

# **DIVISION OF BUSINESS & FINANCIAL AFFAIRS**

## **COVID-19 BRIEFING**

July 1, 2020

Unit: VPBFA

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**INFORMATION:** Business and Financial Affairs has completed initial plans to support the campus in its preparation for the fall semester.

### **BACKGROUND AND POLICY ISSUE(S):**

CSUCI submitted its plan for the fall semester to the Chancellor's Office on June 8th. On June 19th, Chancellor White approved the CSUCI campus plan. The plan includes plans for in-person instruction for six academic programs (Art, Biology/Geology, Chemistry, Environmental Science & Resource Management, Nursing and Performing Arts), representing a total of 66 academic course sections. In addition, a limited number of students will be in on-campus housing (up to 430 for the fall semester), and dining services will be available to support those students and faculty and staff on campus.

BFA divisional units have developed support plans to help the campus prepare for the return of a reduced number of students, faculty and staff this fall. An outline of the plans is included as an attachment below and subject to updates as we get closer to the beginning of the fall semester.

### **SUPPORTING DOCUMENTATION:**

- [Campus Plan Fall 2020 Semester](#)
- Outline of BFA Support Plans for Fall 2020

## SUPPLEMENTAL DOCUMENTS:

# Outline of BFA Support Plans for Fall 2020

## Public Safety (Police, EHS, Transportation & Parking)

### *University Police Department*

- **August 10:** Reopening of the University Police Department Customer Services Center in Placer Hall
  - To accommodate appropriate physical distancing upon the reopening of the Customer Services Center in the UPD lobby on August 10, the following provisions will be in place prior to reopening.
    - All chairs will be removed from the lobby.
    - Only one customer will be permitted inside the UPD lobby at a time. Appropriate signage will be present at the entrance.
    - Adhesive markers will be placed on the walkway leading to the UPD lobby entry door, spaced at least 6 feet apart.
    - Hand sanitizer dispensers have been installed in the UPD lobby.
    - Cloth fabric covers the circular openings in the glass partition to protect Customer Services staff and the general public from exposure while interacting with one another.
- **Completed:** University Police have purchased and received 2,000 cloth face coverings, which will be available for students and employees who might need them as they return to the campus.

### *Environmental Health & Safety (EHS)*

- **June 19:** Meet with deans and program chairs to establish priorities for implementing academic F2F plans.
- **July 15:** Coordinate with Human Resources and Public Safety to finalize campus staff repopulation plan
- **July 15:** Meet with HRE and Dining managers to review their respective plans and provide operational support as needed
- **July 15 - August 21:** Take delivery, install and configure required EHS equipment
- **August 1:** Coordinate approval with Public Safety of campus staff repopulation plan by VC Public Health
- **August 1:** Finalize implementation of each academic F2F plan
- **August 1:** Support Human Resources with finalizing and communicating campus staff repopulation plan, and assign training as required

- **August:** Coordinate with VC Public Health for any required inspection
- **August, 2020:** Start of Saturday classes; complete first round of training
- To properly support approved face-to-face instructional laboratory activities, an emergency hire for the currently vacant Chemical Hygiene Officer position should be requested and approved.

## *Transportation & Parking Services*

- **August 10:** See UPD Milestones for reopening of Customer Services Center
- **August 17:** Complete installation of hand sanitizers and associated signage on all parking permit machines.
- **Fall parking permit options:** Students and employees who will be coming to the campus in the fall should evaluate the cost effectiveness of purchasing a daily permit for each visit versus paying the full price for a semester permit. If a student will only visit the campus one day per week, for example, buying a \$6 daily permit will be far more cost effective (\$6 per day (week) x 16 weeks = \$96). Financially speaking, a student should only purchase a \$195 semester permit if they plan to visit the campus more than 32 times during the semester.

## **Facilities Services**

- **Weeks of June 15 and June 22:** Coordinate with Deans & Chairs and provide classroom and lab floorplans showing social distancing requirements and required modifications (plexiglass, signage, etc).
- **Week of June 29:** Review locations that will need disinfecting protocols and at what frequency. Determine what products and equipment are needed and ensure we have them or can get them. Balance resource requirements with what we currently have and identify if adjustments will be needed.
- **Week of July 6:** FS begin spacing out rooms to meet social distancing requirements and making any necessary modifications.

## **Administrative Services**

- **June 22:** Confer with CO labor manager on CSUEU request for Return to Campus plan review.
- **July 6:** Revisit discussions with CSUEU on Return to Campus plan.
- **July 13 – July 17:** Complete outstanding issues with CSUEU on Return to Campus plan.
  - Review scheduling of HR front office for fall semester.
  - Prepare County of Ventura Worksite Specific plan for Administrative Services.
  - Schedule necessary administrative controls for workspace.
- **July 22:** Begin Return to Campus discussion with APC and UAW.

- **August 3:** Review County of Ventura Worksite Specific plans for fall office space inhabitation in conjunction with Environmental Health & Safety.
- **August 5:** Present Return to Campus Management Training to management with staff returning to campus in August.

## Financial Services

### *Student Business Services*

- **July 1 - August 7:** Add one additional workday to support cashiering of student tuition (cash).
- **August 10 - September 4:** Adding two additional workdays (Tuesday & Thursday) to support cashiering of student tuition (cash) and student ID processing (if Online Photo submission application is not functional by 8/1). This time period is peak season for both of these items.
- **Aug 22:** Fall classes begin and staff begin rotation work status. Designated staff will include Department and Operations Management, Cashiering/ID Cards, and Cashiering/Vault Teller.

