

## STAFF SENATE MEETING MINUTES

Zoom Virtual Meeting

July 13, 2020

**PRESENT:** Yaritza Abdelnour, Gwen Bays, Lisa Booher, Tim Dills, Anthony Johnson, Kimberlyn King, Ronald Mann, Debbie Marsh, Candy Massey, Jennifer Mayberry, Don McCarty, Cathy Metcalf, Jessica Miller, Kim Miller, Kathleen Moore, Skylar Moore, Amanda Mowell, Stefanie Murphy, Gina Osborne, Emily Redd, Evelyn Roach, David Robinson, Hazel Robinson, Tory Street, Brian Thompson, Libby Tipton, and Yvette Whittemore. **EXCUSED:** Becky Birdwell, Joy Fulkerson, Kathi Horne, Trish Lowe, Crystal Maupin, and NaKeisha Talley. **UNEXCUSED:** None. **RESIGNED:** Dr. Jake Allen (due to absences), Ben Bateson, Jessica Burleson, Allison Coley, Jake Drumm, Janet Green, Sandra Ritchie, and Andrew Worley.

- I. Call to Order: President Candy Massey called the meeting to order at 2:30 p.m.
- II. Approval of Minutes: Past President Stefanie Murphy moved to accept the June minutes as presented, with Senator Brian Thompson seconding. The motion passed.
- III. President's Report: President Massey shared information from the Strategic Operations Workgroup (SOW), the budget reduction task force of which she is a participating member. The group's report was presented today to University Council. She reminded the Senate that the original cuts to ETSU's budget proposed by the state will not be implemented, but due to other financial matters, the SOW developed plans to reduce the budget by \$8,278,720. Methods used to reduce the budget include freezing positions, offering a retirement incentive, a 5.3% reduction in administrative budgets, and a 4.3% reductions in each college's budget. President Massey reminded the Senate that ETSU expects a reduction of 500 students for Fall 2020 from its enrollment in Fall 2019. She mentioned that any new hires would be to maintain accreditation or to provide essential services.

Senator Hazel Robinson questioned why such drastic cuts were still needed following Dr. Noland's positive video recently announcing that the state cuts were being rescinded. She also questioned the effectiveness of the retirement incentive. President Massey mentioned the state liability/insurance requirements (over \$500,000), tenure and promotion costs (over \$300,000), the decrease in enrollment (almost \$5 million), and the \$1.6 million shortfall from this year by Arts & Sciences. Senator Don McCarty asked if all these cost-savings activities are taking place now; President Massey replied that many of them are. He also questioned what staff are to do concerning the enforcement of the face mask rules. Dr. Noland had shared with the Executive Committee that a policy is being developed, but that offenders who are employees would be counseled by Human Resources, while student offenders will meet with Dr. Michelle Byrd in Student Life. Senator H. Robinson asked what steps employees with asthma or other issues causing them difficulty with masks could take; Vice President Lisa Booher suggested a note from

their physician, while Senator Libby Tipton recommended they first talk with their supervisor before contacting Human Resources or Disability Services. Senator H. Robinson also questioned how morale is being impacted where some employees are being required to return to campus while others are allowed to work from home. Senator Tipton reminded the group that there may be cases where employees do not wish to divulge their underlying conditions which affect their work location. Senator McCarty remarked that he missed seeing people on campus and will welcome having other employees return to campus. President Massey announced to the group that Dr. Noland will have a special Town Hall just for Staff Senate at 11 a.m. on Friday, July 24<sup>th</sup>. She encouraged Senators to submit questions for discussion, and she offered to present any concerns/questions to Dr. Noland directly from her account for those who wished to remain anonymous.

IV. Vice President's Report: Vice President Booher expressed her appreciation to Senator McCarty for his work on the yard signs he created for the recent Staff Awards presentation on the Quad. She shared information from the University Council meeting earlier in the day. Her notes from that meeting are attached.

V. Treasurer's Report: President Massey reported for Treasurer Maupin, who is out of town. The balance in the Main Account is \$10,010.25, while the CBC and Holiday Drive balances are \$2,681.25 and \$819.91, respectively.

