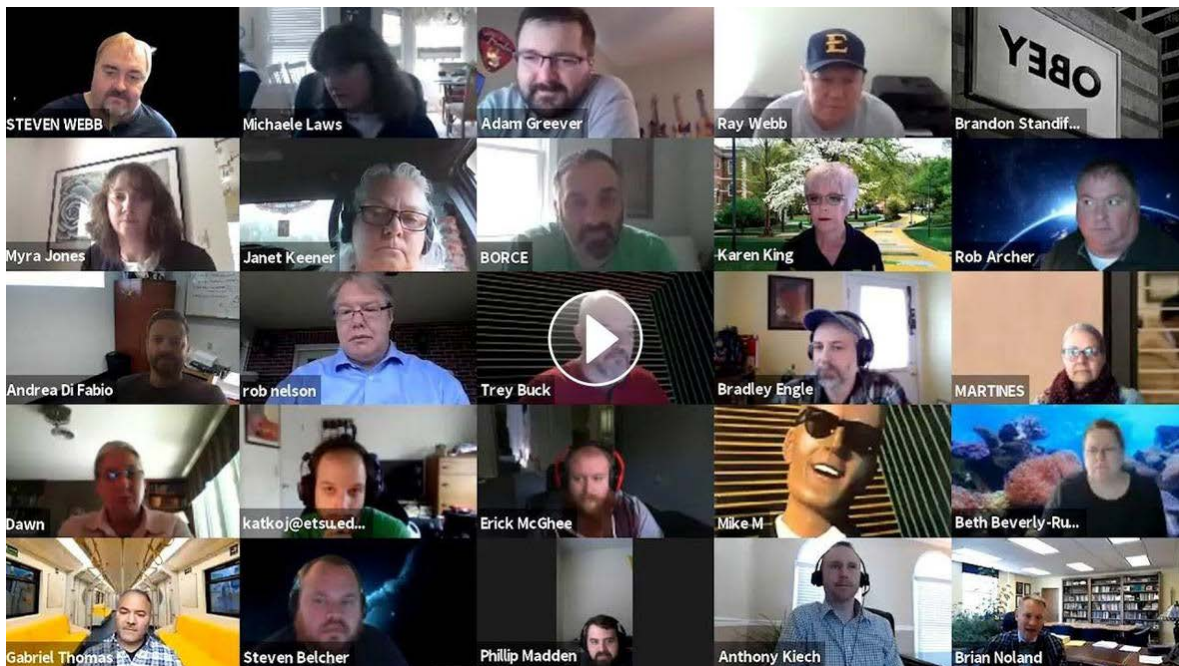




EAST TENNESSEE STATE UNIVERSITY

Weekly Update for Faculty & Staff | April 27, 2020



Faculty and Staff Appreciation Week

Everyday routines have changed dramatically for many ETSU employees

working remotely, as well as those conducting essential responsibilities on campus. During these unprecedented times, the ETSU campus has developed a can-do attitude and remains dedicated to our mission – to improve the lives of the people in our region.

During spring break, faculty and staff worked tirelessly to move courses and campus resources online. This work did not go unnoticed. This week, we say "thank you" to the faculty and staff at ETSU.

Please take time to join together for **Virtual Trivia** on Friday, May 1 at noon. Prizes will be awarded! (You must have an ETSU email to be eligible for prizes.) To play, you will need to sign up for a free account on Twitch - <https://www.twitch.tv/>.

[Click here](#) to play Virtual Trivia on Friday at noon.



[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](tel:423-439-4648).

[ETSU University Health Center open for in-person and telehealth visits](#)

The ETSU University Health Center is open and still providing services for the ETSU community. If you are a student, staff, or faculty member and would like to see one of our providers, there are several options to choose from.

Do you want to be seen in person? You can schedule an appointment during clinic hours:

- MWF 12 p.m.-4 p.m. and
- Tues/Thurs 10 a.m.-2 p.m.

We are also offering Virtual Telehealth visits for those who are not in Johnson City or prefer not to come in. These virtual visits can either be conducted over the phone like a phone call or it can be on a computer/laptop or camera capable cell phone. The latter provides both an audio and visual component, so you can see and speak with one of our providers in the comfort of your own home.

We are currently offering virtual behavioral health appointments, in person and virtual sick visits, immunizations, TB tests, etc.

For more information, please visit the [University Health Center website](#) or call [423-439-4225](tel:423-439-4225) during our clinic hours.

[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.

