

December 14, 2021

MSU Faculty and Staff:

As we approach the end of the Fall Semester we want to say thank you to everyone for your efforts over these past few months. The semester has been relatively smooth, our Covid numbers have remained low, and we have worked through another challenging time in our history.

Early 2022 Dates:

- Campus Reopens – Monday, January 3
- Spring Convocation – Wednesday, January 12 – 9 am
- Martin L. King, Jr. Observance Day – Monday, January 17-Program/Unity Walk at 3 pm
- Spring Semester Begins – Tuesday, January 18

Call-Outs and Announcements:

Congratulations to Laken Albrink, assistant professor of legal studies, who recently earned first place in the 2021 American Association for Paralegal Education National Teaching Competition.

Mr. Rick Phillips will also be joining us as Interim Chief Information Officer. Rick formerly served for 20 years in various information technology roles at the University of Kentucky, and has a bachelor and master's degree from Morehead State University.

Campus Close Down:

Our campus will close December 17 at 4:30 pm for the holidays and will reopen Monday, January 3 for normal hours. Our Vice Presidents will be working with essential employees who may be needed periodically during the break.

As you wrap up this week, please:

- Adjust thermostats to 65 degrees.
- Shut down and unplug your computers, printers, and other technology. Please do not shut down fleet Canon copier/printers.
- Turn off and unplug non-essential equipment and appliances such as fans, space heaters, etc. Most equipment and appliances draw some amount of electricity even when turned off. Do not unplug refrigerators unless they have been properly defrosted beforehand.
- Turn off lights as much as possible - bathrooms, break rooms, conference rooms, etc.
- Remove all furniture, books, clothing or other obstructions from in front of HVAC units.
- Open window shades to let in sunlight and capture solar energy.
- Check windows and doors to make sure they're shut tight and locked.
- Check faucets in bathrooms, kitchens and break rooms to make sure they are completely turned off and not dripping.
- Units involving animals, please make sure that you have adequate plans in place.
- Remove garbage from individual offices and place in bathrooms or in outside large dumpsters mid-week so that it can be picked up before we close Friday.

Building administrators are asked to check their respective buildings on Friday, December 17 in the afternoon to make sure that they are ready for an extended break.

Addition to the Ohio Valley Conference:

We are pleased to relay that the University of Arkansas Little Rock has joined our athletic conference. They will be a nice addition starting this summer.

Covid Shots, Boosters, and Flu Shots:

On December 3 we conducted another drawing of names of those who have Covid vaccine cards in our upload system. An additional 30 individuals were notified they were the recipients of \$500.00 each.

During the break, please consider consulting with your medical provider on getting a Covid booster shot and a flu shot.

Inclement Weather in Kentucky:

Please keep your holiday thoughts and prayers with everyone in west Kentucky who was adversely impacted by the recent tornados. Should you wish, there are a number of websites in which you can assist (Red Cross, etc.). Also, there is a toy drive for kids of affected families: <https://governor.ky.gov/toydrive>

Please consider supporting some of our local and regional businesses during the holidays. As we end the Fall Semester we wish each of you a very happy holiday season. We hope that you will get some quality rest and time off with your families and loved ones!
See you in 2022!

Jay Morgan
President