VI. Committee Reports:

- a. Staff Awards – Vice President Booher thanked everyone for their support of the Awards Ceremony on July 8. She reminded Senators about the Staff Senator of the Year Award. She will ask President Massey to send out the email to all Senators for nominations, and the winner will be announced at the August Staff Senate meeting.
- b. Staff Concerns – Senator Emily Redd asked that discussion of a Staff Senate newsletter be placed on the August meeting agenda.
- c. Website/Communication – Senator Redd and Parliamentarian Anthony Johnson shared a virtual tour of the improvements they are proposing for the Staff Senate website. Everyone expressed their appreciation for the time and effort they have invested in making the site more colorful and informative. Many Senators shared chat comments as the presentation was conducted, and the committee kept record of these suggestions.

VII. Old Business – none.

VIII. New Business – none.

IX. Announcements – President Massey encouraged Senators to review the Trailblazers concept which Dr. Adam Green, Chief of Staff, had presented to the Executive Committee. She

will include that information in her documents to be emailed shortly. Secretary Tim Dills announced the resignation of Senator Janet Green; her term would have expired in August, but her increased work load led to the earlier departure from the Senate. Senator Amanda Mowell shared that that Washington County, TN had just announced its mask mandate.

X. Adjournment – Vice President Booher moved to adjourn the meeting, and Past President Murphy seconded the motion. The meeting concluded at 3:33 p.m.

Respectfully submitted,

Tim Dills, Secretary

## Staff Senate Presidents Report

### COVID-19 Strategic Options Workgroup 2020

#### Recommendations for Budget (\$8,278,720):

##### 1. Already implemented:

- a. Freeze position salaries for the 2020-21 fiscal year.
- b. Offered a Voluntary Retirement Incentive Plan for both faculty and staff.

##### 2. Proposed:

- a. Implement reductions of **5.3%** from administrative units and **4.3%** from academic units in the 2020-21 academic year to establish a central contingency fund.
  - i. There will be no distribution of funds through the decentralized budget model unless we achieve enrollment in fall 2020 greater than that in fall 2019.
  - ii. If enrollment is down **500 students**, then there would be no funds available for the contingency fund, but the reductions proposed would still cover the fixed expenses identified in the current university budget.
  - iii. In the event enrollment is between down 500 and flat those funds would be **collected centrally as one-time funds to support campus operations throughout the 2020-21 year**.
- b. Continue the following central cost containment actions:
  - i. **Delay new locally funded capital projects for the 2020-21 year**. Most currently approved and projects in process will proceed. Exceptions will be made for new projects to address necessary maintenance and/or essential program delivery.
  - ii. **Reduce heating and cooling in unoccupied buildings**.
  - iii. **Reduce airflow in unoccupied buildings**.
  - iv. **Turn off non-emergency lights, equipment, and appliances and close lab hoods in unoccupied buildings**.
  - v. **Eliminate/minimize the purchase of discretionary goods and services**.
- c. At the college level it is recommended that the following remain highly restrictive with exceptions being provided at the dean's discretion except for areas where traditionally the vice-president or president has been the approver:
  - i. **Hiring for the 2020-21 budget year except those hires that are necessary** for accreditation requirements and/or essential program delivery. There is an expectation that open positions will not be refilled unless there is justification that the functions and tasks of the position cannot be transferred to current fulltime employees.
  - ii. Carefully manage **travel funds** except that which is required by accreditation, tenure activities, or essential program

delivery. Any expenditures should prioritize tenure-track faculty and research.

- iii. All new stipend requests. Exceptions will require review of justifications and approval from deans. When at all possible, review all existing stipends to reallocate or eliminate functions and tasks to prevent future stipends.
- iv. Without causing large scale losses of instructional support, where possible, restrict all temporary faculty/staff hiring for 2020-21. Exceptions may be granted for accreditation or essential program delivery.

