Fall 2020
Division of Business Affairs
Implementation Team

July 16, 2020
with updates as of July 13, 2020
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
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<thead>
<tr>
<th>Action Item</th>
<th>Steps Taken</th>
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<tbody>
<tr>
<td>Establish protocols, resources, and schedules for increased cleaning of</td>
<td>• Preliminary schedules have been implemented with revisions continuing as occupancy increases.</td>
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<td>spaces and surfaces.</td>
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<td>HVAC control to improve IAQ (air changes, filtration, UV)</td>
<td>• Reviewed system cooling, dehumidification, and static pressure capacities with improvements being incorporated.</td>
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<td>Expand/repurpose non-university facilities to assist in the dedensification</td>
<td>• Use of Lot G modular units temporarily extended to provide storage space and to provide swing space for additional class sections.</td>
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<td>of campus.</td>
<td>• Use of the Lot R modular units temporarily extended at their current location to accommodate enhanced spacing required under social distancing guidelines.</td>
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<td>Reset/Remove indoor/outdoor furniture to meet recommended social distancing</td>
<td>• Classroom layouts have been physically reviewed and placement plans drafted; awaiting finalized classroom sections.</td>
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<td>parameters.</td>
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<td>Determine fiscal impacts for supplies and services and identify ways to</td>
<td>• Reviewing and revising service contract needs and PPE distribution (e.g. waste disposal, pest control, face coverings, etc.).</td>
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<td>reduce expenditures</td>
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## Business Services

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| Worker Safety, Social Distancing, and Cleaning Standards. Meet UNCW, CDC, DHHS, Aramark Guidelines | - 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. |
| De-densify building occupancy                                              | - 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 |
| To DHHS Interim Guidance for Restaurants May 22, 2020 (50% fire capacity)  |                                                                                                                                              |
| New furniture to allow dining outdoors                                    | - 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

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| Upgrade 20 classrooms to full DE rooms and 50 Classrooms with lecture capture ability | • 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               | • 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                                            | • Gathered form needs from campus  
• Piloting with Advancement  
• Working with DocuSign on contract |
| Loaner Student Laptops                                                     | • Formalized request system via TeamDynamix ticketing system  
• Adding 50 laptops to loaner library |
| Banner Updates/Web Communications                                          | • Supporting HR, Registrar, Financial Aid, Housing, and Student Accounts with programmatic changes for fall semester  
• Campus wide web updates |
## Finance

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| Manage and report CARES funding                                            | • 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 |
| Federal $10.5M, SO $4M                                                      |                                                                                                                                              |
| Tuition and Fee billing, collections and refunds                            | • 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 | • 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              | • 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

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| Alter disaster preparedness and recovery plans to implement Social Distancing | • 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                      | • 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                 | • 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                  | • 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 | • Working with various groups, for example, Library and IT to minimize touch points with customers and equipment |
Thank you