# ETSU Board of Trustees to meet Friday

The ETSU Board of Trustees will hold its quarterly meeting on Friday, April 24, at 10 a.m.

Due to extraordinary circumstances surrounding the COVID-19 pandemic, the meeting will be conducted permitting participation by electronic or other means of communication if necessary. The Audit Committee will meet prior to the Board of Trustees, at 8:30 a.m.

Public attendance to both the Board of Trustees and Audit Committee meetings will be available via livestream at **www.etsu.edu/trustees/livestream.php.** Agendas and accompanying materials are posted online at **www.etsu.edu/trustees** under "Meeting Schedule & Materials."

# Bucs Help Bucs

In times of challenge and adversity, the East Tennessee State University family unites to serve the Appalachian Highlands and support one another. In other words, "Bucs Help Bucs." ETSU has launched the Bucs Help Bucs initiative to assist students and employees facing extraordinary circumstances caused by the COVID-19 pandemic. By giving to any of the identified relief areas, you can

assist students facing job loss, financial hardships, food insecurity and mental health needs:

- Student/Staff Emergency Funds
- Bucky's Food Pantry
- ETSU Counseling Center
- Other - Support any specific area of ETSU

Gifts can be made online at **etsu.edu/bucs-help-bucs**. ETSU faculty and staff may choose to make a **payroll deduction.**

# Windows Updates for ETSU PCs operating remotely

If you are working remotely using an ETSU Windows laptop, you may not be receiving updates in a timely fashion. Your ETSU laptop may be trying to connect to the ETSU network in order to download updates, and depending on your network and settings, it may be unable to download them.  Please visit our **ITS Windows Update Detailed Guide** for steps on how to ensure your ETSU-owned Windows 10 computer is staying safe and secure while working remotely. Please note that this only applies to ETSU-owned equipment. Any personal devices are excluded from these steps.

Third party software, such as internet browsers, that you use to connect to ETSU should also be updated regularly to help prevent information security weaknesses. If you have questions or need assistance applying updates, please contact the ITS Help Desk at **itshelp@etsu.edu** or **423-439-4648**.

# Interested in mask making and addressing PPE shortage? Let us know

ETSU is home to many "makers" and "doers" working to meet the demand for personal protective equipment (PPE) during the coronavirus pandemic. If you are looking for ways to contribute your time, talents and supplies to help our neighbors across the Appalachian Highlands and beyond, please **fill out this form**. For the next couple weeks, we will help ETSU Health clinics collect fabric masks for patients. We have estimated the need at around 150 masks per day. Patients will be able to keep the masks, which not only will help the clinics, but the region as well.

Visit **https://www.etsu.edu/coronavirus/maker-project/** to learn more about PPE projects currently underway.

## ETSU at Home: Send photos/video from your remote work location

Everyday routines have changed dramatically for many ETSU employees working remotely, as well as those conducting essential responsibilities on campus. The Office of University Relations is requesting submissions of photos/videos from your remote work location for an upcoming project. Show us how you are motivating and engaging students and colleagues, multi-tasking, being creative and continuing to "get the job done."

Send your name, department/office and title along with any anecdotal information to accompany your submission to **info@etsu.edu by Wednesday, April 22.**

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## Archives of Appalachia asks you to share your experience living through pandemic

The Archives of Appalachia invites you to share your experience living through the COVID-19 pandemic.  A new project, called "Telling Your Story: Documenting COVID-19 in East Tennessee," will chronicle how people of this region journey through these unprecedented times.  Interested persons are invited to share materials such as diaries, writings, photographs, videos, social media posts and business correspondences.  More information about the project, including a submission form, is available **here**.  Questions about the project can be directed to **archives@etsu.edu** or **423-439-4338**.

