

## **Greensburg-Administrative Services Activity Area Plan**

### **I. Overview**

1. Activity Area: Greensburg Administrative Services
2. Activity Area Lead: Ronna Colland, Director of Finance & Risk Management
3. Name of individual submitting Activity Area Plan: Robert Gregerson, President
4. Date of submission: August 4, 2020
5. Revision of a previously approved Activity Area Plan? No
6. With the exceptions that were highlighted below, personnel within the Greensburg Administrative Services department will work mostly remotely for the duration of the Covid-19 pandemic, regardless of the University's operating posture.
7. As the lead in the Greensburg Administrative Services Department, I hereby confirm that Greensburg-Administrative Services will commit to the following University's Healthcare Standards and Guidelines, and Personnel Standards and Guidelines. In particular, while on campus, and not in a private office, Greensburg-Administrative Services employees will:
  - a. Wear face coverings in the presence of any other individual, and as they enter and leave buildings
  - b. Adhere to all physical distancing, safety, and hygiene signage
  - c. Use physical barriers or maintain six feet of physical distance while engaging with others
  - d. Clean their personal and office spaces at the beginning and end of work periods

### **II. Functions in Each Operational Posture**

#### **1. High, Elevated, and Guarded Risk Postures**

- a. Function 1
  - i. What is being done: Functions as chief business officer for Greensburg Campus, manage the Greensburg Campus budget for all departments, oversee accounting and compliance, process journal entries, and print any other necessary email. Print financial statements/level reports, when applicable. Answer questions and retrieve data requested by Greensburg Campus president or other departments. Check in with Campus Store manager for updates, Check in with Business Services manager, review the paper checks printed by Campus Business Services and mail to recipients.
  - ii. How it is being done: Remotely and one to two days per week on Campus.

- iii. Number of people/positions required on campus: 1 (Director of finance & risk management) employee is on the essential list.
  - iv. Buildings: Lynch Hall and Campus Store located in Chambers Hall, Greensburg Campus.
- b. Function 2
- i. What is being done: Administrative assistance provided to the director of finance & risk management, retrieve mail, answer emails and phone calls, scheduling meetings for director, updating accounting records pertaining to grants management, collection of Sarbanes Oxley disclosures, budget reports, transcription of meeting notes, and other projects as assigned by director of finance.
  - ii. How it is being done: Remotely
  - iii. Number of people/positions required on campus – 1 – (Currently, the position is vacant and incumbent left University in May. Due to the COVID-19 environment, a replacement has not yet been requested, however director of finance requires help from administrative assistant)
  - iv. Building: Lynch Hall, Greensburg Campus

### **III. Transitions between Operational Postures**

As the environment shifts, the University's Senior Leadership Team will make determinations about when the University's operational posture must also shift to either more or less restricted.

As risk levels decline:

1. Shift from High Risk Posture to Elevated Risk Posture
2. Shift from Elevated Risk Posture to Guarded Risk Posture

As risk levels increase:

3. Shift from Guarded Risk Posture to Elevated Risk Posture
4. Shift from Elevated Risk Posture to High Risk Posture

Since a change in the University's Operational Postures will not change the operations of the Administrative Services unit, no transition is required when the University shifts operational postures.

### **IV. Stakeholder Outreach**

Stakeholders of Greensburg- Administrative Services department include staff and faculty from other departments on campus. Limited interaction with students. Notification of Greensburg- Administrative Services department's remote-work status has been communicated broadly, and will be updated on our website for the start of the Fall 2020 semester.

## **V. Monitoring and Amendment**

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be approved by the Greensburg Campus president and the Provost and Senior Vice Chancellor.