April 24, 2020 - Campuswide email

Dear Students, Faculty, and Staff,

Now one month into our “new normal,” things hardly seem regular at all. But as difficult as our transitions have been, I am inspired by the stories of resiliency I am hearing as we work to adapt. Even more important, I am encouraged by how we are helping each other, finding new ways to extend the bonds of our campus community across the miles and time zones that now separate us.

Just as we are working to adjust to the here and now, we are also looking to the near future, especially summer and fall.

From a planning standpoint, a new Long-Term Contingency Committee has begun imagining a variety of possible scenarios for our coming academic year. More on this soon, but 10 sub-committees are being formed to review specific operational areas and the impact different scenarios present. In short, while so much still remains very fluid, we want to be prepared to move in a particular direction as greater clarity about this health pandemic becomes available.

Similarly, from a budget and finance standpoint, a Resource Capture Team is looking at available resources at the federal, state, and local levels for which we might qualify. We are leaving no stone unturned to be able to protect our programs and people.

The attached document, our third campus update, highlights and details the many efforts taking place toward these ends. If you have questions, I encourage you to contact me or any of the staff across campus leading particular efforts. It is our plan to provide additional updates near the end of each week. I hope they are helpful.

In closing, Susie and I have welcomed the limited opportunities we have to interact with some of you, whether it’s a Zoom call, FaceTime, or even an actual face-to-face meeting on campus, albeit from a respectful distance from each other. We are encouraged that while distant, we are all finding ways to remain in touch and share the vital and important contact with one another that helps maintain our community humanity.

My best,

John – P. Roush (Susie, too)

P.S., I apologize in advance for the length of the attached report. There is much to share, and I judged that you – the reader – could decide how much time to spend.
Status Report #3
COVID-19 Crisis Management Task Force

April 24, 2020

This third campus update offers an overview of ongoing efforts to maintain the College’s focus on its programs and people, all while dealing with the challenges associated with the novel coronavirus (COVID-19).

The Crisis Management Task Force continues to meet on a twice-weekly schedule, on Tuesdays and Thursdays; the senior staff gathers weekly on Tuesdays; a Resource Capture Team has been formed to research and pursue available federal and state funding to offset coronavirus-related expenses; and a new Long-Term Contingency Committee has been appointed to begin scenario planning for the summer and fall, work that will be assisted by a number of subcommittees.

Centre continues to receive a daily update from O.J. Oleka, president of the Association of Independent Kentucky Colleges and Universities (AIKCU), and members of the senior staff have been meeting by teleconference with their AIKCU counterparts. In addition, a number of senior staff members, but not all, have been meeting regularly with their counterparts in the Associated Colleges of the South (ACS).

Two campus wide forums also took place recently via Zoom teleconference to answer questions and concerns from faculty and staff. The first Q&A, held Thursday, April 16, involved 94 faculty, with the second for staff on Friday, April 17 including 117 staff. Given their positive reception, two more sessions are scheduled for April 30 and May 1.

Communications

- Staff are writing approximately 50 percent more stories than usual to cover the range of Centre activity related to COVID-19, from uplifting pieces about volunteer efforts and alumni on the front lines of dealing with the coronavirus, to a recent blog post by Prof. Tara Strauch on remote teaching and various campus offices transitioning to virtual offerings. Centre news stories can be found on the College website:
  - [https://www.centre.edu/news/](https://www.centre.edu/news/)

Business and Finance

- As announced last week by CFO Brian Hutzley, all major budgetary decisions will be on hold until at least mid-June. This includes the key issues of salaries and wages, benefits, and overall staffing. Centre’s actions will be influenced by facts, realistic assumptions, and, most importantly, the guiding principle of protecting our people and programs. The full message is available here:
- A cross-functional Resource Capture Team has been formed to evaluate and apply for resources made available to higher education institutions through the CARES Act. Centre
College is expected to receive just under $1 million from the Department of Education, with half disbursed to students and half used to offset the College’s coronavirus-related expenses and losses.