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## Grubhub now accepting ID BUC$

Use your ID BUC$ to pay for food from nearby restaurants within the app and have it delivered to your home anywhere, anytime! To find out how to add your ID BUC$ to your Grubhub account, **click here.**

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## Two-Factor Authentication for GoldLink

On April 28, ETSU will be implementing Two-Factor Authentication (2FA) for GoldLink and Administrative Systems for faculty and staff.  Users will need to use their ETSU username and password, and then complete the Two-Factor Authentication steps using the personal phone number or email address on file within the Banner Employee Dashboard/Self Service section under "Employee" in order to access the following systems: GoldLink, Banner Self Service, Banner 8 INB, Banner 9 Admin Pages, eBucs, Curriculog, Degree Works, ePrint, Dynamic Forms, Handshake, Innosoft Fusion, Preferred Name Request, TargetX,

DesignConductor, BDM and BDMSecurity, and TRS.

All faculty and staff are encouraged to review the information on file and make sure it is accurate before April 28.  If you have any questions or concerns with the process, or need to update the phone number or email address on file, please reference the **ITS detailed Two-Factor Authentication guide.**

# Virtual gathering: COVID-19 health care impact and investment

On Tuesday, April 21 at 5:30 p.m. come share, listen, and learn about the impacts of the coronavirus on health policy and practice in America during a virtual gathering on Zoom. Special guest speakers are Dr. Randy Wykoff, dean of the College of Public Health, and Dr. Deborah Slawson, chair for the Department of Community and Behavioral Health. The Zoom meeting ID is 943 3742 5531.

For more information, email **etsuvotes@etsu.edu.**

# Registration open for summer and fall 2020

The order for registration is based on earned credit hours, not including currently enrolled credit hours (also excludes Developmental Studies). Students should resolve registration holds to prevent delays. **Click here** for more information or contact the Registration Helpline 8 a.m.-4:30 p.m. (EST) Monday-Friday: **423-439-5584.**

Don't forget to check out ETSU Summer Session! This is a wonderful opportunity to get ahead, stay on course with your plan of study, or retake a course. **Due to the ongoing COVID-19 pandemic, all summer courses will be transitioned to online or remote offerings and all online fees will be waived.** To learn more visit **ETSU Summer Session page**.

# Sherrod Library offers 100% remote services and collections

Due to the COVID-19 outbreak, Sherrod Library building is closed. However, Sherrod's reference and research assistance is 100% remote and available online with assistance by email, Zoom, chat, and phone, 7 days a week.  **Click here** for additional services and details. Contact **refdesk@etsu.edu** or call **423-439-4307** for assistance.

# Free online tutoring available through CFAA

The Center for Academic Achievement has tutors available to conduct free, live, online tutoring sessions in multiple subject areas.  Please let your students know that tutors are available seven days a week to help them navigate the transition to online instruction. Our "**Online Help**" page explains how to sign up for and participate in tutoring, and it includes helpful resources and strategies for students about how to manage online coursework.  Our "**For Faculty**" web page includes a flyer for online tutoring, a syllabus blurb, and answers to common faculty questions.  For additional information, please contact Deidre Johnson at **johnsondr4@etsu.edu**.

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# The Office of Equity and Inclusion - Virtual Office Hours

The Office of Equity and Inclusion is holding Virtual Office Hours as follows:

- **Monday and Wednesday,** 3-4:30 p.m., with Chassidy Cooper, coordinator for Equity and Inclusion.  **Join Zoom Meeting**, Meeting ID 825 373 933
- **Tuesday**, 10 a.m.-noon, with Kim Maturo, office coordinator for Equity and Inclusion.  **Join Zoom Meeting**, Meeting ID 235 510 680

Meetings with Keith Johnson, vice president for Equity and Inclusion will be scheduled as requested.  Contact Kim Maturo at **maturo@etsu.edu** to schedule.

Individual meetings can be scheduled by contacting **coopercl@etsu.edu** or **maturo@etsu.edu**.  You can also reach our office at 423-439-4445.  **Click here** for more information.

