



Continuity of Services Staffing Plan

Effective for the week of June 29, 2020

<p>Academics</p>	<p>Faculty are teaching online during Summer I and Summer II. The Provost's Office is now working on campus with some telework as needed.</p> <p>Faculty were released to resume research effective June 15, 2020.</p> <p>Faculty are expected to resume on campus work on or before August 14.</p>
<p>Admissions</p>	<p>The Admission's Office is closed to the public. All services are available on campus and / or remotely. In person, on campus tours resumed June 1. Half of the staff will be on campus and balance working remotely on a rotational basis until July 6, when all will return at least temporarily.</p> <p>The ACT national testing resumed on campus June 13th with 23 testing out of 32 registered. Residual tests are available.</p>
<p>Advancement</p>	<p>Most advancement staff members continue to work remotely. Sarah and Chris are working on campus daily with balance of staff reporting to campus as needed.</p>
<p>Aramark Food Services</p>	<p>The Café, subway sides, and catering are closed for the summer and will not reopen until students return in the fall.</p>
<p>Athletics</p>	<p>Athletic staff continue to work on campus. On campus athletic visits are underway.</p>
<p>Beckley Center</p>	<p>Susan Williams is working remotely.</p>
<p>Bonner</p>	<p>The office is closed to the public. The Director is working on campus. The staff member continues to work remotely.</p>
<p>Business Office (All components)</p>	<p>The Business Office is closed to the public. Business Office staff RTW on June 15 to prepare for Audit, Budget, etc. but have returned to telework last week until July 13.</p>
<p>Cabinet</p>	<p>Cabinet offices are closed to the public. Cabinet members are working on campus primarily and telework as needed.</p>

As of June 29, 2020

Campus Book Store	The Follett Bookstore is closed to the public. Online services are available.
Campus Police / Public Safety	The Office of Public Safety is maintaining 24-hour on campus operations.
Center for Academic and Career Development	The CACD is closed to walk in traffic. Eric Lopez has returned to on campus work. Balance of staff members continue to work remotely.
Computer Labs	<u>Except</u> for the lab on the main (2 nd) floor of the Student Center, which is accessible during business hours, computer labs are closed.
Counselling Center (Student)	The Center continues to serve students by appointment, providing services utilizing tele-counseling capabilities.
Daycare / Child Development Center (CDC)	The CDC closed effective the end of business on March 20, 2020, until further notice. The RDC staff will be handling reopening of the Center.
English as a Second Language (ESL)	ESL service is closed for the summer until fall term.
E-Sports	The E-sports lab is closed. A coach is being recruited.
Financial Aid	The office remains closed to the public. Financial aid reopened on campus on June 1 st . Services are available on campus M-F, 8:00am – 4:00pm to serve students remotely.
Food Pantry	The food pantry will continue to be open 24/7, but not staffed.
Gear Up (Grant)	Staff is working remotely.
Graduate Assistants	As per instructions by the department(s).
Housing / Residence Life	Billy Fraley has assumed responsibility for Resident’s life. Residence Life staff and Assistant Deans of Student Services continue on call. The Administrative Professional will resume on campus work on a limited scheduled beginning July 7th with balance of time by telework. Five (5) students in residence; 12 students have in items storage; which items have been packed away.
Human Resources (HR)	The office is closed to the public. Employee services are available on campus by appointment and remotely.

As of June 29, 2020

Information Technology (IT)	IT Help Desk is available 24/7. Network. Help Desk, and Telecom staff are on campus weekdays. Other IT employees will be working remotely. Searching for a System Administrator for the team.
Library (Marsh Library)	The Library is closed to foot traffic, but remains open virtually 24/7. One staff member will be available daily from 10:00 a.m. to 2:00 p.m. to address inquiries by phone or email. The library will staff down for the months of June and July.
Maintenance / Plant Operations	Employees will continue to report to work for normal hours.
McNair	Staff is working remotely.
Multicultural Affairs / Student Disability Services	Staff is working remotely. Overlap in functions. One staff member will be working remotely for the month of July.
Office of Sponsored Programs (OSP) / Research Corp.	All OSP employees are working remotely through June 30.
Post Office (Campus)	The Post Office is open for full postal services from 10:00 a.m. to 2:00 p.m. weekdays.
President's Office	The President's Office is closed to the public. One Administrative Professional is working on campus three days per week with balance working remotely. The second Administrative Profession continues to telework.
Provost's Office	The Office of the Provost is closed to the public. The Provost, Associate Provost, and one administrative professional are working on campus. One administrative professional will continue to work remotely.
Recreational / Fitness Facilities	All recreational facilities, including the Carter Center, Fitness Center, Student Center Game Room, and the Track, are closed until further notice. No reopening schedule set at present.
Regents' Bachelors of Arts (RBA)	The RBA office is closed from June 6 to August 3, 2020. CLEP testing has been suspended indefinitely – nationally. The RBA office will be open July 1st and 15th from 2PM till 4PM and by appointment.
Registrar's Office	The office is closed to the public. The Registrar's Office resumed on campus operations as of June 1.
Sports Medicine	ATs are doing some telehealth. Tracy is working with vendor on billing.
Student Center	Access to the Student Center is limited with 2 nd floor open 8:00 a.m. to 5:00 p.m., M-F. A student manager is on campus.
Student Employees	Few students are working this summer both on campus and remotely.

As of June 29, 2020

Student Health Center (SHC)	The SHC is closed. Remote telemedicine services are available for athletes. Provider staff members are on call if needed. Ruthie is renewing Rx and issuing Covid-19 testing orders.
Switchboard	The switchboard is staffed M-F daily for normal business hours, 8:00 a.m. to 4:00 p.m.
Trio Programs: (Grant) <ul style="list-style-type: none">• Upward Bound• Student Success Services• Veterans' Upward Bound	All Trio Program employees are working remotely. UB staff will be on campus more frequently, while students take online courses.
WFF Custodial	Custodial Services remains available to clean and sanitize work spaces and common areas. Infection control measures are in place.

General Considerations

Low Earnings Reports are for individuals with reduced FTE or months.