



EAST TENNESSEE STATE
UNIVERSITY

Weekly Update for Faculty & Staff | June 29, 2020



SPECIAL BUDGET ANNOUNCEMENT FROM DR. NOLAND

VIDEO: Budget Update from President Noland
On Friday afternoon, President Noland released [this video](#) that provides an

important update on the current budget landscape for ETSU and higher education as the 2020-21 fiscal year is about to begin.

Informational Zoom Sessions for Staff about Retirement Incentive Program

Are you an ETSU staff member who was recently notified about being eligible for the Retirement Incentive Program? Two informational Zoom sessions are being hosted this week. Click on the link to register. If you have questions about the sessions, contact Shannon Jarrett, benefits manager, at jarrettsl@etsu.edu.

Monday, June 29, at 2 p.m.

Registration: <https://etsupws.etsu.edu/HRTD/Registration/Register/4192>

Tuesday, June 30, at 1 p.m.

Registration: <http://etsupws.etsu.edu/HRTD/Registration/Register/4193>.

[Eligibility Information about Retirement Incentive Program](#)

Last week, information was shared with ETSU faculty and staff who are eligible for the current retirement incentive plan. Please note: Eligibility letters were not sent to employees with less than 30 years of creditable service in the TCRS system. Employees who believe they will be eligible for full retirement in TCRS on October 31, 2020 through the use of their accrued sick leave should contact the Office of Human Resources and/or submit an application to the program. The Office of Human Resources will evaluate those applications to ensure the employees will be eligible for full retirement before being accepted into the program.

Eligibility requirements for the retirement incentive program are:

- Full-time, actively employed, state budgeted staff member.
 - Ten years of employment at East Tennessee State University as of the retirement date.
 - TCRS members must also be 60 years of age and have 5 years of creditable service or be any age and have 30 years of creditable service (including credit for sick leave).
 - ORP members must also be 55 years of age
 - ETSU may choose to exclude or delay the retirement date for certain staff members in key positions or roles from the program.
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[Safety signage will be provided for public spaces](#)

As we prepare for our July 1 opening, ETSU Facilities is working with University Relations to develop and post appropriate health and safety signage for public spaces, including all external doors to ETSU buildings. Departments will be responsible for posting any signage within their respective office spaces.

Signage can be downloaded and printed at no cost. Visit our “Bucs are Back” site [here](#) to view and download available safety signage. If you need assistance with printing signs, please email projects@etsu.edu and University Relations will process your order (please note in your email which design(s) you are requesting and account to bill). If you need to request new signage that is not already available on the webpage, University Relations will design at no charge. Send new sign requests to projects@etsu.edu.

If you need additional assistance from Facilities to make sure your office is following health and safety guidelines for reopening, please coordinate with your respective Dean’s or Vice President’s office.

[New Employee Transfer and Separation Process](#)

ETSU’s offices of Information Technology and Human Resources implemented a new process for department notifications for employees separating from ETSU or moving to a different department. This new process is available online at the [Employee Transfer/Separation website](#) and includes instructions to employees and supervisors. Please consult the website should you have any questions about this process.

[Revised Conditions for Resumption of Face-to-Face Human Subjects Research](#)

Beginning June 15, 2020, ETSU began allowing face-to-face interactions with research participants with approval from the Vice Provost for Research and Sponsored Programs. Approval is contingent upon there being no remote alternative and with [safety precautions](#) in place. If you would like your study reviewed for in-person contact with research participants, please complete this [form](#) and submit to the [Vice Provost for Research](#) for final review and approval.

[Learn about the Faculty Research Cohort](#)

The ETSU Faculty Research Cohort is a new microgrant research program being offered as a joint partnership with the Office of Planning and Decision Support, the Provost's Office, and the Applied Social Research Laboratory. The goal of this program is to develop a culture of research by supporting faculty in development of knowledge, skills, and abilities in research design and implementation. More information on the Faculty Research Cohort is available [here](#). The application deadline is July 15. Contact Dr. Trena Paulus for more details at paulust@etsu.edu.

[Adobe Certification Course for Faculty/Staff](#)

ETSU's Department of Media + Communication is offering training and testing that lead to the Adobe Certified Associate (ACA) professional credential in Photoshop, InDesign, and/or Premiere Pro. The course is

- Free for full-time faculty and staff through the Education Assistance Fund; and
- 100% online.

Course participants will have access to online training materials for three weeks, and will then attend a day-and-a-half of online workshops. The certification exam will be administered at the end of the second workshop day. Course fees include all course materials, instructor fees, exam fees, practice tests, and the option for one retake. We offer the entire package for \$650, which is significantly less than the typical \$1,500-2,000 cost at other providers. Participants will select one of the programs in which to take the ACA exam (Photoshop, InDesign, Premiere Pro), but will have access to training materials for all three programs.