Projections:

<b>Enrollment Projections Fall 2020 as of 7/10/2020 Day-to-Day</b>			
<b>Date</b>	<b>Fall 2020</b>	<b>Fall 2019</b>	<b>Delta</b>
4/10/2020 vs 4/12/2019	3,962	6,239	(2,277)
4/17/2020 vs 4/19/2019	5,888	6,736	(848)
4/24/2020 vs 4/26/2019	6,668	7,125	(457)
5/1/2020 vs 5/3/2019	7,209	7,788	(579)
5/8/2020 vs 5/10/2019	7,635	8,082	(447)
5/15/2020 vs 5/17/2019	8,114	8,283	(169)
5/22/2020 vs 5/24/2019	8,487	8,437	50
5/29/2020 vs 5/31/2019	8,785	8,582	203
6/5/2020 vs 6/7/2019	9,151	9,256	(105)
6/12/2020 vs 6/14/2019	9,529	9,400	129
6/19/2020 vs 6/21/2019	9,951	10,086	(135)
6/26/2020 vs 6/28/2019	10,279	10,298	(19)
7/3/2020 vs 7/5/2019	10,648	10,493	155
7/10/2020 vs 7/12/2019	11,026	11,374	(348)
<b>Projected/Actual</b>	<b>13,173</b>	<b>13,589</b>	<b>(416)</b>

Administration:

Overall Reduction Targets			
Date: 7.12.2020 Estimates Only	Scenario 1 Base		Scenario (500) Student
	Approved July 20-21 Budget		Admin Reduction
	Enrollment down 100		-5.3%
			Reduction
Administrative Unit Reduction			
Administration	13,469,230.00	(713,869.19)	12,755,360.81
Advancement	2,092,350.00	(110,894.55)	1,981,455.45
Business & Finance	3,196,270.00	(169,402.31)	3,026,867.69
IT	8,376,090.00	(443,932.77)	7,932,157.23
TAF	3,798,680.00	0.00	3,798,680.00
President	3,963,850.00	(210,084.05)	3,753,765.95
Athletics	16,025,460.00	(849,349.38)	15,176,110.62
Student Life and Enrollment	7,987,060.00	(423,314.18)	7,563,745.82
Student Activities	3,082,400.00	(163,367.20)	2,919,032.80
<b>Subtotal Admin Units</b>	<b>61,991,390.00</b>	<b>(3,084,213.63)</b>	<b>58,907,176.37</b>
Academic Unit Reduction			
Provost & Health Affairs	94,334,810.00	(4,056,396.83)	(98,391,206.83)
<b>Subtotal Academic Units</b>	<b>94,334,810.00</b>	<b>(4,056,396.83)</b>	<b>(98,391,206.83)</b>
Expense and Revenue Offset Due to Salary Freeze for 2020/21 Fiscal Year			
Salary Enhancement Pool*	1,138,110.00	(1,138,110.00)	
<b>Total Reduction</b>	<b>157,464,310.00</b>	<b>(8,278,720.46)</b>	

*\*While the salary pool represents a base reduction, it has an offsetting expense which is why it is completely removed rather than percent reduced*

Colleges:

	Scenario 1 Base	Scenario 2 (500) Students	
July 20-21 Budget		4.3%	
Enrollment down 100		Reduction	Budget

Academic Affairs	6,788,710.00	(291,914.53)	6,496,795.47
Arts & Sciences	25,414,460.00	(1,092,821.78)	24,321,638.22
Business & Technology	14,743,870.00	(633,986.41)	14,109,883.59
Continuing Studies	2,885,740.00	(124,086.82)	2,761,653.18
Education	12,505,180.00	(537,722.74)	11,967,457.26
Graduate School	1,843,170.00	(79,256.31)	1,763,913.69
Honors	967,380.00	(41,597.34)	925,782.66
CCHRS	8,865,130.00	(381,200.59)	8,483,929.41
Health Affairs	1,326,590.00	(57,043.37)	1,269,546.63
Nursing	12,464,030.00	(535,953.29)	11,928,076.71
Public Health	6,530,550.00	(280,813.65)	6,249,736.35
<b>TOTAL</b>	<b>94,334,810.00</b>	<b>(4,056,396.83)</b>	<b>90,278,413.17</b>
variance to base			(4,056,396.83)

