



ALABAMA STATE UNIVERSITY OFFICE OF STUDENT AFFAIRS

DR. KEVIN A. ROLLE, ACTING VICE PRESIDENT OF STUDENT AFFAIRS
DR. RONDA WESTRY, INTERIM ASSISTANT VICE PRESIDENT
DR. LINWOOD WHITTEN, INTERIM ASSISTANT VICE PRESIDENT
FREDDIE WILLIAMS, INTERIM ASSISTANT VICE PRESIDENT
RAKESHA HINES, DIRECTOR OF RESIDENTIAL LIFE
ROBYN SIDDELL, DIRECTOR OF FINANCIAL AID
DR. JOYCE LYOD-DAVIS, SENIOR DIRECTOR OF HEALTH SERVICES
DAVID HAMMOND JR., STUDENT GOVERNMENT ASSOCIATION PRESIDENT

**ALABAMA STATE UNIVERSITY BOARD OF TRUSTEES
Student Affairs Committee Meeting**

Dunn-Oliver Acadome Board Room (Virtually)
July 15, 2020
11:20 am

AGENDA

- I. Call to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Establishment of Quorum**
- V. Adoption of Agenda**
- VI. Adoption of Minutes (February 21, 2020)**
- VII. Information Items**
 - Residential Life
 - Financial Aid
 - Admissions
 - S.A.S.S.S
 - Diversity and International Affairs, Career Services, Judicial Affairs & Student Media
 - Student Health Services
 - Food Services
 - Student Government Association
- VIII. Other Business**

Mister and Miss ASU Additional Verbiage
- IX. Adjournment**

HOUSING AND RESIDENCE LIFE

Rakesha W. Hines, Director

The #1863 (All Students are Registered in On-Campus Housing)

The Alabama State University Department of Housing and Residence Life is committed to the development of community, student learning, inclusivity, creativity, safety and championing individuality amongst our living communities. The commitment is fostered through student focused programming and development that is enhanced by our professional and para-professional staff who are devoted to the affairs of students by: critical thinking, community partnerships, safe environments, leadership opportunities, ethical responsibilities and academic excellence.

Living, Learning, Legacy.

BY THE NUMBERS

OCCUPIED SPACE AS OF JUNE 29, 2020

FRESHMAN STUDENTS	888
RETURNING STUDENTS	975
TOTAL	1863

*First year students are still applying for housing, and athletic spaces still being processed.

- 975 RETURNING STUDENTS ARE PRE-REGISTERED FOR FALL 2020
- 1,542 STUDENTS IN ON-CAMPUS HOUSING HAVE BEEN AWARDED FINANCIAL AID

#HORNETHAUL2020

Move-in will start on August 8 and will continue through August 19 with three (3) available time slots to choose from each day:

9 am- 11 am

12 pm - 2 pm

3 pm - 5 pm

Date and Time slot schedules will be strictly enforced!

Sign up starts July 1st

Deadline is July 31st



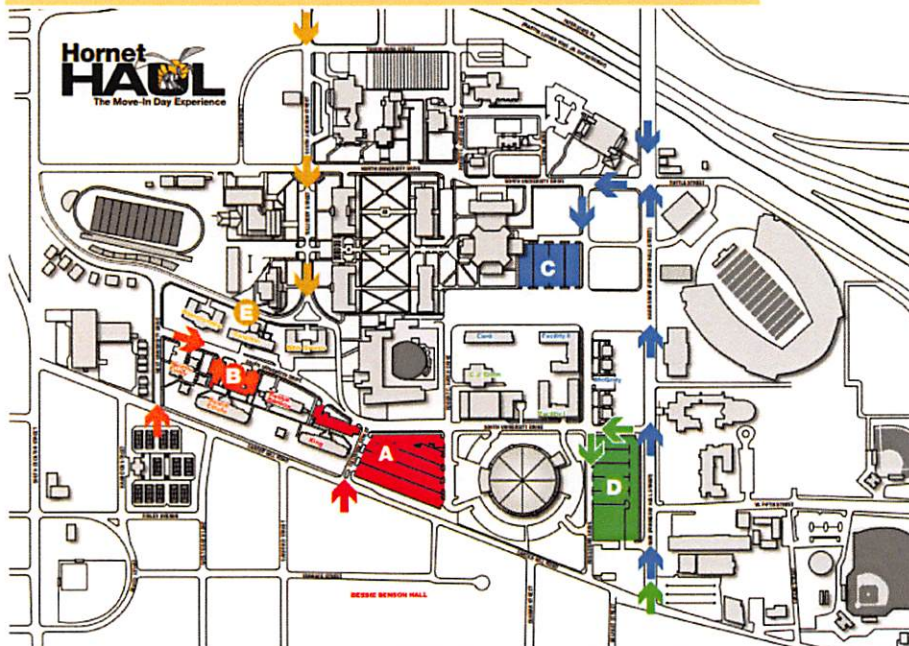
Students and guests must wear a mask while in the Hall



