



EAST TENNESSEE STATE
UNIVERSITY

Weekly Update for Faculty & Staff | October 12, 2020



[Public hearing set for Title IX Regulation](#)

Under Tennessee law, the rulemaking process requires formal public hearings prior to the enactment of certain regulations which differs from the usual fourteen day public comment period for an institutional policy. Notice of rulemaking hearings are required to be posted to both the institution's website and the Secretary of State's website. Due to the changes in federal regulations, ETSU has promulgated a Title IX Regulation which is subject to a public hearing this Tuesday, Oct. 13, 2020, at 8 a.m. via Zoom. For more information, please review the information on the University Counsel's webpage [here](#).

[ETSU's Policy Statement on Drug Free Campus](#)

It is the policy of this university that the unlawful manufacture, distribution,

possession, use of alcohol and illicit drugs on the ETSU campus, in the workplace (on or off campus), on property owned or controlled by ETSU, or as part of any activity of ETSU is strictly prohibited. All employees and students are subject to applicable federal, state and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary action. For complete policy information, see [ETSU's Policy Statement on Drug Free Campus](#), PPP-26.

As a condition of employment, each employee, including student employees, must abide by the terms of this policy, and must notify the Office of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace (on or off campus) no later than five days after such conviction. For additional information on the problem of substance abuse and available drug and alcohol counseling, treatment, rehabilitation programs, and employee assistance programs, please see the Human Resources' website, [Drug Free Campus](#).

This policy is annually distributed to all East Tennessee State University (ETSU) employees in compliance with the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

[Annual Enrollment is open through Oct. 16](#)

For employees enrolled in the State of Tennessee insurance through ParTners for Health, your Annual Enrollment period is open and will end Oct. 16, 2020, at 4:30 p.m. Central Time.

There will be an increase in premiums for health insurance and Cigna dental insurance. There will be no increase in premiums for MetLife dental and vision insurances in 2021. Please visit the [ParTners for Health](#) website for Annual Enrollment this year.

Annual Enrollment is your opportunity to add, cancel, or change insurance coverages. Changes to your coverage should be made online on the [Edison](#) website. Don't forget to "SAVE" and "SUBMIT" your changes. If you do not wish to make any changes to your current coverage, you do not have to log in to the Edison website. If you wish to re-enroll in a Flexible Spending Account or Health Savings Account, please see further instructions below. Any changes you make during Annual Enrollment will be effective Jan. 1, 2021.

Flexible Spending Account

If you wish to continue or begin contributions to your Flexible Spending Account, please enroll via the [Optum](#) website. The Flexible Spending Account vendor is changing from Payflex to Optum. [Click here](#) to read more about those changes.

Health Savings Account

If you wish to continue or begin contributions to your Health Savings Account, please complete [this form](#) and return it to the Office of Human Resources at 307 Burgin Dossett Hall or by campus mail to Box 70564. Please note that the

Health Savings Account vendor is changing from Payflex to Optum. [Click here](#) to read more about those changes

Long Term Disability

Note on Long Term Disability: We will continue to offer long-term disability in 2021 through Lincoln Financial. You may enroll or change coverage online by [clicking here](#).

Group Term Life Insurance

Request coverage or changes to coverage on your voluntary term life insurance through [Securian Financial](#).

Edison ID

Your Edison ID is your 8-digit member ID on your CareMark prescription card or your member ID on your insurance card, without the letters in front.

Please don't hesitate to contact Human Resources if you have any questions:

Shannon Jarrett, Benefits Manager [423-439-6126](tel:423-439-6126)

Tammy Decker, Benefits Specialist [423-439-5122](tel:423-439-5122)

HR Main Line [423-439-4457](tel:423-439-4457)

[New grab-and-go dining options, Starbucks extending hours](#)

Starting this week, in addition to offering safe/socially-distanced dine-in options, the Dining Hall will begin offering the option for meal plan holders to obtain grab-and-go meals up to four times per day. Meals can be picked up any time of day—simply ask the cashier for a to-go container, visit the stations to select what you like, and take your meal with you! This carry-out option will remain available, along with the option to dine-in, through the end of the fall semester.

