

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

COVID-19 BRIEFING

April 27, 2020

Units: Provost and VP Business & Financial Affairs

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ACTION: Create a campus plan for Fall Planning Task Force including assignment of a work group to collaborate on the plan.

BACKGROUND AND POLICY ISSUE(S): Effective the week of March 16, 2020, CSUCI formally transitioned to a virtual environment for instruction and operations in response to the COVID-19 pandemic. The Governor of the State of California issued an executive order on March 19, 2020, ordering all California residents to stay at home, except as needed to maintain certain critical sectors, including schools and government services. The Governor's order is in effect until further notice. The Ventura County Health Officer subsequently issued a "Stay Well at Home Order" on March 20, 2020, which has since been modified and updated, similarly requiring residents to stay at home except to engage in certain essential activities or to provide certain essential services or functions, including supporting colleges and universities "for purposes of distance learning, provision of school meals, or care and supervision of minors to support essential workforce across all sectors." The current Ventura County order is effective through May 15, 2020. Virtual instruction at CSUCI, including final exams, will continue through May 22, 2020.

As the current state and local stay-at-home-restrictions are lifted in whole or in part over the coming weeks and months, CSUCI will need to prepare for how the campus may transition back to an environment where some or all campus community members are back on campus. In addition, as fire season returns in the fall, the campus must further prepare for the complexity of fire activity in the area further impacting campus operations during the same time.

RECOMMENDATION:

Approve a project, co-sponsored by the Provost and Vice President for Business and Financial Affairs, to develop a Fall Planning Task Force plan. As part of the project, the sponsors will convene a core team that will help guide the strategic direction and make recommendations on policy needed to develop and implement the plan. The core team is proposed to include the following representation:

- **Champions:** Provost and Vice President for Business and Financial Affairs
- **Project Leads:** One representative from Academic Affairs and one representative from Business and Financial Affairs
- **Other core team members:**
 - Senate Executive Committee representative
 - Student Affairs representative

- Facilities Services representative
- Public Safety representative

A broader project team of stakeholders will also be engaged to both provide input and guidance to the core team as well as receive outputs to develop operational plans for their areas. It is proposed this project team would include representatives from the following areas:

- Academic Senate/Faculty
- Staff Council
- Student body
- Conferences and Events
- Human Resources
- Financial Services/Budget
- University Auxiliary Services
- Student Activities
- Teaching and Learning Innovations
- Broome Library
- Parking
- University Communication

The goal of the broader project team is to invite campus to the complex planning necessary for any return to campus and preparation for ongoing measures related to the pandemic as well as fire season. The deliverable from this project will be a plan for campus operations that can be put into place should the current stay-at-home restrictions be completely lifted, partially lifted, or not lifted at all.

SUPPORTING DOCUMENTATION:

[Executive Order N-33-20](#)

[Ventura County Stay Well At Home Order \(Updated\), April 20, 2020](#)

CURRENT UPDATE: See above