Two parents/guardians/guests may assist with move-in



Students and two guests will be screened at entrance checkpoints and will receive an information packet



Staggered Move-in Plan

August 8 - August 19

- A KING HALL + BESSIE BENSON HALL**
Enter at the Tullibody Street gate from Carter Hill Road and follow the red flags!
- B BESSIE ESTELLE HALL + PEYTON FINLEY APTS.**
Enter at the West University Drive gate from Carter Hill Road and follow the orange flags!
- C CARD HALL, FACILITY II AND MCGINTY APTS.**
Enter at either of the Harris Way gates and follow the blue flags!
- D C.J. DUNN TOWER + FACILITY I**
Enter at the Harris Way gate from Carter Hill Road and follow the green flags!
- E BIBB GRAVES HALL, SIMPSON HALL + ABERCROMBIE HALL**
Enter at the South Jackson Street gate from Carter Hill Road and follow the gold flags!

Alabama State University

**HOUSING &
RESIDENCE
LIFE**

Living. Learning. Legacy.

<p><u>FALL 2020</u> HOUSING APPLICATION</p> <p>OPENS- CURRENT ASU STUDENTS</p> <p>*MUST PAY \$250 ROOM RESERVATION FEE BEFORE SELECTING A SPACE"</p>	<p>APPLICATION OPENS APRIL 30TH AT 9 AM.</p> <p>NEW PROCESS: RETURNING STUDENTS HAD TO BE PRE-REGISTERED FOR FALL 2019 AND COMPLETE FAFSA IN ORDER TO OBTAIN HOUSING</p>	<p>APPLICATION MAY CLOSE BEFORE END DATE BASED ON SPACE AVAILABILITY</p>
<p><u>FALL 2020</u> HOUSING APPLICATION OPENS- NEW AND FIRST-TIME ASU STUDENTS</p>	<p>MONDAY, MARCH 3RD AT 9 AM UNTIL JUNE 30TH</p>	<p>APPLICATION MAY CLOSE BEFORE END DATE BASED ON SPACE AVAILABILITY</p>
<p><u>SUMMER 2020</u> HOUSING APPLICATION</p> <p>OPENS- ALL STUDENTS</p>	<p>N/A (CLASSES ARE ON-LINE)</p>	<p>APPLICATION MAY CLOSE BEFORE END DATE BASED ON SPACE AVAILABILITY</p>
<p><u>SPRING 2020</u> MOVE OUT</p>	<p>HALLS CLOSED ON SUNDAY MARCH 15TH DUE TO COVID-19. STUDENTS STILL HAVE ITEMS IN ROOM WAITING ON DATE TO PICK UP ITEMS.</p>	
<p><u>SUMMER 2020</u> NEW STUDENT ORIENTATION</p>	<p>FRIDAY, MAY 22ND</p>	<p>ORIENTATION WILL BE ON-LINE</p>
<p><u>SUMMER 2020</u> MOVE IN</p>	<p>N/A</p>	
<p><u>SUMMER 2020</u> MOVE-OUT</p>	<p>N/A</p>	
<p><u>SUMMER 2020</u> EARLY ARRIVAL GROUPS MOVE IN</p>	<p>FOOTBALL MOVE-IN STARTING</p> <p>JULY 12TH, JULY 19TH, AND JULY 26TH</p>	<p>ALL EARLY ARRIVAL GROUPS MOVE IN: FOOTBALL</p>
<p><u>SUMMER 2020</u> SUMMER CAMPS AND CONFERENCES (FACILITY I, FACILITY II)</p>	<p>N/A</p>	<p>N/A</p>
<p><u>FALL 2020</u>EARLY ARRIVALS</p>	<p>STARTING AUGUST 2, 2020</p>	<p>ALL EARLY ARRIVAL GROUPS MOVE</p>

