

Fall 2020

Division of Business Affairs Implementation Team



July 16, 2020

with updates as of July 13, 2020



UNIVERSITY *of* NORTH CAROLINA WILMINGTON

Implementation Overview

- **Team Composition**
 - Sharon Boyd - Jeff Campbell
 - Dana Harris - Sharyne Miller
 - Mark Morgan
- **Charge**
 - Evaluation/Prioritization of Recommendations
 - Implementation of Prioritized Actions
 - Support for Steering Committee
- **Coordination**
 - Tracking through Teams
 - Weekly Meetings

| Action Item | Steps Taken |
|---|--|
| <p>Establish protocols, resources, and schedules for increased cleaning of spaces and surfaces.</p> | <ul style="list-style-type: none"> • Preliminary schedules have been implemented with revisions continuing as occupancy increases. |
| <p>HVAC control to improve IAQ (air changes, filtration, UV)</p> | <ul style="list-style-type: none"> • Reviewed system cooling, dehumidification, and static pressure capacities with improvements being incorporated. |
| <p>Expand/repurpose non-university facilities to assist in the dedensification of campus.</p> | <ul style="list-style-type: none"> • Use of Lot G modular units temporarily extended to provide storage space and to provide swing space for additional class sections. • Use of the Lot R modular units temporarily extended at their current location to accommodate enhanced spacing required under social distancing guidelines. |
| <p>Reset/Remove indoor/outdoor furniture to meet recommended social distancing parameters.</p> | <ul style="list-style-type: none"> • Classroom layouts have been physically reviewed and placement plans drafted; awaiting finalized classroom sections. |
| <p>Determine fiscal impacts for supplies and services and identify ways to reduce expenditures</p> | <ul style="list-style-type: none"> • Reviewing and revising service contract needs and PPE distribution (e.g. waste disposal, pest control, face coverings, etc.). |

Business Services

| Action Item | Steps Taken |
|---|---|
| <p>Worker Safety, Social Distancing, and Cleaning Standards. Meet UNCW, CDC, DHHS, Aramark Guidelines</p> | <ul style="list-style-type: none"> • PPE and thermometers rec'd by Aramark • Hand sanitizer stations located/ordered • Cleaning Standards: All high touch areas, utensils, and bathrooms every 30 minutes or between use. • Deep clean 2x per day. |
| <p>De-densify building occupancy</p> <p>To DHHS Interim Guidance for Restaurants May 22, 2020 (50% fire capacity)</p> | <ul style="list-style-type: none"> • Chick fil A and Panda on staggered schedule to reduce lines. Working with CL on modified queuing/seating plans. • Grub Hub® mobile ordering • 4 new food truck vendors for total of 8 • Prime NEW spot for grab and go at Veterans Hall. Design completed. • Meal equivalencies in c-Stores |
| <p>New furniture to allow dining outdoors</p> | <ul style="list-style-type: none"> • Umbrella tables ordered for Wag South, Dunkin' Donuts, The Hub, and Warwick. • Adirondacks ordered - 14 Campus Dining, 40 Campus Life. • More furniture planned. |

Information Technology Services

| Action Item | Steps Taken |
|---|---|
| Upgrade 20 classrooms to full DE rooms and 50 Classrooms with lecture capture ability | <ul style="list-style-type: none"> Assessed campus DE room footprint and upgrade readiness Coordinated with AA Worked with purchasing Items arriving on campus to be installed prior to classes starting |
| Migrate lab software applications to Horizon VDI environment | <ul style="list-style-type: none"> Completed review of applications requested by faculty 36 applications are good candidates for Horizon Engage faculty requestors to assist in the application testing process to ensure full functionality and performance |
| Electronic forms and signatures | <ul style="list-style-type: none"> Gathered form needs from campus Piloting with Advancement Working with DocuSign on contract |
| Loaner Student Laptops | <ul style="list-style-type: none"> Formalized request system via TeamDynamix ticketing system Adding 50 laptops to loaner library |
| Banner Updates/Web Communications | <ul style="list-style-type: none"> Supporting HR, Registrar, Financial Aid, Housing, and Student Accounts with programmatic changes for fall semester Campus wide web updates |

Finance

| Action Item | Steps Taken |
|--|---|
| Manage and report CARES funding Federal \$10.5M, SO \$4M | <ul style="list-style-type: none"> • 89% of Student Funds disbursed, completed spring formula-based allocation and summer application allocation with third and final allocation planned for fall 2020 students • Meeting all Federal, State and SO reporting requirements (weekly, monthly and quarterly) • Developed tracking method for all spend to maximize dollar utilization and FEMA opportunities |
| Tuition and Fee billing, collections and refunds | <ul style="list-style-type: none"> • Fall billing occurred July 8 (deadline met) collections and refunds on target for fall calendar |
| Update/Communicate UNCW Travel Policies to adhere to SO and University guidance and safety protocols | <ul style="list-style-type: none"> • Workgroup began work 6/18; Recommendation to VC Lackey for Fall 2020 Implementation Steering Committee meeting on July 13th • Will continue current methodology – all travel will be approved by Chancellor via VC/DBOs until Steering Committee makes final decision |
| Identify and meet the needs of campus purchasing and receiving | <ul style="list-style-type: none"> • Communicated central vs departmental purchasing to maximize dollars • Developing mechanism for departments to receive PPE via "Central Stores" concept • Developing receiving methodology for campus that meets campus safety needs and ensures vendor payment • PPE Grid shared with DBOs and BOs June 30th, using communication structure to answer questions and respond accordingly |

Environmental Health and Safety

| Action Item | Steps Taken |
|---|---|
| Alter disaster preparedness and recovery plans to implement Social Distancing | <ul style="list-style-type: none"> • Developing plan for implementation through EPG members • To be discussed at EPG meeting on 6/17/2020 |
| Distribute PPE and train researchers to use effectively | <ul style="list-style-type: none"> • Face coverings (50,000 disposable and 40,000 washable) have been delivered to campus. • Working with campus partners to distribute face coverings |
| Provide safeguards at public resource desks and public areas | <ul style="list-style-type: none"> • 700 Hand sanitizing stations and 5 million wipes have been ordered. • Locations for hand sanitizing stations have been identified and coordinating with Facilities for placement |
| Reset/Remove furniture to meet social distancing parameters | <ul style="list-style-type: none"> • Developed social distancing parameters of 40 square feet per person and 6 feet social distancing. • Working with Facilities to reset furniture |
| To the extent possible, reduce physical touch points for campus stakeholders | <ul style="list-style-type: none"> • Working with various groups, for example, Library and IT to minimize touch points with customers and equipment |

Thank you



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