

**Buffalo State
State University of New York
COUNCIL MEETING
September 8, 2020 4:00 PM
Zoom Meeting
MINUTES**

COUNCIL MEMBERS PRESENT: Chair Linda Dobmeier; Mr. Todd Brason; Ms. Melissa Brinson; Allen “Pete” Grum; Mr. Mylous Hairston; Mr. Charles Naughton; Mrs. Cindy Odom; Mr. Robert Zak and Student Representative Jennifer Mauk.

FACULTY & STAFF PRESENT:

President Katherine Conway-Turner; Provost James Mayrose; Vice President for Finance and Management, Laurie Barnum; Vice President for Student Affairs, Timothy Gordon; Vice President and CIO, Jackie Malcolm; Vice President for Institutional Advancement, Jim Finnerty; Chief of Staff and Chief Diversity Officer and Secretary to the College Council, Crystal Rodriguez-Dabney; Associate Provost, Amitra Wall; Associate Professor, Arts & Design Department and Chair of the College Senate, Bhakti Sharma; Dean, School of Education, Wendy Paterson; Interim Dean, School of Arts and Humanities, Carlos Jones; Interim Dean, School of Natural and Social Sciences, M. Scott Goodman; Dean, School of the Professions, Rita Zientek; Dean of Students, Sarah Young; Staff Assistant, Presidents Office, Melissa Slisz.

CALL TO ORDER

Ms. Dobmeier called the meeting to order at 4:04 p.m. Ms. Dobmeier welcomed everyone to the meeting and thanked all for attending remotely.

ACTION ITEMS

Ms. Dobmeier called for a motion to approve the minutes from the May 5, 2020 meeting and the Special meeting on July 31, 2020. Mr. Zak moved that the minutes be approved; the motion was seconded by Ms. Brinson. The motion carried by unanimous vote.

Ms. Dobmeier welcomed our new Student Representative to the College Council. Jennifer Mauk, she is a Junior majoring in Journalism and Political Science.

Linda asked President Conway-Turner to deliver her report to the Council.

PRESIDENT’S REPORT

President Conway-Turner thanked Ms. Dobmeier for her report. Welcomed all to the meeting. Each cabinet members gave a COVID 19 update.

The President had some brief division updates that she thought were important for the Council to know and all reports were in her report (see attached).

Student Affairs

Tim Gordon reported for the committee (see attached).

Facilities

Laurie Barnum reported for the committee (see attached).

ADJOURNMENT

Ms. Dobmeier called for a motion to adjourn the meeting. Mr. Zak moved to adjourn the meeting and Mr. Naughton seconded the motion. The motion carried by unanimous vote. The meeting was adjourned at 4:56 p.m.

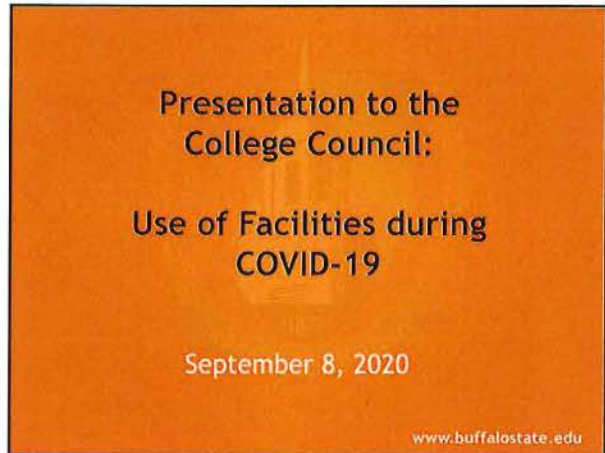
Respectfully Submitted,

Crystal J. Rodriguez, Esq., LL.M.

Secretary to the Council



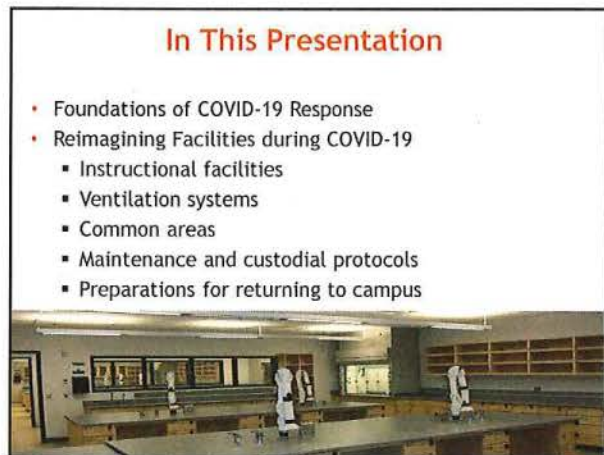
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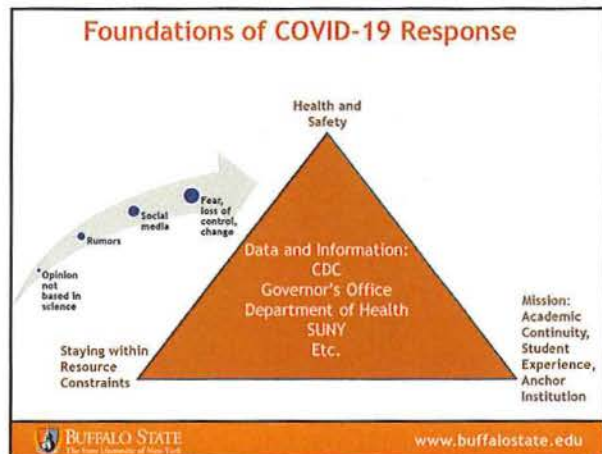
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Instructional Facilities

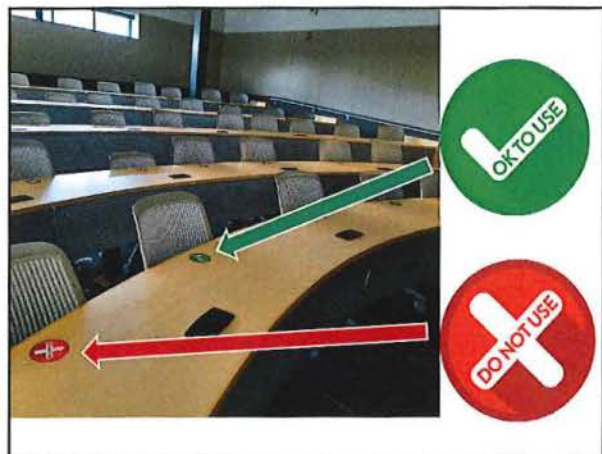
Established new seating plans to reduce density:

- Maintaining minimum of 6 feet of distance when students are seated
- Removed, marked or repositioned furniture accordingly
- 101 general purpose classrooms: Average occupancy of 31%
- 129 departmental labs: Average occupancy of 20%

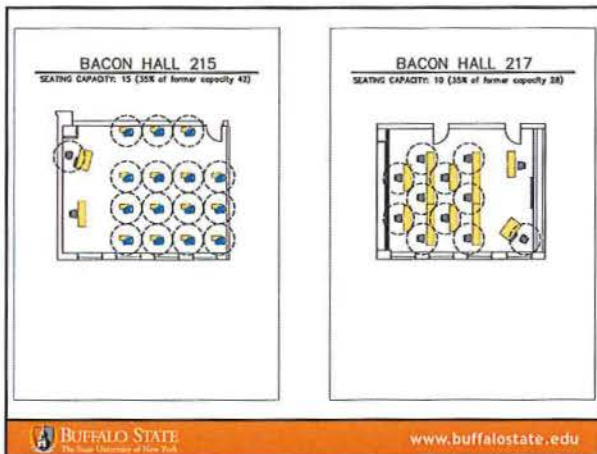
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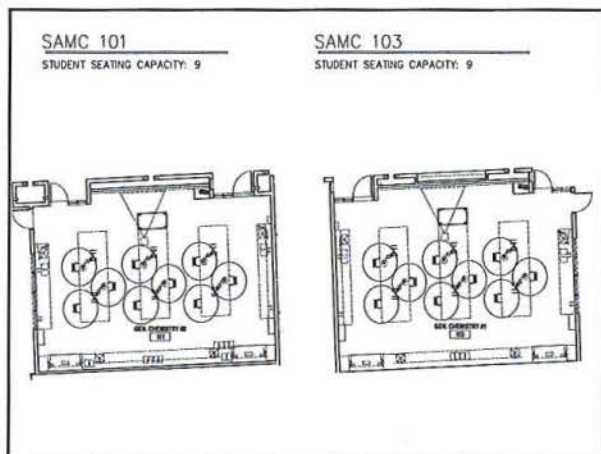
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Ventilation System Modifications

- Following guideline from:
 - Centers for Disease Control and Prevention
 - Department of Health
 - American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE)
- Checked all systems for proper operation
- Extended ventilation runtimes: 2 hours before and 2 hours after occupancy
- Runs 24/7 in residence halls and restrooms
- Increased outside air intake where possible
- Have begun installing 1908 MERV-13 filters throughout



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10

Common Areas

- Students need places to study, remote into online classes, eat take-out food, etc.
- We have rearranged furniture and used stickers on built-in furniture
- Goal is to maximize seating within the safe 6-foot limits
 - Soft seating spaced 6 feet apart
 - Small tables will have one seat per table
 - Stickers used at long benches and furniture that is grouped and powered
- Butler Library: Tutor rooms reserved for remote classes when not in use for tutoring

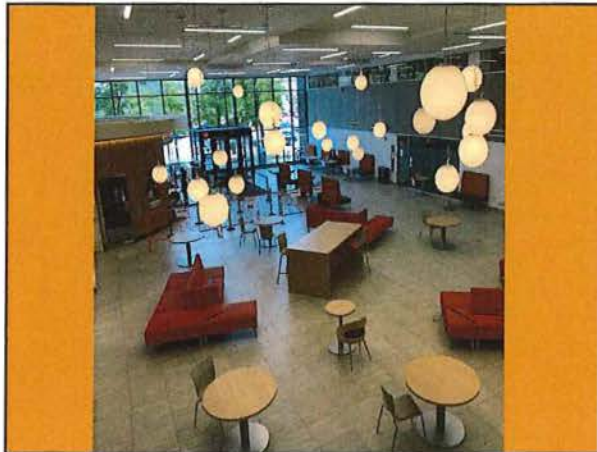


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11



12




13

Operational Changes: Custodial

- Created COVID-19 Emergency Response Cleaning Team
- Distributed EPA approved virucide disinfectants:
 - Oxivir for classroom use
 - Virex for academic, administrative departments
- Initiated blue tape notification system for office cleaning needs
- Installed alcohol-based hand sanitizing stations throughout campus
- Initiated cleaning focus for high touch surfaces





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14

Operational Changes: Maintenance

- Maintained and inspected building systems: Fire alarms, emergency generators, sprinkler systems, sewer systems, kitchen ventilation
- Flushed domestic water within campus buildings throughout campus closure
- Inspected air handling units for proper operation
- Purchased MERV 13 filters for improved filtration


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15

BUFFALO STATE COLLEGE FACULTY/STAFF, STUDENTS, AND VISITORS

EPA has approved Oxivir disinfectant for use on the largest number of surfaces and materials. Oxivir is EPA approved for use on all surfaces.

-  **See that each disinfecting should be performed.**
-  **Services may be reduced or significantly altered to limit large gatherings in campus spaces.**
-  **Face coverings are required to be worn inside all campus facilities and outside when any form physical distancing cannot be maintained.**

If you have any questions or need assistance, please contact the Office of Environmental Health and Safety at (716) 863-3333 or ehs@buffalostate.edu

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COVID-19 Tips To Avoid Coronavirus


-  **Hand Sanitizing Station Use**
Vibrating alcohol-based hand sanitizer should be applied with care and proper hand technique to all surfaces of hands, except fingers.
-  **Wash Your Hands Regularly**
With Soap & Running Water for At Least 20 Seconds.
-  **Face Coverings Required**
Face Coverings should be worn in ALL public places.
-  **Avoid Touching**
Your Eyes, Nose Or Mouth.
-  **Avoid Close Contact**
with Anyone Who Is Sick. Keep Distance To Protect Your System.
-  **Keep Your Work Area Clean**
Or Shared Common Surfaces And Around Your Work Area.



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16

COVID-19 BATHROOM PRECAUTIONS

- Knock and announce yourself as you enter** 
- Maintain 6-foot social distancing** 
- Limit occupancy to 50%**
- Wash your hands after use** 
- Refrain from placing and storing personal items on counters** 
- Wear a mask when entering and exiting a restroom** 

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17







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18

Preparations for Return to Campus

- Physical space reviews by Environmental Health and Safety staff
- Departmental walk-throughs
 - Offices
 - Butler Library
 - Dining spaces
 - Intercollegiate Athletics
 - Bookstore
 - Campus House
 - United Student Government
 - Day Care Center
 - Etc.
- Ensuring each layout adheres to social distancing and spacing protocols
- Reviewing work practices
- Providing guidance on office arrangements to reduce density and gathering spaces



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19

Personal Protective Equipment (PPE)




Ensuring departments have necessary PPE to return to work safely at reduced density:

- Face masks (cloth and disposable)
- Face shields
- Specialty clear face masks
- Signage
- Floor markers
- Engineering controls: sneeze guards, shielding
- Hand sanitizer units installed
- Common use area protocols disseminated

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20



21



22

Resources

- [Buffalo State College COVID-19 Information](#)
- [Buffalo State College Guidance for Return to Campus](#)
- [NY Forward: Reopening New York Higher Education Guidelines](#)

23

Questions?

