

April 26, 2021

MSU Faculty and Staff:

Upcoming Dates:

- Next campus web/ex livestream - May 6 @ 3:30 p.m.
- Commencement - May 8
- Employee Appreciation Picnic(s) - May 11 and 12 (see separate email announcement from Human Resources for your unit picnic time)

Paid Day Off:

As we have periodically done to support our campus during Covid, we are providing all employees with a paid day off to use for any family or personal issues, and/or to use as a mental health rest day. This paid day off can be taken between the dates of May 13 - 28. We ask that all offices remain open, and that each person work with their supervisor to determine which day is best for them scattered throughout this window of time.

University-Supported Travel:

As we slowly move closer to more normal operations, the following information on University-supported travel was developed by input from various groups and based on the needs for this summer.

- In-state University-supported travel is permissible through normal channels.
- Out-of-state domestic University-supported travel is permissible after June 1, but requires:
 - Written (email) authorization prior to travel by your Vice President.
 - You can discuss with your VP the location of travel, circumstances, mission needs, course/grant/research needs, etc.
 - June 1 is being used instead of an original July 1 date so as to allow summer courses, research and grant work, etc. to take place this summer.
- International University-supported travel for education abroad and/or employees traveling individually on business is paused until January 15, 2022. At present, the State Department is noting that upwards of 80% of the countries in the world are not at a level of recommended travel.

We recommend that if your travel is reasonable in distance that you utilize your own vehicle, if applicable in size for the trip, and then seek mileage reimbursement. If your travel is significant in distance, we recommend using Enterprise locally. Our University travel coordinator (a.fryman@moreheadstate.edu) may assist you as well. Thanks to everyone for being careful and exercising appropriate protocols and caution if you do need to travel.

Positive Story:

We don't normally send links to articles, but the attached link of a story about one of our May 2021 graduates shows the power of our campus to serve the region and beyond, and what a positive outlook can do for people. Ms. Jones will graduate from MSU at age 65 after working on her degree for 20 years. I hope you enjoy reading it.

<https://www.lex18.com/community/positively-lex-18/20-years-later-65-year-old-bath-county-woman-graduates-college>

Thanks for your teamwork during this past year and as we finish this semester.

Jay Morgan
President