

May 11, 2020

COVID-19: Committee on Return to On-Campus Operations

Finance and Operations

Paul Ellinger, Associate Chancellor and Vice Provost for Budget and Resource Planning (*Chair*)

Mohamed Attalla, Executive Director F&S

German Bollero, Associate Dean for Research, ACES

Michael Devocelle, Associate Dean for Finance and Administration, Engineering

Greg Gulick, Interim Chief Information Officer

Jamie Hackett, Interim Associate Provost and Director of Budget Operations

Cynthia Howard, Director of Business and Operations, KPCA

Thomas Johnson, Professor, Department of Geology

Marius Junge, Professor, Department of Mathematics

Robert Kessler, Assistant Dean for Budget and Resource Planning, LAS

Lowa Mwilambwe, Associate Vice Chancellor for Auxiliary, Health & Wellbeing

Gina Oleynichak, Director of Budget and Resource Planning, Gies College of Business

Sharee Robinson, Associate Vice Chancellor for Research

Alma Sealine, Executive Director of University Housing

Jimmy Song, Student

Sandy Street, Assistant Vice President for Planning and Budgeting

Matthew Tomaszewski, Executive Associate Provost for Capital Planning

James Wade, Assistant Dean for Budget & Business Operations, Vet Med

Susan Young, Executive Senior Associate Director of Athletics/Chief Financial Officer

Brian Mertz, Communications Architect (*ex officio*)

Katie Watson, Assistant Director for Content Strategy (*ex officio*)

Jane Baumgartner, Administrative Aide (*staffing and support*)

Dear Colleagues:

Thank you for agreeing to serve on the Finance and Operations team under the coordination of the COVID-19: Executive Steering Committee on Return to On-Campus Operations. Associate Chancellor Paul Ellinger will chair this team and Jane Baumgartner will provide staffing and support. Your work will complement the efforts of six other teams being charged as part of this effort: Academics, Community and Public Engagement, Human Resources and Staffing, Research and Scholarship, Testing, Tracking and Monitoring and University Life.

A robust, sustainable and equitable plan to support and protect the financial and operational infrastructure of the on-campus educational, research and engagement enterprises will be an essential component of our return to on-campus operations. Developing this system and designing an implementation process is the fundamental charge I am presenting to your team. No one has ever done this and there is no established map. I leave it to you to determine the specific steps, actions that will be required and to prioritize them.

More broadly I ask your team to:

- Identify, evaluate and design the comprehensive and multiphase implementation of financial monitoring, planning and the facility and plant needs for a full transition back to on-campus operations, notwithstanding the persistence of COVID-19. This plan should consider both financial sustainability for the campus as well as ensure that sufficient safeguards are in effect to quickly mitigate fiscal risk at both the unit level and systemically.
- In this immediate, first phase of your work, establish the framework and planning necessary for a **summer transition back to on-campus operations and activities** after Gov. Pritzker lifts current stay-at-home orders.
- In a second, ongoing phase (**planning for fall 2020 and beyond**), recommend the actions, policies and processes that must be implemented for resumption of our campus life activities for the fall 2020 semester, the total academic year and beyond as necessary.
- Develop plans for coordination and communication of your team's activities and recommendations with the Executive Steering Committee and the other six working teams.
- Develop baseline criteria, standards, and explicit steps that should be met by all academic and nonacademic units for return to work.
- Identify renovation needs and secure the appropriate materials and supplies that are required to address these needs. This effort will need to identify internal staffing and resource needs that must be in place before we can begin re-engaging with external contractors and service providers.
- Develop baseline criteria, standards, and explicit steps that should be met by all spaces and units that have public spaces and host events. This effort must include continuity plans for units if a surge in cases is observed locally or to address changes in state and local public health guidance.
- Assess and determine adequacy of inventories of supplies and materials to address potential surges in COVID-19 cases.
- Closely monitor the financial health of all campus units including auxiliaries.
- Explore resource efficiencies and alternative revenue generating opportunities to steward existing and new resources effectively and efficiently.

This pandemic has brought us unprecedented challenges. So, we are asking you to assist us in determining the best approaches to address these challenges. I only ask that your decisions and recommendations be guided by these core principles:

- Protection of the safety and health of our students, faculty, staff and local community
- Preservation of our land-grant missions of education, scholarship, service and engagement
- Processes that are transparent, open, consultative and respectful of our traditions of shared governance

As the first step of this process, I ask your team to coordinate with Mike DeLorenzo who chairs the Executive Steering Committee to identify some preliminary timelines and milestone goals for this first phase of planning. As you know, there is both great urgency and great need for planning and actions, so I hope your team will begin meeting as soon as possible. I thank you for your service as we navigate through this difficult time.

Sincerely,



Robert J. Jones
Chancellor