24

Presentation to the
College Council:

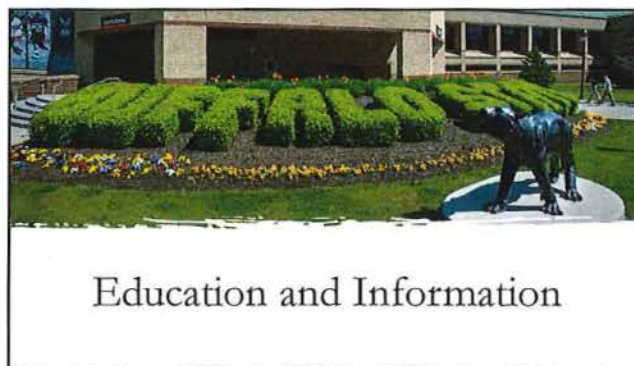
Use of Facilities during
COVID-19

September 8, 2020

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1



2

A social media performance report for Buffalo State. At the top, it features the hashtag '#BuffState' in large orange letters, social media icons for Facebook, Instagram, and Twitter, and the handle '@LeadEngageBSC'. Below this is a table of social media statistics.

Social Media: Life at Buff State			
Twitter	Facebook	Instagram	Total Stories: 88
Total Posts: 7	Total Posts: 9	Total Posts: 9	Impressions: 33,386
Impressions: 7,153	Impressions: 3,760	Impressions: 7,190	Engagements: 16 Views: 27,189
Engagements: 224	Engagements: 485	Engagements: 757	IGTV Videos: 3
			Full Video Views: 1,637
			Engagements: 228

3

A COVID-19 Safety Checklist infographic. It features five items with corresponding icons: 'Wash or sanitize your hands frequently' (hand icon), 'Wear a face mask' (mask icon), 'Complete the COVID-19 Questionnaire App to monitor daily symptoms' (checkmark icon), 'Keep your distance: remain 6 feet from others' (distance icon), and 'If you have a temperature above 100 degrees: students, stay home or in your residence hall room and call Weigel Health Center at (716) 878-6711; faculty/staff, stay home and contact your personal health care provider' (thermometer icon). The Buffalo State logo and the website 'coronavirus.buffalostate.edu' are at the bottom.

4

COVID-19 AND SHARED LIVING SPACES
Tips for staying healthy and others safe

- STAY HOME** Daily: Stay home as much as possible. Avoid crowded places and large gatherings. If you must go out, wear a face mask and practice social distancing.
- WASH YOUR HANDS** Often: Wash your hands frequently with soap and water for at least 20 seconds. Use hand sanitizer if soap and water are not available.
- WEAR YOUR MASK** Daily: Wear a face mask in public places, especially when around others.
- STAY HOME** Daily: Stay home as much as possible. Avoid crowded places and large gatherings. If you must go out, wear a face mask and practice social distancing.

Do your part, Bengals! Wash your hands.

Do your part, Bengals! Wear a mask.

Do your part, Bengals! Maintain a 6-foot distance.

5

Communication to Students

BUFFALO STATE COLLEGE
FALL 2020 RETURN TO CAMPUS

From Buffalo State students and faculty members:
Back to class, August 26, 2020 at 12:00 PM
By Preparing Students and Faculty to Return to Buffalo State
Support Preparing Student and Faculty Return Plan for the Fall 2020 Semester

Building Access Plan for the Fall 2020 Semester

As we begin to prepare for the return to campus, we are committed to ensuring that students, faculty, and staff are safe and healthy. We will be implementing a variety of safety measures, including social distancing, wearing face masks, and avoiding large gatherings. We will also be providing resources and support for students and faculty who may be experiencing challenges. We will be working closely with the health department and other community partners to ensure that we are doing everything we can to keep everyone safe and healthy.

Key Dates:

- Back to class, August 26, 2020 at 12:00 PM
- By Preparing Students and Faculty to Return to Buffalo State
- Support Preparing Student and Faculty Return Plan for the Fall 2020 Semester

What to expect when you return to campus:

- Social distancing
- Wearing face masks
- Avoiding large gatherings
- Staying home as much as possible
- Supporting resources and information

We are committed to protecting your personal information. Please do not provide any personally identifiable information to anyone who is not authorized to receive it. For more information, please contact us at communications@buffalostate.edu.

6

Testing and Tracing

7

COVID-19 Pool Testing

As of 9/4:
67% of students participated in the pool testing

- All resident students are to be tested
- Emails and text message reminders go out the day before and day of their testing
- Posters are displayed in residence halls as a reminder

All students are provided with:

- face masks
- sanitizer
- a sanitary key
- thermometer

[COVID-19 Case Dashboard](#)

[Erie County COVID-19 Tracker](#)

[NYS COVID-19 Tracker](#)

COVID-19 POOL TESTING

Buffalo State College is providing a pool of COVID-19 testing for all students. The pool testing will be conducted in residence halls. The testing is free and confidential. The results of the testing will be provided to the health department. The testing is a key component of our COVID-19 response plan. We are committed to ensuring that all students are safe and healthy. We will be providing resources and support for students who may be experiencing challenges. We will be working closely with the health department and other community partners to ensure that we are doing everything we can to keep everyone safe and healthy.

8

Campus Daily Symptom Tracker


- Must be completed everyday by students if they are on campus
- Students will receive reminder daily
- Weigel Wellness Center monitors the responses every day and follows up with students reporting symptoms or exposure

When tracker is complete student will get a red, orange, or green circle:

- Student is free to go to class (must show green dot to professor)
- Student must stay home or in-residence hall until contacted by a Weigel Wellness Center health provider.

We will continue to push announcements through Blackboard, Banner, email, and text to increase engagement

BUFFALO STATE STUDENTS

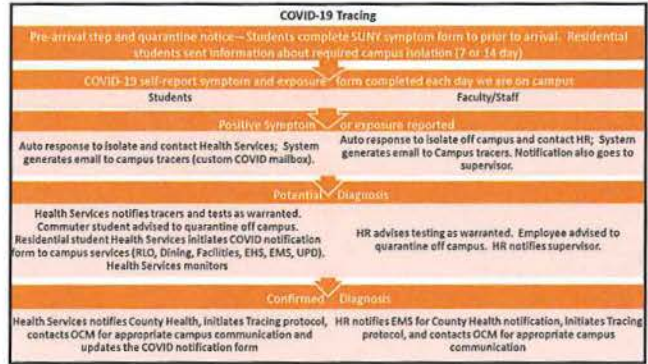


Complete your Daily Symptom Monitoring Questionnaire

Symptom monitoring should be completed each day you are on campus. Resident students must complete daily. Students not on campus by questionnaire will be contacted by health services.

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9



10






11




August move-in included density controls such as assigned move-in times, guest restrictions and face covering requirements.

Resident students from states on restricted travel list:
14-day quarantine

Resident students from states not on restricted travel list:
7-day quarantine

12



Cassety Hall


Gatherings:

- Social gatherings are limited to 10 residents/staff and are assessed according to space size
- Capacity signs will be posted throughout common areas

Guests:

- Residential students may visit other halls
- Non-residents and non-students are not allowed in residence halls

- Campus health ambassadors are assisting with education stations, temp checks, PPE, assist with symptom tracker during first 2 weeks of semester
- Assigned and hired temp staff are available to follow up with off campus concerns and liaise with students in precautionary isolation
- Meal delivery and check in with quarantined students for physical and mental health twice a day



13



New Operating Protocol for the Campbell Student Union

- Building entry will only be on the Plaza side (opposite the Library), all other entrance doors will be locked.
- Upon entry, you will be asked to scan your Bengal ID for contact tracing purposes.
- There are 5 lines you may enter to move about the Union.
- All furniture has been removed (except for dining areas) to discourage congregating.
- Masks will be required.
- Hand sanitizer stations have been added throughout the building.


Safety Practices for Dining Services:

- Contactless payment
- Furniture placed six feet apart
- Physical distancing markers
- Sneeze guards at all locations with food
- Expanded food delivery services
- Limited service items and self-service
- Use of face coverings
- Temperature and symptom checks

Reservations allow us to reduce density



14



Covey Field track resurfacing project is completed

Intercollegiate Athletics

- All fall sports competitions are suspended. In addition, the winter conference and non-conference schedules will be delayed until January 2021.
- All student athletes will be required to undergo screening and symptom checks daily and immediately preceding any sport activities.
- If an athlete answers yes to any questions on the questionnaire or has a fever above 100.4 degrees before a game, the athlete will be required to be tested and will not be allowed to participate in the game.
- If the test is positive the athlete will be isolated and all those who were in close contact with this student will be quarantined for 14 days.
 - All sports activities related to this group will be cancelled for 14 days.

15



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16



**President's Report
To the
Buffalo State College Council
September 8, 2020**

Progress Report, Updates, and Significant Accomplishments
Since the May 5, 2020 meeting.
Prepared by: Kate Conway-Turner, President

Academic Affairs

Divisional Highlights for the President's Report to the College Council
September 8, 2020

ACADEMIC AFFAIRS HIGHLIGHTS

School of Education

We welcomed the **first class of the Buffalo Urban Teachers' Pipeline Residency program** funded by the NYS Legislature with support from Assemblywoman Crystal Peoples-Stokes. We currently have 21 students in the undergraduate program and 16 in the graduate program. Graduates will teach on all grade levels, serve students with disabilities and multilingual students, and advance teacher aides and assistants in the BPS to initial teaching certification.

School of the Professions

Buffalo State CIS Undergraduate student Ismail Ali has been announced as a student nominee for the InfoTechWNY Beta Award.

- Ismail Ali is an upcoming 2021 graduate of **Buffalo State College** and current Information Technology Help Desk Support at **ASM Research**. He is considered an extremely valuable member of the IT team at Buffalo State, has done a tremendous job at his studies, and is described as a wonderful person to be around by his peers. When he isn't studying, he also works for the IT Help Desk at Buffalo State and serves as an integral part of their Client Systems team.

https://www.linkedin.com/posts/infotechwny_studentintechnology-wny-infotechwnybetas2020-activity-6704385865201799168-I4uP

Buffalo State and Riverside Academy are co-sponsoring **Buffalo's Blue Economy 101: The business, health, and laws of our waters**, a free virtual conference on October 17, 2020.

- The conference will discuss economic opportunities provided with sustainable and protected water resources and the ecological and biological approaches for reaching these goals. The conference will further present the policies and laws that protect our waterways, and how these are enforced – or at times, difficult to enforce – and inform on how citizens can affect a healthy, water-based course of action.

Honors

Muriel A. Howard honors students' accomplishments

- Crista Sukennik (May '20), graphic design major won 2 silver medals for integrated ad identity campaigns at the 2020 Addy Awards. She also was the only college student that was a finalist in the Ad Age magazine's Young Creatives Cover Competition, an international competition.
- Vincent Agro (May '20), a chemistry major with a mathematics minor, SUNY Chancellor's Graduate Fellowships for the State of New York of up to \$5,000 to continue education at a SUNY campus for either completion of a bachelor's degree or a graduate degree. Awards include the 2018 Chemical Rubber Company Chemistry Achievement Award, the 2019 ACS Polymer Education Award, and the 2019 Dr. Chrzanowski Analytical Chemistry Award. In 2020, he received the American Chemical Society Western New York Section's Outstanding Senior Award, the American Institute of Chemists Award, the Dr. Surjit Singh Memorial Physical Chemistry Award, and the Saul Barron Memorial Award.
- 44 different honors students produced and presented 46 different posters at the Student Research and Creativity Conference 2020

Small Business Development Center (SBDC)

Bengal Stripes Leadership Program details: <https://sle.buffalostate.edu/bengal-stripes-leadership-program>

SBDC created the **Entrepreneurship track**:

The Entrepreneurship track awakes the entrepreneurial spirit and curiosity for students interested in starting their own business. After experiencing the workshops, students will be able to:

- Have a better conception of what entrepreneurship is and what it takes to start a business.

- Understand the entrepreneurial journey through the lenses of local entrepreneurs and previous program participants.
- Gain confidence using the resources and tools that are available at BSC for those who are interested in developing a business idea and/or starting a business.
- Join the Buffalo State College INC.ubator program and be able to enter the annual business plan competition.