Also beginning this week, Starbucks, located on the first floor of the D.P. Culp Student Center will begin opening at 9 a.m. and have extended hours until 7:30 p.m. weekdays.

Information about dining locations and hours of operation this semester can be found at <https://etsu.sodexomyway.com/explore/covid-19-update>. If you have questions or would like to provide feedback, please reach out <https://etsu.sodexomyway.com/contact/feedback> or by calling [423-439-6892](tel:423-439-6892).

[Online requests for ETSU Parking Permit accepted through Oct. 23](#)

Online requests are reopening and will be taken through Friday, Oct. 23. All

permits will be mailed, so please do not order online if you want to pick one up in person. If you wish to request a permit and have it mailed to your home address, please make sure you enter your home address as the mailing address before hitting the enter key or selecting "Request Decal." If anyone who is working on campus has still not obtained a permit, please do so at the Parking Services office (132 Stout Drive) to avoid receiving a citation. If you are requesting a disability permit to be mailed, please email Parking Services at parking@etsu.edu.

[Click here](#) to order a permit online.

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.

[Faculty needed to serve on Faculty Sick Bank Committee](#)

Participants must be a member of the faculty sick bank. Please see the [Faculty Senate's committee service opportunities page](#) for more information and the committee chair contact information.

[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 imore inforamation and to register.

[Join Education Abroad in :15 on Oct. 14](#)

On **Wednesday, Oct. 14**, ETSU Education Abroad will host its first ever "Education Abroad in :15" event. At the top of every hour beginning at 9 a.m., the event will begin a cycle of four 15-minute virtual sessions related to ETSU's new education abroad partner Harlaxton College, to ETSU Summer 2021 programs, to Tennessee Consortium for International Studies Summer 2021 programs, and then, in the final 15-minutes, to Funding an Education Abroad Program. No registration is required. Students, staff, and faculty may drop in and out virtually throughout the day. [**Click here**](#) for more information.

[Accepting Sustainability Fee Proposals through Friday, Oct. 16](#)

Do you have an idea of how to make ETSU more sustainable? Submit your idea to the Campus Sustainability Fee Committee. Past proposals have included bike racks, solar arrays, hydration stations, and many others. Let the sky be the limit when imagining how we can be more sustainable at ETSU. For more information and to submit a proposal, please visit [**https://etsu.edu/sustainability**](https://etsu.edu/sustainability). Deadline for fall proposals is Oct. 16 at 4:30 p.m.

[Invite a friend: ETSU Virtual Open House](#)

Please invite your friends, family and neighbors to explore ETSU by visiting a Virtual Open House event! At Open House, prospective freshmen meet our faculty and staff, tour the campus and residence halls, and participate in information sessions and college-specific open houses. Choose from Saturday, Oct. 17 at 9 a.m. ([**click here to register**](#)) or Saturday, Nov. 7 at 1 p.m. ([**click here to register**](#)).

[Update: ETSU Research with Ballad Health](#)

When an ETSU researcher obtains **ETSU IRB** approval for new studies involving Ballad Health facilities, patients, or data, please contact Terra Browning (Terra.Browning@balladhealth.org) to determine what administrative approvals, if any, are needed from the Ballad IRB in order for research to be conducted. During this process, the researcher will be assisted in determining what permissions may be needed to abstract data or interact with patients. This work with the Ballad IRB is not a second review of the research, but there may be additional questions posed related to the implementation of the research project in the clinical environment. Ballad Health is excited to partner with ETSU in all research endeavors.

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

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

[Sherrod Library News and Upcoming Events](#)

You are invited to read the premiere edition of the Sherrod Library Newsletter. Click [**here**](#) to access Volume I of the 2020 newsletter. For a full listing of events and happenings at the library, please visit the Sherrod Library's [**website**](#).