- Grant and loan programs are being evaluated on a daily basis as new details are revealed by the Commonwealth of Kentucky and agencies across the federal government, including the Small Business Administration, National Science Foundation, National Endowment for the Humanities, and others.
- Prorated credits for room and board have all been issued, and students and parents have been contacted about four options available to them in handling these credits.
- Centre has applied through the Small Business Administration for support from the Payroll Protection Program. We are now evaluating the Main Street Loan Program, offered by the Treasury Department.
- In the coming week, the Resource Capture Team will evaluate components of the third federal COVID-19 stimulus package, recently approved by both the House and Senate.
- All of this is helping to offer a clearer picture of the negative financial impact the College will have to address as it moves forward, though much remains uncertain.

**Admission and Financial Aid**

- Replies from admitted students continue to track alongside the previous two years, both in deposits and cancellations. Since we have moved our reply date for admitted students from May 1 to June 1 (as have the University of Kentucky and the University of Louisville), we are likely to see response patterns change in the coming week, and straight year-over-year comparisons will be less accurate. Although we will know more about projected new student enrollment in mid-May, we really won’t know our position until early June.
- The admission and financial aid team worked creatively to host an online version of Centre of Attention Day on April 18, our main admitted student event, including a zoom session with speakers and a student panel, individual appointments for financial aid counseling, sample recorded online classes, topical information sessions, and a YouTube playlist of VR campus tour segments. The event came off very successfully, was well-attended, and students remained engaged throughout.
- The U.S. Department of Education has just this week issued clarifying guidance on the use of CARES Act higher education relief funds designated for emergency aid to students. A small team is working on a distribution plan that best benefits Centre students within federal requirements.

**Scenario Planning**

- President John Roush has formed a Long-Term Contingency Committee to plan for the future, with a special focus on summer and fall. Ten subcommittees will look at particular areas of campus operations for each of the scenarios. The insights and recommendations from the subcommittees will help inform the difficult decisions to be made by President Roush in consultation with President-elect Milton Moreland and the senior staff.
• In addition to the work being done by staff and faculty members, the committee will also confer with EAB (the Education Advisory Board) and Hanover Research, current College consulting partners.

**Facilities Management**

• A facilities management team member has been making masks for use by students, faculty, and staff across campus. Please contact Dawn Sears to receive your own mask.
• The first plexiglass divider has been installed at the Facilities Management office to assure safe and healthy contact by those staff who are still working on campus and have interaction with others. More will be installed in the coming days.

**Academic Affairs**

**Student Support for Remote Learning**

• On April 7, Dean Ellen Goldey received a letter signed by approximately 100 students that included a detailed report outlining the concerns and struggles that many students were facing after shifting to remote learning. The next day Dean Goldey shared the report and letter with the faculty, asking them to consider the student concerns and act upon them whenever possible. Robyn Cutright, interim director of the Center for Teaching and Learning (CTL), also provided a recommended list of actions for the faculty to consider in responding to the student concerns.
• At the same time, a “Centre Cares” reporting system had been in development, and it was launched on April 8. This tool provides a way for students to report their challenges, request resources and support, make suggestions, and share what is going well.
• Similar Centre Cares reporting systems are now in place for both staff and faculty.

**Fall Scheduling**

• Centre announced earlier this week a decision to shift to a block scheduling approach, known as CentreBlocks, for fall 2020 that divides the semester into two approximately 6-week blocks, during which students will typically take two courses each block. Students will receive specific information soon, but general details are available here:
  o [https://www.centre.edu/centre-college-adopts-flexible-block-schedule-for-fall-2020/](https://www.centre.edu/centre-college-adopts-flexible-block-schedule-for-fall-2020/)
• A reminder that guidance about student grading options during this pandemic, including the P/D/U option, withdrawals, or incompletes, is available here:
  o [https://centrenet.centre.edu/ICS/icsfs/mm/passdunsatisfactory_option_for_spring_2020.pdf?target=f1890a91-8255-418a-a92a-e4509f28a01e](https://centrenet.centre.edu/ICS/icsfs/mm/passdunsatisfactory_option_for_spring_2020.pdf?target=f1890a91-8255-418a-a92a-e4509f28a01e)
Center for Career & Professional Development (CCPD)