Karina Loera-Barcenas from SBDC is our Student Incubator Director. Thus far 14 students have signed up for the Entrepreneurship track- this will enable us to be highly competitive in the 2021 New York State Business Plan Competition!!!

Civic and Community Engagement

- Buffalo State's leadership in the West Side Promise Neighborhood Initiative has grown and deepened. WSPN has brought many new member organizations to the table, and is working on improving the lives of children and their families living on Buffalo's West Side. New initiatives as a result of COVID-19 include efforts to better coordinate food supports for residents throughout Buffalo's west side and coordination to address the digital divide evident in under-resourced communities.
- Buffalo State has developed extensive voter engagement resources and supports to educate, inform, and involve students in the 2020 elections. Videos, social media, and individual outreach are being utilized by the Civic and Community Engagement Office to inspire and encourage students to recognize the importance of active election participation.
- Faculty have successfully transitioned many community partnerships to remote projects that continue to meet community priorities. Community partnerships can provide a high impact practice that helps to deepen student learning and student engagement, while working to meet the needs of organizations throughout Western New York. In the 2019-2020 year, 74 faculty members engaged nearly 2,000 students in 143 different courses that involved partnerships with 137 community organizations.
- Bengals Dare to Care is traditionally a day of service for the Buffalo State community in partnership with local organizations, hosted by President Conway-Turner. To keep our students and community safe during the Covid-19 pandemic, Bengals Dare to Care has been reformatted.

IPDS (International Professional Development Schools) program successfully sent a cohort of 14 students and 2 faculty to Torremaggiore, Italy, in January, offering music education and childhood education candidates experience teaching literacy and musical skills in a multilingual environment. A new partnership with **IPDS and the International Graduate Program for Educators**, started in Medellin, Colombia. 5 classroom teachers participated with teachers at the Lincoln School.

Student awards spanned campus, SUNY and National PDS organizations including:
NAPDS (National Association of PDS): 2020 Emerging Leader Award to childhood education teacher candidate and PDS student representative, Kelly Glowny

SUNY

1. 2020 Chancellor's Award to IPDS Ambassador Rakia Akter
2. 2019 Chancellor's Award for Excellence in Faculty Service to Dr. Pixita del Prado Hill

Civic Engagement: Mary Cummings and Andrea Todoro from West Buffalo Charter School won the reciprocal partnership award. Dr. Hibajene Shandomo received the Leadership in Community Engagement award. Future Teachers Club won the Outstanding Community Service Award for the second time. Three of our students won special awards including Rakia Akter who won the Outstanding Student Volunteer Award.

Educational Opportunity Program (EOP)

We successfully completed the 2020 Virtual Summer Academy. Students were registered for 2 once credit courses; an introduction to college course taught by their counselor, and an intro to creative problem-solving course taught by Faculty in Creative Studies.

As classes started, we had a total of 191 students. During the academy we had 3 students withdraw from the College which also pulled them from the Academy, we are finishing with the total of 188 students.

Non-academic student development activities included seminars on the important history of Buffalo, Healthy Cooking on a Budget, Financial literacy, Mindfulness, and Empowerment. Overall, our students excelled, and exceeded expectations. Our overall theme was to teach and challenge them remotely so they can be properly prepared for on-line learning, and the feedback indicated we were successful.

EOP Transfer students did not complete an extended EOP orientation this year, however they are registered for a fall 1 credit intro to college course taught by their EOP Counselor, and a 1 credit Career development course through Career Services.

Academic Success

Summer Bridge:

The Summer Bridge program offers incoming first-year students a one-week transition to college experience. The program is open to general admit incoming first-year students.

The Summer Bridge program offers several benefits:

- One free college credit toward Fall semester
- Early residence hall move-in for residential students

- Matched with a peer mentor who will provide year-long support
- Build a connection to campus and develop a social network
- Sessions on making a successful transition into college

Students in the summer bridge program had higher retention rates and GPA's that students not in the program. Also, the students all passed the course with a high overall average and had a tremendous growth rate from the pre and post assessments.

Peer Mentoring:

The Peer Mentoring program at Buffalo State connects successful upper-class students with first-year students to help them with the social and academic adjustment to college life. Peer Mentors connect with their first-year mentees the entire academic year to ensure they are finding their way to academic success at Buffalo State.

The Peer Mentoring Program offers several benefits:

- Connection to a group of other first-year students who have similar majors or interests
- Mentees receive guidance, support, and encouragement from Peer Mentors during the transition to college life at Buffalo State
- Provides mentees with educational, campus resource, student organization, and team building opportunities
- Connects mentees to other campus offices that may help them succeed

Students in the summer bridge program had higher retention rates and GPA's that students not in the program. Also, student's GPA's and retention rates were higher the more times they met with a Peer Mentor.

Supplemental Instruction:

The Supplemental Instruction (SI) sessions are scheduled group meetings in which SI Leaders (who are academically successful Buffalo State students) help students in the SI course review notes, discuss readings, develop organizational tools, and prepare for assignments and examinations. Courses that included SI time have a required additional hour built into students' schedule.

The Supplemental Instruction Program offers several benefits:

- Free peer-led sessions by successful Buffalo State upperclassman
- An additional hour of support for challenging courses
- Learn additional study techniques which will help in all Buffalo State courses
- Better preparation for exams, quizzes, and homework
- Students collaborate and engage more with their peers

Many of the courses with Supplemental Instruction Leaders had lower DFW rates and higher overall class averages than courses without SI. Additionally, students in SI classes saw higher growth from the pre to the post assessments throughout the semester.

Academic Advising

The 2019-2020 academic year was a busy one for the Professional Advisers in Academic Commons. For the start of the fall 2019 semester, we assigned a designated adviser to the HON program to better focus on and assist with the needs of this student population. Also, for the fall 2019 semester, we installed a computer "kiosk" for the Drop-in Advising Center that would allow advisers to better manage the flow of drop-in traffic as well as track and document these meetings in the Bengal Success Portal more efficiently. In October 2019, we were able to send 2 of our staff

members to NACADA's 43rd Annual Conference in Louisville, KY where the theme was: "In Their Corner: Advising Students to be the GREATEST!" In February 2020, the majority of our Professional Advisers spent a day in Niagara Falls for professional development, attending the WNY Advising Conference, which covered various topics including: "Creative Problem Solving and Advising Minoritized Students"; "Advising Across Generations: How to Enable our Students and their Parents"; and "Meeting Them Where They Are: Applying a Trauma-Informed Lens to Advising". In addition, we had 2 of our very own advisers, Dr. Josie Adamo and Ms. Patricia Jones, present at this conference on the topic of the *Native American Student Transition Theory*. The title of their presentation was "A Mile in My Moccasins". Also, during the spring semester, the advisement staff moved into their newly renovated suite in the Butler Library, which unfortunately only lasted a week before going remote for COVID! Speaking of remote, the advisers quickly jumped on board advising continuing and incoming freshman through various remote services and even created an online, virtual chat to continue providing a drop in service to students. Throughout the summer months advisers also implemented a new advising style, based on the Title III grant, which provides a more interactive advisement session with incoming freshman that allows them to have greater involvement in the choice of classes they take during their first semester with the hopes that they will be more vested into their education and see improved retention and success.

Finance and Management
Divisional Highlights for the College Council
September 8, 2020

DART STREET PROJECT

In 2019, Buffalo Mayor Byron Brown and President Katherine Conway-Turner announced that the college affiliate, BSCR Corporation, had been chosen as the designated developer for [166-170 Dart Street](#), the current site of the City of Buffalo Impound Lot. The site is located on the western campus border, adjacent to Buffalo State Building 50 and parking lot G-20. In fall of 2019, Buffalo State and the BSCR Corporation issued an RFP for development of the site.

In response to the COVID-19 pandemic, public aspects of the Dart Street project were paused in spring 2020. This fall the project resumes with a virtual public exhibition on **Monday, September 14, from 6:00 to 8:30 p.m.** [Please join us!](#)

At this online event, RFP respondents will describe their visions for development of the Dart Street site. The virtual exhibition will include:

- Presentations from three developer teams
- A live-monitored virtual question-and-answer session
- Break-out sessions. Each developer team will have its own monitored video conferencing room.

In response to the COVID-19 pandemic, the BSCR Corporation will request an extension to the original 18-month designated developer agreement (DDA) timeline for developing a plan for the 8.8-acre parcel and completing purchase of the property.

EMERGENCY RESPONSE PLANNING

Vice President for Finance and Management Laura Barnum is serving as Agency Executive for the campus response to the COVID-19 pandemic. She is designated by the President as chief administrator responding to the public health emergency. University Police Chief Peter Carey is serving as Incident Commander.

Buffalo State units and departments have participated in the response to the COVID-19 public health emergency as follows:

BUSINESS CONTINUITY

- **Financial Operations**
 - Developed campus financial projection scenarios for FY 2020-21
 - Student Accounts Office processed spring student refunds relating to COVID-19
 - Financial Management continues to capture COVID-19 costs and other financial data as requested by SUNY System Administration for weekly submission

- **Spending Controls**

Established and implemented procedures for spending controls that oversee and constrain spending in the categories of salary-related expenditures and hiring practices, non-salary-related expenditures (OTPS spending constraints), and controls on capital project expenditures

CAMPUS OPERATIONS

- **Copy Center**

Implemented and encouraged the use of Copy Center email submissions to limit in-person contact.

- **Custodial Services**

Custodial Services is implementing a detailed cleaning and disinfection plan that includes:

- Continuation of routine cleaning
- Disinfection of frequently touched surfaces
- Cleaning and disinfection for re-occupancy of buildings
- Cleaning and disinfection following a suspected or confirmed case of COVID-19
- Hand sanitizer dispensers placed within campus facilities
- Guidance for employees about how to clean and disinfect their own workspaces

- **Events Management**

- Created a Campus Events and Visitors Protocol with accompanying procedures to be used during COVID-19
- Reconfigured classrooms consistent with guidelines for social distancing and reduced density
- Developed a Public Forum Policy addressing the use of Buffalo State facilities for peaceable assembly
- Preparing a fully virtual commencement for the Class of 2020 to occur on September 26, 2020

- **Property Control and Sustainable Programs**

- The surplus warehouse is developing an electronic inventory of surplus furniture: Employees will not be visiting the warehouse during COVID-19, but instead may email requests for furniture.
- Surplus and loan forms may now be submitted with electronic signatures

- **Parking and Transportation Services**

- Studied the rationale for resuming each of three intra-campus shuttle routes in the current environment. Determined to resume the grocery and overnight routes, but to discontinue the Grant Cleveland Shuttle for fall 2020.
- Secured equipment to engage in contactless transactions

- Implemented an online parking appeal form to reduce in-person contact
- **Sponsored Program Operations**
Worked with various research programs to ensure that the appropriate safety practices and protocols were in place at off-campus research sites.

COMMUNICATION

- Coordinated the development and submission to SUNY of Buffalo State's Plan for Restarting Operations for fall 2020. This was a cross-divisional, cooperative effort.
- Participated in virtual return-to-work town halls for faculty and staff
- Developed a return-to-the-workplace website containing guidance for employees
- Provided ongoing information to the campus community regarding spending controls processes and requirements related to COVID-19
- Provided ongoing information to the campus community regarding alternative work arrangements (working from home) during the pandemic

RETURN TO CAMPUS

- **Environmental Health and Safety**
 - Conducting walk-throughs of all campus spaces and departments to help ensure successful repopulation of the campus during the COVID-19 health emergency
 - Reviewing workstations and spacing to ensure compliance with CDC guidelines
 - Providing personal protective equipment to members of the campus community as needed
- **Human Resource Management**
 - Reviewing all department return-to-work plans for adherence to guidance regarding reduced density and other safety protocols
 - Initiated a Research Foundation return-to-campus work plan where staff are reporting to the office on a rotating schedule
 - Developing a new online daily health screening assessment form for employees
 - Implemented the Research Foundation system for employees' health assessment checks
 - Implemented an online return-to-work authorization form that outlines steps to be taken by employees before they return to working on campus

Institutional Advancement

Divisional Highlights for President's Report to College Council

September 8, 2020

Development Highlights

- Launched new George Floyd Memorial Scholarship. Fund initiated by the Buffalo State College Foundation unanimously voting to designate \$250,000 into an endowed scholarship fund. The fund has grown to over \$300,000 with additional gifts.
- Several Large Planned gifts have materialized this year and several others have been secured for our future. Over \$1M received and over \$2M newly secured.
- Raised over \$150K for new Student Emergency Fund with a \$55K match from SUNY
- Our Annual Bengala was reimaged as Bengalathon, BSC first virtual fundraising event. The event exceeded last years net revenue by lowering expenses and sustaining the level of sponsorships and stand for a student donations.
- Raised over \$350K from 6 primary donors for the new Creative Studies Innovation Suite to be located in the Butler Library.
- Partnered with Art Conservation beginning their 50th anniversary with gifts totaling over \$500K.

