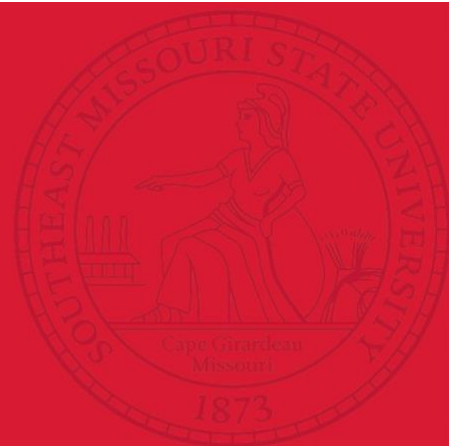


OFFICE OF THE **PRESIDENT**



SOUTHEAST MISSOURI STATE UNIVERSITY

Monday, June 22, 2020

Dear Campus Community,

I apologize for the late notice in communicating this news to the University this evening but would like to share an update concerning the fall 2020 calendar discussed at today's Board of Regents meeting.

COVID-19 remains top of mind among our Emergency Response Team which operates under the auspices of the Emergency Operations Center and is meeting regularly in earnest to plan for late summer and the fall 2020 semester. Because fall classes will be here before we know it and to help mitigate the risk of COVID-19 on our campus, we have thoughtfully adjusted our fall 2020 academic calendar. I am announcing these changes now so you may plan accordingly.

Highlights are as follows:

Fall 2020 Calendar

- Fall 2020 courses will be held face-to-face beginning Monday, Aug. 24, as originally scheduled.
- Classes will be held on Labor Day, Monday, Sept. 7.
- Fall break will be eliminated, and classes will be held Oct. 8-9.

- The last day of fall 2020 on-campus face-to-face classes will be Tuesday, Nov. 24, just prior to the Thanksgiving break.
- Fall 2020 classes will continue Nov. 30-Dec. 4 via remote/online instruction.
- Online/remote final exams will be held Dec. 7-11.
- The fall 2020 semester will end Friday, Dec. 11, a week earlier than scheduled.

The Labor Day holiday will remain a holiday for University staff. University offices will be closed on Monday, Sept. 7, as scheduled, except for the following essential services:

- The Counseling & Disability Services office will be available by phone for emergencies or crisis-related issues.
- The University Center will be open for dining services from 7:30 a.m. to 10 p.m. on its normal schedule.
- Information Technology (IT) computer labs and the IT Help Desk will remain open.
- Shuttle service will be in operation.
- The Student Recreation Center will be open from 5:30 a.m.-11 p.m.

The fall 2020 schedule as outlined above calls for forgoing fall break and for in-person classes to come to a close prior to the Thanksgiving break to limit students' exposure to the virus during holiday-related travel and the potential for transmission thereafter. The remainder of the fall semester will be conducted online/remotely. Plans concerning fall 2020 commencement will be communicated in the very near future.

Budget

FY20—July 1, 2019-June 30, 2020

There are also new developments concerning the University FY20 budget that I would like to share. On Monday, June 1, Missouri Gov. Mike Parson announced more than \$209 million in budget restrictions due to COVID-19, with more than \$41 million to be withheld from the Missouri Department of Higher Education and Workforce Development. This equates to a \$2,073,421 withholding for Southeast Missouri State University for FY20.

To offset this shortfall, the institution will:

- First, capture an additional 10% of FY20 carryovers, estimated at \$505,000. Ninety-five percent of these carryovers will now go to replenish the University's fund balance, with the remaining 5% to be returned to respective division executives who will determine how those funds will be used in alignment with their strategic priorities. In total, the University estimates capturing \$4,795,000 from FY20 carryovers.
- Second, the institution will use undesignated unrestricted funds totaling \$1.56 million.

As you may recall, earlier this spring, the governor announced \$180 million in state funding restrictions due to significant slowdown in economic activity resulting from the pandemic. Of these, \$61.3 million were restricted from the state's four-year colleges and universities. This amounted to a \$3.7 million withholding from Southeast's FY20 core appropriation.

The two FY20 withholdings together total \$5.78 million for Southeast, which represent 13% of our initial appropriation.

FY21-July 1, 2020-June 30, 2021

As conveyed to you a few months ago, we also have identified a \$20.8 million potential budget need over the next three fiscal years, FY21-FY23. To meet this goal, we are moving forward with a plan that includes a 12.5% reduction in the University operating budget across all divisions to be identified over the next five years. Other sources to meet our base budget needs will be a decrease in institutional services expenses (e.g. utilities and property rental) and salary savings resulting from the 2019 Voluntary Retirement Incentive Program.

The \$20.8 million projected budget need takes into account several revenue reduction scenarios, including a potential 20% state appropriations reduction. While the 20% state appropriation reduction is an estimate and Gov. Parson has not yet signed the state's FY21 budget bill, we are planning for a reduction of at least this magnitude to bring the FY21 budget in line with projected revenues. The University's Board of Regents will consider the 20% reduction proposal when it considers the FY21 budget at its meeting June 22.

In anticipation of needing to meet our FY21 need, the University also has identified several one-time funding sources, including:

- Capturing salary savings from extending the hold on filling all faculty and staff positions from three to four months, effective with new vacancies after July 1.
- Utilizing designated funds and institutional contingencies.

Health and Safety

Ongoing budget issues resulting from a drastic slowdown in economic activity related to the COVID-19 pandemic and their negative impact on state revenues remain a concern. The health and safety of our faculty, staff and students also are a top priority. Officials with the Cape Girardeau County Public Health Center remind us regularly that the COVID-19 virus remains prevalent in our community. I, too, would like to remind you to continue to practice social distancing guidance, wear a mask when six feet of distance between you and others cannot be maintained and practice frequent hand washing to protect the health and wellbeing of our campus community. As you begin returning from telework, I encourage you to please review Southeast employee safety guidance available at <https://semo.edu/sealerts/covid19/employee.html>.

FY21 University Holidays

And, finally, the University will be closed on July 3, 2020, in observance of the Independence Day holiday. Those with questions are asked to contact Human Resources at ext. 2206.

I, again, want to thank you for your continued efforts during this unprecedented time in our history. We are in this together, and I look forward to seeing you back on campus very soon.