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# Deadline extended for Open Educational Resources/Textbook Awards

The Sherrod Library and the Center for Teaching Excellence invite you to submit an application to the Open Educational Resources Awards Program. Open Educational Resources (OERs) are quality, authoritative, no-cost online alternatives to traditional textbooks. The awards program provides instruction, guidance, and financial incentives to use OERs in the classroom. These awards are given to faculty who plan on adopting, adapting, or creating open textbooks and instructional materials. Awards are up to $5,000 for individuals and up to $10,000 for departments/programs. **Deadline to submit award applications has been extended to Friday, May 1.**

## [SERS grant proposals for 2020-21 due May 8](#)

The Office of Equity and Inclusion is now accepting SERS Grant proposals for fiscal year 2020-2021.  Proposals should be received by the Office of Equity and Inclusion by May 8 for review prior to the May 18 submission deadline. Click **here** for more information and to access the application under "Funding Opportunities," then select 2020-2021 Student Engagement, Retention, and Success.

## [ETSU Global Year Program - deadline extended](#)

Given the various transitions taking place on campus right now, the application deadline for the "ETSU Global Year: South Korea, 2021-22" has been extended to May 15. We continue to monitor COVID-19 and continue to assess plans for this program centered on South Korea. As of now, the goal is to proceed with the Global Year as originally planned since any travel to South Korea would take place, at earliest, in January 2021. We will update the campus community on the program as we continue to learn more about COVID-19 and travel possibilities in the future. **Click here** for more information and to access the application.

## Biometric screenings update

Quest Diagnostics will be postponing all onsite employer screening events that are currently scheduled to take place from now until April 30. If you were registered for the Biometric Screening on campus on April 22, 2020, that screening has been cancelled.

## [Upcoming employee training opportunities](#)

Leadership tip of the week: **"Leading Through COVID-19: Maintaining Motivation"**

**IMPORTANT**: ALL HR Employee Learning & Development Classes will move to Zoom Video or will be postponed until further notice due to the COVID-19

coronavirus. Please be sure to check the **Event Calendar** and the **Scheduled Classes** websites for latest training information. During this time, please check out the employee learning opportunities online at **Percipio**. If you want to learn more about Zoom, please check out the ITS website for training instructions at **https://www.etsu.edu/helpdesk/conferencing/webconference.php** and/or register for one of the upcoming remote learning opportunities on the **Event Calendar**. Thank you for your patience and understanding as we navigate how to best serve you during this crisis. As always, please contact us at **gloverke@etsu.edu** or **423-439-6133** if we can help in any way with your learning as you move through the coming weeks of remote work

**Student Employee Supervisor Training**: This is a mandatory training of new software for all APS, FWS, and RSWP supervisors. Any faculty or staff member involved in the advertising and hiring process of student workers and/or APS service students must attend to gain access to the new website. We will be reviewing the process from advertising to submitting the new electronic timesheets. We will also review the process from the students' view in order to better assist you with their training. There will be several sessions; all sessions will be offered via Zoom Video. Dates: April 27; May 18; June 8; July 20; August 10 from 2-3:30 p.m. and June 30 from 9-10:30 a.m.

**All Employee Check-in Zoom Call**: This will be a periodic Zoom call to see how we can best stay connected during social distancing and working remotely due to the COVID-19 Pandemic. How can Learning & Development help you during this unprecedented time? There will be no agenda, other than to check in on everyone and let you know that People Come First at ETSU. We care about you and want to help you be as successful as you can be during these trying times. The next session will be held **Thursday, April 30, at 10 a.m.** via Zoom.

**Microsoft Office Training** – Excel, Word, PowerPoint, Access training available online, along with other helpful links. **Click here** to view the Employee Training Event Calendar for more training opportunities for ETSU Employees.

**UPCOMING EMPLOYEE TRAININGS & WORKSHOPS**

**ETSU VIRTUAL EVENTS CALENDAR**

**ETSU NEWS**