Alumni Highlights

- Created a "2020 Grad Wall" where alumni, students and friends can share their good wishes to the Class of 2020.
- Hosted a very successful alumni panel webinar on "Creating Your Own Career."
- Worked with Home Economics alumnae to collect information for a newsletter in lieu of a Reunion event that was scheduled for June.
- Recruited alumna Raven Baxter Travis to give the First Year Convocation address; facilitated recording and posting of the talk to the College website.
- Recruited 7 alumni to serve on the Scholarship Committee; \$22,250 in scholarship support was awarded to 19 students.
- Coordinated the "Bengals at Work COVID series" about alumni responding to the pandemic
- On-boarding alumni for our flash mentoring portion on the PeopleGrove platform and are positioning ourselves for long-term distance engagement with alumni. Partnering with Student Engagement, Residence Life, the Honors Program and EOP as ways to reach students impacted by the pandemic.

Equity and Campus Diversity

Divisional Highlights for President's Report to College Council
September 8, 2020

Buffalo State learned of its selection as the first campus in the SUNY PRODiG program, a SUNY system program developed to help campuses increase diversity in faculty hiring, in January 2019. Among the many reasons for this selection was the success of our already established Diversity Fellows program. Over the course of the spring and summer of 2019, a national search was conducted to hire a cluster of faculty to teach in our newly inaugurated Africana Studies program. We are excited to welcome an additional hire who has joined the program this semester.

We have also submitted our renewal package to SUNY for consideration for additional funding and expect to receive a response before the end of the Fall 2020 semester.

The PRODiG program has impacted our hiring data. We are actively increasing the number of diverse tenure-track faculty on our campus and actively using this program as a recruiting tool.

Buffalo State is making every effort to increase diversity in leadership. We recognize that faculty diversity is an uphill climb for everyone in higher education but our commitment, and that of our President, is cemented.

As the newly appointed Chief Diversity Officer, I am currently developing an 'onboarding & mentoring program' for current and future diverse faculty which will include connecting them to the campus community and the community at large by introducing them to the relevant cultural and civic connections they may need.

These efforts include:

- a roundtable welcome with the Mayor of our City, who is a proud Buffalo State alum, as well as public and private organizations relevant to their work, to discuss issues relevant to their research and ways they can practically connect their research and studies to the community.
- On-going workshops and seminars are being developed to keep the program's faculty engaged with campus and better access their individuals need in order to ensure their success.
 - Microaggression and Unconscious Bias Training, which will be for all faculty and staff

National Recognition

Buffalo State College had received 8th HEED award for our Diversity and Inclusion on campus and will be once again featured in an upcoming edition of the nationally circulated magazine.

The President's Council for Equity and Campus Diversity is planning to leverage data sources from two surveys conducted on campus that assess aspects of campus climate, which are administered every three years.

The SUNY Student Opinion Survey (conducted in 2018) as well as the National Survey of Student Engagement (conducted in 2017) measures aspects of campus-wide climate for students, which can be found on an institutional dashboard [here](#).

In fall 2019 a Campus Culture and Employee Engagement and Satisfaction Survey was created and administered in January and February 2020, which was an extension of the Great Colleges to Work for Survey (NOTE: we purchased the ability to add demographic questions, as well as administer the survey to our entire workforce).

Our additions to the survey included asking for age demographics, gender identity, sexual orientation, ethnicity, and race, which we purchased a dashboard that will allow us to review how different demographic groups responded to the survey to better understand the experiences of different employees and how to better support equity, diversity, and inclusion on-campus.

Other News

- Sexual Harassment Training renewals for the year have been successfully integrated and administered. We expect to have a high completion rate by the end of the semester.
- A Diversity Speakers Series is being developed with the hopes of bringing a nationally recognized speaker in this space who will evoke thought provoking conversations for our students and faculty. We hope to launch this series in the Spring of 2021 and bring in a 'big draw' from the campus and surrounding community.
- Our Beyond Boundaries film series has kicked off virtually and anti-racist items have been intentionally added. We have added an additional component that will recommend documentaries that are themed related to upcoming affinity months, (e.g Hispanic Heritage Month, Disability Awareness Month, etc.) that students can watch and discuss in a safe space.

Student Affairs

Divisional Highlights for the President's Report to the College Council
September 8, 2020

COVID-19 has brought a significant number of challenges for staff and students. The Division of Student Affairs realizes that students and the continuation of their college is paramount. To that end, the division has created a number of videos to instruct and welcome students back to campus. Below are a sample of the videos:

- **Vice President for Student Affairs** <https://studentaffairs.buffalostate.edu/>
- **Dean of Students** <https://deanofstudents.buffalostate.edu/>
- **Dining Services** <https://dineoncampus.com/bsc/>
- **Residence Life Office** <https://residencelife.buffalostate.edu/>

With the assistance of Marketing and Communications, a series of educational and informational signs and posters were created for the campus community:

- **COVID-19 Bathroom Precautions**
- **Office Signage**
- **General Student Signage**
- **COVID-19 and Shared Living Spaces**
- **Office Door Sign**

In addition, listed below are other initiatives put in place for students:

- Boost Mobile was added to assist in reducing density in the union while allowing students to order from all their favorite retail concepts around campus and skip the line. Students don't need to enter the Union as we are adding a pick-up spot outside on the retail patio.



- Created and implemented an electronic Daily Symptom Tracker for students, faculty, and staff. The tracker is monitored daily and provides students with the proper follow-up when needed. This tracer provides us with information of possible COVID disease or exposure and allows us to test and quarantine those individuals of concern and then isolate as needed.
 - With the assistance of IT, a COVID-19 Precautions Protocol has been created for non-residents students to review and mark as read, prior to accessing their Banner account. The protocols inform students on travel advisory, wearing of face masks, CDC/SUNY guidelines, and the Daily Symptom Tracker.
-

1st Quarter Unit Highlights

COVID-19 created many new challenges for the division. New policies and procedures were created to prepare for the fall return of students. While many staff work remotely, we continue to focus on the delivery of services to student. As situations change and resources shift, staff is assisting other areas in the division where possible. From assisting with Residence Life student move-in to serving as contact tracers, the staff is pitching in.

Athletics

As COVID has shifted the focus for many other departments at Buffalo State College, Athletics was no exception. Athletics pivoted most part-time, benefit eligible, assistant coaches to also serve the college as Health Ambassadors and Contact Tracers. We were able to reduce expenses by approximately \$400,000 including approximately \$40,000 by re-hiring assistant coaches on Sept. 1 instead of August 1. We assisted with the creation of virtual programming for faculty, staff, and students to be part of Student Leadership and Engagement's Weeks of Welcome.

Career Development Center

We welcomed and trained our new Director in a virtual environment. We were able to successfully transition from Purple Briefcase (ORCA) to Simplicity ([BengalLink](#)) for all of our online job postings, volunteer opportunities, and internship announcements. All workshops, presentations, and 1:1 appointments were moved virtually, and we planned a two day socially distant retreat to set goals and establish new office culture with a focus on equity and inclusion.



Chartwells

Bengal Kitchen Reservations will be introduced this semester. It will allow us to effectively reduce density throughout the Bengal Kitchen so that students can still enjoy the sit-down eating experience. Reservations will be required for Lunch & Dinner M-F and can be made on the dine on campus app. The Bengal Kitchen Grab & Go allows students to enjoy the dining hall menu at their convenience without having to make a reservation. Located outside of the Bengal Kitchen, this addition offers quick, delicious options for students featuring the selections from what is offered inside, but now it is on-the-go. Sushi Do Hot Bar was added this semester to help reduce density and increase speed of service. By partnering with Sushi Do, our students will be getting the same great quality that they have come to expect from Sushi Do, but now in a delicious Chinese takeout concept style.



Residence Life Office

We supported residential students through the ongoing COVID-19 pandemic including hiring 100+ office assistants in less than two weeks, moving all staff training to virtual, developing a four-day move-in plan in three synchronous locations, developing a hot state move-in plan, developing 14- and 7-day quarantine protocol, and numerous email message changes. We worked with campus departments to develop a quarantine protocol for symptomatic residential students and adjusted and communicated changes to housing termination process.

Dean of Students

The Dean of Students Office went digital with our Virtual Take Back the Night that included 5 student performances and 50 participants in the remote event. The Emergency Relief Grant was utilized in the spring of 39,701.40 dollars distributed out of the 75,000-grant received (grant is available through the fall 2020 semester)

A promotional poster for the "Take Back the Night 2020" event. At the top, a teal banner contains the text "Our Virtual Take Back the Night 2020 Event is now live! Please visit <https://tinyurl.com/ydyarem6> to watch." Below this, the phrase "Be the generation that changes the culture" is written in a cursive font. The central part of the poster features the text "IT'S ON" in a white box, "It is NOT your fault" in a bold, sans-serif font, and "break the silence" in a cursive font. A large orange graphic of the letters "US" with a white outline and a white silhouette of a building inside the "U" is positioned in the center. To the left of the "US" graphic, the text "Its ok to ask for help" and "Be an activist for CHANGE" is displayed. At the bottom, the text "Take Back the Night" is written in a large, bold, teal font, with the phrase "see something, say something we believe you" in a smaller, cursive font below it.

- Milligan's Food distribution – 237 bags filled: 127 unique visits



Student Conduct and Community Standards

- Added a Fall 2020 Covid-19 tab to provide information to students, as well as adding a tab to link directly to the Student Conduct Institute to document the training sessions that have been made available regarding TIX 2020 Final Rule.
<https://studentconduct.buffalostate.edu/>
- Pivoted to conducting online student hearings.

Student Affairs Operations

- Worked with Environmental Health and Safety (EHS) to coordinate PPE needs for divisional units.
- Worked with EHS and Human Resources to coordinate divisional units return to work plans.

Weigel Wellness-Health

- Worked to implement a process to have students report daily symptoms via app and implemented a robust tracing protocol to ensure reporting and support robust tracing.

- We managed 567 (5% increase over last year) patient concerns and appointments since April. These are both in person encounters, telephone management and telehealth.
- All non-compliant freshman and transfer student's immunization records were searched for in the New York State and New York City immunization resulting in over 75% being able to be automatically cleared through this process.
- We tried to call every Buffalo State student and do a wellness check on them. We provided many of these students with information on financial concerns and food insecurity.

Weigel Wellness-Counseling

- Transitioned to telehealth, conducted 1,170 telehealth appointments with students.
 - Maintain regular phone outreach to students in isolation/quarantine.
 - Alcohol and Other Drugs education workshop was re-formatted to present virtually.
 - In collaboration with Student Leadership and Engagement, a virtual presentation/discussion on being an LGBTQ+ ally was presented live and recorded for future use.
 - During the summer months, we offered virtual training to EOP paraprofessionals on self-care and healthy coping, which included discussion on the impact of racism, violence, and discrimination.
 - Offered an online workshop to faculty and staff on responding to student health concerns.
 - In preparation for fall, 2020 we have developed workshops on the following topics: adjusting to online learning, supporting communities of color, and coping with grief.
 - Offering online counseling groups for students impacted by racism.
 - Additionally, we will be offering online groups on Cognitive Behavioral skills, mindfulness-based coping skills, and a discussion-based group for LGBTQ+ students
-

Information Technology, Market & Communications

Divisional Highlights for President's Report to College Council

September 8, 2020

Information Technology

Enterprise Systems

Over the course of the quarter, we completed a number of projects related to campus needs that arose as a consequence of the COVID-19 emergency, including a Banner Self Service page allowing students to apply for CARES act funding, to include the ability to submit an application for all aid to be payable via direct deposit. We have been working with the IT Project Management Office in converting paper-based forms to electronic, including the leave of absence and withdrawal from College. We are continuing to work with the PMO in the development of the capability to upload financial aid documents via Banner Self Service and on a change of major form, as well as an electronic signatures capability.

Just prior to the start of the fall term we completed, as part of the BoostMobile ordering platform, a method by which students can look up their card id number without having to travel to the Carding Office to obtain the same information. This was needed in order for students to use meal plan funds to order meals. ES staff put together a 'forced survey' within Banner Self Service targeted to commuter students, requiring commuter students to acknowledge distancing guidelines before conducting any other business within Banner.

As part of an effort to provide for the capability to provide for health screening and contact tracing for students, and as part of an upgrade, ES staff completed changes to the integration between the Banner Student system and the Mediat medical records system administered by the Weigel Health Center.

Enterprise Systems has been engaged with the Admissions Office in converting the in-house integration between the Banner Student system and the Slate Customer relationship management system (CRM) to a vendor-supplied integration solution, Constituo. We continue to work with PMO and other groups, participating in work related to the Data Warehouse project, the Banner 9 Self Service upgrade. We continue to support changes needed in the Bengal Success Portal (Starfish) and in Banner in support of the Title III program.

Operationally, we continue to process and close hundreds of requests and incident reports, including ad hoc reporting requests, requests for patches and upgrades, account access requests, and changes to existing account access. This work is primarily related to Banner, but also related to access to other platforms such as Blackboard, Degree Works, Slate and the Bengal Success Portal (Starfish).