START	MOVE IN DATES	IN: BAND, FOOTBALL, CHEERLEADER, TRACK, VOLLEYBALL, AND STUDENT LEADERSHIP
<u>FALL 2020</u> NEW STUDENT ORIENTATION	FRIDAY, AUGUST 14, 2020	ZOOM VIDEO
<u>FALL 2020</u> HORNET HAUL	BEGINS ON AUGUST 8, 2020 THRU AUGUST 19, 2020	ALL STUDENTS WILL SIGN UP TO MOVE IN BACK ON-CAMPUS.
<u>FALL 2020</u> WINTER BREAK	SUNDAY, NOVEMBER 28,2020	ALL STUDENTS MUST VACATE THE RESIDENCE HALLS BY 5 PM. ALL STUDENTS RETURN KEY WHEN CHECK OUT (IF KEY IS NOT RETURNED STUDENT WILL BE CHARGED FOR KEY).
<u>SPRING 2021</u> NEW STUDENT ORIENTATION	TBA	
<u>SPRING 2021 RESIDENT ASSISTANTS</u>	TBA	RA'S RETURN FOR SPRING TRAINING

**Alabama State University
Office of Financial Aid
Board of Trustees Report**

Four academic years of Financial Aid Processing and Awarding Report Comparison Data

Category: Awarding (End of Day Processing)	Fall 2020 06/30/2020	Fall 2019 06/30/2019	Fall 2018 06/30/2018	Fall 2017 06/30/2017	Difference Fall 2020 vs Fall 2017
Number of ISIR's Loaded into PeopleSoft Production (All Students)	14,597	14,835	16,980	15,773	-1,176
Students awarded with ISIR on file	4,073	3,630	2,196	3,663	+410
New Freshman Awarded	2,021	1,991	1,070	2,024	-3
Eligible continuing students awarded	2,052	1,639	1,126	1,639	+413
Students selected for verification	2,986	2,740	4,901	2,740	246

There are 1,849 students who have a housing assignment for the year. Of those students, we have awarded 1,542 federal financial aid. There are 407 students on the housing waiting list. Of those students, 198 students have been awarded financial aid.

Our office will continue to process financial aid in a timely manner and improve the level customer service that we provide to our students, parents, and campus community.

2019-2020 Federal Financial Aid Awarded - July 1, 2019

AID_YEAR	DESCRIPTION	ITEM_TYPE	SUM_OF_AWARDS
2020	FEDERAL SEOG	8.01008E+11	1253500
2020	FED DIR UNSUB LN F/S	8.02308E+11	8629929
2020	FEDERAL PELL GRANT 1	8.01008E+11	13119452
2020	FED DIR UNSUB LN 2 F/S	8.02308E+11	4000
2020	FED DIR UNSUB LN F/S FR	8.02308E+11	4720967
2020	FED DIRECT SUB LOAN1-FS	8.02308E+11	5126946
2020	FEDERAL WORK-STUDY (FWS)	8.04308E+11	1589491
2020	FED DIRECT PLUS LOAN FALL	8.02108E+11	6787
2020	FED DIRECT SUB LOAN-FS FR	8.02308E+11	6426408
2020	FED DIR ADD'L UNSUB FL/SPR	8.02308E+11	87000
2020	FED DIRECT PLUS LOAN FL/SPR	8.02108E+11	333997
2020	FED DIRECT GRAD PLUS LN FL/SPR	8.02308E+11	30452