Topics We Looked at:

### Cost Containment Tactics 2020

Topic	Tactic	Saving potential	Time to Achieve Savings	Consider for Action	Priority
Physical Plant and Real Estate	Reduce heating and cooling in unoccupied buildings	High	Short to Long	Y	1

Physical Plant and Real Estate	Reduce air flow in unoccupied buildings	High	Short to Long	Y	2
Personnel Decisions and Staffing	Incentivize early retirement	Medium	Medium to Long	Y	3
Physical Plant and Real Estate	Turn off non-emergency lights, equipment, and appliances and close lab hoods in unoccupied buildings	Medium	Short to Long	Y	4
Physical Plant and Real Estate	Delay any new capital projects	High	Medium to Long	Y	5
Purchasing and Procurement	Eliminate/minimize purchase of discretionary goods and services	Medium	Short	Y	6
Physical Plant and Real Estate	Pause current capital projects	High	Medium to Long	Y	7
Personnel Decisions and Staffing	Allow temporary labor contracts to expire	High	Short	Y	8
Personnel Decisions and Staffing	Other voluntary severance	High	Short to Long	Y	9
Personnel Decisions and Staffing	Freeze hiring	High	Short	Y	10
Purchasing and Procurement	Use preferred vendors for goods and services that cannot be eliminated	Low	Short to Long	Y	11
Personnel Decisions and Staffing	Offer voluntary seasonal flextime	Medium	Short to Long	Y	12
Personnel Decisions and Staffing	Reduce adjunct/sessional/contract instructor staff	High	Short	Y	13
Overtime	Cap overtime	High	Short	Y	14
Personnel Decisions and Staffing	Consolidate management layers within departments	Medium	Medium to Long	Y	15
Personnel Decisions and Staffing	Move select employees to seasonal contracts	Medium	Medium to Long	Y	16
Personnel Decisions and Staffing	Create hold period for vacancies	Medium	Short	Y	17
<b>Topic</b>	<b>Tactic</b>	<b>Saving potential</b>	<b>Time to Achieve Savings</b>	<b>Consider for Action</b>	<b>Priority</b>
Benefits Vendor Management	Renegotiate Vendor Premiums	Medium	Short to Long	N	NA
Benefits Vendor Management	Assess Pharmacy Benefit Managers	Medium	Short to Long	N	NA
Benefits Vendor Management	Assess TPA/Network Discounts	Medium	Short to Long	N	NA



Benefits Vendor Management	Negotiate shared savings agreements with insurers	Medium	Short to Long	N	NA
Compensation	Freeze Pay Raises	Very High	Short to Long	N	NA
Compensation	Reduce pay for senior-level administrators and academic leaders	Low	Short to Long	N	NA
Compensation	Eliminate manager incentive pay	Medium	Short to Long	N	NA
Compensation	Reduce staff merit pool	Medium	Short to Long	N	NA
Compensation	End merit raises for underperformers	Low	Short to Long	N	NA
Compensation	Delay annual pay raises	Low	Short to Long	N	NA
Employee Stipends and Perks	Freeze out-of-state travel	Low	Short	N	NA
Employee Stipends and Perks	Limit professional development	Low	Short	N	NA
Employee Stipends and Perks	Limit cell phone offerings	Low	Short	N	NA
Fringe Benefits	Reduce PTO rollover	Medium	Long	N	NA
Fringe Benefits	End PTO rollover	High	Long	N	NA
Fringe Benefits	End PTO cash-out	Medium	Short to Long	N	NA
Fringe Benefits	End PTO payout	Medium	Short to Long	N	NA
Fringe Benefits	Reduce PTO accrual	Medium	Short to Long	N	NA
Fringe Benefits	Require PTO draw-down	Low	Short to Long	N	NA
Fringe Benefits	Limit PTO/Sick Leave accrual for part-timers	Low	Short to Medium	N	NA
Fringe Benefits	Reduce Tuition Reimbursement	Low	Short to Long	N	NA
<b>Topic</b>	<b>Tactic</b>	<b>Saving potential</b>	<b>Time to Achieve Savings</b>	<b>Consider for Action</b>	<b>Priority</b>
Fringe Benefits	Reduce employer contributions to retirement plans	Very High	Medium	N	NA
Fringe Benefits	Reduce or eliminate retirement contributions for employees with \$0 self-contributions	Medium	Medium	N	NA