Enterprise Information Systems

Working with Facilities and contractors we started the installation of the wired and wireless network, Voice over IP phones, electronic locks, and security cameras for Phase IV of the Science & Math Center project. Our project to migrate all intrusion (burglar and panic) alarms to

the current security software has started with Butler Library and Cleveland Hall completed to date. These upgrades will provide University Police with an updated and more reliable way to monitor these alarms across campus. We are also working with University Police to upgrade their voice recording system that records all emergency phone calls and radio transmissions together with upgrading them to Voice over IP phones that will provide them with additional incoming call capacity.

We continue to add capacity to servers and systems to support the ongoing remote work and teaching during the summer. We have continued to make many changes to the access control system on campus to support the ongoing safety efforts during the pandemic. Working with the other staff in Twin Rise to develop and implement a safe return to work environment as well as to be ready for the return of students to campus for the Fall semester.

Institutional Research

SUNY Administered the Remote Instruction Survey for Students to evaluate the impact the transition to remote instruction has had on students and to advise our campus of any difficulties experienced during and after the transition to remote instruction precipitated by the COVID-19 pandemic.

We revised the purpose and mission of the Data Governance Advisory Committee and established new goals and objectives to build strong trust in institutional data. New and more inclusive memberships were proposed into three hierarchical level of decisions. Our team lead the Buffalo state team and coordinate with the SUNY ITEC and Blackboard teams to schedule A4Learn (Data Warehouse) review meeting and implementation schedule for buffalo state. Developed an initial Personnel and Payroll dashboard in Tableau.

ITOM

The primary effort this quarter has been in support of Financial Management Procedures for Spending Controls with software contract renewals. Modifications were made to the TeamDynamix contracts workflow processing to accommodate necessary steps for Spending Constraints Attestation Form and Spending Controls Oversight Committee review. This involved increased oversight of the process and communication channels with users, vendors, procurement and IT staff, as our contract renewals are often time sensitive. Also, continued IT COVID-19 Expense reporting for reimbursements as well as year-end financial reporting. Strategic Planning review has also been a main priority with assisting Accessibility Services with the Electronic and Information Technology Accessibility Strategic Plan, the IT Strategic Plan Review. There has also been a Tech Fee Budget Review.

Technology Support Services

Technology Support Services diligently worked to gather the equipment and software needed by faculty, staff and students for the COVID transition. Windows Virtual Desktop became a much needed and used tool. Forsyte consulting assisted with setting up the environment for initial beta testing for Windows Virtual Desktop. Initial testing made us realize a lot of additional work and testing had to be completed. Compounding matters was the recent release of WVD 2.0, which improved the product in many areas but now required retraining on many aspects. We are now

looking to have a new beta/pilot environment put together during the fall semester and hope to be able to have it ready as a production offering in the spring. Many software installations, renewals and assessments happened for areas all over campus. A large focus was the continued work on the O365 project and have either completed or made good progress on a few of the initial pieces. We are now focusing on the compliance aspect. This is a large piece and one of the more complex ones. Addressing this will allow us to move on to the remaining items, which should be a bit easier. The AV Installation team worked on many projects throughout the campus and completed several trainings.

Admissions

This past quarter our efforts have been almost entirely focused on yielding our admitted student class. We held 1,158 virtual events this quarter and met with 1,869 students over the course of these programs. The events ranged from admissions presentations, to academic presentations, events for transfers, juniors, accepted students, EOP & Honors programming, as well as one-on-one appointments with admissions and our ambassador team. Additionally, our team made over 11,500 phone calls to our applicant, admitted and deposited pool of students to help with questions and encourage next steps throughout the spring and summer. 87K text messages were sent and received this quarter alone.

These efforts have yielded an exceptional freshmen class in a period of epic uncertainty. At the time this is submitted, we currently stand at 1622 registered freshmen (our goal was 1550). Across the SUNY University College sector, we saw an -8.1% decline in freshmen deposits year over year. We currently have 436 registered transfers (our goal was 700). This decline in transfers is reflected across the SUNY system, our sector is down -11.6% year over year and -7.8% across the entire system.

While yield has been a primary focus, we have also conceptualized and drafted the 2020-21 Recruitment Plan. We have developed new admissions practices and scholarship policies to accommodate the test-optional mandate issued by SUNY for 2020 and 2021.

The Admissions leadership team has collaborated with Environmental Health & Safety and HR to develop our BSC Forward Safety Plan and our staff have been approved to return to work. The 2020 Annual Report was submitted on-time along with professional staff performance evaluations and updated PEPDS.

Financial Aid

During this reporting period, the Financial Aid Office (FAO) completed the following noteworthy tasks.

- 1. Generated 20-21 aid packages for the following student groups with a valid 20-21 FAFSA.**

- a. New Freshman Class**

- i. The Admissions Office reported accepting the largest incoming class in Buffalo State's history.
- ii. The FAO partnered with Admissions to generate aid packages for largest incoming class to assist students/parents with their decision to enroll at our college.

1. Aid package generation was also completed for accepted applicants that chose not to enroll at Buffalo State for fall 2020. Examples -
 2. During the FAO's first 20-21 Repackaging cycle, we canceled 3,231 aid packages for incoming freshmen due to their failure to pay the tuition deposit.
 3. 231 new deposited freshmen aid packages were canceled due to failure to comply with verification requirements.
 - b. **New Transfer and New Graduate Students**
 - c. **Continuing Students at all levels** (undergraduate, graduate, and post bach)
2. **Deployment of Student Outcome Tracking (SOT)**
 - d. **The FAO worked in conjunction with Christine Auman, IR (formerly Assistant Director, Financial Aid) and Sean Hudson, Registrar's Office to conduct end-to-end testing for the full deployment of SOT for the 20-21 Academic Year.**
 - e. The FAO played a pivotal role in awareness raising and configuring SOT functionality to ensure full compliance with federal and state aid regulations.
 - f. The FAO is actively fielding and resolving SOT inquiries from students and the academic community.
 3. **CARES Act Grant – Student Allocation (\$5.2M)**
 - g. The FAO partnered with the CARES Workgroup and directed the overall administration and deployment of CARES Act Grant processing for eligible applicants.
 - h. Furthermore, the FAO fielded the plethora of CARES student inquiries and assisted with problem resolution for Round 1 of CARES Application process.
 - i. YTD CARES Grant metrics as of 8/24/20 are noted below.
 - iii. **1,901 students**
 - iv. **\$2,728,714.38**

Registrar

The Registrar's Office worked diligently on scheduling for the school over a 2 week period and was able to make 998 schedule changes to fall 2020 sections in Banner, searched for and secured 204 room changes for fall 2020 and updated room capacities in Banner and 25LIVE to reflect COVID-19 seating capacities. We also worked with facilities and events management to identify rooms to be taken offline for surge space and due to diminished air quality. The Registrar's Office also worked with Financial Aid to launch Student Outcome Tracker (SOT) to reduce the number of nondegree applicable credits that students are taking. We were also able to operationalized the use of MicoCredentials with organizing with early adopters to find out what they were looking to achieve in relation to the DOPS policy that was passed. Multiple options for inputting, recording, viewing in DegreeWorks were reviewed and properly indicating on the transcript. A procedural map for the coding of current and future MicoCredentials was developed to offer to students.

MARKETING AND COMMUNICATIONS OFFICE:

From July 1, 2019 to June 30, 2020 the Marketing and Communications Office completed more than 216 total news stories and features developed from for web News & Events site and media outreach. Some including highlights include 313 positive news mentions across newspaper, television, and radio platforms, and a continuation of Students Who Soar and Faculty Engaged Profile Series. There has been key messaging advisement and written content creation for all president's cabinet level members related to both campus programs and initiatives and the COVID-19 pandemic.

The Creative Services (Publications and Design) department created 163 top level publications for campus partners across divisions, creating 316,380 total pieces of communication. We produced an additional 3,741 pieces for campus faculty, staff, and students. We continued Digital Paid Sponsored Targeted Promotions on brand awareness, Believe. Inspire. Achieve. theme for Buffalo State through Digital Display Ads, Geofencing, PPC Search Engine Marketing, Streaming Radio Spotify and Radio.com and Facebook/Instagram/LinkedIn Ads – for Undergraduate and Graduate Audiences.

Web Services created the Coronavirus-19 Information Website, which is a comprehensive website with Campus Messages, FAQ, Faculty/Staff and Student Resources for all COVID-19 related matters. Key web content was created for all president's cabinet level member divisions and offices related to both campus programs and initiatives and the COVID-19 pandemic. The Buffalo State Main Site Redesign first phase was completed with the new site launch on June 16, 2020. New office and department web templates slated for late fall introduction is still in development. Much of the Admissions Student Recruitment Content was tailored for the Web, including information about the Digital Fall Open House, Info sessions and Campus Tours and Transfer pages all being updated. New Admissions site launched within the new main site deployment. Marketing and Communications is maintaining this site directly with guidance from Admissions staff.

Photography Services completed 190 photography assignments throughout Mar Comm and campus support. Specialized assignments related to COVID-19 campus safety initiatives and life on campus and staff stepping up new efforts across campus. We also researched photography files and partnered with Campus Archives to collect images on campus history in preparation for the 150th Anniversary in 2021. Video Production Services completed many video messaging highlights including Faculty Engaged, Students Who Soar, 150th Anniversary Chairs Preview and various Safety Messages from different members of the campus. Videos for 2020 commencement have been completed, and more Commencement Preparation for the move to a Digital Commencement is taking place.

Social Media (Official Buffalo State Channels)

Platform	Likes, followers	Messages	Impressions	Engagements	Watch Time
Facebook	24,462	486	11,273,691	167,067	
Twitter	10,775	499	1,131,416	22,800	
Instagram	7,755	448	6,344,299	49,856	
LinkedIn	10,435	190	202,819	9,819	
TOTALS	53,427	1623	18,952,225	249,542	
YouTube	1,239	50 Vids	443,924	47,683	1,781.6

Project Management Office

The Project Management Office has assisted multiple offices with projects all over campus including VoIP transition for UPD. This project is in its final stages and should close this fall. The Campus Wireless Upgrade is two thirds complete, and we anticipate completing it before spring semester. We continue to review the many services offered by the IT Department with the IT Services Assessment Project for increased efficiency and better service for the students and faculty on campus. The transition to remote work and a greater need for paperless workflow has enabled us to collaborate with Enterprise Systems on better efficiency with online forms moving to a digital approval workflow. We are working on our recommendations based on the vendor proposal for the Printshop Consolidation. The Jaggaer implantation has been put on hold until there is evidence of a successful implementation at other SUNY schools. An improved model for software assessments was developed, as part of IT governance, for better resource management for the campus.

Respectfully Submitted,

Katherine Conway-Turner, Ph.D.

BUFFALO STATE COLLEGE STUDENTS

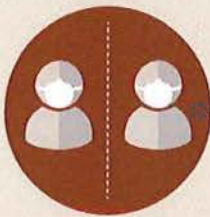
Buffalo State College is operating under guidance from SUNY, the Erie County Health Department, the New York State Department of Health, and the Centers for Disease Control and Prevention.



Gatherings of more than **10 people** in the residence halls will be prohibited on campus.



Services may be **reduced** or significantly altered to limit large gatherings in campus spaces.



Students should also keep a **six-foot distance** between each other in order to reduce close contact. Wear **face covering** when in public spaces and/or when keeping a six-foot distance is not possible.



WET your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



LATHER your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



SCRUB your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



RINSE hands well under clean, running water.



DRY hands using a clean towel or air dry them.

Keeping hands **CLEAN** is one of the most important things we can do to stop the spread of germs and stay healthy.

This is an ever-changing situation and subject to change daily as more information becomes available. Updates will be sent to campus e-mails and posted online at coronavirus.buffalostate.edu.

Thank you for your continued patience and understanding as we work together.



BUFFALO STATE
The State University of New York

coronavirus.buffalostate.edu

**KNOCK!
KNOCK!**

**WHO'S
THERE?**



We're here to help you.
Please knock on the door
and someone will answer.

COVID-19 AND SHARED LIVING SPACES

Tips For Keeping Yourself and Others Safe



LIMIT RISKS in public

- Choose one or two roommates who are not at a higher risk to run the essential errands.
- Wear a cloth face covering every time you leave your room; avoid crowds; and practice social distancing.
- Use forms of transportation (if possible) that minimize close contact with others (e.g., biking, walking, driving, or riding by car either alone or with household members).
- Travel at less busy times if using public transportation and avoid any high-touch surfaces (e.g., handrails).
- Avoid crowded stores and long lines if you can by using mobile ordering for groceries or using takeout.

MONITOR SYMPTOMS AND WEAR A MASK EVERY TIME YOU LEAVE YOUR ROOM

- Ensure that you regularly clean high-touch areas in your room, suite, or apartment (e.g., doorknobs, faucets, light switches, tables, counters, refrigerators, etc.). Use a disinfecting wipe, soap and water, or a sanitizing spray to do this.
- Make sure to not share dishes, drinking glasses, cups, or eating utensils.