TOTAL

41,328,929.00

2020-2021 Federal Financial Aid - July 1, 2020

AID_YEAR	DESCRIPTION	ITEM_TYPE	SUM_OF_AWARDS
2021	FEDERAL SEOG	8.01008E+11	177000
2021	FED DIR UNSUB LN F/S	8.02308E+11	13171750
2021	FEDERAL PELL GRANT 1	8.01008E+11	17109570
2021	FED DIR UNSUB LN F/S FR	8.02308E+11	5181571
2021	FED DIRECT SUB LOAN1-FS	8.02308E+11	8436284
2021	FEDERAL WORK-STUDY (FWS)	8.04308E+11	507107
2021	FED DIRECT SUB LOAN-FS FR	8.02308E+11	6554319
2021	FED DIRECT SUB LOAN1-FALL	8.02308E+11	2000
2021	FED DIR ADD'L UNSUB FL/SPR	8.02308E+11	16000
2021	FED DIRECT PLUS LOAN FL/SPR	8.02108E+11	35592
2021	FED DIR UNSUB LN FL/SPR 10-1	8.02308E+11	1963
2021	FED DIRECT GRAD PLUS 10-1 FS	8.02308E+11	38724
2021	FED DIRECT SUB LOAN1 FS 10-1	8.02308E+11	4500
2021	FED DIRECT PLUS LN F/SPR 10-1	8.02108E+11	10084
2021	FED DIRECT GRAD PLUS LN FL/SPR	8.02308E+11	28380

TOTAL

\$51,274,844.00

A&R BOT Committee Report

3 Year Average				
	Applied	Admitted	Enrolled	
Fall 2017	10,454	3,430	*967	*Historical University low
Fall 2018	16,608	7,044	1,059	
Fall 2019	12,776	6,034	1,037	
		16,508	3,063	

	Applied	Admitted
Fall 2020 (To date)	13,865	6,227

* As of June 26, 2020

Inside the numbers:

- ❖ To date, more admitted students than all of 2019.
- ❖ 9% Increase in applications received over 2019.
- ❖ 3% Increase in admitted students over 2019.
- ❖ Still averaging about 100 applications a week.

Working with others-Final push with our partner's Trellis:

- ❖ Text messaging campaign to all admitted students.
- ❖ Final Checklist Postcard mailer to all admitted students.
- ❖ Call campaign to all admitted students.

Virtually Speaking:

- ❖ Social Media Campaign- A&R L.I.V.E. (Learn Information Vital to Enrollment) with What's Up Wednesdays.
- ❖ Social Media Campaign-Thankful Thursdays- Alumni and Future Alumni testimonials.
- ❖ 42 Virtual events attended with more to come.

A&R BOT Committee Report

Choose the Legacy. Choose the Promise. **CHOOSE ASU.**



Admitted Hornet Nation Student Final Checklist

- Complete the 2020-2021 FAFSA (fafsa.gov) or download the **myStudent Aid app**.
 - ▶ ASU school code: **001005**
- Verify and review your financial aid award and estimate your cost of attendance in HornetsWeb.
 - ▶ If you have questions regarding financial aid call **334-229-4862** or email finaid@alasu.edu.
- Complete ASU Housing registration at alasu.edu/housing
 - ▶ \$250 housing application fee required at registration.
 - ▶ For more information call **334-229-4357** or email housing@alasu.edu.
- Register for new student orientation at alasu.edu/orientation
 - ▶ For more information call **334-229-4241** or email orientation@alasu.edu.
- Submit completed health form to the Health Center with proof of a physical (within the last year), TB skin test, and 2 MMR vaccines.
 - ▶ Download the form at alasu.edu/healthcenter
 - ▶ For more information call **334-229-4436** or email healthservices@alasu.edu
- Submit final high school or college transcript
 - ▶ By mail: **Alabama State University**
P. O. Box 271, Montgomery, AL 36101-0271
 - or by email: admissions@alasu.edu

Questions?

Contact the Office of Admissions and Recruitment at (334) 229-4291 or email us at admissions@alasu.edu.

