



[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** or tyler@tnAchieves.org.

Coordination of events moves to Office of Advancement; Executive Director of University Events appointed

In recent years, there has been a significant increase in the number of university and other presidential events held on the ETSU campus. This surge in activity has underscored the need to identify a single office that would provide leadership in directing all of these events.

Effective today, Ms. Jennifer Clements will assume the role of Executive Director of University Events. In this role, she will report to Ms. Pam Ritter, Vice President of Advancement. Ms. Clements will be responsible for coordinating, directing, planning, executing and managing events for the Office of Advancement, the Office of the President, as well as other major university events such as commencement. Additionally, through the Office of Advancement, she will also provide fundraising support for the Martin Center for the Arts and assist with the coordination of non-academic events in the Martin Center.

Ms. Clements has led special events planning for ETSU since 2013 and has performed similar duties for organizations within the community, and the university is fortunate to have her expertise in this new position.

The duties in branding and marketing previously held by Ms. Clements will remain in the Office of University Relations and will be overseen by Joe Smith and Reagan Streetman. University Relations will continue to lead all major communication and marketing initiatives for ETSU. For more information, contact University Relations at **423-439-4317** or smithje@etsu.edu.

[Staff Senate Holiday Food Drive underway](#)

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 or Crystal Maupin maupincd@etsu.edu.

[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](#).

[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.

[Registration for Winter Session, Spring Semester, begins today](#)

Registration for Spring and Winter courses begins Monday, Nov. 2.

Winter Session (Dec. 16-Jan. 10) is part of the spring term and limited to one course or four credit hours per student. All courses are offered remotely. ETSU Winter Session is a wonderful opportunity to get ahead, stay on track with your plan of study, or retake a course. The Winter Session schedule is available on GoldLink under the Look Up Classes option for the Spring 2021 term. For additional information, visit the [ETSU Winter Session page](#).

Spring Semester begins Jan. 19 and the majority of academic courses – approximately 80 percent – will be offered remotely. A description of course formats is available [here](#).

Registration appointments are based on earned credit hours. [Click here](#) for more information or contact the Registration Helpline 8 a.m.- 4:30 p.m. Monday-Friday at [423-439-5584](tel:423-439-5584).

[ETSU Graduate Studies 3 Minute Thesis competition returns; voting begins Nov. 5](#)

ETSU Graduate Studies 3 Minute Thesis (3MT®) is back! This year our competition is virtual and you get to vote for the People's Choice winner. The People's Choice winner will receive a \$300 scholarship, so let's show our support and get ready to vote this Thursday, Nov. 5. Voting continues through Nov. 9. [Click here](#) to access the voting website.

[eBucs Classic Experience available until Nov. 9](#)

The New Shopping Experience is now available to all eBucs requestors and approvers. Users may toggle between the New Shopping Experience and the Classic Experience via the button located in the lower right portion of the eBucs system. The New Shopping Experience will be the only version available to all requestors and approvers after the retirement of the Classic Experience on Nov. 9. All users are encouraged to begin using the New Shopping Experience as their primary version for all requisitions and approvals. New eBucs users should only utilize the New Shopping Experience and should refrain from toggling to the Classic Experience. Please see the eBucs [webpage](#) for more information.

[Provost's Academy applications accepted through 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).

[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**](#).

[Application now 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.

[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](#).

[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.

[ETSU Welcome Center moves to Culp](#)

The ETSU Welcome Center has moved! The ETSU Welcome Center hosts the campus visit/tour program for prospective students and their families. The Welcome Center moved from the Parking Garage to the second floor, Suite 250, in the D.P. Culp Student Center. The Welcome Center also houses ID Services and New Student and Family Programs. We are excited to welcome future Buccaneers to the heart of campus in the new Culp Center! Multiple in-person tours are offered each day; full details and registration are available at etsu.edu/visit. Please encourage anyone interested in visiting our beautiful campus to schedule their visit on the website or contact the campus visit coordinator, Sharon Leone, at [423-439-7096](tel:423-439-7096) or leones@etsu.edu.

[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](#).

[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.

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.

[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.

[Upcoming employee training opportunities](#)

Leadership tip of the week: "**[COVID-19 Considerations for a Trauma-Informed Response for Work Settings](#)**"

[“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 training will be offered several times through November.

Please click on the dates below to select and register for your session.

[Thursday, Nov. 5, 10-11:30 a.m.](#)

[Friday, Nov. 20, 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. The next session is **Friday, Nov. 13** at 2 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 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](#)



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