Keep your "HOUSE" SAFE

- Clean frequently if you have a shared bathroom within your suite or apartment.
- Be mindful that sinks could be an infection source; avoid placing toothbrushes directly on counter surfaces. Totes can be used for personal items so they do not touch the bathroom countertop.
- Remember to wipe down all of your items before returning them to your personal space.

WASH YOUR HANDS FOR AT LEAST 20 SECONDS

- Take your temperature twice a day with the thermometer that has been provided to you by Residence Life.
- Stay home if you're sick or feel like you are getting sick and call the Weigel Health Center immediately at (716) 878-6711.
- Remember that if you do become sick, the sick person, their roommates, and close contacts need to self-isolate and limit their use of shared spaces as much as possible.
- Use hot water and detergent/soap to wash clothes and dishes. Make sure to wash your mask regularly as well.
- Open the windows. High airflow can disperse respiratory infections. If possible, open windows and doors periodically to get fresh air moving throughout your space.



SAFETY TIPS to keep in mind



COVID-19 AND SHARED LIVING SPACES

Tips For Keeping Yourself and Others Safe



LIMIT RISKS in public

- Choose one or two roommates who are not at a higher risk to run the essential errands.
- Wear a cloth face covering every time you leave your room; avoid crowds; and practice social distancing.
- Use forms of transportation (if possible) that minimize close contact with others (e.g., biking, walking, driving, or riding by car either alone or with household members).
- Travel at less busy times if using public transportation and avoid any high-touch surfaces (e.g., handrails).
- Avoid crowded stores and long lines if you can by using mobile ordering for groceries or using takeout.

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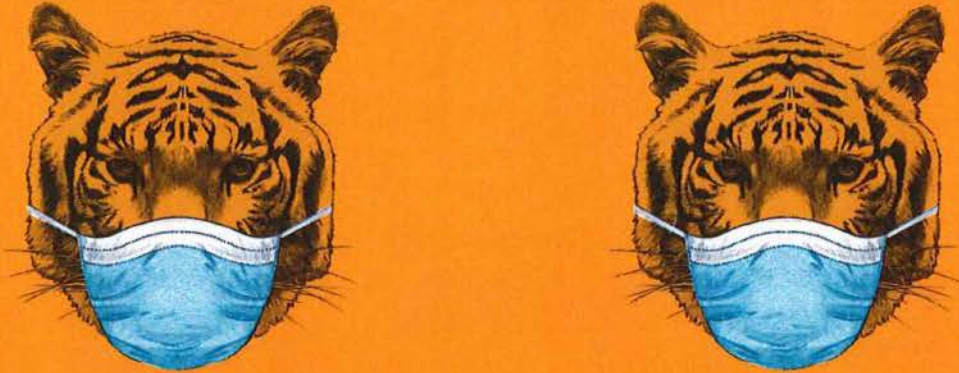
SAFETY TIPS to keep in mind




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The State University of New York

coronavirus.buffalostate.edu


**BENGALS STAY 6 FEET APART
SO THEY CAN STICK TOGETHER.**



 **BUFFALO STATE** } *believe. inspire. achieve.*
The State University of New York

**BENGALS HAVE ALWAYS WORN STRIPES.
TODAY, THEY WEAR MASKS.**



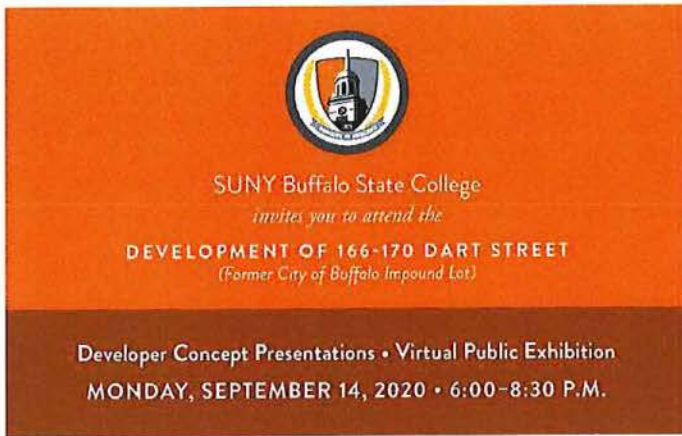
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The State University of New York

Facilities Report to the College Council
September 8, 2020

<http://facilities.buffalostate.edu/>

On August 3, 2020, the Facilities Committee and other members of the College Council participated in a virtual tour of selected Buffalo State facilities and neighboring buildings. The online tour featured facilities with projects in the planning, design and construction phases, as follows:

Projects in Planning and Design during Fall 2020



166-170 Dart Street

The BSCR Corporation, a college affiliate, has been chosen as the designated developer for **166-170 Dart Street**, the current site of the City of Buffalo Auto Impound Lot. The property is located on the western campus border, adjacent to Building 50 and parking lot G-20.

During fall 2019 and winter 2019-20, the BSCR Corporation received and reviewed responses to an RFP requesting development plans for the site. Due to the COVID-19 pandemic, public aspects of the Dart Street project were paused during spring 2020.

We are pleased to resume the project with a virtual public exhibition on **Monday, September 14, 2020, from 6:00 to 8:30 p.m.**

At this online event, RFP respondents will describe their visions for development of the Dart Street site. All are welcome to attend. **Please register here.**



University Police and Campus Operations Center

Building 50 was built in the 1950s and acquired by the campus in 2003. It was constructed for manufacturing but has been used by Buffalo State as a storage facility. This 92,000 square foot building is in great need of rehabilitation.

This renovation will provide appropriately designed space to accommodate the University Police Department and the custodial, grounds, moving operations and property control and sustainable programs units; renovate warehouse and dock space to add much-needed storage for several departments; and create a better link to the main campus pedestrian spine and designated visitor parking areas. This is a \$14.8 million project.



Program Study for Moore Hall

Moore Hall was built as a dining hall to serve Moore Complex and the Towers. Currently the building is being used by the custodial services and property control and sustainable programs offices, which will relocate to Building 50 once that facility is renovated.

The facility and housing master plans indicate that Moore Hall should be returned to student life use. The campus has performed a program study to determine the best uses for this building. These may include, but are not limited to, food service, multipurpose programming space, lounge space, and a convenience store.



Classroom Building

The Classroom Building, built in 1972, retains most of its original systems and its space configuration. These no longer meet the needs of our students and faculty.

This project will provide study and lounge space for students and address the teaching needs of our academic departments. It will add an identifiable south entrance to the building, increase natural light, improve wayfinding and replace building systems and finishes. A deep energy retrofit will be addressed. This will be a phased renovation with a total budget of \$78 million.



CHA Buffalo State College
Athletic Fields Replacement Study Phased Concept Planning Plan
March 2020

Athletic Field Study

During construction of the Science and Math Complex, the campus gave up an outdoor competition field temporarily. Buffalo State has recently conducted a comprehensive study to determine the best location for the NCAA-regulation replacement field. The broader objective of the study was to envision a destination outdoor athletic and recreation complex.

Phase 1 construction will replace the lost field. It will include a press box, bleachers, scoreboard, sound system, lighting and concessions.



Civic and Community Engagement Center

Originally an attendants' home at the Buffalo Psychiatric Center, NYS Office of Mental Health Building 15 is currently mothballed. Ideally located near Rockwell Road, the Burchfield Penney Art Center and Hotel Henry, it is envisioned as the future home of Buffalo State's Civic and Community Engagement Center.

The college has developed a business case and program scope for the civic and community engagement building concept; the next step is to determine how the concept would fit in Building 15. A study will determine project scope and costs for renovations.

Projects in Construction during Fall 2020



Central Heating Plant Reconstruction, Phase 1

Buffalo State's steam plant is at the end of its life cycle. This project will replace boilers and all associated equipment with new and more efficient versions. This will save costs for fuel, operation and maintenance; reduce harmful emissions and potential for harmful fuel leaks; provide a more reliable source of heat and hot water for the campus; and potentially clear space in the building for other service uses.



Iroquois Drive Reconstruction

This project, phased to occur over two seasons, is reconstructing the roadway, curbs and underground drainage of Iroquois Drive. The concrete retaining wall is being repaired along a portion of the north side. Improvements include new site lighting, storm water retention and treatment, a continuous sidewalk, high visibility crosswalks, sharrows for bicycles and improvements to the green area on the north side of Moore Complex.

Construction on this \$7.9 million renovation began in spring 2019.

Projects Recently Completed



Science and Mathematics Complex, Phase 4

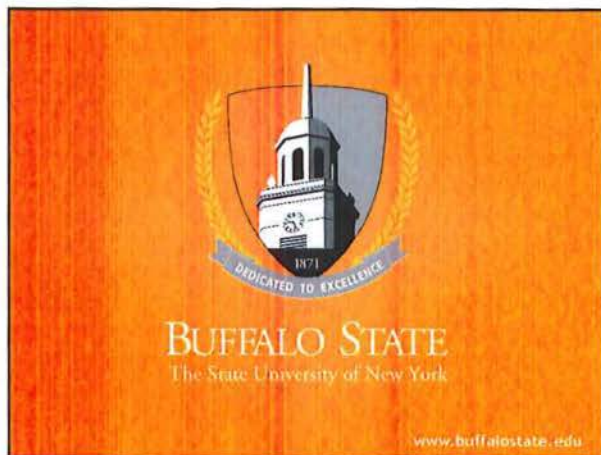
Phase 4 has substantially completed this comprehensive, multi-year project with the addition of the spherical, stand-alone Whitworth Ferguson Planetarium, greenhouse, lecture hall, classrooms, offices and labs. The cost was \$35.5 million.

Projects Recently Completed (continued)



Academic Commons, Butler Library

As part of its Academic Improvement Plan, Buffalo State has co-located and centralized academic support services in Butler Library. The resulting Academic Commons includes academic advising, tutoring, the Writing Center, the Math Center, the EOP Academic Center for Excellence, and Student Accessibility Services. Areas of the first and second floors of the library have been reconfigured and upgraded in this \$15.3 million project.



1

Presented by:

1. Laura Barnum, VP for Finance and Management
2. Steven Shaffer, Director of Facilities
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3

**Presentation to the
College Council:**

**Use of Facilities during
COVID-19**

September 8, 2020




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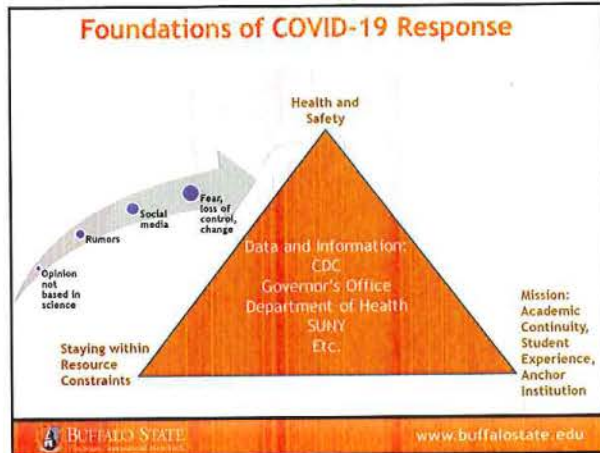
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In This Presentation

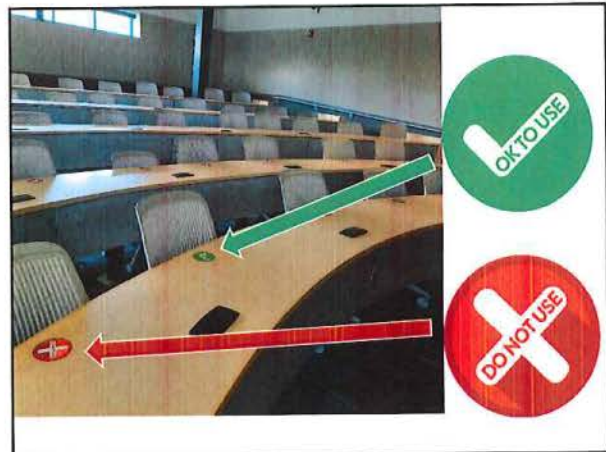
- Foundations of COVID-19 Response
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 - Ventilation systems
 - Common areas
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Instructional Facilities