ASU
ALABAMA STATE
UNIVERSITY
915 S. Jackson Street
Montgomery, AL 36104

<<FirstName>> <<LastName>>
<<Address>>
<<City>>, <<St>> <<Zip>>



Student Affairs: Student Success Services Division S.A.S.S.S

◇A.C.E.S. ◇Academic Advisement ◇Academic Labs
◇ Disabilities Services ◇First/Second Year Experience
◇ New Student Orientation ◇ University Counseling Center
***Student Centered * Success Focused* Service Oriented**

Highlights

Retention Initiatives

- Partnership with Birmingham Promise established with ACES to provide retention programming for approximately 100 incoming freshmen
 - Academic Coaching
 - Progress Monitoring
 - Mandatory Academic Support activities
 - Peer Mentoring (sponsored by Birmingham Promise)
- Collaboration with the Thurgood Marshall McKinsey Project
 - Centralized Command Center within the SASSS Division
 - Fall Enrollment Campaign
 - Retention Task Forces within each College
 - Identification of non-enrolled students
 - Established blueprint for the implementation of a University-Wide Success Center

Other ongoing initiatives

- Summer Bridge Program enrolled 97 students
 - Established online programming to include
 - Mandatory weekly workshops
 - Progress Monitoring
 - Volunteer Peer Mentor outreach sponsored by the SGA and SOS Leaders
- Navigate training for Academic Labs, and Student Affairs Student Services Personnel

Hosted three (3) online New Student Orientations

- Summer attendance-24
- Fall Session one attendance-307
- Summer Bridge attendance-97

Fall Registration for continuing students

- University College-449
- ACES-197
- Overall (other)-2078
 - Total Fall Continuing Students Registration-2724

ACES

- Satisfactory Academic Progress (SAP) status

- Returning from AY 2019-2020 Not Met (need to appeal)-507
- Returning from years prior to AY 2019-2020-457
- ACES students who have Met SAP-586
- ACES students from AY 19/20 who have been extended SAP Probation to date-195

Counseling

- Weekly Mental Health Are U Good virtual meetings for faculty, students, and staff

Academic Labs

- Implemented Tutor Me Virtual services for students in need of tutoring in Math, English, Reading, and Science

Disabilities Services

- Served 36 students in Spring 2020
- Preparing forms and procedures for virtual services in the fall

Other highlights

All areas completed non-instructional Assessments

ACES Title III SAFRA_Activity IV preparing continuation grant

Name of Units: Diversity and International Affairs/Title IX, Student Media, Judicial Affairs, and Career Services

Leadership's Name and Title: Dr. Linwood B. Whitten, Interim Assistant Vice President

Reporting Period: June 1, 2020 – July 1, 2020

Career Services:

- Handshake registration campaign (Student/Alumni & Faculty)
- Continuing selection process for Career Services Coordinator
- Updating employer contacts within Handshake (Maintaining, Enhancing and Creating New Partnerships)
- Calendar of Events for AY 20/21
- Updating website and social media sites
- Having flyers creating for upcoming career services initiatives
- Completing LiveText

Judicial Affairs:

- Continue to update the suspense file for open cases that actions are required and those cases that have monetary fines and holds on their student account.
- Confirmed leadership training and speakers for the student Judicial Branch for the fall
- Create a new folder to upload SOS video's to guidebook.
- Explore the NAVIGATE system to see how to utilize for student excuses.
- Continue to work on the schedule for Welcome Week

