last week, and this will be the last update until closer to July 10.

**Dates:**

- July 1 - Information will be sent to current and incoming students with updates on the fall.
  - Phase II will begin for our return to campus, and employees return to campus 3 days a week or more. All units are encouraged to work out rotations and altered schedules with their supervisors and vice presidents, if possible.
- July 3 - MSU will be closed.
- July 6 - MSU buildings will open to the public.

**Additional Winter Term:**

Presently, our Winter Term is scheduled for December 14 - January 8, and we will keep that term intact for instructors who wish to teach 100% online as they normally have in the past.

Additionally, we are working on creating a second winter term. Winter Term II will be scheduled for December 3 - January 8, and instructors will have the ability to teach online from December 3 - January 1, but then host in-class, face-to-face instruction/labs/studios during the week of January 4 - 8 to accomplish any end of term activities that their disciplinary area might require.

Winter Term II is being created to accommodate courses that cannot reasonably be accomplished 100% online or in a short amount of time within our normal Winter Term. We hope that as we move forward on creating this term you might consider teaching within it, particularly if you have a course that has a lab/studio or other hands-on component that can be accomplished in the final week of the term.

The instructor compensation for Winter Term II will be the same formula as the normal Winter Term, and instructors will have the option to teach in one or both terms. The Office of the Provost will be working to build the schedule for the second term soon.

**University Library:**

Camden-Carroll Library will be open 10 a.m. - 2 p.m., Monday - Friday beginning July 6 through August 1. You may access the library at the circulation desk and visit the Learning Resource Center, Learning Technology Lab and Archives by scheduled appointment. Library staff will pull materials for visitors, and we encourage everyone to visit the library website to find the best way to request materials. Please call, text or email the library to request items to avoid waiting. Curbside service is also available if scheduled. Visit [www.moreheadstate.edu/library](http://www.moreheadstate.edu/library) or call 606-783-2200 for more information.

**FAFSA:**

If you are an employee taking classes, or have a qualified dependent taking classes at MSU in the fall, please consider filing for federal financial aid to see if you qualify. This is a win-win for our employees and dependents (if you qualify), and for MSU. If you have questions, please contact our MSU Office of Financial Aid at 606-783-2011 or visit <https://studentaid.gov/> to file.

**University Budget for 2020 - 2021 and Employment / Salary Notification Letters:**

The MSU Board of Regents met last week and approved a University budget for the academic year of 2020-2021. Our budget will be several million dollars less than this current year. This reduction is due to a 2% state appropriation reduction; a reduced amount of students within our residence halls this fall semester (2,500+/- instead of the usual 2,900); a likely reduction of incoming freshmen for fall 2020 due to coronavirus and other issues; and a projected decrease in other auxiliary revenue across a number of units as a result of not having as many students on campus this fall. As an additional budgetary decision, we are also using \$3.1+/- million taken from our reserve account on a one-year basis to assist us during this time. This budget strain is not just on us—it is being felt across all other universities in Kentucky and within other states as well.

Because of the tightness of our budget, and already using reserve funds to help us, we do not have much room for error this coming academic year. Our ongoing challenges include any further state budget reductions throughout the coming year; a less than projected/budgeted number of students returning to us this fall for classes and/or to live in our residence halls; and any additional reductions in auxiliary revenue.

In order to accomplish the reductions needed, we had to employ a number of relatively quick solutions. As a result, we reduced 30-35 positions University-wide—all of which were vacant or scheduled to be vacant through retirements/departures this summer. Additionally, we had to lower travel funds, program funds, reduce or eliminate several general initiatives originally planned, and had to eliminate the model that distributes technology allocations across campus.

All of the above reductions were frustrating and painful but were required for budget balancing. The effects of the coronavirus have caused a painful downturn for not only us, but for most all universities regardless of size. One of our goals was to be as student supportive as possible within the upcoming budget, and thus we froze tuition and fees and slightly increased our institutional financial aid budget. Related to our employees, we wanted to take all efforts to retain our full-time employees who are with us, and we have been able to do that so far. We will have to monitor what fall looks like, and each of us will have to make recruitment, retention, and student success our continued focus.

Employment and salary notification letters for full-time employees are being mailed to your address on file within Human Resources.

### **SOAR and Enrollment/Retention Push:**

Our summer SOAR and enrollment/retention push has been one of the best team efforts I have seen! We do need to thank all the staff below who have worked very hard to accomplish what has been a difficult summer of hosting online SOARs. They have done a great job!

