

## **University Leadership**

Thursday, April 9, 2020

Via Zoom

### **Meeting Notes**

Attendees: Jeff Allen, Bill Bailey, Sharon Bauer, Sue Bloom, Mary Buchanan, Jeff Childs, Frank Connelly, Len Cullo, Laura Delbrugge, David Dollins, Jen Graham, Susanne Fenske, Ray Feroz, Tim Fogarty, Phil Frese, Lacey Fulton, Rob Gatesman, Jim Geiger, Pam Gent, Sue Gourley, Jason Hendershot, Lisa Hepler, Chris Hearst, Shawn Hoke, Tina Horner, Ann Jamison, Janis Jarecki-Liu, Deb Kelly, Cindy King, Anita Lahr, Terry Latour, Hope Lineman, Dave McFarland, John McCullough, Jim McGee, Dr. Dale-Elizabeth Pehrsson, Robin Peterson, Mike Phillips, Rein Pold, Gwen Price, Sam Puleio, Adam Roberts, Rick Sabousky, Amy Salsgiver, Steve Selker, Matt Shaffer, Diane Simpson Dan Smith, Wendy Snodgrass, Deb Sobina, Tim Stevenson, Kristin Stiglitz, Barry Sweet, Casey Teske, Carrie Thompson, Tammy Varsek, Juanice Vega Paul Woodburne.

Meeting opened at 9:02.

#### COVID-19 Response Team Report

Tim Fogarty reported that on February 26 the first notice went out to the university community of our response on the COVID-19 pandemic. The University leadership and a team of subject matter experts are meeting on a regular basis to update our current Emergency Response Plan to address developing issues and to refine information on potential actions. They began providing instruction for students remotely. As of March 16, all face-to-face instruction was suspended for the remainder of the semester and wanted to be sure students got home safely.

We then implemented a remote working plan for as many employees as possible.

On April 3, we notified employees that beginning April 11, 2020, those employees currently not working or who are unable to continue to telecommute will have the option to use their own leave or unpaid leave while maintaining health benefits. The Commonwealth developed this option as is an alternative to furloughs, and allows employees to keep their health benefits and have flexibility from a range of leave options that are best for them. For those employees performing essential services on campus or telecommuting they will continue to do so. For employees who are currently not working or who are unable to continue to telecommute, the System will also follow the Governor's direction for the leave extension.

He stated that small groups continue to meet - HR directors and university presidents across the State System. He thanked the bargaining unit leaders for their cooperation through this planning.

Dr. Dale stated that from the beginning everyone has been working diligently to keep our students and employees safe. Our IT team worked to train our faculty for online instruction

for those who have not delivered online instruction in the past. Everyone at Clarion, Somerset, West Penn, and Venango campuses have been working together to keep our students safe.

## **Response Team Actions and Planning Steps**

### Academic Affairs

Pam Gent reported because of the movement of classes to remote delivery and the resulting strain on both students and faculty, Clarion University adopted a change in grading for the spring 2020 semester. Summer school will also continue remotely. There are 61 face-to-face summer classes and they are making decisions if they can be remote or if we need to cancel some classes.

In addition, Faculty Senate recently had their chair elections; they are looking at reduced personnel costs for next academic year; continue to develop new programs and courses; and implement shared services where we can with IUP, CalU, Edinboro and Millersville for the fall.

### Finance & Administration

Len Cullo reported his team is working on student refunds for housing, dining and certain fees. The custodial crews are sanitizing and deep cleaning all campus buildings. The grounds crew is still working and Tim Fogarty will be implementing a shift schedule for these crews. The Governor signed a House Bill for the pandemic emergency funds for the State System schools, which will provide Clarion with a substantial amount of funding. They continue to work on the Financial Sustainability Plan.