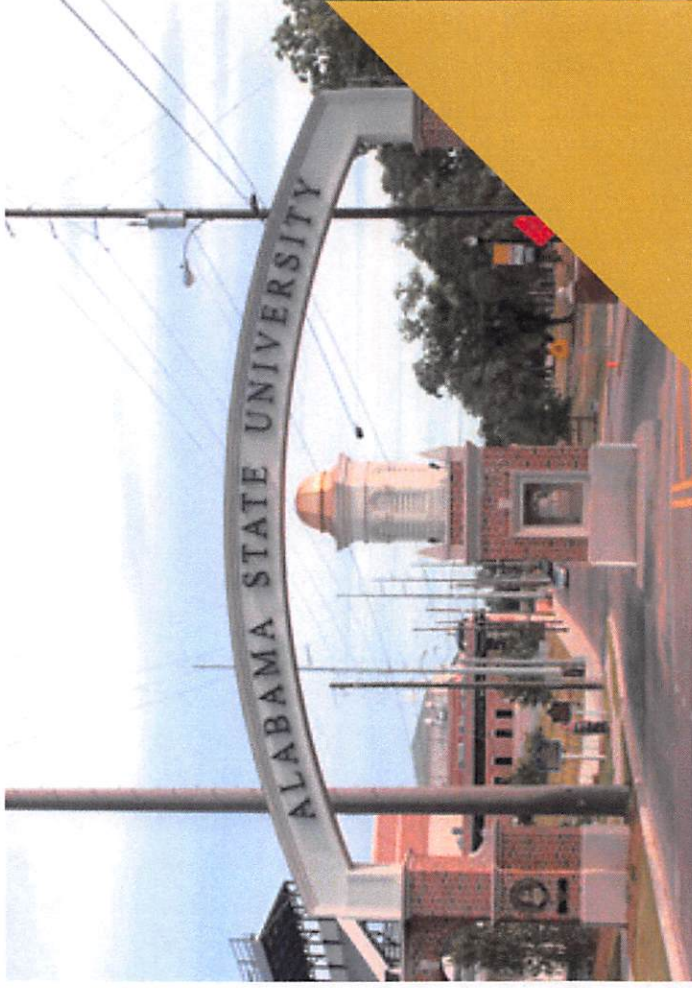
Student Media:

- Continued working on The Hornet Tribune Staff Handbook.
- Administered two exams to reporters, writers and staff photographers.
- Continued working on the Media Advertising Kit.
- Interviewed four (4) new students who would like to be a part of the staff.
- Sent an email to students who will be attending Session II and III for New Student Orientation sending them invitations to become a part of The Hornet Tribune Staff.
- Completed the Live Text for Student Media.

Diversity and International Affairs/Title IX:

- Completed LiveText
- Recorded Title IX video to support student orientation class material in the fall
- Updated the office marketing materials to reflect website changes
- Completed manual SEVIS Summer registration for 80 students to meet compliance requirements
- Completed a SEVIS audit for initial, active, and transfer students
- Communicated the reopening plan with external program partners such as National Student Exchange (NSE)
- Issuance of I-20 documents to incoming students
- Closely monitoring US Embassy visa processing times
- J-1 visa redesignation draft to renew the program for 2 more years

- Advised SGA
- Remained abreast with the non-immigrant visa executive orders and policy changes



RE-OPEN PLAN

Alabama State University

Fall 2020



REOPEN PLAN



INTRODUCTION

Our commitment to the safety and health of Alabama State University's students and faculty, our associates, and the surrounding community we serve has never been more crucial. We will continue our efforts to achieve the highest levels of workplace and food safety as we navigate our new normal in delivering experiences that enrich and nourish lives.

As we adapt to, and ultimately emerge from the COVID-19 pandemic, this Reopen Playbook has been developed to provide guidance, information, tools, and solutions for modification of our operations while prioritizing the safety and well-being of Alabama State University's associates and guests.

This playbook includes practical recommendations based on guidelines from the Centers for Disease Control and Prevention (CDC) and other governing agencies that can be customized to meet the needs of all students as they return to campus. Updates will be made to this guidance as regulations change, new programs and policies are developed, and feedback is received.

Aramark Higher Education's Reopen Program has five priorities:



This resource is intended to enable a successful reopening of Alabama State University and ultimately allows us to continue to deliver our promise of service excellence by delivering on these five priorities.