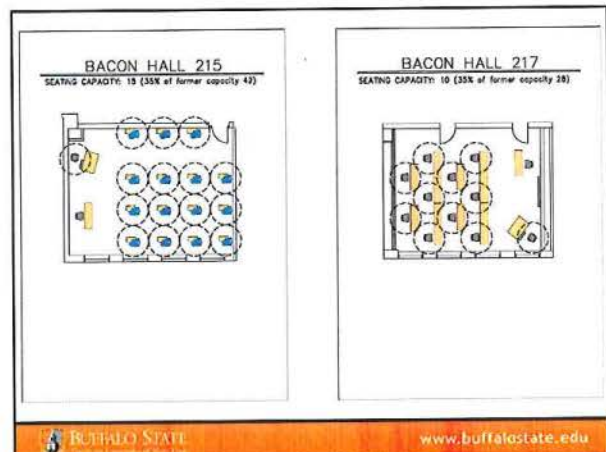
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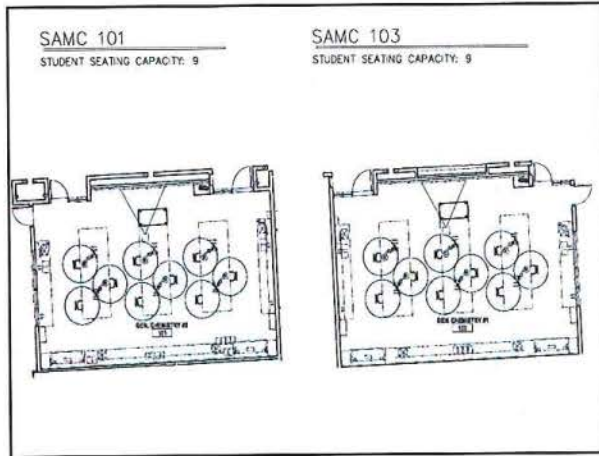
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 Buffalo, New York

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8



9

Common Areas

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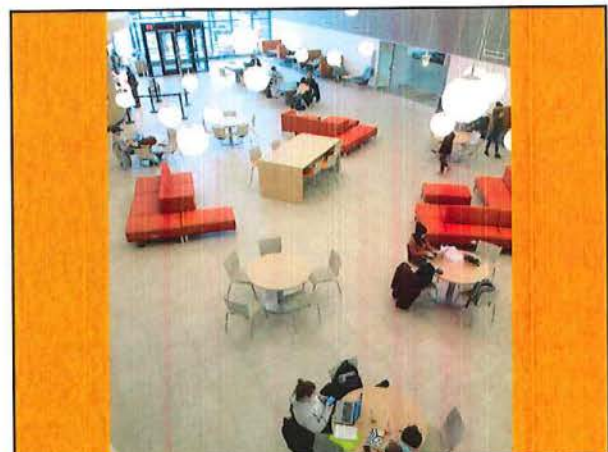
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Ventilation System Modifications

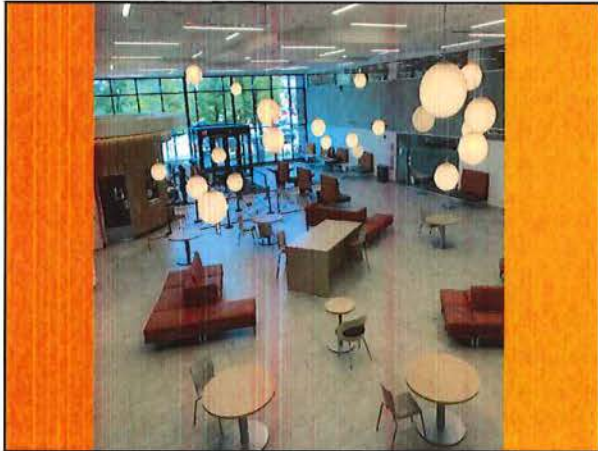
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- Runs 24/7 in residence halls and restrooms
- Increased outside air intake where possible
- Have begun installing 1908 MERV-13 filters throughout

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12



13

Operational Changes: Maintenance

- Maintained and inspected building systems: Fire alarms, emergency generators, sprinkler systems, sewer systems, kitchen ventilation
- Flushed domestic water within campus buildings throughout campus closure
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15

Operational Changes: Custodial





- Created COVID-19 Emergency Response Cleaning Team
- Distributed EPA approved virucide disinfectants:
 - Oxivir for classroom use
 - Virex for academic, administrative departments
- Initiated blue tape notification system for office cleaning needs
- Installed alcohol-based hand sanitizing stations throughout campus
- Initiated cleaning focus for high touch surfaces




14

16

**COVID-19
BATHROOM PRECAUTIONS**

- Knock and announce yourself as you enter** 
- Maintain 6-foot social distancing** 
- Limit occupancy to 50%**
- Wash your hands after use** 
- Refrain from placing and storing personal items on counters**
- Wear a mask when entering and exiting a restroom** 

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17

Preparations for Return to Campus

- Physical space reviews by Environmental Health and Safety staff
- Departmental walk-throughs
 - Offices
 - Butler Library
 - Dining spaces
 - Intercollegiate Athletics
 - Bookstore
 - Campus House
 - United Student Government
 - Day Care Center
 - Etc.
- Ensuring each layout adheres to social distancing and spacing protocols
- Reviewing work practices
- Providing guidance on office arrangements to reduce density and gathering spaces




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19

SOCIAL DISTANCING
6 FEET APART
STAY SAFE

SOCIAL DISTANCING
6 FEET APART
STAY SAFE

6 FEET APART
PLEASE WAIT HERE

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18

Personal Protective Equipment (PPE)

Ensuring departments have necessary PPE to return to work safely at reduced density:

- Face masks (cloth and disposable)
- Face shields
- Specialty clear face masks
- Signage
- Floor markers
- Engineering controls: sneeze guards, shielding
- Hand sanitizer units installed
- Common use area protocols disseminated

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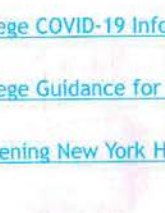
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21

Resources

- [Buffalo State College COVID-19 Information](#)
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23



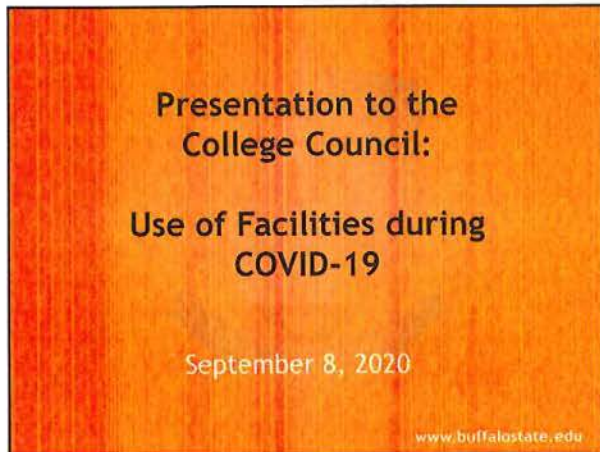
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Questions?



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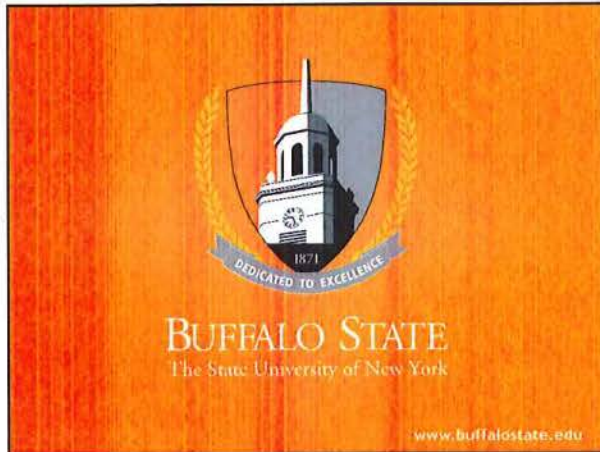


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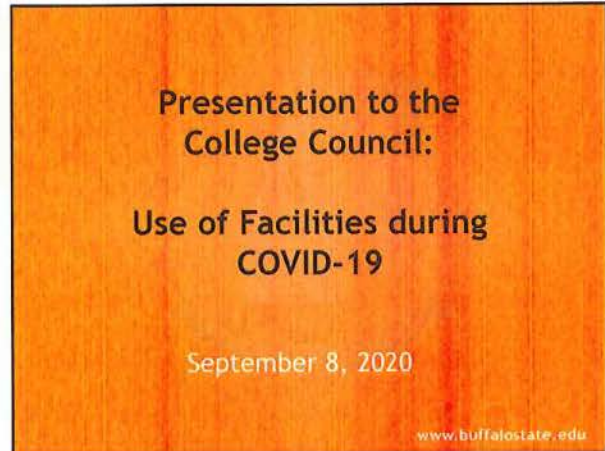
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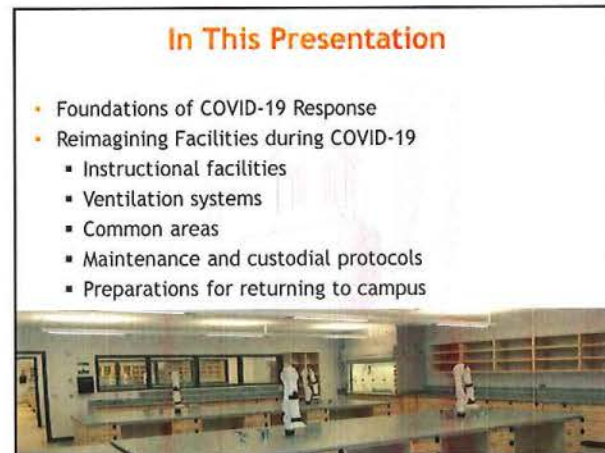
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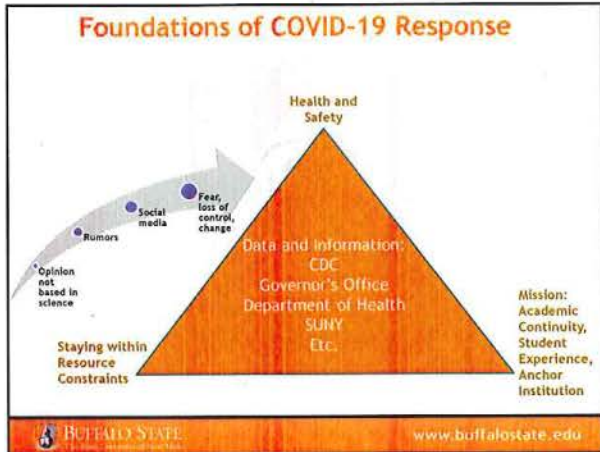
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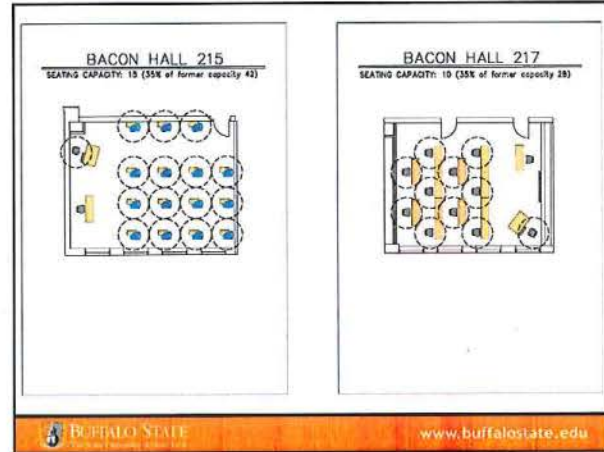
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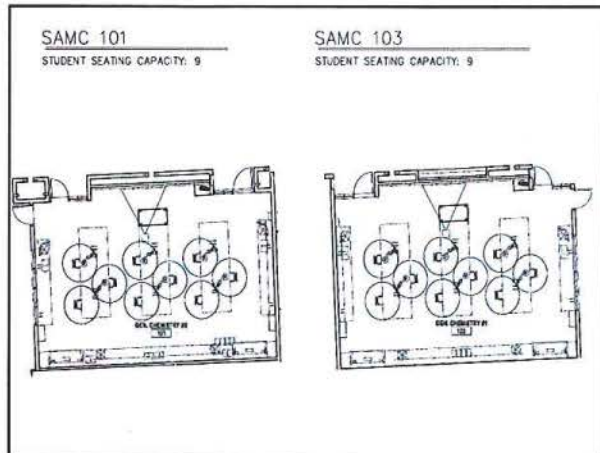
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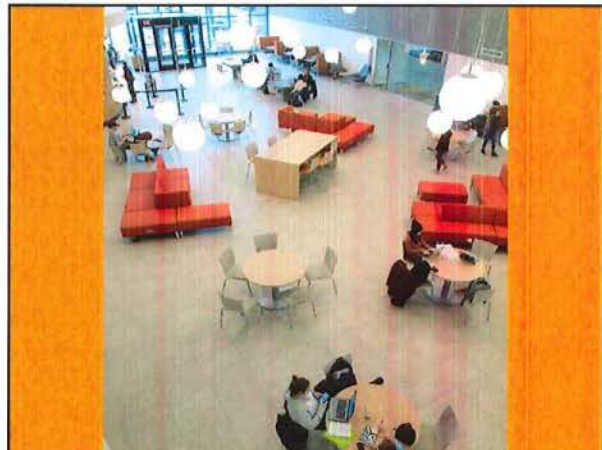
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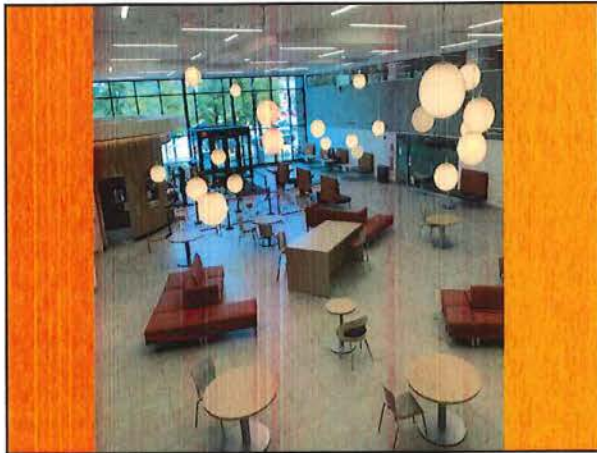
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15

BUFFALO STATE COLLEGE FACULTY/STAFF, STUDENTS AND VISITORS

Please follow these guidelines to help prevent the spread of COVID-19.

