



## [Order your ETSU faculty/staff parking permit](#)

Order your 2020-21 Faculty/Staff Parking Permit online using your ETSU username and password. Have it mailed to your department address or stop by the Parking Services Office to request in person. **Closing date is Sept. 14 for online orders.**

Before you order online:

- Carefully check your departmental mailing address before submitting your order.
- Orders will be mailed and take approximately one week to arrive for campus boxes.
- Choose the correct permit for your vehicle. If you order the wrong type, permits can be exchanged at the Parking Services office.
  - **Interior static permits** are for vehicles with clear back windows and

can be transferred between vehicles

- **Exterior adhesive permits** are required for vehicles with darkly tinted back windows, Jeeps, and other convertible-type vehicles.

Please note that Faculty/Staff blue permits are dark, so tinting on the rear window can affect the visibility of the permit. Permits for motorcycles/scooters are available at the Parking Services office.

Refer to the [Parking Services website](#) for more information and to access an electronic version of the [updated ETSU Parking and Traffic Regulations](#). Disability permits can be requested, with the proper paperwork, by emailing [parking@etsu.edu](mailto:parking@etsu.edu) or in person at our office. Faculty/staff parking permits will be \$80. The monthly payroll deduction is \$6.67 which will total \$80.04. Click [here](#) to order your permit.

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## Suspension of designated parking enforcement

Due to the reduction of on-campus classes, Parking Services will suspend enforcement of designated parking through Jan. 1, 2021. This means that anyone with a valid faculty/staff or student parking permit may park in any regular faculty/staff or student parking space. Permits will still be required to park on campus. All other regulations will still be enforced 24 hours a day, seven days a week.

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## [Office of Equity and Inclusion September newsletter and upcoming events](#)

You are invited to read the latest edition of the Office of Equity and Inclusion Newsletter. Click [here](#) to access the September 2020 newsletter.

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

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## [Modified BucShot Service beginning Sept. 9](#)

ETSU is modifying the BucShot service beginning Wednesday, Sept. 9. All stops will now be serviced by the enhancement of one route. The expanded Red Route will offer a bus arriving every 15 minutes and incorporate all major stops across campus. Other services provided will include the Evening Route and Safe Voyage. For more information on the modified service, click [here](#).

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## [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](#)**. An [FAQ](#) listing is also available.

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## 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 assume management of Purchasing & Contracts and Central Receiving;
- **Karen Glover**, Associate Vice President for Financial Services/Comptroller, will take over management of the Accounts Payable functions; and
- **Dave Smith**, Director of Financial Systems and Technology, will take on all security and technology components related to Purchasing and Accounts Payable and integrate those with existing Division services.

Dr. Kelley will work with Business and Finance staff to ensure a smooth transition of management and work flow for these critical business functions. Departmental emails for these offices are [\*\*ETSUContracts@etsu.edu\*\*](mailto:ETSUContracts@etsu.edu) and [\*\*ETSUAP@etsu.edu\*\*](mailto:ETSUAP@etsu.edu).

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## [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](mailto:emails@etsu.edu)** by noon on the Wednesday before the intended Thursday email. **[Click here](#)** for complete instructions.

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## **[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.

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## **[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](mailto:mooneyha1@etsu.edu)**. More information is available **[here](#)**.

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## **[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. To fill out an online application, to drop off donations, or for further information concerning pantry operations, please visit the pantry website at **[www.etsu.edu/foodpantry](http://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](mailto:foodpantry@etsu.edu). If you receive voice mail, please leave a detailed message with your contact information and your call will be returned.

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## Behavioral health survey

We are faculty members in the College of Public Health and Department of Psychology at ETSU. We are writing to invite you to participate in a research study about behavioral health in college students in Appalachia. You're eligible to be in this study if you currently attend ETSU and are between age 18-25.

If you decide to participate in this study, you will participate in a brief online survey. In exchange for your time you will be compensated with a \$10 gift card. Remember, this is completely voluntary. You can choose to be in the study or not.

If you'd like to participate, please contact [Etsustudy2020@gmail.com](mailto:Etsustudy2020@gmail.com), or if you have any questions about the study, please email or contact either of us at [ahuja@etsu.edu](mailto:ahuja@etsu.edu) or Dr. Miller-Slough at [slough@etsu.edu](mailto:slough@etsu.edu).

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## [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.

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## [Faculty and staff technology workshops and training sessions](#)

The ITS Academic Technology Services (ATS) unit has released its 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. Its staff can provide guidance on the technology available to faculty and 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](mailto:ats@etsu.edu) or 423-439-8611.

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## [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](https://bgcop.formstack.com/forms/rdc_small_grant_application_form_2021)

### **Submission Deadlines:**

Submission opened Aug. 1. 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 two weeks of electronic submission.

### **Additional information:**

RDC Small Grant home page:

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

Contact [RDC@etsu.edu](mailto:RDC@etsu.edu).

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

The Sherrod Library building is now open. The Sherrod Library website includes the latest information, including 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 questions to [refdesk@etsu.edu](mailto:refdesk@etsu.edu).

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## [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) resumed 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 two 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](mailto:Testing@etsu.edu).

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## [Upcoming employee training opportunities](#)

Leadership tip of the week: ["Stop Blaming Zoom! The Problem with Your Meeting May Be You."](#)

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 toward 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 we discuss ways to 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](mailto: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**





