



When should I wear a face covering?

There have been several questions about the locations, situations and activities that require ETSU students, faculty and staff to wear face coverings and what it means to be “physically isolated.” The [ETSU policy on face coverings](#) does not exempt individuals from wearing face coverings when 6-feet apart indoors or when gathered in groups of two or more. Masks are required inside and outside unless one is totally alone outside, in a car, in an office with the door closed, study room with door closed, or while socially distanced and eating on campus in designated areas or working out at the CPA.

If you encounter someone who is not wearing a face covering, please see the [do’s and don’ts](#) on the [face coverings webpage](#) for determining how to best handle the situation. [Frequently Asked Questions](#) about the [policy on face coverings](#) are also available.

When should I wear a face covering?

- In the Sherrod Library or Medical Library, even when practicing physical distancing
 - In any computer lab
 - In the D.P. Culp Student Center, even when practicing physical distancing (you can remove your face covering to eat)
 - In the CPA, except while working out
-

[ETSU Response: Hurricane Laura](#)

ETSU has activated its ETSU Response website to provide information on support for those affected by Hurricane Laura. The website, etsu.edu/response, provides links and contact information for those who wish to provide volunteer or monetary support to relief agencies. It also helps connect students, faculty and staff who may have been personally impacted to support services, including the ETSU Counseling Center and the Employee Assistance Program.

The ETSU Response website has been used several times in the past to give individuals a way to provide assistance for victims of disasters both near and far. For more information, call the ETSU Office of Student Life and Enrollment at [423-439-4210](tel:423-439-4210).

[Equity and Inclusion Virtual Conference early registration deadline today, Aug. 31](#)

If you missed the deadline for early-bird registration for the 2nd Annual Equity and Inclusion Virtual Conference, September 22-23 there is still time...the deadline has been extended to August 31. [Click here](#) to register.

For a full listing of the fall 2020 lunch and learn sessions, please visit the [Equity and Inclusion website](#).

[Presidential Grant-in-Aid Proposals due Sept. 4](#)

Presidential Grant-in-Aid applications for the fiscal year quarter Oct. 1 through Dec. 31 should be submitted by Friday, Sept. 4. 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](#).

Business and Finance retirement and reorganization

Dr. Kathy Kelley, Associate Vice President for Procurement and Contract Services, will retire from ETSU at the end of October. Dr. Kelley has served the campus in Procurement for over 27 years and was instrumental in the implementation of eBucs, the university's electronic procurement system. Business and Finance is working with Dr. Kelley on a transition plan through October 31. The Office of Procurement and Contract Services is being reorganized as follows:

- **Michel Beaver**, Associate Vice President for Tax and Revenue Services, will be assuming management of Purchasing & Contracts and Central Receiving;
- **Karen Glover**, Associate Vice President for Financial Services/Comptroller, will be taking over management of the Accounts Payable functions; and
- **Dave Smith**, Director of Financial Systems and Technology, will be taking on all security and technology components related to Purchasing and Accounts Payable and integrating those with existing Division services.

Dr. Kelley will be working with Business and Finance staff to ensure a smooth transition of management and work flow for these critical business functions. Departmental emails for these office are ETSUContracts@etsu.edu and ETSUAP@etsu.edu.

[Staying Informed: Visit Bucs Are Back Website](#)

Throughout the fall semester, the [Bucs Are Back](#) website will continue to be the primary source for the latest information on ETSU's response to the COVID-19 pandemic, including changes to university operations, testing information and other important health information.

You can read more about all of the safety enhancements being implemented for the fall semester by visiting the [ETSU News site](#). A [FAQ](#) listing is also available.

[Instructions for Virtual Events email submissions](#)

Is your organization or department planning an event in the coming weeks to which you would like to invite members of the campus community? If so, remember to request that your event be included in the weekly Virtual Events email that hits inboxes each Thursday!

First, make sure your virtual event is entered into the appropriate category of the **[ETSU events calendar](#)** (remember to submit events to appropriate sub-categories rather than Master Calendar when at all possible). Then, send the URL of your approved calendar item, along with the name of the event and a brief (one- to two-sentence) basic description of the event, to **emails@etsu.edu** by noon on the Wednesday before the intended Thursday email. **[Click here](#)** for complete instructions.

[Helpful strategies when responding to reports of sexual assault](#)

Do you know helpful ways to respond if someone reports a sexual assault to you? There is no prescribed method of health following a traumatic event because each person's experience will vary. Healing takes time and begins with compassionate support. **[Click here](#)** for helpful strategies on what you can say and do, and where you can guide survivors for support on and off campus. Look for these postcards in the coming weeks in various departments and offices on campus. Unsure if you're a mandated reporter? Check with your supervisor and/or the Office of Compliance.

[The special Welcome Edition of the East Tennessean has hit the racks!](#)

Pick up your copy of the **[East Tennessean](#)** today! Paper copies can be found in racks all around campus, or a digital PDF copy can be viewed **[here](#)**.

The next edition prints September 7. For content suggestions or questions, contact **ETeditor@etsu.edu**. For advertising information, contact **ETads@etsu.edu** or **[423-439-5363](tel:423-439-5363)**.

[Critical Language Scholarships available](#)

Students learning to speak Japanese, Arabic, Chinese and other critical languages may be eligible for a Critical Language Scholarship, sponsored by the U.S. Department of State. Interested applicants should email Hopelyn Mooney at **mooneyha1@etsu.edu**. More information is available **[here](#)**.

[Bucky's Food Pantry announces fall 2020 operating information](#)

Bucky's Food Pantry announces fall semester 2020 operating hours starting this week. The pantry will be open Monday through Thursday from 9 a.m. – 2 p.m. and by appointment only. To fill out an online application, drop off donations or for further information concerning pantry operations, please visit the pantry website at www.etsu.edu/foodpantry. Please remember to bring your ETSU ID card when picking up food. Because the university is following CDC guidelines concerning COVID-19, please wear a mask and observe physical distancing when visiting the pantry.