### *University Auxiliary Services*

- **June 15 - June 30:** Limited number of retail operations opening.
- **June 15 - August 1:** Preventative Maintenance projects.
- **July 1 - August 22:** Food Operations closed.
- **August 22:** Fall classes begin and staff begin rotation work status. Food service venues are under evaluation to ensure optimal service while ensuring cost effectiveness.

Summary of current food service venue plans:

- Location: Freudian Sip at the Library
- Hours: 7:00am till 8:00pm 7 days per week
- Food/drink:
  - Examples of food available: 2 hot entrees per day with one being vegetarian, sandwiches, green salads, pasta salads, parfaits, fresh fruit, chips,
  - Meal Plan customers will be provided meal package equivalent
    - Breakfast
      - Drink: Drip coffee, iced tea, boxed water or canned beverage
      - Entree: Examples would be a ready-made grab-and-go item or a hot entree such as breakfast burrito
      - Side: Examples are parfait, fresh fruit
    - Lunch
      - Drink: Drip coffee, iced tea, boxed water or canned beverage

- Entree: Examples would be a ready-made grab-and-go item like a prepared salad or a hot entree such as Stir fry with rice and sauteed vegetables
- Side: Examples are a side Salad, fresh fruit or soup
- Dessert: Examples are Cookies, Ice Cream
- Dinner
  - Drink: Drip coffee, iced tea, boxed water or canned beverage
  - Entree: Examples would be a ready-made grab-and-go item like a pasta salad or a hot entree such as chicken dinner with green beans and roasted potatoes
  - Side: Examples are a side Salad, fresh fruit or soup
  - Dessert: Examples are Cookies, Ice Cream
- Cash/retail customers will be able to buy anything within the store
- Service Style: Grab and go only no food will be eaten on-site.
- Restrooms: Restrooms will be made available for patrons in Malibu Hall. UAS working with EHS and Library to utilize the bathroom located in the library space for staff.

## *Materials Management*

- **August 22:** Fall classes begin. The Department will remain mostly in telecommute status but will implement a rotation.
  - Department Manager on campus full time.
  - Procurement staff will continue to telecommute however one staff member will remain on campus in a rotation status.
  - Mail Services and Logistics will continue on campus full time, operating 'business as usual' while observing all PPE and social distancing guidelines per HSE directions.
  - Property Services will function 95% remotely, and will only visit campus as needed for asset tagging, asset sales and asset disposal inventory checks.

## *Payroll*

- **August 22:** Fall classes begin and staff begin rotation work status. A payroll analyst and a payroll technician will remain designated to be on Campus on alternate days due to many manual processes related to the state legacy payroll system and reporting.

## *Fiscal Services*

- **August 22:** Fall classes begin. The Department will remain mostly in telecommute status but will implement a rotation.
  - Department Manager on campus one week per month
  - Accounts Payable - Thursdays and Fridays and considering one additional day

- Accountant I - Mondays, Wednesdays and Fridays
- Administrative Assistant - One week a month, considering one additional week to support the AVP for Budget Planning and Interim AVP for Financial Services

## Information Technology Services

- **June 1 – August 22:** ON CAMPUS IT SUPPORT – ITS created and enacted a support plan to have at least one staff member on campus each day during business hours to provide technical support. Staff have been trained and have necessary PPE to perform technical support work as needed.
- **June 15-29:** CLASSROOM CAMERAS - ITS purchased a camera “recording kit” which includes a Canon EOS M50 camera for recording, a mic, tripod, power adapter and lights. This equipment was purchased with MSFT funds as instructed and has been delivered to Professor Steve Norris for testing. ITS is arranging a virtual demo session related to using this equipment for June 30.
- **June 15- July 15:** PERFORMING ARTS OUTDOOR CLASSROOM – ITS met with Jill Leafstedt and Catherine Burriss to discuss outdoor classroom needs and technology. ITS will further define the technology need and connected Facilities with a counterpart at Chapman University, which is also developing outdoor classroom space for performing arts.
- **June 15 – July 15:** VIRTUAL LABS – ITS is working on lowering the cost of virtual student labs by using existing equipment with remote access enabled by LABSTATS. Configuration for testing is currently underway.
- **June 25:** CARES FUNDING - ITS created draft of technology needs for potential CARES 2 funding. Currently refining document and building related IT Governance process.
- **June 29:** STUDENT LOANER LAPTOPS – Dawn Canfield will meet with Janet Pinkley at the Library to review the status of the existing loaner laptops on June 30. Most of those that went out and have been returned are now prepared to go out again. We will start preparing a new set to add to the inventory later in the week. Library will report number of available laptops this week.
- **June 29:** HOTSPOTS - ITS ordered 50 more Verizon hotspots, paid for out of MSFT as instructed. They have been delivered to the Library and will be added to the 20 (10 ATT and 10 Verizon) previously delivered to the Library. I understood that all hotspots (whether determined to be for basic needs or not) would be distributed through the Library, and that Library and the Basic Needs program will communicate their process.

## Budget and Planning

- All Budget and Planning staff can effectively carry out job duties and assignments in a virtual modality.