Fringe Benefits	Match retirement contributions only once per year	Medium	Medium to Long	N	NA
Health Benefits	Raise deductibles	High	Long	N	NA
Health Benefits	Raise out-of-pocket max	High	Long	N	NA
Health Benefits	Raise premiums	High	Long	N	NA
Health Benefits	Shift employees to private insurance exchanges	High	Long	N	NA
Health Benefits	Eliminate retiree health coverage	Very High	Long	N	NA
Health Benefits	Reduce retiree premium contributions	High	Long	N	NA
Health Benefits	Offer retiree coverage only through Medigap Supplement plans	High	Long	N	NA
Health Benefits	Offer insurance stipend instead of retiree health coverage	High	Long	N	NA
Health Benefits	Offer only secondary spousal coverage	High	Medium	N	NA
Health Benefits	Require working spouses to use their employers' health plan	Very High	Medium	N	NA
Health Benefits	Audit and remove ineligible dependents	High	Medium	N	NA
Overtime	Require 'max-out' of after-hours shifts	Low	Short	N	NA
Overtime	Create off-schedule shifts	Medium	Medium to Long	N	NA
Personnel Decisions and Staffing	Enact targeted layoffs	Very High	Short to Long	N	NA
Personnel Decisions and Staffing	Expand management oversight to like departments	Low	Short	N	NA
Personnel Decisions and Staffing	Mandate management furloughs	Medium	Short	N	NA
Personnel Decisions and Staffing	Mandate staff furloughs	High	Short	N	NA
Personnel Decisions and Staffing	Offer voluntary prescribed unpaid leave days	Medium	Short	N	NA
<b>Topic</b>	<b>Tactic</b>	<b>Saving potential</b>	<b>Time to Achieve Savings</b>	<b>Consider for Action</b>	<b>Priority</b>
Personnel Decisions and Staffing	Offer voluntary (or require) reduced hours in exchange for lower base pay	Medium	Short	N	NA
<b>Topic</b>	<b>Tactic</b>	<b>Saving potential</b>	<b>Time to Achieve Savings</b>	<b>Consider for Action</b>	<b>Priority</b>

Personnel Decisions and Staffing	Shorten service window hours	Medium	Short	N	NA
Personnel Decisions and Staffing	Shorten work week	Medium	Short	N	NA
Physical Plant and Real Estate	Exit Leases	Medium	Short to Long	N	NA
Physical Plant and Real Estate	Recommission existing buildings	Medium	Long	N	NA
Purchasing and Procurement	Centrally approve all purchase orders above a certain threshold	Low	Short	N	NA
Purchasing and Procurement	Delay vendor payments	Low	Short	N	NA
Purchasing and Procurement	Renegotiate contracts for unnecessary items	Medium	Medium	N	NA

Town Hall with Dr. Noland July 24<sup>th</sup> 11:00

It there are any questions you don't feel comfortable asking feel free to send them to me.

[massey@etsu.edu](mailto:massey@etsu.edu) or [Staffsenate@etsu.edu](mailto:Staffsenate@etsu.edu)

Trailblazer - Vanderbilt Trailblazer

The project was developed to elevate awareness of and give recognition to the many brave and selfless pioneers who dedicated themselves to advancing equity, diversity, inclusion, respect and dignity for all members of the Vanderbilt community. Through intentional and powerful displays of art, their legacy and heritage will be preserved for future generations of students, staff and faculty to learn, reflect and feel affirmed by the representations of these Vanderbilt Trailblazers.