- The CCPD is now completely virtual. Students can schedule an online Zoom appointment with their career counselor using the Picktime online appointment scheduling system.
- The CCPD has also compiled information on companies that continue to hire during this crisis, virtual/remote internships, and post-grad jobs, as well as tips on virtual interviewing:
  - centrenet.centre.edu/careers
- Many employers and graduate schools are still hosting information sessions and interview days, all of which are now virtual through Instagram or Zoom.
- Two new programs have been added to further respond to the current situation. The first is “Job Searching During a Recession,” an alumni panel on April 30 at 11:30 a.m. featuring '08 and '09 graduates, and the second is an Instagram Live Q&A with career counselors on May 5 at 4 p.m.
- Recordings of all of these events (plus past Career Chats) are now available on the CCPD’s new YouTube channel. Closed captioning has been enabled on all videos:
  - https://www.youtube.com/channel/UCln3ig2KbMO-p2WnL_T5DNA

Grace Doherty Library

- Librarians are working with students and faculty remotely to provide reference services via chat, and through drop in Zoom office hours daily from 1-4 p.m. Staff are also available via email. Work is also being done with several classes to find accurate COVID-19 data, as well as on usual resources relating to every program of study.
- The Digital Scholarship Librarian is working to capture campus social media and other relevant information sites to digitally archive historical and current events, including all COVID-19 responses and feedback.

Remote Learning and Information Technology Support

- The Center for Teaching and Learning (CTL) remains busy doing the same things as in the previous update: supporting Zoom and Moodle use by faculty and staff, providing support and resources for faculty (as well as staff and students, including hardware, software, and guidance), and planning ahead to summer support for faculty work.
- Zoom conferencing remains extremely active, with a little over 2,300 videos/lectures/instruction uploaded to Ensemble since March 16. Zoom meetings since Centre started online instruction on March 30 now number 10,185. Zoom statistics for the past 7 days include 2,498 meetings, 355,453 meeting minutes, and 16,045 participants.

Study Abroad and Away

- The Center for Global Citizenship (CGC) is making decisions on fall study abroad and study away programs on a case-by-case basis, taking into consideration the feasibility of the program, as well as health and safety issues as determined by the U.S. State Department, the CDC, and study abroad professional organizations. For some programs,
we work with a partner—either domestic or international—so decisions will be made in collaboration with those partners.

- As decisions are made, the CGC office will contact students directly by email. The expectation is to contact all students about their fall 2020 programs by early June.

**New Initiatives, Innovations, and Renovations**

- With support from donors and external partners, the College has launched CentreWorks, an exciting partnership between the College and the broader-community focused on business, entrepreneurism, and community development, which is described here:
  - [https://www.centre.edu/new-centreworks-program-at-centre-college-to-provide-unique-business-and-entrepreneurial-opportunities/](https://www.centre.edu/new-centreworks-program-at-centre-college-to-provide-unique-business-and-entrepreneurial-opportunities/)
- The Student Life Office is working with Facilities Management to prioritize projects to enhance first-year residence halls.
- Architects were on campus Thursday, March 23 for a walkthrough of Crounse Hall to finalize their renderings for the new student academic success center, to be called the Learning Commons.

**Student Life**

**Centre Counseling**

- Centre Counseling encourages students to reach out for mental health support over email, phone, and videoconferencing.
  - Email [counseling@centre.edu](mailto:counseling@centre.edu) for general information.
- A number of virtual workshops have been scheduled in the coming days and weeks to support students on a variety of issues associated with current circumstances, including managing anxiety, increasing compassion, self-esteem and adjusting to living with family. All times listed are Eastern Standard.
  - Finding our Compassion in a time of Fear: Intensive Workshop for Expanding and Uncovering your Compassionate Self with Joel Klepac focuses on incorporating into life compassion uncovering practice. This workshop takes place twice weekly, Mondays and Fridays, 11 a.m. to 12 noon. For questions, contact [joel.klepac@centre.edu](mailto:joel.klepac@centre.edu).
  - Moving Back in with Family Again Workshop with Joel Klepac addresses skills for managing the struggles of moving back home. This workshop takes place weekly on Mondays from 3-4 p.m. For questions, contact [joel.klepac@centre.edu](mailto:joel.klepac@centre.edu).
  - Quarantine Well with Mike Spears explores Therapeutic Lifestyle Changes or simple steps you can take to decrease your anxiety and depression. This workshop takes place Tuesday, from 10:30-11:30 a.m. To participate, contact [michael.spears@centre.edu](mailto:michael.spears@centre.edu).
  - Meditation Workshop with Ann Goodwin takes place on Wednesdays, 11:30 a.m. to 12:30 p.m. To participate, contact [ann.goodwin@centre.edu](mailto:ann.goodwin@centre.edu).
  - Confronting Anxiety During the Quarantine with Mike Spears is aimed at enabling participants to identify, monitor, and cope successfully with both generalized levels of tension and worry, as well as with situationally generated
anxiety. This workshop takes place Thursdays, 11 a.m. to 12 p.m. To participate, contact michael.spears@centre.edu.