Amanda Hogge	Jami Hornbuckle	Marlene Blankenbuehler
Annelle Lord	Jana Fife	Michelle Barber
April Hobbs Nutter	Jenny Frazier	Risa Boyd
Barbara Spencer	Jeremiah Dunn	Russ Mast
Charlie Gancio	Joe Stiltner	Sara Larson
Cindy Jent	Laura King	Shannon Colvin
Craig Dennis	Lauren Jordan	Starlet Johnson
David Patrick	Lexius Yarbrough	Steve Crail
Emily Weideman	Lora Pace	Tina Stevens
Farah Baldwin	Marc Williams (Cincinnati)	Toni Hobbs
Guy Huffman	Bell)	Topaz Butler

Also, a big thank you to all the individuals who have worked on making phone calls, hand-written notes, and other reach outs to students for retention and enrollment pushes over the past month or two. Several thousand “reach outs” were made to students. A number of the individuals who helped are listed below – thanks to all of them!

Aaron Hirsch	Jaime Gordon	Michelle Barber
Adam Gage	Jami Hornbuckle	Mik Aoki
Alan Joseph	Jana Fife	Octavia Biggs-Fleck
Andrew Strobel	Jessica Cooper	Paul Rhodes
Angela Meyer	Joe Campione	Preston Spradlin
Anthony J. Brinson	Jonathan Mattox	Rachel O’Malley
April Hobbs Nutter	Jordan Kelley	Randy Lee Manis
Chris Schroeder	Justin Maass	Rebecca Wright
Clay Dixon	Katie Mattox	Rhonda Ferguson
Clint Williams	Kem Tackett	Rianna Robinson
Cole Stoudt	Kristi Gullett	Richard Fletcher
Dan Connell	Kylan Butler	Rob Tenyer
David Moore	Laurie Couch	Rob Youngdahl
Debbie Ellis	Kyle C. Wolff	Samantha Jones
Dominique Duck	Kyrsten Becker	Sara Hacker
Donell Murray	Lesia Lennex	Sarah Martin
Drew Barnette	Lola Aagaard	Scott Combs
Edna Schack	Louise Mason	Shana Savard-Hogge
Evan Prellberg	Mark Coleman	Sharnetta Fritts
Helisha Tuerk	Mark Graves	Silas Session
Hunter Chandler	Matt Rhodes	Stephanie Barker
Ingrid McKinney	Melisa Patrick	Stephen Brigham

Sunshine Stamper  
Tom Ross  
Toni Hobbs

Topaz Butler  
Vicky Cooper  
Warren Lipka

William Matthew Martin

As you can see by the sheer number of people listed above, we had support from all four corners of campus going the extra mile in helping move us forward under some tough circumstances!

**Contact Tracing:**

To assist with our needs around contact tracing for the coronavirus, we have instituted a log-in system for employees. This process is underway throughout campus. Please continue to sign in each day. All areas should keep these log sheets on file and not discard them. If your area has one in e-format, you can print it for pick up. Our rotating LPN will periodically collect those from each area and keep them on file in Counseling and Health Services.

To be prepared for contact tracing around classes this fall, we have asked Dr. Greg Russell to work with our Academic Affairs leadership in establishing a uniform log-in sheet for classrooms. We need for each student attending a class to sign in and for instructors to maintain the log. At the end of each week instructors should forward the classroom log sheets to their Dean's Office to be retained in case we need to perform contact tracing with the local health department.

We are also asking Russ Mast to work with staff within Student Affairs to develop a uniform log sheet and process for student areas and activities.

Goldie Williams, Director of MSU Counseling and Health Services, is the lead on all contact tracing and works in conjunction with the Rowan County Health Department.

**Responding to On-Campus COVID Issues:**

We have a process in place should an employee test positive for COVID-19 and need testing/work from home/quarantine/contact tracing, etc. Employee mitigation is led by a triad of the respective VP of the area, the Director of HR, and the Director of Counseling and Health Services.

We have established a team that will handle any student related COVID-19 issues that might arise. The following individuals have been asked to serve on our "Rapid Response Team" representing the applicable functional areas that might be needed to respond with services to one or more students. Should you at any time become aware of a student that might have issues, please contact a member of this team or contact MSU Counseling and Health Services.

Russ Mast – Student Affairs and Convener  
Dr. Greg Russell – Academic Affairs  
Mary Fister-Tucker – Fiscal Services  
Jim Shaw – University Advancement  
Lynn Parsons – Chair of the Dept. of Nursing  
Max Ammons – Student Affairs

Goldie Williams – Health Clinic Director  
Chief Merrell Harrison – Police  
Charlie Gancio – Food Services  
Alan Rucker – Housing  
Kim Oatman – Facilities Management

**Traveling Out-of-State:**

Dr. Steven Stack, Kentucky's lead on public health, continues to recommend that everyone be cautious on out-of-state travel during this time.

**MSU Mask Policy:**

We ask that employees continue to wear a mask on campus when you cannot maintain an appropriate distance from others. As we move forward, our masking policy will extend to students and visitors and will be:

- Masks are required in all buildings and in instructional activities.
- Students may request an accommodation with the MSU Office of Disability Services if they cannot wear a mask for medical reasons. Students who have underlying health difficulties may elect to take online courses this fall.