REOPEN PLAN



ALABAMA STATE
UNIVERSITY

WHAT WE WILL DO

Our robust re-open strategy spans a wide-range of scenarios to support our return to campus this fall. We are committed to aligning with your strategy and delivering on exceptional safety and service standards to ensure a successful re-opening. Our data-driven strategy is guided by four key re-open pillars:

Aramark

•MAINTAINING SAFE ENVIRONMENTS

- Cleaning and Sanitation, Hand Hygiene, Chemicals, Equipment, & PPE Product Safety
- Cleaning Check List at each Location, Hand Washing every 20 mins, CDC Specified Chemicals
- PPE-Gloves, Mask, Thermometers

•FOCUSING ON STUDENTS

- Peace of Mind on Campus, Safety Signage, Welcome Back, Engage & Inform Students and Faculty about Social Distancing
- Dialogue with Students

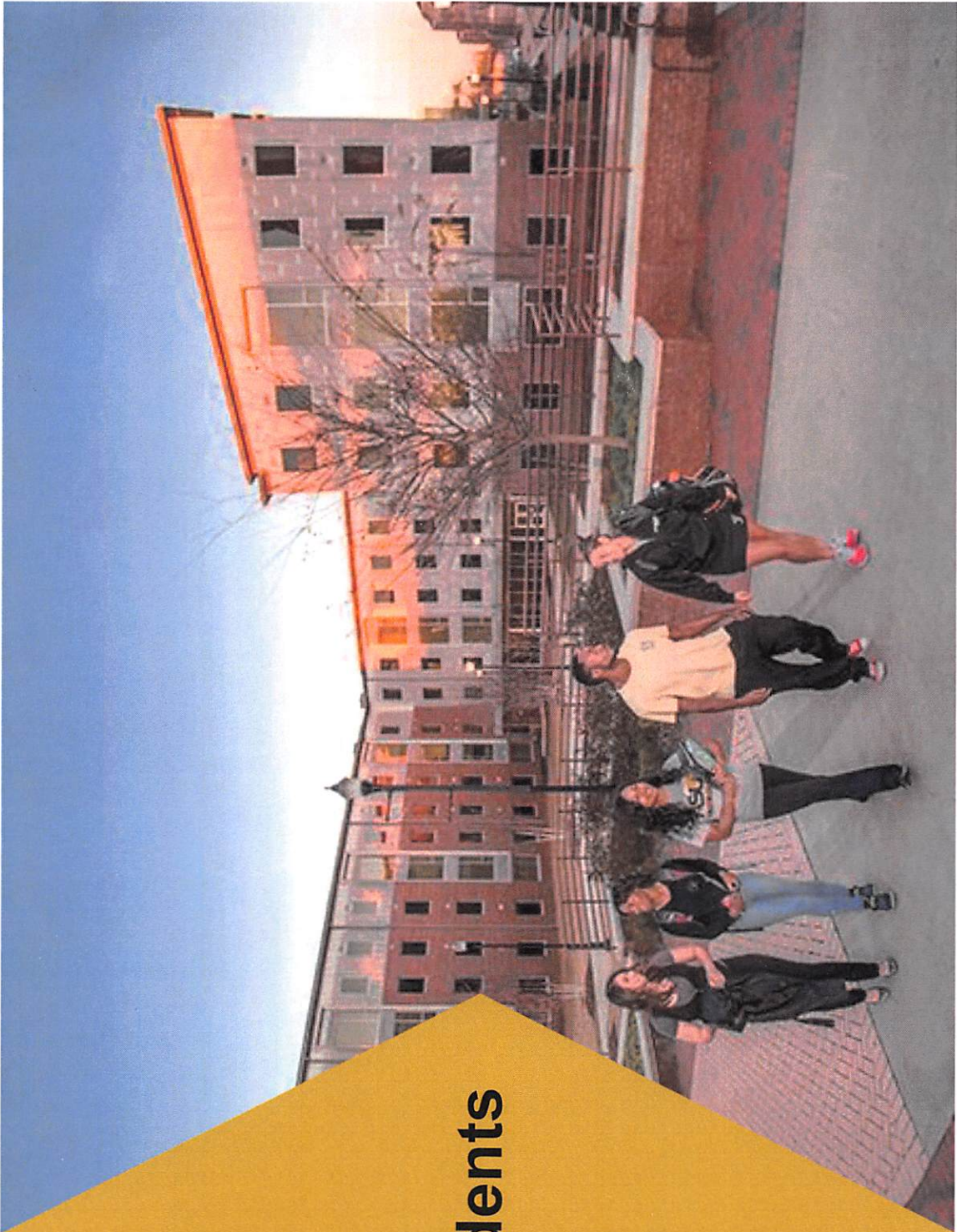
•ENGAGING EMPLOYEES

- New Training Material, Facial Coverings, Temperature Monitoring, Hygiene Training
- All Front of House required to wear Facial Coverings