[Call for requests: Research Discovery Work Study Positions for 2020-21](#)

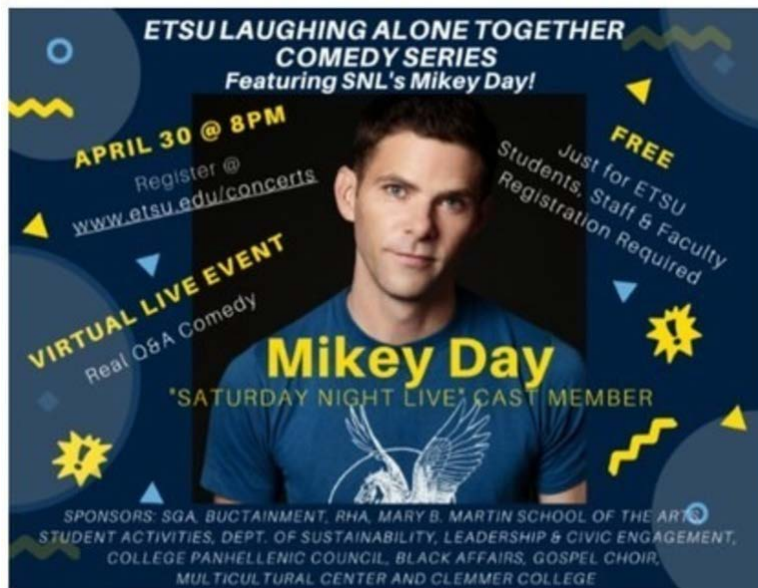
The ETSU Research Discovery Program gives students exposure to research projects and skills in their fields of study. The program allocates undergraduate work-study students (either APS or FWS) into “research assistant” positions working under the supervision of a campus faculty member. Faculty members can submit a request for a Research Discovery student to the Office of Undergraduate Research & Creative Activities at www.etsu.edu/honors/ug_research/funding/discovery.php.

Requests for 2020-21 academic year are due June 26. Availability is limited. Please submit early. Upon approval, positions will be administered by the faculty member’s home department. The department will be responsible for processing the hiring and timekeeping, and for covering the costs of any overages. Contact Dr. Richard Ignace at ignace@etsu.edu, or Dr. Chris Keller at kellercj@etsu.edu with questions.

[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, Curriculum, 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](#).



[Saturday Night Live comedian Mikey Day comes to ETSU campus virtually April 30](#)

Short of a COVID-19 vaccine, laughter may be the medicine we all need during this difficult time. Student Activities & Organizations with the help of many supportive cosponsors have put together a virtual live comedy series just for ETSU students, staff and faculty. This series will feature three Saturday Night Live comedians who will be entertaining our campus live from their homes! The events are free but registration is required for each event. Family and friends can watch with you on a single device. **[Click here to register.](#)** For more information go to **[ETSU Laughing Alone Together Comedy Series Featuring "SNL" Cast.](#)**

[Nomination deadline extended for Distinguished Faculty Awards](#)

Due to the COVID-10 disruption this spring, the deadline for college submissions of Distinguished Faculty Award nominees has been **extended to June 1**. Nomination materials should be submitted electronically to **provost@etsu.edu** in PDF format.

[Nominations open for Distinguished Staff Awards](#)

Please consider nominating a staff member for the Distinguished Staff Awards. Nominations are requested for each EEOC category, as well as the Career

Award. [Click here](#) for more information and to download nomination forms. Email your nominations to booheri@etsu.edu. The Senate mailbox will be monitored should any nominations be sent via campus mail. Although the Staff Picnic scheduled for May 20 has been postponed, winners will be announced on the rescheduled date which has yet to be selected.

[Deadline May 1 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.**

[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.

[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](#).

[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.

[Upcoming employee training opportunities](#)

Leadership tip of the week: ["There's a lot riding on communication when leading remote employees"](#)

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](tel: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.

Retirement Basics: Presented by the Benefits Center, this informational Zoom webinar will be appropriate for ETSU employees who are considering retirement in the next 3 years. If you are curious about the process to retire, this webinar is for you! Q & A will be welcome throughout. The webinar is scheduled for Thursday, May 7, from 11 a.m. to noon. Zoom link to be provided once you register.

UPCOMING EMPLOYEE TRAININGS & WORKSHOPS

ETSU VIRTUAL EVENTS CALENDAR

ETSU NEWS



ETSU Office of University Relations | emails@etsu.edu | 423-439-4317