<https://www.vanderbilt.edu/trailblazers/>

**University Council 07/13/20**

- Approval of minutes with no corrections
- Introductions of new members
- Faculty Senate President Stephen Hendrix stated faculty have been discussing budget, tenure and promotion. Dr. Noland is scheduled to present to Faculty Senate at their meeting on 07/15/20
- Staff Senate – Candy Massey – Distinguished Staff and Career awards were presented last week (07/08/20) in the Quad and it was a very nice event
- ITS – Karen King mentioned the phone outage on campus last Friday which was resolved by Friday evening
- Dr. William Duncan – IRB studies have resumed face to face. Problems may arise when school resumes and more people on campus.
- SGA – No update
- Athletics – Scott Carter announced approximately 100 student athletes are now on campus.

Dr. Noland announced a Board of Trustees meeting this Friday at 1pm via Zoom. Items of discussion will be opening plans and protocols to open campus this Fall, distribution of academic courses, budget update (revised budget).

Dr. Noland stated representatives from TEMA were on campus last week for tabletop discussions and it went very well.

The start of the academic year for University School has been pushed back to August 3<sup>rd</sup>. Some classrooms will be moved out of Alexander Hall and into other buildings to make room for social distancing. UH class of 2020 graduated in the football stadium this past Friday, 07/10.

No decision has been made at this time regarding future action of Athletics for fall, though that decision could be made soon.

ETSU has fared better than some other colleges in the country relating to job loss, furloughs and budget cuts.

Dr. David Linville stated the Facilities Workgroup submitted their recommendations, which will be made as needed, based on Covid. Units on campus are making adjustments accordingly according to the report. Discussion followed.

Jeremy Ross stated there are 10 confirmed cases (between campus and remote locations) of Covid. Seventeen are in isolation with that number perhaps growing to 25-30 by end of day. ETSU will handle contact tracing. Dr. Noland reminded the group the wearing of masks will be required for everyone on campus this Fall.

There have been 157 requests for Plexiglas. Some of those orders have been filled, others in the works.

Jeremy mentioned some of UH classes moving, as well as the HVAC project at UH wrapping up.

Classroom capacities (all academic spaces) have been determined by going room by room to review and will fluctuate based on fixed seating or movable seating. Electronic misters and cleaners have been ordered.

Covid grant proposals are due July 17<sup>th</sup>.

Jeremy shared a picture of the Martin Center, which is coming along nicely. Seats are scheduled to arrive within the next 3 days or so.

Lamb Hall renovation is scheduled to begin May 2021 and expected to take 18 months.

The outdoor plaza project for the Culp should be completed by the end of the year. Bids are coming in below budget.

Dr. Noland noted 20,000 masks have been ordered to distribute to students this Fall. ETSU Health will have 4000 Covid tests.

Dr. Noland noted the full report from the Strategic Operations group will be sent out to campus this morning.

Dr. Hoff gave a PowerPoint presentation on the work of the group and the timeline along with their findings. Dr. Noland thanked the group for their hard work.

Voluntary buyout for staff ends on 08/14/20 and opens for faculty on 08/15/20.

Dean Atkins presented a PowerPoint presentation regarding SGA Resolution SSR-19-013, which encourages faculty to use D2L for quizzes and tests, as well as a syllabi bank. It is still a work in progress and the UC engaged in discussions regarding issues surrounding the resolution. Dr. Bishop stated the process has been delayed due to Covid, however things should be getting back on track. Dr. Amy Johnson stated there is still policy work to be done. Dr. Flora stated faculty are concerned about syllabi being public, however it will be connected to Banner and only those with ETSU credentials will have access to them. Dr. Bishop asked Shivam Patel to let SGA know progress is being made.

Dr. Bishop noted the revised academic calendar for Fall will be presented to BOT this Friday.

Dr. Sam Mayhew gave an enrollment update, which will be shared with Staff Senate. We are down approximately 419 students; however, we still have time to raise our numbers with Orientation and dual enrollment students. Campus tours started last week, with 90 scheduled. 150 students have been identified for ETSU Promise Plus program. 100 students have already moved in and more are scheduled in the coming days and weeks until the beginning of classes.

350 students who have attended Orientation have yet to register for classes. Those students are being contacted. Dr. Sherlin noted that 1100 students who were here in the Spring are not registered for Fall at this time. Work is under way to reach those students as well.

