



EAST TENNESSEE STATE  
UNIVERSITY

Weekly Update for Faculty & Staff | November 9, 2020



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## [Suicide Prevention Plan](#)

As part of ongoing efforts to increase awareness around mental health issues and provide information on mental health resources and support, the university's suicide prevention plan has been updated and is available [here](#). The 2020/2021 suicide prevention plan is reviewed by a committee with representatives from Human Resources, Counseling Center, Student Life, University Counsel, University Compliance, Housing and Residence Life, and University Health.

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## [Holiday Lights ceremony today, Nov. 9](#)

Join ETSU President Brian Noland, SGA President Shivam Patel and Bucky

for the annual Holiday Lights ceremony on **Monday, Nov. 9, at 5:45 p.m. at Alumni Plaza in front of the Carillon**. Enjoy hot cocoa, cookies and live music provided by the Department of Music as the ETSU community kicks off the holiday season. Those attending must follow ETSU COVID-19 guidelines.

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## Thanksgiving and Veterans Day events in the dining hall

Dining Services will be hosting a double event day on Wednesday, Nov. 11. Join us in celebrating Thanksgiving and honoring our veterans from 11 a.m.-2 p.m. at the Culp Center dining hall. All veterans are welcome to enjoy these events at no cost. We look forward to seeing you.

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## [Staff Senate Holiday Food Drive continues through Nov. 13](#)

ETSU Staff Senate is holding the annual Holiday Food Drive to gather food items for distribution to make the holidays better for some of our ETSU staff, faculty, and students. Each recipient of a Thanksgiving food basket will receive non-perishables plus a gift card to purchase some perishable food items. In past years, the ETSU community generously provided enough food and monetary donations to fill 250 baskets which were used to supplement some outside agencies. Due to COVID-19 and financial strains placed on everyone, we felt it would be best to reduce the goal this year to 100 baskets and use those for campus needs. **The last collection day will be Nov. 13, 2020.**

**[Click here](#)** to view a list of needed food items as well as the drop off locations. Monetary donations are appreciated also and will be used exclusively to purchase the gift cards and food. If you have any questions or know someone who would appreciate a Thanksgiving food basket, contact Jennifer Mayberry at [mayberrj@etsu.edu](mailto:mayberrj@etsu.edu) or Crystal Maupin [maupincd@etsu.edu](mailto:maupincd@etsu.edu).

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## [Provost's Academy applications due Nov. 13](#)

A newly envisioned Provost's Academy is available to full-time faculty who wish to learn more about the services and responsibilities of the Office of the Provost. Those selected to participate in the Academy will work toward

completion of a project identified by the Provost as a critical need and become active members of the Provost's leadership team. Academy members will also receive mentorship, individual leadership coaching, professional development opportunities, and resources required to successfully execute the identified project.

Provost's Academy members will work with one of these critical projects beginning in January 2021:

- Implementation of the Recommendations of the Community Engagement Task Force
- Summer and Winter Term Enhancement Strategies

**[Click here](#)** for details regarding the Provost's Academy application process, eligibility, and the structure of the program. Applications are due by Friday, Nov. 13. Questions about the Academy and application materials should be submitted to Dr. Amy Johnson at [johnsoad@etsu.edu](mailto:johnsoad@etsu.edu).

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## [Presidential Grant-in-Aid request for proposals](#)

Presidential Grant-in-Aid applications for the fiscal year quarter January 1 through March 31 should be submitted by **Friday, Nov.13**. Presidential Grants-in-Aid provide support for faculty who propose activities designed to augment their professional development in teaching, research, or service. For instructions on how to complete the Presidential Grant-in-Aid application click this [link](#). For more information, visit [here](#).

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## [Application available for open and affordable course materials awards program](#)

The Sherrod Library and the Center for Teaching Excellence invite instructors and programs to submit an application to the Open and Affordable Course Materials Awards Program. The awards program provides instruction, guidance, and financial incentives to use, customize, and/or create Open Educational Resources (OER) and other Affordable materials in the classroom. Award amounts are a minimum of \$500 and will increase based on the selection criteria and funding available. **Deadline to submit applications is Nov. 15.** [Click here](#) to apply.

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## [Last day to vote: ETSU Graduate Studies 3](#)

## [Minute Thesis competition](#)

Voting is still open through the end of today for the People's Choice winner. [Click here](#) for the voting website. The Winners' Event will be Nov. 11 at 4 p.m. via Zoom. To register, please [click here](#).