[Accessibility in Remote Instruction Workshop](#) [Oct. 20](#)

In this workshop scheduled for Tuesday, Oct. 20, Mary Little, Director of Disability Services, will lead faculty through a discussion of opportunities to improve instruction to help students of all abilities succeed in the remote learning environment. Faculty will identify and describe common accessibility concerns in the online environment, use best practices to comply with accessibility accommodations, and use concepts of accessibility and universal design to create class activities that provide strong learning experiences for all students. The workshop is 1-2:30 p.m. [**Click here**](#) to register.

[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.

[New Process: Non-employee direct deposit authorization required via Dynamic Forms](#)

Business and Finance has revised and enhanced the process of setting up non-employees for payment, which now requires direct deposit authorization, excluding foreign vendors and others that are not eligible for direct deposit. We ask for your patience and understanding as these improvements incorporate better security measures to safeguard confidential information and protect the University from ongoing fraudulent external threats. Following these guidelines will greatly increase the speed of this process and ultimately lead to timelier payments. We have provided a detailed guide to assist departments with the adoption of this new process:

<https://www.etsu.edu/bf/documents/nonemployeedirectdepositprocess.pdf>

[Grant Opportunity – Open Educational Resources and Low/No Cost Materials](#)

The Office of Equity and Inclusion is now accepting grant proposals for a new TBR Office of Organizational Effectiveness funding opportunity for eligible locally governed institutions. The primary purpose of this grant initiative is to increase equity in access to quality digital education initiatives and educational support materials (textbooks, articles, printed or electronic documents) by:

- a) Reducing the costs of or identifying “no costs” textbooks and other educational support materials via the creation of Open Educational Resources or adoption of materials available at no costs;
- b) Closing the digital divide in the state of Tennessee via increased access to technologies;
- c) Demonstrating innovation and transformation in the requirements and/or use of textbooks; and
- d) Developing course content and educational materials that are culturally responsive, inclusive, focused on equity and social justice that will produce pedagogical transformation.

Applications will be accepted through Oct. 21 for review by the Office of Equity and Inclusion and the Office of Research and Sponsored Programs before an applicant directly submits their application by the Nov. 1, 2020, submission deadline. (Awards notification by Dec. 18, 2020.) Click [here](#) to access the grant application and other materials. All applications must be submitted through the grant portal. No hard copies of grant materials will be accepted.

[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 Friday, Nov. 15.** [Click here](#) to apply.

["Saving Bucs": Open and Affordable course materials workshops for faculty](#)

Open educational resources (OERs) and affordable course materials can reduce the cost of education for students and provide innovative ways for instructors to deliver learning materials. Two online workshops are planned to show faculty how they may integrate OERs and affordable course materials into their courses. Participants will also learn about the upcoming Open and Affordable Course Materials Awards Program and how to apply. The next workshop is **Tuesday, Oct. 13**, from 2-3:30 p.m. ([register here](#)).

[Instructions for ETSU 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 ETSU Events email that hits inboxes each Thursday!

First, make sure your 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.

[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.

[Upcoming employee training opportunities](#)

Leadership tip of the week: "**4 Ways to Make Anything Easy**"

"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.

Wednesday, Oct. 14, 10-11:30 a.m.

Wednesday, Oct. 21, 1-2:30 p.m.

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

[Friday, Nov. 20, 10-11:30 a.m.](#)

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 will be two sessions offered on **Tuesday, Oct. 20**, and on **Friday, Nov. 13**. Both will begin at 2 p.m. and last until 3:30 p.m. Please click the title to select and register for your preferred session.

"Retirement Income Strategies"-VALIC: This workshop focuses on the new retirement realities and how the essential income planning process can help attendees address the five risks associated with retirement: longevity, health care, inflation, investment, and withdrawal. Presented by VALIC representatives on **Tuesday, Oct. 27, from noon-1 p.m.** Please click the title to register and receive the WebEx link via email prior to the session.

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](#)