-  **Work and Social Distancing**
Avoid close contact with others.
-  **Face Masking**
Wear a face mask when you are around others, especially when you are coughing or sneezing.
-  **Flu and COVID-19 symptoms**
If you have a fever, cough, or shortness of breath, stay home and avoid others.


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


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COVID-19 Tips To Avoid Coronavirus

-  **Hand Sanitizing Station Use**
Use hand sanitizer frequently, especially when you are around others.
-  **Wash Your Hands Regularly**
Wash hands with soap and water for at least 20 seconds.
-  **Face Coverings Required**
Face coverings required when in public areas.
-  **Avoid Touching**
Your Eyes, Nose or Mouth.
-  **Avoid Close Contact**
With anyone who is Sick. Avoid Handshakes, Hugs, and Kisses.
-  **Keep Your Work Area Clean**
Disinfect Common Surfaces and Avoid Your Face & Hand.


16


COVID-19 BATHROOM PRECAUTIONS

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- Maintain 6-foot social distancing 
- Limit occupancy to 50% 
- Wash your hands after use 
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17



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18

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19

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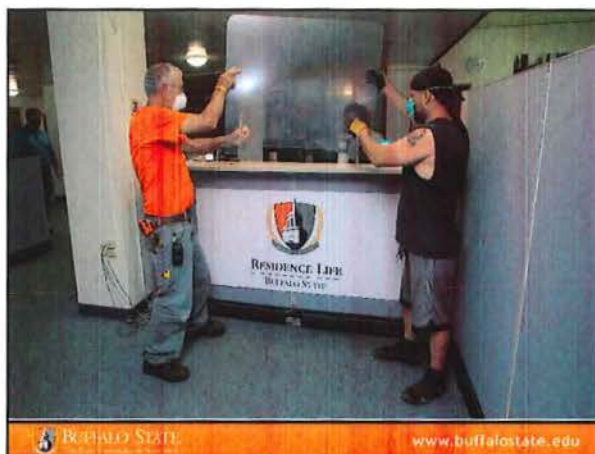
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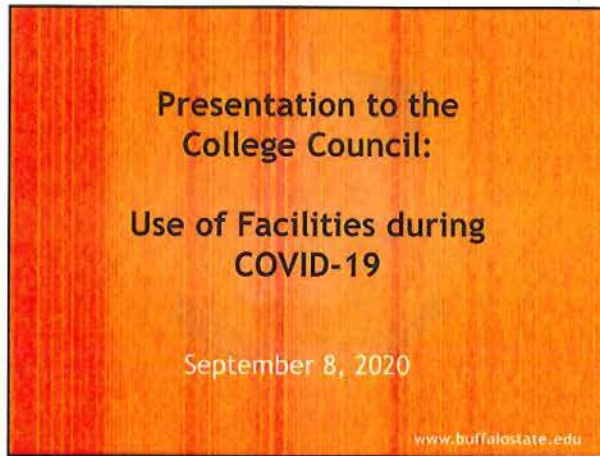
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23

Questions?

24



25



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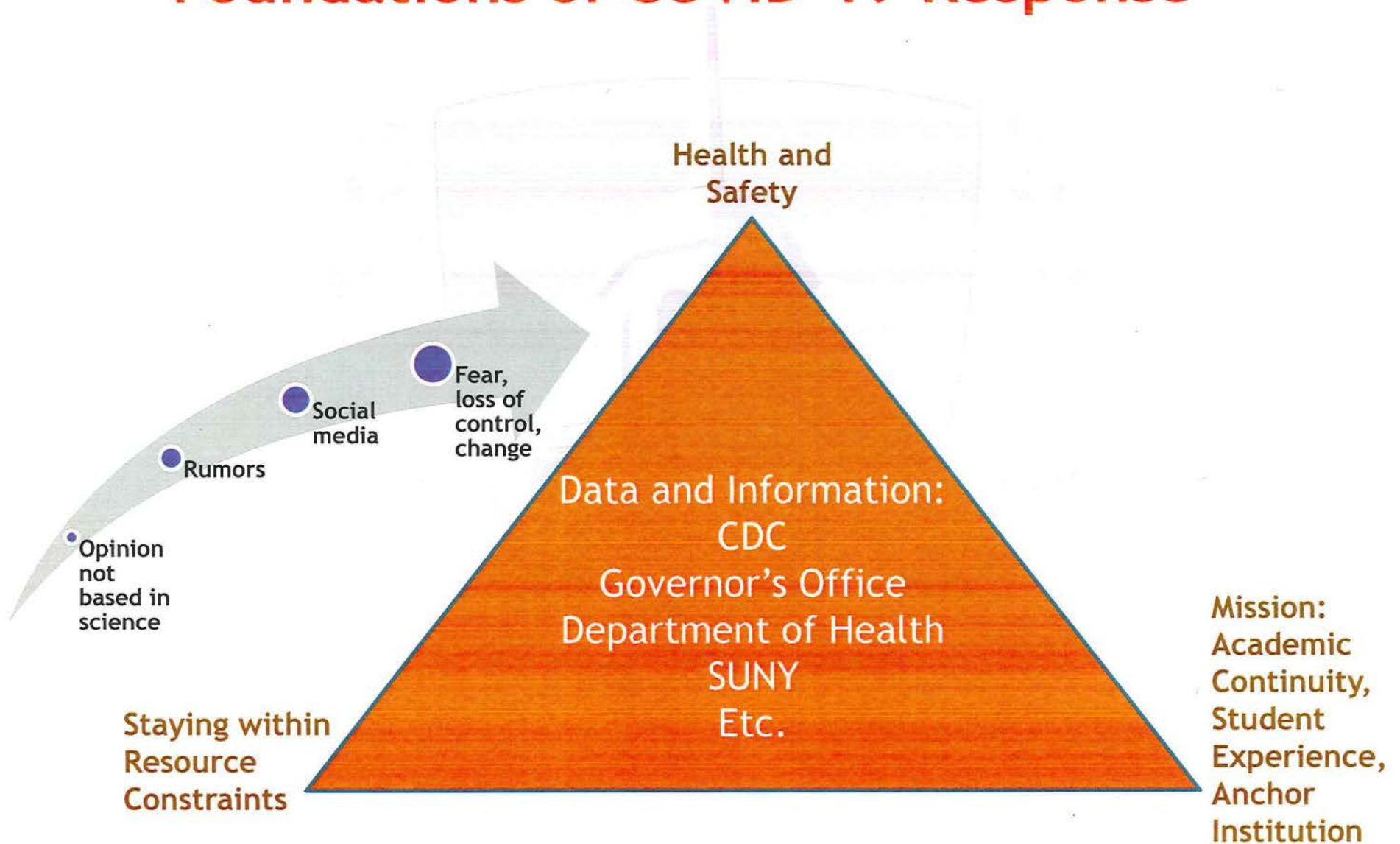


In This Presentation

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Foundations of COVID-19 Response



Instructional Facilities

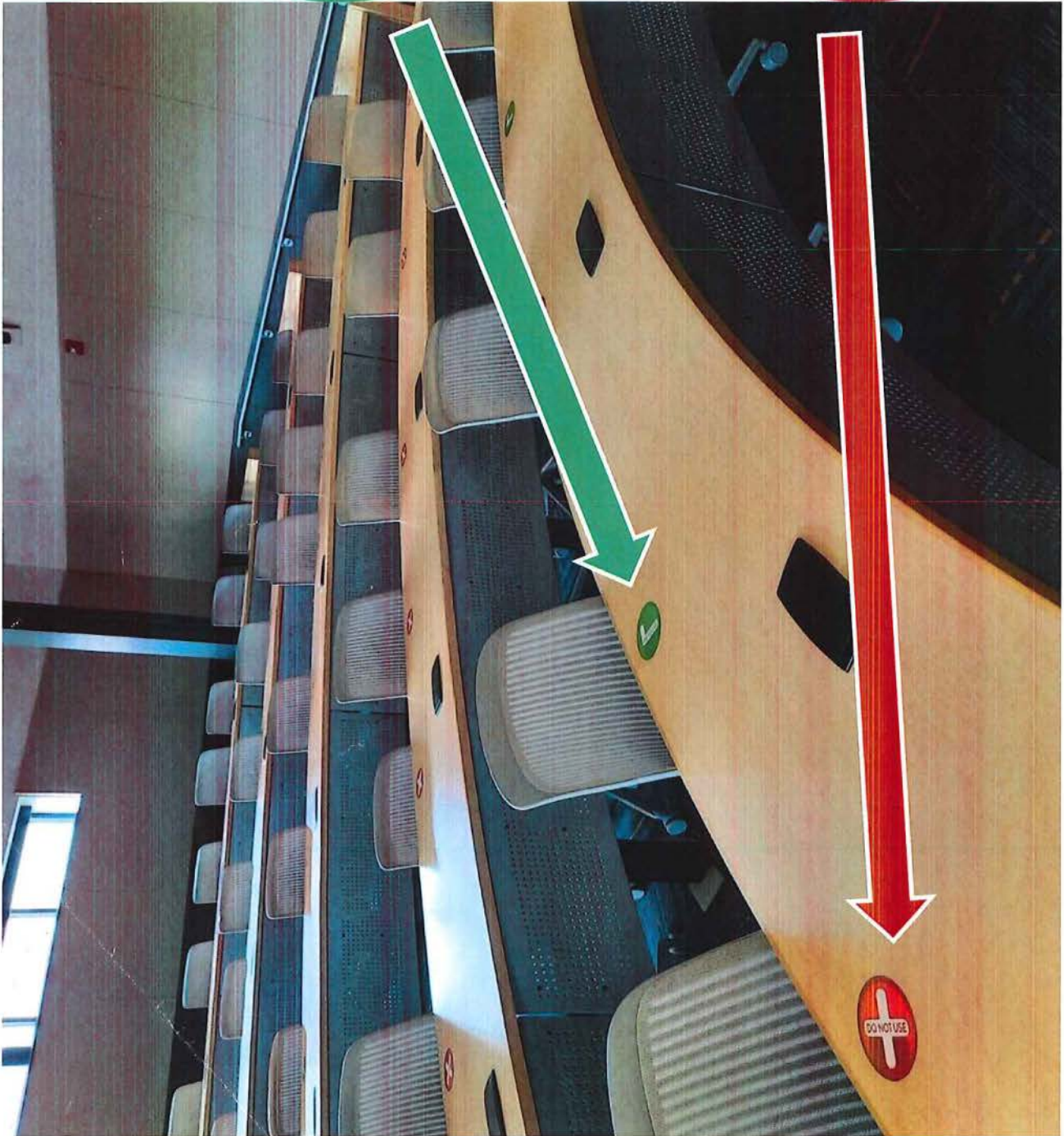
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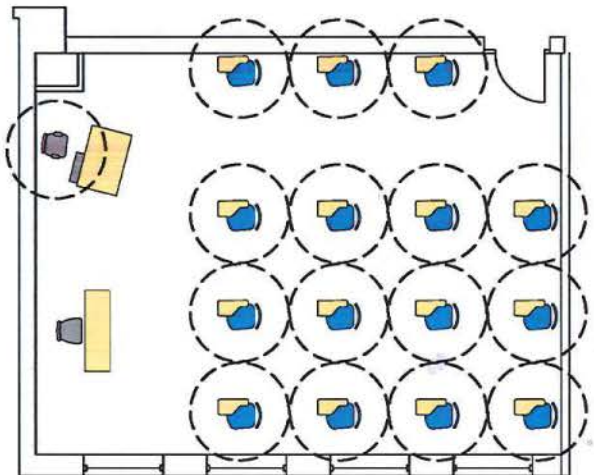
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BACON HALL 215

SEATING CAPACITY: 15 (35% of former capacity 42)



BACON HALL 217

SEATING CAPACITY: 10 (35% of former capacity 28)