For additional information, please contact Kristi Smith at [423-439-2825](tel:423-439-2825) or Chuck Patton at [423-439-5243](tel:423-439-5243) or by email at foodpantry@etsu.edu. If you receive voice mail, please leave a detailed message with your contact information and your call will be returned.

[Sherrod Library building reopens, most services remain online](#)

The Sherrod Library building is now open. The Sherrod Library [website](#) includes the latest information including our hours of operation for fall 2020. While most of Sherrod's services, such as chat, instruction, and research consultations remain online seven days a week, the building is open for individual study, computer lab use, and accessing print collections. The building's evening and weekend hours resumed Aug. 24. For more information regarding services and collections, check out [Sherrod Library Building & Services Fall 2020](#), open a [chat](#) session, or send your questions to refdesk@etsu.edu.

[CFAA Testing Services: Fall 2020 Operations](#)

Testing Services has resumed on-site test proctoring. Course-exam proctoring began Aug. 24, and High-Stakes Testing (Praxis and GRE) will resume Sept. 1.

Testing Procedures

The CFAA will apply ETSU's COVID-19 guidelines as follows:

- Will operate at 40% capacity to maintain social distancing.
- Will follow strict sanitization and cleaning protocols outlined by ETSU and by the CDC.
- Candidates must wear approved masks for the duration of the time they spend in the testing center.
- CFAA student workers will wear gloves and masks.

- Hand sanitizer is available in multiple locations in Testing Services.
- Testing instruction sheets for candidates have been laminated to aid cleaning and sanitizing.
- Student IDs will be checked, but to minimize contact they will not be traded for seat cards in the testing area.
- We have installed no-touch lockers for easy, secure storage of candidates' belongings.
- Only 2 students may enter Testing Services at a time for check-in purposes.
- A new digital sign has been installed outside Testing Services to convey information to candidates.

Guidelines for instructors who wish to use our services this fall:

- Requests to proctor course exams will be handled on a first-come, first-served basis (as has always been the case).
- Consider the reduction in testing capacity when requesting the number of days for which an exam may be scheduled. Larger classes may need an extra day to accommodate all students.
- We request, but do not require, that all handouts be imbedded within D2L exams. This can be done in the header and footer of the exam. For more information, contact [Academic Technology Services](#).

Send questions, suggestions, and concerns to Testing@etsu.edu.

[Guide to the ETSU Counseling Center](#)

The ETSU Counseling Center has created a 6-minute guide to Fall 2020 services for faculty and staff. Traditionally, the Counseling Center staff has presented in-person at faculty and staff meetings to share information regarding counseling services on campus; however, this year the video replaces the in-person presentation. This guide may be shared within departments and shown during staff/faculty meetings. To access the video, click [here](#).

[Faculty and Staff Technology Workshops and Training Sessions](#)

The ITS Academic Technology Services (ATS) unit has released their fall workshop calendar to assist faculty and staff in preparing courses and materials. Whether transitioning completely online or simply getting ahead by preparing lectures, assignments, and engagement opportunities, ATS has just what you need. They can provide guidance on the technology available to faculty, best practices, and even work through scenarios and course planning.

Training will be offered live in a synchronous format and will cover various

technologies. Faculty and staff are invited to join the session from their home, office, or anywhere with an internet connection and interact with the presenter and other participants. To participate, please register on the [ATS Workshops website](#). To view recorded training archives, visit the [Workshop Library](#) found on the ATS website. For additional information or assistance, contact ATS at ats@etsu.edu or 423-439-8611.

[RDC Small Grant Submissions Open](#)

Please note: Small Grant funds are limited so apply early.

All submissions should use the online form at

https://bgcop.formstack.com/forms/rdc_small_grant_application_form_2021

Submission Deadlines:

Submission opened Aug. 1, 2020. Submissions will be reviewed as they are received and until funds are expended.

After electronic submission, a compiled file will be sent. PRINT this form for signatures (scanned signatures are allowed). A signed printed copy of the application is DUE within 2 weeks of electronic submission.

Additional information:

RDC Small Grant home page:

<http://www.etsu.edu/research/rdc/smallgrant/default.php>

Contact RDC@etsu.edu

[Upcoming employee training opportunities](#)

Leadership tip of the week: ["Set boundaries with your boss and coworkers"](#)

Previous recordings of our "What's Emotion Got To Do With It?" workshop presented by the HR Employee Learning and Development Staff are available for viewing. **Click titles below to view the Zoom Recording for each one.**

Self-Awareness: We all think we know ourselves pretty well, but what if there are some things we are looking over? Come join us as we talk about emotional self-awareness and how to draw inward in the hopes of learning more about ourselves.

Self-Regulation: I know myself. Now what? Well, it is what we do with that knowledge of our inward emotional self that we can begin to develop new practices and changes to cultivate healthier relationships. Come join us as we talk about self-regulation and learning to move towards a healthier version of ourselves.

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. Come join us as we talk about empathy, compassion, and being present with others.

Brene' Brown Video from the presentation:

<https://www.youtube.com/watch?v=1Evwgu369Jw>

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? Come join us as we talk about motivators and how we can move into healthier mindsets to approaching our goals.

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. Come join us as a discuss ways that we can communicate more proficiently."

Please see the [Human Resources Home Page](#) to find out more information on Supervisor COVID-19 Guidance, Voluntary Faculty Retirement Incentive Program, 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 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.

[UPCOMING EMPLOYEE TRAININGS & WORKSHOPS](#)

[ETSU EVENTS CALENDAR](#)

[ETSU NEWS](#)



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