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Issue 014 | September 04, 2020



# The Friday Five



## Take Five Minutes for College Updates

We're continuing to bring you College news and opportunities to interact with other staff members and teams. Previous communications can be found on the [staff resources page](#).

## What's Happening

The start of the academic year and the resumption of academic, research, residential and administrative activities may seem familiar, but things are quite different this year for Columbia College given the hybrid nature of these activities happening virtually and on campus.

Here are some recent photos from on-campus activities and preparations for the start of the fall term:



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## College All Staff Academic Kick Off

As is our tradition, the College staff will kick off the academic year by hearing from Dean Valentini. Please mark your calendars for the all-staff meeting on Thursday, September 10 at 3:30 pm ET. The meeting link will be sent next week; all staff members are expected to attend.

## Update on Fall 2020 College Staffing

The fall term also begins the next phase of Columbia College's pandemic period operations. In order to maintain a low density, the College's on-campus staffing presence has been planned to be as minimal as possible while providing support to students and faculty. On September 14, approximately 40 staff will return to work on campus in varying schedules based on their expressed preferences. This reopening date for physical spaces was chosen to coincide with the end of mandatory quarantine for any student returning to campus.

We have created centralized spaces on campus that will allow for a focused, cross-functional College presence, while also allowing us to attend to staff health and

safety by devoting PPE and enhanced cleaning resources for these work spaces.

The spaces include

- A centralized hub for student engagement on the 4th floor of Lerner (in the CSA). While the primary means of student engagement will be through virtual advising, programs and services staff in this space will support students by providing a one-stop location where they can get help with general questions and be referred to virtual resources. In addition, we want to provide an opportunity for some in-person connections to support student well-being and reduce any sense of isolation that students may feel this semester.
- A centralized hub for administrative engagement on the 6th floor of Lerner. Some staff have noted a desire to return to campus in order to be more productive. Others may need to be on campus to provide infrastructure support.

The Office of the Dean in Hamilton Hall will reopen in September as well.

Staff who will be working on campus regularly for the fall term have received notification three weeks in advance of their return, in accordance with University guidelines. Only those staff who have been approved should be coming to campus for work. Swipe access to College offices will be limited to those who have been approved; all other swipe access will be removed until staff are approved to return to campus on a regular schedule. A daily check-in process for those coming to campus will be required for contact tracing.

Staff who are working remotely but need to come to campus for a one-time or periodic visit this fall must first seek their manager's approval and then send a request to [cchr@columbia.edu](mailto:cchr@columbia.edu) describing the purpose of the visit at least two business days in advance. Staff who have not yet taken the University's COVID-19 gateway test at Lerner Hall must do so and receive a negative result before any visit can be approved. CCHR will arrange for temporary swipe access and will confirm the current health and safety protocol requirements for visiting campus. These requirements may change over the course of the fall term as the public health situation and University guidance evolves.

Staff who have any questions or concerns about working remotely or on campus can contact [cchr@columbia.edu](mailto:cchr@columbia.edu) for virtual or on-campus support.

## Welcoming Students

The Class of 2024 began their Columbia College journey with [Convocation](#) on August 30 and NSOP 2020 continued through a fully-virtual format. The Columbia College Academic Assembly was broadcast "live," with 1,003 new students tuning in. Another 1,136 CC students participated in the first Lit Hum lecture. As our incoming students are participating in NSOP from around the world, they each

received a list of required programs and instructions on how to register for their preferred time slot. We have emphasized opportunities to connect with upper-class student leaders, and offered a range of late-night social engagements, including an open mic night, Amazing Race, yoga and trivia. Each evening, over 500 students participated in our NSOP programming.

Move In is different this year as it is taking place over the course of the week for both incoming and continuing students, to allow for physical distancing. Approximately 950 CC/SEAS undergraduates will be housed in five residential halls this fall.

Staff from Undergraduate Admissions and the Center for Career Education began outreach to over 400 students who moved into residence halls this week and needed to quarantine. This outreach is enabled through a Salesforce Advisor Link app customized by CCIT. Staff serving as “quarantine advisers” are welcoming these students to campus and providing support throughout their move-in and quarantine periods. Students are being referred to virtual events and advising appointments and are provided with an additional point of contact for engagement with College staff.

Big shoutout to the NSOP staff, move-in volunteers from across the College (many who worked multiple shifts), and the Residential Life professional and graduate staff who have assisted in creating a welcoming experience on our Morningside campus. Thank you to the quarantine advisers who are staying in touch with our students throughout their mandatory 14-day travel quarantine. All of the immense individual and collective staff efforts are recognized and appreciated!

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