The next course, July 8-31, is currently full, but a waitlist and more information is available on the [Office of Professional Development website](#). For questions, contact Dr. Chase Mitchell at mitchella@etsu.edu.

PIVOT Accounts Expire July 1 as ETSU Transitions to InfoEd Global 'SPIN'

The Office of Research and Sponsored Programs Administration's (ORSPA) subscription to the Pivot funding database expires on June 30, 2020 as we

transition to InfoEd Global's electronic research administration (eRA) system and companion funding opportunities database - 'SPIN'. SPIN is a searchable database of over 10,000 government, industry, public and private funding sources worldwide. Users can create and save ongoing searches, and customize and automate notices of funding opportunities in their areas of interest. SPIN marks the first of many benefits the campus community will realize as we implement InfoEd eRA over the next ten months.

Information on creating an account and training in the use of SPIN will be posted on ORSPA's website the week of July 1. In the meantime, PIVOT users are strongly encouraged to document any funding opportunities, keyword and ongoing searches and/or collaborations they have saved in that system before service expires. If you have any questions on this transition please contact research@etsu.edu.

[Summer Tutoring Available Online through CFAA](#)

The Center for Academic Achievement has tutors available to conduct free, live, online tutoring sessions in multiple subject areas during summer 2020. Please let your students know that tutoring is an option. 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.

[Changes to Fall 2020 Holiday Schedule](#)

Last week information was released regarding changes to the fall 2020 holiday schedule. These adjustments in holidays and university closures are being made as a result of the COVID-19 pandemic and the institution's continued efforts to safeguard the health of ETSU students, faculty, staff and visitors. Major changes for the fall 2020 semester calendar include:

- The university will be open and classes will be held on Labor Day (September 7) and Veterans Day (November 11);
- Fall Break will be rescheduled to Thanksgiving week; Last day of in-person classes will be November 20 (11/21 for Saturday classes);
- The university will be closed for Fall/Thanksgiving Break the week of November 23-27; and

- Remote instruction for all classes will take place November 30 - December 4 and for final exams between December 5-10.

The Gatton College of Pharmacy will alter its start date but will follow the university schedule beginning in September. The Quillen College of Medicine will maintain its regular schedule. To view the revised employee holiday schedule, visit [here](#).

[Learn More About ETSU's Curriculum Innovation Center](#)

Are you planning to develop or revise curriculum for a new or existing program? Learn more about the resources available through ETSU's Curriculum Innovation Center (CIC). Members of the CIC team are available to provide expertise to strengthen curriculum collaboration and support a variety of delivery modalities as well as help to bring together resources and faculty across programs for interdisciplinary curricular development. Learn more about the center and all that is available to ETSU faculty at the center's [website](#).

[New Electronic Time Report System](#)

Information Technology Services, in conjunction with Business and Finance, has completed the development of an electronic timesheet within the Time Record System (TRS). Beginning July 1, all employees will key their July time entries directly into the Time Record System. The new Electronic Time Record System will replace the Dynamic Form which was implemented to submit time sheets during our COVID-19 work from home. Tutorial videos for employees and supervisors are available on the [Payroll Office website](#). Additional information will be emailed to all university timekeepers. The new electronic time record system excludes APS, FWS, and RWS student workers. The timesheets for Medical Residents will still need to be entered by their timekeeper at this time. Please email payroll@etsu.edu with any question regarding the new Time Record System.

[ETSU Faculty/Staff LGBTQ+ Association Planning for Next Virtual Meeting](#)

ETSU's new Faculty and Staff LGBTQ+ Association held its first meeting in April and is planning for its next virtual meeting. Any faculty and staff

member interested in learning more about this organization should contact Dr. Bethany Novotny from the ETSU Department of Counseling and Human Services at novotny@etsu.edu.

Raters for upcoming clinical trial needed

Dr. Ronald C. Hamdy, Cecile Cox Quillen Chair of Excellence in Geriatric Medicine and Director of the Osteoporosis Center at ETSU, is looking for staff who can perform rating scales for an upcoming clinical trial. Raters must be experienced with the following assessment scales: MMSE (Mini Mental State Exam), ADAS-Cog 13 (Alzheimer's Disease Assessment Scale), ADCS-ADL (Activities of Daily Living), and CDR (Clinical Dementia Rating Scale). If you are interested in helping to staff a clinical trial and would like more information, please contact Tracy Wilson at [423-439-7392](tel:423-439-7392).

[Office of Equity and Inclusion Newsletter](#)

The Office of Equity and Inclusion encourages you to read the latest edition of the Office of Equity and Inclusion Newsletter. Click [here](#) to access the June 2020 newsletter. Please visit the office's [website](#) to learn about the upcoming Summer 2020 Lunch and Learn Sessions and the 2nd Annual Equity and Inclusion Conference.

