

November 18, 2022

MSU Faculty and Staff:

As we approach the Thanksgiving Holiday we want to say thank you for all that you do. The following are a few short updates to help guide our campus:

Upcoming Dates:

- November 23-25 – University Closed for Thanksgiving Holiday
- November 30 – Holiday Carnival - All employees and family members are welcome. More information on times and details for this campus event is forthcoming.
- December 1 – Employee Holiday Luncheon, 10:45 a.m. – 1:30 p.m., The Rock. Please show your employee ID at the door for a complimentary holiday lunch.
- December 5-9 – Final Examination Week
- December 10 – Fall Commencement, AAC, 10:30 a.m.

Great Job:

A special thank you to our ADUC staff of Taunya Jones, Jordan Dean, and Elisha Harris for the great job they did this Fall. Our campus hosted a wide variety of in-person events, conventions, summits, and class and group reunions -- and just about every week and weekend in ADUC was full!

Thank you to Dr. DuWayne Dale and others for their work with the MSU Band. The band has sounded great at our recent ballgames.

Much appreciation to our Enrollment Services staff for coordinating a nice recruitment event last night for prospective students, and thank you to a number of individuals who assisted.

Campus Closure for the Thanksgiving Holiday:

Our campus will plan to close on Tuesday, November 22 at 4:30 p.m. Vice Presidents will work with any essential employee who is needed to cover holiday operations. We will reopen on Monday, November 28 for normal hours.

Campus Sustainability During the Holiday Breaks:

Let's work together to take advantage of the time during the upcoming breaks to save on energy for campus. Before leaving campus, we ask that you:

- Adjust thermostats to 65 degrees.
- Shut down and unplug your computers, printers, and other technology. Please do not shut down fleet copier/printers.
- Turn off and unplug nonessential equipment 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 in all rooms, bathrooms, conference rooms, etc.
- Remove all 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.
- Check that all animals are well cared for and a plan is in place for the break.
- Building supervisors are encouraged to check facilities late afternoon November 22.

We hope that you have a safe and enjoyable Thanksgiving Holiday and break! Thanks for all you do.

Jay Morgan
President