

July 15, 2020

MSU Employees:

As we near mid-July we have just a few short weeks before the bulk of our students arrive. Some of our early student arrivals will begin mid-week of July 20. This will be a good time for us to make them feel welcome and establish a safe start to student life.

Enrollment:

Fall registrations have ticked up gently in the past week or two - likely as students who have been holding back are now making decisions. We will continue to watch this closely as we move into August. As of present, it does appear we have an opportunity to reach our fall projected number of incoming freshmen students, but we will not know until later in August how that might look. Also, we all will have to take efforts to retain returning students once they are here.

Summer enrollment:

	<u>2019</u>	<u>2020</u>
Maymester	172	269
Summer I	897	898

We will know more on Summer II as we get past the next few weeks.

Dates:

July 31 - Next communication to students with additional details on the fall semester
August 8-16 - Student residence hall move-in begins using shifts over an extended period
August 12 - Fall Convocation is being cancelled on this date with alternative events below
August 17 - Classes begin

Fall Convocation:

Our normal Fall Convocation scheduled for August 12 will unfortunately not take place in its usual location or time. Rather, after some exploration, we will be restructuring Fall Convocation to encompass smaller group events by division/unit.

Each of the following small group convocations will be under a tented area in front of the Library on the listed dates. There will be chair seating spaced out under the tent, and also ample standing room around the rear and outside the tent to spread out. Each event will last no more than 25-30 minutes and no paper programs will be printed.

Start Time For Each: 8:30 a.m.

- August 3 - Facilities Management
- August 4 - Division of Student Affairs
- August 5 - Fiscal Services, IT, Planning, and Presidents Office
- August 7 - Library, Space Science, Craft Academy, Graduate Office, Sponsored Programs, Registrar office

- August 10 - Division of University Advancement
- August 12 - Caudill College
- August 13 - College of Science
- August 14 - Smith College and Volgenau College

Administrative Staffing Changes/Retirements:

Jill Ratliff has announced her retirement as AVP of Planning, Policy and Effectiveness and we wish to thank her for her many years of service to MSU. We will be exploring the reconfiguration of this position to continue to lower our administrative costs.

Joe Hunsucker has announced his plans for a retirement at the end of 2020. To assist with this transition, Cynthia Hunt, associate auditor, has assumed the duties July 1 as our internal auditor and Joe will be teaching accounting for the fall semester as he wraps up his career at MSU. Thanks to both of them for this smooth transition.

Grounds and Picnic Tables:

Facilities Management (FM) will be placing picnic tables throughout our campus quad and around ADUC to establish additional outdoor eating areas. As students and employees obtain their food from ADUC they will have a nice opportunity to sit outside and eat. FM will also be placing trash cans around these areas. This move to an outside food venue will likely create occasional trash issues - particularly on windy days. So, if you see stray trash please help keep the campus clean.

University-Sponsored Travel:

We will continue to have a moratorium on university-supported international travel until October 31, 2020 and will evaluate closer to that time for any extensions.

In-state travel using university-support funds is permissible beginning August 1 with no prior approval.

All out-of-state university-supported travel should have the prior written approval of your division Vice President until October 31, 2020. Our goal is to limit out-of-state travel to the least amount possible. This will be evaluated closer to October 31 for any extensions.

We would ask that you take extra precautions when traveling out-of-state on personal travel or vacations and in your return to campus. If you feel that you may have been in an area with expanded cases, or around others who have had symptoms or are sick, please consider a Co-19 test upon your return.

Thank You to Staff:

Thanks to Clarissa Purnell, Kathy Hargett, and Becky King for chipping in recently to make calls to prospective and registered students for fall. Our cumulative efforts have gone a long way in helping our push for the fall.

Face Masks and General Health Guidance:

The Governor has issued a new Executive Order requiring masks in public areas where individuals cannot distance themselves. It can be found at:

https://governor.ky.gov/attachments/20200709_Executive-Order_State-of-Emergency.pdf

As we move towards the fall semester, let's all help remind employees, students, and visitors that masks are required in our buildings. We have been doing a pretty good job so far. If you leave for lunch, go to the restroom, etc... try to remember it.

Please also consider helping our general community by wearing your mask in local stores. It is in our cumulative best interest to keep our community safe – which will in turn hopefully help keep the number of potential cases on our campus to a minimum.

Remember to check your symptoms and temperature daily, and complete your daily entry into your departmental log. If you don't feel well, or show symptoms, stay home and notify your supervisor.

Also, as you think about the fall you may wish to consider obtaining a flu shot at some point.

As a reminder, Co-19 case management for employees will be handled by the Vice President, Director of Human Resources, and the Director of our Health Clinic, with the Rowan County Health Department assisting with contact tracing. Co-19 case management for students will be led by a Rapid Response Team that has direct assistance by St. Claire Health employees.

A packet of PPE (masks, gloves, hand sanitizer, and thermometer) will be provided to faculty, staff, and students at the beginning of the semester.

Per state requirements, we will be de-activating all water fountains and bottle filling stations.

Fall Semester Office Cleaning and General Cleaning:

For the fall semester Facilities Management (FM) will continue its focus on cleaning and disinfecting the classrooms, common spaces, and the residence halls. Cleaning products will be provided to each office and faculty/staff are asked to maintain and clean their offices on a routine basis. This will allow FM staff to focus on our general areas and also reduce the amount of people entering and exiting from each office area.

Office trash should be bagged and taken to the nearest restroom or outside trash bin at the end of each day for pick up by FM. If there is a major cleaning need in an office, please submit a work order on School Dude or call FM at 3-2066.

Once the semester begins, FM plans to clean and disinfect classrooms, labs, and common spaces every morning and also through the day as needed. A stock of wipes will be provided in the computer labs and other high touch areas for students/faculty/staff to use, but quantities are limited due to availability.

FM is continuing the process of installing signs, markings, barriers and making other facility modifications on campus. If there are facility modification needs please complete the COVID-19 Facility Modification located on the MSU Healthy at Work site.

You may also have seen some signage and other precautions on campus being implemented:

- Hand sanitizer stations at entrance doors in academic buildings.
- Signs in multiple locations in buildings indicating social distancing, hand washing, and face covering protocols.
- Signage indicating one-way entrance and exits (where possible).
- One-way (up/down) indicators in stairwells (where possible).
- One-way traffic indicators on floors in hallways.

Thanks to our FM staff for the work they have done.

Bright Spot: Fundraising

Last academic year we were on pace to have a great year in a variety of aspects – until Co-19 hit in mid-March. In addition to us making positive gains in student retention, we also have done well in our fundraising efforts. Currently, we are about midway through a three year fundraising blitz for student scholarships -- and we have done well. Last academic year we logged one of our best fundraising years in a long time!

For 2019 - 2020 our total gift income exceeded \$6.1 + million, which is an increase of roughly \$2.5 million over prior years. Our percentage of alumni donors were up as well and lots of excitement was being generated around our push for all types of scholarships for students. Our staff are already working on a mini-campaign to raise funds for retention scholarships for this fall.

Thanks to our Alumni and Development Staff for a banner year: Jim Shaw, Mindy Highley, Sherry Surmont, Sharon Fraley, Allison Caudill, Jessi Ferguson, David Ray Gillum, Alicia Parker Webb, Kenna Allen Gauche, Matt Nutter, Madonna Hanshaw, and others.

Personnel Calendar: Attached (and subject to change based on future needs)

General Information: <https://www.moreheadstate.edu/healthyatmsu>

With everyone's help all across campus --- we can be ready for students to return!