### Student Affairs

Susanne Fenske reported they have 23 students living on campus at this point and are feeding 18 students both on and off campus. They continue to provide many services for the entire student body – including the Resource Room. They are still engaging the students remotely and keeping them connected to the University Community. They are hosting a zoom session for all students next week and will talk about how they can keep taking care of their mental and physical needs, engage and connect with the campus and answer any other questions they might have. Student organizations are active and busy carrying on with the work they need to be done like elections and budgets for next year. BART is seeing a very steady pattern of referrals so please keep sending your concerns our way. They are assessing the physical status of the rooms in the residence halls. They are working on determining next steps for this summer: Camps, events and Orientation sessions. The Financial Substantiality Advisory Taskforce is moving forward.

### Enrollment Management

David Dollins provided an Admissions and Financial Aid update:

### **Admissions**

- Campus visitation programs moved to Zoom and digital delivery.
- Test optional for admission decisions for incoming freshmen. 3.0 GPA and consideration

of rigor of courses and trends in grades considered. For students below 3.0, letters of recommendations and personal statements will be considered in addition to the high school transcript.

- Admission decisions and packets as well as communications being sent out regularly by clerical on an amended, social distance rotation (no more than four staff allowed to work on any given day and must stay six feet apart).
- Creation of COVID 19 Admissions page for prospective students to share updates as it pertains to admission and college decision process.
- Moved deposit date and scholarship deadline date back to June 1 to allow more time for decision making for students and families.

### **Financial Aid**

- Moved to remote service.
- Utilizing CampusLogic suite of solutions to run financial aid process and provide remote service to students whom need to have their financial aid processes and provide required documentation.
- Utilizing CampusLogic Early Estimate Award Letter solution to email financial aid award letters to prospective students.
- Utilization of Job X to process federal, state and institutional work-study.
- Utilization of Scholarship Manager by NextGen to facilitate a completely paperless scholarship application and review process.

### University Advancement

Jim Geiger provided his division update:

### **Fundraising**

- Student Emergency Fund – *Thank you all who have participated!*
- 89 Donors gave \$22,825
- \$250 microgrants were given to 83 students so far
- Thank you to all who put this together; Dr. Dale, Holly Pipher, Adam Reynolds, Max Smith, David Dollins, Dave McFarland Ricci Aaron

### **Communication**

- Covid-19
  - Launched webpage
    - Page views: 21,786
    - Average time on page: 2:19
  - FAQs
  - Communication Updates
- Other Communication
  - Alumni Magazine
  - Zoom Backgrounds
  - Coloring Pages
  - Launched new, interactive campus map

- Alumni Videos to Support Students
- Promoted Faculty Blog
- Marc Sanko and Jeffrey Diamond (with technical assistance from Communication professor Matt Albright)

### **Marketing**

- Deployed billboards for Online in Pittsburgh market
- Social media ads performing well
  - For February, 6,177 clicks, up about 21% over January.
- Launching campaign on Pandora, Connected TV (MTV, VH1, E, Comedy Central, Bravo)

### IT Update

Sam Puleio noted since last month they implemented all teaching online, created a special D2L site for faculty and mentors, and his team provided extended training to faculty for this software. They moved employees to telecommuting and scaled up the VPN to handle that. They provided laptops to employees to use while off campus. They are working on special solutions for student refunds and grading. They will begin working on the fall semester and to enhance tools for online instruction and remote access.

### Alternative Orientations

Shawn Hoke

We have had over half the students who deposited participate in the online CU Start Program and take their placement tests. We have orientations scheduled for June and July. If we need to move this process virtual, we will be looking to feature special offices and programs to provide Zoom meetings for students. We are looking to extend Welcome Week in August.

### Other Discussion

Dr. Dale added the University has rallied and come together in providing great ideas for the Financial Sustainability Advisory Task Force and encouraged everyone to use the suggestion box on the webpage to submit ideas.

Meeting adjourned at 10:15a.m. The next meetings are scheduled for Thursdays, September 17 & November 19, 2020, 9:00-11:30am, Location TBD.