Dr. Bishop stated the academic side is working hard to identify for students how classes will be presented for students. There are three possibilities: on ground required (labs, for instance), online with an on ground option, and lastly, online only.

Dr. Mayhew gave an update regarding APS service agreements for qualifying students. Instead of the required 75 hours, the total hours will be reduced to 60 for the academic year 2020-21. Hours are eliminated for Presidential APS students for the academic year. Hours are also eliminated for students who have 90.0+ earned credit hours for the academic year. Students can complete their hours before the Thanksgiving break.

Dr. Bishop stated the Faculty Convocation scheduled for August 21<sup>st</sup>, will be a virtual themed event, which promises to be an enjoyable one for faculty. It will be similar to commencement in May, viewable as it happens and later for convenience. Faculty awards will be given as in the past.

Meeting adjourned at 10:47am.

# Enrollment Update

## July 2020



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# Enrollment Comparison

## ETSU Enrollment Head Count and Full Time Equivalent Reporting(FTE)

Fall 2020

Snapshot as of: 07/10/2020

Compared to: 07/12/2019, 07/13/2018, 07/14/2017

Source: Registrar's Office

Enrollment Level	Fall 2020	Fall 2019	Fall 2018	Fall 2017	2019 Change	2019 % Change	2018 Change	2018 % Change	2017 Change	2017 % Change
<i>Headcounts</i>										
UnderGraduate	9,277	9,701	9,920	10,067	<b>-424</b>	-4.37%	-643	-6.48%	-790	-7.85%
Graduate	1,766	1,673	1,840	1,753	<b>93</b>	5.56%	-74	-4.02%	13	0.74%
Total	11,043	11,374	11,760	11,820	<b>-331</b>	-2.91%	-717	-6.10%	-777	-6.57%
<i>FTE's</i>										
UnderGraduate	8,456.73	8,836.93	9,099.80	9,204.93	<b>-80.20</b>	-4.30%	-643.07	-7.07%	-748.20	-8.13%
Graduate	1,227.33	1,154.92	1,293.42	1,208.50	<b>72.41</b>	6.27%	-66.09	-5.11%	18.83	1.56%
Total	9,684.06	9,991.85	10,393.22	10,413.43	<b>-307.79</b>	-3.08%	-709.16	-6.82%	-729.37	-7.00%





- Undergraduate Admissions
  - Tours
  - Future recruitment events
- ETSU Promise Plus
  - 150 students
- Housing and Residence Life
  - 85% occupancy; 124 to confirm
  - 90 private; cancelations this week
  - 100 residents moved in



# First Time Freshman Data

Year	March	April	May	June	July
2020	171	155	113	84	-
2019	221	139	84	41	48
2018	228	189	102	44	78
2017	302	135	86	59	65

- Submitted applications by month



# Transfer Data

Year	March	April	May	June	July
2020	317	223	353	219	-
2019	256	271	306	170	169
2018	223	239	249	177	189
2017	258	242	225	175	199

- Submitted applications by month



# New Student Orientation

	2017	2018	2019	2020
BIO	339	336	345	268
FTF	1649	1646	1429	1580
TR/Adult	654	699	664	765
Total	2642	2681	2438	2613
2020 Comp	-29	-68	175	





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# APS Service Requirement for 2020-21

## Concerns:

Physical distancing requirements; reduce number of students scheduled

Many students will not return to campus after Thanksgiving; fewer weeks to complete hours

Multiple departments/offices depend on APS student to provide services to students

## **APS service hour requirement changes for academic year 2020-21**

Reduce the service hour requirement to 60 hours (from 75) for the 2020-21 academic year

Eliminate the service requirement for Presidential APS students for the 2020-21 academic year

Eliminate the service requirement for students who have 90.0+ earned credit hours for the 2020-21 academic year

Provides student support for offices, departments, and services.

Provides physical distancing, allows offices to spread around hours so students are not in the office at the same time. Students can complete 60 required hours prior to Thanksgiving break.