[ATS resources for online course development](#)

The Academic Technology Services team has developed a comprehensive guide for accelerated online course development. This guide will walk through some of the current instructional design best practices to ensure that you have the resources and support you need in order to create meaningful, engaging learning experiences for your students. Contact ATS with any specific questions or concerns by phone, email or chat at www.etsu.edu/ats.

[Bucky's Food Pantry summer operating information](#)

Bucky's Food Pantry has announced its summer 2020 operating hours

continuing through Aug. 15. During this time the pantry will be open on Wednesdays from 10 a.m. to 2 p.m. and by appointment only. For additional information, please contact Kristi Smith at **423-439-2825** or Chuck Patton at **423-439-5243** or email **foodpantry@etsu.edu**. If you receive voice mail, please leave a detailed message with your contact information and someone will return your call soon.

To fill out an online application, drop off donations or for further information concerning pantry operations, please visit **Bucky's Food Pantry website**.

Next deadline June 30 for ETSU Researchers interested in AWS

ITS-Research Computing Services (RCS) is seeking researchers interested in submitting requests for compute allowances to the Amazon Web Service (AWS) Research division. **The next deadline for review is June 30 and RCS will assist with applications.** ETSU faculty have received compute allowances for classes from AWS Educate and we hope to replicate this success with AWS Research. If you are a faculty, staff or student researcher interested in seeking compute allowances for any AWS compute service, please contact **researchcomp@etsu.edu** or the ITS HelpDesk.

Office of Equity and Inclusion Lunch and Learn Session: Reframing Disability

The Office of Equity and Inclusion invites all members of the ETSU community to attend a discussion on “Reframing Disability” led by Mary Little, Disability Services director and ADA/504 coordinator, on **Tuesday, July 14**, from noon–1 p.m. via Zoom. You can join the meeting **here** for an hour of discussion and learning. Though pre-registration is not required, interested persons may register **here**. You may also register at **https://www.etsu.edu/equity/opportunities.php**; registration is not required. The Meeting ID is 948 4651 8433.

Deadline to Join Non-Faculty Sick Leave Bank Extended to July 15

With ETSU staff working remotely, the deadline to join the Non-Faculty Sick Leave Bank has been extended to July 15. The Non-Faculty Sick

Leave Bank provides emergency sick leave to participants in the plan who have unexpected personal illness, surgery or injury with complications beyond their control and have exhausted their personal sick and annual leave. Participation is voluntary. For more information about how to join the Non-Faculty Sick Leave Bank contact Human Resources at hr@etsu.edu.

[Upcoming employee training opportunities](#)

Leadership tip of the week: "**Leading High Performing Teams**"

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. All sessions will be offered via Zoom. **Dates: July 20 and August 10 from 2-3:30 p.m. and June 30 from 9-10:30 a.m.**

All Employee Check-in Zoom Call: This Zoom call will be a discussion of the return to work and some resources for ETSU Employees who may be dealing with anxieties and stress 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 first session will be held on Wednesday, July 1, at 10 a.m. via Zoom. Please click the title to register and receive the Zoom invitation.

NEW Summer Zoom Emotional Intelligence Workshop Series for Employees (3 sessions remain)

This is a series that developed out of our "What's Emotion Got To Do With It?" workshop presented by the HR Employee Learning and Development Staff. Attend the one that interests you, or attend all of them. Be sure to register by clicking on the title of each one you wish to attend and you will receive the secure Zoom link the day before the session. Sessions held on Thursdays through July 23.

Empathy: Have you ever thought to yourself: "What does it mean to feel 'with' somebody?" Well, luckily we can help guide you in the right way to finding that answer. Join us as we talk about empathy, compassion, and being present with others. Held Zoom on **Thursday, July 9, from 1:30-2:30 p.m.**

Motivation: Do you ever feel just stuck? Do you feel like you know

somewhere you need to go but you find it hard to take the first step? Join us as we talk about motivators and how we can move into healthier mindsets to approaching our goals. Held via Zoom on **Thursday, July 16, from 1:30-2:30 p.m.**

Social Skills: As a final installment to our emotional intelligence training, we wanted to extend some healthy practices and social skills development into helping you cultivate healthier relationships in your daily life. Join us as a discuss ways that we can communicate more proficiently. Held via Zoom on **Thursday, July 23, from 1:30-2:30 p.m.**

Please Note: Be sure to check the **Event Calendar** and the **Scheduled Classes** websites for 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** or 423-439-6133 if we can help in any way with your learning for you and/or your functional unit.

UPCOMING EMPLOYEE TRAININGS & WORKSHOPS

ETSU VIRTUAL EVENTS CALENDAR

ETSU NEWS



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