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## [Safe Zone Training](#)

The coordinators for the Safe Zone initiative at ETSU are hosting training for faculty and staff on **Tuesday, Nov.17**, from noon-3 p.m. To register, visit [here](#).

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## [Dining Services Survey](#)

ETSU Dining Services invites students, faculty and staff to take its fall 2020 customer satisfaction survey online through **Wednesday, Nov. 18**. Your feedback will help Dining Services make informed decisions to enhance your overall dining experience.

The survey can be accessed [here](#). For each person who completes the survey, \$1 will be donated to Bucky's Food Pantry (up to \$500). All responses are confidential. Your identity will not be linked with the survey results. Thank you for your time and thoughtful responses.

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## [Use Self-Checkout App at Sherrod Library](#)

Sherrod Library is pleased to announce that self-checkout is now available at the library and also on Apple or Android smartphones. To get started, download the ETSU Library Self-Checkout app for Android or Apple or visit a self-checkout kiosk located on the 2nd, 3rd, and 4th floors of the library.

For more information, click [here](#).

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## [Bucky's Food Pantry Announces Holiday Closures](#)

Bucky's Food Pantry has announced its ETSU holiday closure dates:

**Nov. 23–27 (Thanksgiving);** the last day to request food is Nov.18 and the final date for pickup is Nov. 20.

**Dec. 24–Jan. 1, 2021 (Winter and New Year’s Break);** the last day to request food is Dec. 16 and the final pickup date is Dec. 17.

### **January 18, 2021 (Martin Luther King Jr. Day)**

In addition to the closures, the pantry will have limited hours and by appointment only from Dec. 14–Jan. 18, 2021 as students will be on break during this timeframe. Hours of operation will be posted on Bucky’s Food Pantry [website](#).

For additional information, please contact Kristi Smith at [423-439-8587](tel:423-439-8587) or Chuck Patton at [423-439-5243](tel:423-439-5243) or visit [www.etsu.edu/foodpantry](http://www.etsu.edu/foodpantry).

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## [Mentors needed for tnAchieves Class of 2021](#)

TnAchieves is in need of more than 3,400 mentors to support local students in the college-going process. The program serves as the non-profit partnering organization to TN Promise in 90 of the state’s 95 counties. Mentors spend about one hour per month reminding students of important deadlines, serving as a trusted college resource, and, most importantly, encouraging students to reach their full potential. Many TN Promise students will be the first in their family to go to college and need just a little extra assistance.

To ensure mentors can remain connected to their students, tnAchieves CONNECT is being made available to mentors statewide. This virtual mentoring platform will allow mentors and students to continue meaningful, impactful discussions throughout the college-going process. It will also ensure mentors can continue serving students from home and on their own schedule.

Please consider applying to serve with the class of 2021. While the time commitment of mentoring is not significant, the opportunity to have a positive impact on a student’s post-secondary prospects certainly is! Mentors will be provided with a comprehensive handbook and training, along with constant support from the tnAchieves team.

Those interested in serving as a mentor can learn more and apply at <https://tnachieves.org/mentors/>, or by contacting Tyler Ford at [309-945-3446](tel:309-945-3446) or [tyler@tnAchieves.org](mailto:tyler@tnAchieves.org).

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## [University Health Center offering flu shots](#)

The ETSU University Health Center is currently providing flu shots for

students, staff and faculty members. We recommend getting your flu shot every year, but especially now due to the COVID-19 pandemic since both are upper respiratory diseases. You may schedule your appointment with the University Health Center by calling [423-439-4225](tel:423-439-4225).

Bring your ETSU ID and insurance card with you. If you are uninsured, it will be a \$30 out-of-pocket cost (cash only at flu clinics). Students facing financial hardship that could prevent them from paying this cost can apply for a Buccaneer Student Crisis Fund (BSCF) grant to cover the fee. More information on the BSCF grant, including how to apply, is available [here](#).

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## [Office of Equity and Inclusion - November newsletter](#)

The Office of Equity and Inclusion invites you to read the latest edition of its newsletter. [Click here](#) to access the November 2020 newsletter.