- Song Share: A Collaborative Workshop to Inspire Creating and Connection with Joel Klepac is a space to share a song you have been writing, learning on an instrument or voice, an original or an old cover you have been picking away at. This workshop takes place Thursdays 3-4:30 p.m. To participate, contact joel.klepac@centre.edu.

- Self Love … the Verb Workshop with Crystal McPherson explores self-love as an action versus a feeling and discusses how self-love promotes resiliency, connectedness, and growth. This workshop takes place Fridays at 9 a.m. To participate, contact crystal.mepherson@centre.edu.

- Finding our Compassion in a time of Fear: Intensive Workshop for Expanding and Uncovering your Compassionate Self with Joel Klepac. This workshop takes place twice weekly, Mondays and Fridays from 11 a.m. to 12 p.m. For questions, contact joel.klepac@centre.edu.

- An upcoming QPR Suicide Prevention Training is scheduled for April 28. Sign up with michael.spears@centre.edu.

**Student Health**

- Student Health staff are available to help students by appointment. These appointments occur remotely or in person, as appropriate, with infection control measures implemented.
- Staff continue to follow guidance issued primarily by the American College Health Association and CDC, as well as from national, state, and local public health leaders.
- Staff reach out to students living on campus, individually, at least once each week.
- A representative has been participating in the Coronavirus Task Force meetings on a regular basis.
- A representative has also been participating regularly in conversations around diversity and inclusion, as well as meeting with a student organization, Sister to Sister.
- Cloth masks have been distributed to every student residing on campus. These were donated by a local group and some students are now assisting that group with mask making.

**Athletics**

- Coaches and support staff continue to keep up with their student-athletes, checking in and fostering community—even if remotely. They are supporting academic success, emotional adjustment, and much-needed human connection.
- Athletics administration continues monitoring the local, regional, and national landscape surrounding the fluid COVID-19 situation, in part, by keeping up-to-date with the information and recommendations released by the NCAA’s COVID-19 Advisory Panel.
- Recruitment efforts continue as coaches work hard on yielding a critical piece of the fall 2020 incoming class, as well as working on the fall 2021 enrollment cycle.
Human Resources and Health Benefits

• The overall well-being of the College’s employees continues to be a priority. Recent ongoing efforts included a webinar by Cariloop entitled “Caregiving through COVID-19.” They have indicated that there were so many questions they will plan to host a follow-up webinar to continue to answer those questions. The tentative date is May 6 at 2 p.m. Be on the lookout for an invitation to that event.

• TIAA-CREF representative Chad Seabaugh is available to schedule a time to meet virtually with anyone interested. He may be reached at 1-800-842-2252 ext. 256906.

• An extensive list of Resources & Tips was sent to faculty and staff on Thursday, April 23, and a similar list of resources (classes, activities, etc.) is being developed for parents to use with their children while at home.

Development and Alumni & Family Engagement

• The entire team has launched a #StayConnected campaign for the remainder of the fiscal year (ending June 30), though a few of the elements (5k/iPad giveaway/Notes for the Roushes) have an end date of May 24.

• The idea is to encourage our alumni, parents and friends of the College to remain connected to the College and to each other through their charitable gifts and through a series of fun virtual events. Among those initiatives are:
  o Brief “Jurassic Park Talks” by emeritus faculty members on YouTube
  o A virtual Flame Run 5K
  o “Centre Reads” featuring suggestions from faculty and staff members
  o A series of virtual conversations with John and Susie Roush in lieu of their final spring tour of regional alumni meetings

• As the Commencement coordinator, Anaris Sickles sent a very brief survey to the senior class this week, inviting their input to assist in planning alternatives to replace regularly scheduled Commencement.