This will be relayed to students in our July 1 communication with them. Likewise, each student will receive a care packet this fall that includes several basic items for general health.

Please visit <https://www.moreheadstate.edu/healthyatmsu> for information.

**Diversity and Cultural Competence:**

As a part of our ongoing needs around diversity, inclusion, and cultural competence, we are looking at several possibilities for training and programming for employees and students. Dr. Caroline Atkins, our Chief Diversity Officer, and members of the Eagle Diversity and Inclusion Team are in the process of vetting several options.

The following briefly outlines the broad framework we are planning for this academic year. This framework, and more, will serve to advance our inclusion and diversity efforts, along with our engagement in anti-racist work. These actions are in addition to the cultural programming presently spearheaded by staff in Student Affairs and by faculty and staff within the academic colleges. More information will be provided in future communication that details specific actions related to the broad policy frameworks noted below:

- While acknowledging that implicit bias training will not begin to completely repair the issue of racism and discrimination, it is a critical starting point in our individual awareness. Providers are currently being vetted and module-based training will be required for all faculty and staff this fall. We are also exploring ways that students can participate in the modules as well.
- To support the goal of increasing cultural competency, multidisciplinary teams of faculty, staff, and students will be trained in a skilled approach to facilitating conversations about racism, discrimination, and oppression. These team members will also conduct diversity related training. Sessions for the campus community will be conducted regularly.
- As we move through the summer and instructors prepare for the fall semester, we are asking that each give consideration to embedding diversity or culturally competent

practices within your classes. This can be accomplished in a variety of ways and can be embedded within how you present your subject area material. Including inclusive practices and implementing culturally responsive pedagogy are just two of the numerous ways that we can demonstrate to our campus community that we value and support inclusion and diversity. Should you wish to discuss any instructional ideas, our Faculty Center for Teaching and Learning can be a valuable resource.

**Provost Transition:**

Provost Bob Albert will be retiring June 30 after a long and distinguished career at MSU. Dr. Albert has served MSU well, and we wish he and his family the best of luck in their next path. Dr. Greg Russell has been working with Dr. Albert for the past several weeks as they transition.

**Technology and Continued Training Opportunities:**

We would offer a general reminder to please be careful with email, social media, etc. To expand our technology training this summer, the Office of Information Technology (OIT) has added several additional training sessions. These have been communicated in a separate email from OIT and center around VPN, Office 365, and others. We hope that you will take this opportunity to engage in one or more of them.

Our online training sessions for instructors have been filling up fast, and we have created two new sessions due to high demand.

Additional resources are available at [www.moreheadstate.edu/remotework](http://www.moreheadstate.edu/remotework).

**Student Employment Workgroup:**

The student employment process workgroup met during the spring semester to review current employment procedures and make recommendations. The ultimate goal was to create a process and placement system that simplifies our student employment and creates meaningful work experiences that support career preparation. The workgroup consisted of a number of people representing various parts of campus.

The workgroup made the following broad recommendations:

- Distill the existing 200+ student worker job descriptions down to five levels.
- Create a one-stop shop for all student employment to be housed in Career Services.
- Tweak the hiring process to minimize the paperwork on the hiring department/unit.
- To the extent possible, match student applicants by academic discipline.
- Digitize all paperwork and forms associated with the hiring process.
- Create a consistent onboarding of basic level knowledge and skills/competencies.
- Conduct evaluations of students using skills and competencies valued by employers.

Over the course of the fall semester we will be working to implement the recommendations and communicate any changes to take effect January 1, 2021. More to come as we move forward.

Units may begin hiring student workers to begin August 1, 2020.

**Bright Spot – Student Retention:**

Our retention efforts all across campus are working – and our retention has risen!

We have known that students living on campus in our residence halls are a powerful retention component, but just recently we were able to quantify that claim. The following data exhibits retention of students entering in 2018 and 2019 and demonstrates that students living in our residence halls have a significantly higher retention rate than those who live off-campus:

- Fall 2018 to Spring 2019: Living on campus 89.12%, Living off campus 71.43%
- Fall 2018 to Fall 2019: Living on campus 72.93%, Living off campus 53.01%
- Fall 2019 to Spring 2020: Living on campus 89.38%, Living off campus 77.47%
- Fall 2019 to Fall 2020: Not available until later in the fall semester

These numbers are positive and our push to have students live in our residence halls has served us well. This fall we will unfortunately have slightly fewer students residing in residence halls because of COVID-19.

Thank you for what each of you are doing and for your efforts as we all work through a host of items for the fall.

This will be the last employee communication until after July 10.

Please have a good holiday weekend on July 4.