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## [Adobe Creative Cloud Online Training](#)

ETSU's Department of Media and Communication is offering courses and testing that lead to the Adobe Certified Associate (ACA) professional credential in Photoshop, InDesign, and Premiere Pro. Course participants will have access to online training materials for 3 weeks (**Nov. 23-Dec. 14**), and will then attend a day-and-a-half of online workshops on Dec. 11. The certification exam will be administered Dec. 14 (retake Dec. 15). Course fees include all course materials, instructor fees, exam fees, and the option for one retake. Full-time ETSU faculty and staff (employed at least 6 months) can take the course and exam for free through the [Education Assistance Fund](#).

Space limited is. [Click here](#) for more information and to register.

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## [Fall ETSU Zoom Backgrounds Available](#)

Looking for a new ETSU background to display for your Zoom meetings? The Office of University Relations has uploaded a series of fall images that are available for download. To access these images, visit [here](#).

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## [News from the Curriculum Innovation Center](#)

The Curriculum Innovation Center is working diligently to serve the ETSU community. Recent updates from the center include:

- Expedited forms for Letters of Notification (LON) and New Academic Program Proposals (NAPP) are now available.
- Our Terminology page now includes course number descriptors for program levels.
- Course syllabi are available in Banner for Fall 2019, Spring 2020, and Fall 2020. These will continue to be updated.

We are available to help you with your curriculum proposals regularly through Zoom. Contact us to set up a meeting.

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## December hires

ETSU's 2020 Winter break begins Thursday, Dec. 24, 2020 and extends through Thursday, Dec. 31, 2020. No new full-time/part-time employees will be hired into a budgeted position with an effective starting date of December 1-31, 2020. Temporary full/part-time hires may be contracted as usual.

Please see the approved [Holiday Schedules](#) for 2020/2021 posted on the Human Resources' website. Please note, the deadline for paperwork to be submitted to HR to be included in the November payroll is Nov. 10, 2020. Paperwork received after Nov. 10 will be processed with the December payroll. The deadline for paperwork to be submitted to HR to be included in the December payroll is Dec. 10, 2020. Paperwork received after Dec. 10, 2020 will be processed with the Jan. 2021 payroll. There will be no exceptions to these deadlines.

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## [Lending Your Support](#)

The 2020 Employee Giving Campaign is underway. Please choose your charities, complete your form, and send to Human Resources. There are several new charities to choose from this year. Visit the Employee Giving Campaign site [here](#) to access the campaign booklet and giving form. Your participation in this important cause is greatly appreciated.

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## [Upcoming employee training opportunities](#)

Leadership tip of the week: "[Managers: When Teammates Share Grief](#)"

[“We Hear You!”—Helping ETSU employees to appropriately navigate the dangerous discussions around today’s “hot button” politically and socially charged issues.](#)

*(DISCLAIMER: We will **NOT** be discussing these political and social issues but will attempt to give you tools to better navigate these conversations in the workplace setting without causing division.)*

This training is for ETSU employees who want to learn how to engage/respond in ways that are aligned with [ETSU’s Core Values](#) to potentially divisive (political and social) topics in the workplace. The first part of the training will cover the Core Values of ETSU and provide some practical methods and tools for navigating workplace conversations around current issues that have potential to divide us. The second part of the session will consist of a panel of experts sharing their perspectives from Human Resources, Equity and Inclusion, and Psychology (the Human perspective). The next training will be offered [Friday, Nov. 20, from 10-11:30 a.m.](#)

[All Employee Check-in Zoom Call](#): This Zoom call will be a discussion to see how we can stay connected and share some resources for ETSU Employees who may be dealing with anxieties and stress due to the COVID-19 Pandemic. 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 first session will be held **Tuesday, Nov. 10 at 2 p.m.** via Zoom. Please click the title to register and receive the Zoom invitation.

[Student Employee Supervisor Training](#): This is a mandatory training of 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. If you have already attended training for the JobX/TimesheetX, you are not required to attend again. We will be reviewing the process from advertising to submitting the new electronic timesheets. We will also review the process from the students' view to better assist you with their training. There is only one remaining session that will be offered **Friday, Nov. 13** at 2 p.m. and will continue until 3:30 p.m.

Visit the [Human Resources Home Page](#) to find out more information on Supervisor COVID-19 Guidance and much more.

Please note: Be sure to check the [Event Calendar](#) and the [Scheduled Classes](#) websites for the latest training information. Check out the employee learning opportunities online at [Percipio](#). Also check out [LinkedIn Learning](#). As always, please contact us at [gloverke@etsu.edu](mailto:gloverke@etsu.edu) or [423-439-6133](tel:423-439-6133) if we can help in any way with your learning for you and/or your functional unit.

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