**Pandemic Team Meeting**

**11a.m. -12 p.m. via Zoom, March 30. 2020**

Facilitators: Camille Childers, Student Health Services; Rick Muma, Provost

Scribe: Heather Stafford, Student Health Services

Attendees: Lanie Mazzullo, Strategic Communication; Misha Jacob-Warren, General Counsel; Werner Golling, Finance; Bob Smith, Facilities Services; Judy Espinoza, HR; Jessica Provines, CAPS; Stacia Boden, General Counsel; Ellen Abbey, Aux. Services; Shelly Coleman-Martin, Strategic Comm; Carolyn Shaw, Academic Affairs; Chief Clark, UPD; Larry Ramos, Talent Search; Matt Pray, Chartwells; Rick Muma, Provost/AA; Tim Hart, Strategic Comm.; Aaron Austin, Student Affairs; Dan Cahill, Athletics; Matheson Herron, Strategic Comm.; Lou Heldman, Strategic Comm.; Brandon Kesler, HRL; Gina Crabtree, Registrar; Vince Altum, OIE; Brett Morrill, ITS; Shadi Tafaroji, ITS; Scott Jensen, HRL; Kitrina Miller, SGA President; David Miller, Finance/ITS; Josh Wilson, student; Amy Drassen Ham, PHS

NEXT MEETING: **Monday, April 6 11:00am by ZOOM**

Updates from Divisions and Departments

1. **Current COVID-19 Situation Update by Camille:**
	1. State of Kansas Stay-At-Home order began today at 12 a.m. Similar to the SCHD order already in place so no changes to what WSU is already doing. The state order continues to April 19, 2020.
	2. Expanded travel quarantine list as of March 27th, 2020, now includes entire state of Colorado and Louisiana. This information will be updated on WSU webpages.
	3. Kansas has 319 positive COVID-19 cases as of 11a.m. this morning.
	4. Sedgwick has 42 positive cases of COVID-19 as of 11a.m. this morning.
	5. Sedgwick County Emergency Management meeting today at 1p.m.
	6. We do not test at SHS due to inability to get supplies and costs of commercial testing. COVID -19 is now a community-acquired virus and strict eligibility guidelines are in place for who can get tested.
2. **Academic Affairs areas including Provost:**
	1. PET team met this morning. Per KBOR there needs to be a coordination of decisions that could affect other Kansas institutions. Decisions that would like to be made but could affect other KBOR institutions need to run up the proper channel of AVP to VP to President, then discussed with KBOR.
	2. Succession planning needs to occur. VPs have asked each department head for a back-up name and plan in case of illness.
	3. Classes start today! Instructional Design and Access along with Media Resource Center have expected numerous tickets for assistance, but only 12 have come through needing support from staff/students.
	4. Blackboard and Zoom continue to work well remotely
	5. Enrollment:
		* Information gathered from a pre-enrollment survey from One Stop is currently being used to help support students. Currently 100 students have enrolled.
		* Still monitoring applications through Admissions: May be a concern from I-35 corridor students that during this health crisis they may want to stick closer to home for a while.
	6. Other services continue:
		* ITS – Student Chromebooks are in. Tami Koester will distribute these computers to the Dean’s offices that have been accepting student requests for computers. Dean’s offices need to distribute to their faculty the process of requesting computers, who can then pass this information on to the students.
		* Campaign is in effect to welcome back the students.

1. **WSU Tech:** no representation at this time
2. **Athletics:** no updates at this time
3. **Diversity and Community Engagement**:
	1. Gear-UP: Working with USD259 and the Continuous Learning Plan that has been released to students. Gear-Up will review the Middle school and High school plans and see if more support can be given to the students.
		* They can help students with tutoring and advising, how to pick up the CLP packets and where the 18 sites are in Wichita to pick-up the packets. Student can also receive breakfast and lunch Monday through Friday when packets are collected.
		* They are in process of pushing this info out to students.
4. **Finance areas:**
	1. **Financial Operations:** continue to operate smoothly
	2. **Facilities/Warehouse:**
		* Warehouse is open Monday through Friday 7:45am-12pm for shipping purposes. However, you can also stop by there to pick-up any packaging that you may be looking for.
		* Custodial staff have all transferred to day shift and approximately 20% of staff is available.
		* Trade staff (electricians, plumbers, etc.) are still working on small projects – 25-30% of these staff are still on-campus
		* Packages for DHL or Fed Ex can be delivered to the department or post-office but is preferred you go to Warehouse and pick-up items yourself.
	3. **HR:**
		* HR is developing tools and resources for staff/faculty on how to stay connected with your co-workers and ways to stay engaged with WSU, supervisors, & colleagues. This information will be made available on a website by mid-week.
	4. **UPD**: will continue in place as constant presence on-campus
	5. **Auxiliary**:
		* Post office continues to be open 7:30 am – 4:00 pm. There is no delivery, but they are available for pick-up.
		* Central Services is open 9 -11am for pickup of ordered supplies.
		* Printing services will come in as needed for ordered services.
5. **General Counsel:**
	1. Continuing to be a resource for departments
6. **Research & Tech Transfer areas**: No representation
7. **Strategic communication areas**:
	* Half of their team is looking forward and planning is future-focused. Other half of team continues to work on COVID-19 information, FAQS, classes returning and FAQs.
	* New stories about student experiences will be pushed out
	* Professors are tweeting about their support to students which seems to have positive responses.
	* Continue to provide support to faculty/staff/students on social media.
8. **Student Affairs areas (Dr. Austin reporting for departments)**:
	1. **Housing**:
		* 178 students are approved to live on-campus
		* Suite residents have all been transferred over to The Flats so only two living communities continue to be maintained.
	2. **Care Team:**
		* Still reviewing cases
		* Use the reporting mechanism
		* Making referrals as appropriate to various campus departments
	3. **Counseling and Prevention Services**:
		* 100% online Telehealth remote services
		* Trying to encourage online connections to students with videos and online communities using the #WeSupportU
		* Important to keep students connected and engaged socially
		* Continue to provide resources
		* Be aware of growing mental health challenges as isolation continues and anxiety and depression increase
	4. **Student Health Services:**
		* Implementing Curbside Services for medication refills and tuberculosis reads
		* Videos for engaging students online are being developed, like dance party and staff spotlights
	5. **Shocker Support Locker**: taken from Dr. Austin’s email
		* In response to the COVID-19 safety recommendations/orders, the Student Government Association's Shocker Support Locker physical space is closed until further notice. However, to ensure the Shocker Support Locker continues to serve the WSU community a virtual order form has been created.
		* To access the Locker resources, the client needs to submit an order form.  Once the client notes their needs and submits the form, the Support Locker staff will coordinate with the client to establish a pick-up date and time.
		* Orders are distributed on Wednesday and Friday from 1:00 pm-4:00 pm. Questions can be directed to sga.supportlocker@wichita.edu or (316) 978-6715. The order form can be accessed here: [SSL ORDER FORM](https://wichita.campuslabs.com/engage/submitter/form/step/1?Guid=3dac5de2-97f6-42e3-bd68-815d6602e538)