•ADAPTING OPERATIONS

- Adapt Program & Service, Social Distancing, Cleaning & Sanitation Frequency
- Dining Area, Team Member Health Guide

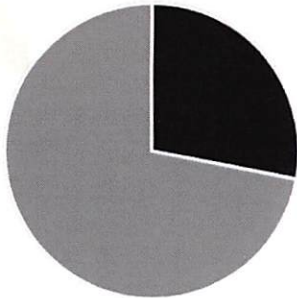
Focus on Students





In this unprecedented time, our students remain top of mind.

While we are adjusting to our new normal, we continue to engage students and stay connected.



Recognizing that **72%** of students are highly likely to return to campus with only small shifts in behavior, our student-facing strategy incorporates piece of mind messaging, social and digital engagement, and meal plan innovations to assure students of their decision to return to campus this fall.

*Aramark Pulse Survey

REOPEN PLAN



FOCUS ON STUDENTS

Ensuring students return to a campus environment that fosters safety and connection is paramount. We will deploy communications and processes to provide peace of mind for students, parents, faculty, guests, and associates. Our teams are developing digital and social media communication plans, creating signage, and planning increased engagement activities to reassure students about our safety practices, explain operational changes, and support the campus community.

Student Engagement

Engaging with student leaders and representatives of each class year is critical to our success. Feedback is the lifeblood of the guest experience and part of our overall Service Excellence platform. Dining committees allow us to hear from our guests in a candid, direct manner, and position us to understand those we serve and ensure we remain relevant in their daily lives. This drives loyalty, advocacy, and growth. Our new playbook is a result of best practices in higher education and will outline how and when to host meetings, whether virtually or live, with the right audience members, drive action and improvement, share results with key stakeholders, and connect the committee ideas to solutions and actions.

Social Media

Connecting with consumers through social media is crucial during this time of social distancing when in-person orientations and other on-campus events are canceled. We use social media to engage with current and new students, parents, faculty, and staff to provide information, and a contact for questions at the account. We will continue to share our brand and our excitement to serve, providing the following resources:

- Social Retraining Guide - Manager refresher on roles, responsibilities, and processes
- Local Social Ad - Instagram ad for Alabama State University Dining
- Healthy and Wellness tips posted by Marketing Coordinator
- Changes happening for their safety and to advance technology and provide a better dining experience on campus

REOPEN PLAN



Welcome Back and Safety Signage

A series of new communications were developed to inform, engage, and welcome students. These communications provide flexibility for Alabama State University to select what will work best for students, guests, faculty, and dining associates.

Exciting consumer-focused programs designed to welcome our guests back to campus include:

1. A reopen kit highlighting welcome-back messaging
2. Customer favorite limited-time offers
3. Value bundles
4. Engagement events such as themed meals and Welcome Back Event

Additional general informational or enhanced service practices are available to proactively communicate any new service changes, social distancing measures, and sanitation protocols that locations have in place to deliver a great experience. These editable signs, floor decals, and stickers are available for print in multiple sizes.



Engage Our Teams

REOPEN PLAN



ALABAMA STATE
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ENGAGE OUR TEAMS

The following Management Training Courses will be conducted to equip our teams for reopening:

- Management COVID-19 Training on Operational Changes
- Communications and Processes for Associate Return
- Recruiting Plans with Virtual Tools

As our teams return to campus this year, training will be critical to our success. Many returning experienced team members have had extended time away from work and all team members will be operating under new working conditions. Our welcome-back and orientation materials were updated to ensure all team members have a clear understanding of Aramark's expectations for them in their roles.

Training: Updated Policies and Reinforcements

The COVID-19 pandemic has changed many aspects of the way we operate. Additional policies for Aramark's new practices and state requirement compliance are now required. The outline below provides an overview of the new additions and a reinforcement of policies that continue to be cornerstones in our operations.

NEW ADDITIONAL POLICIES:

- Vulnerable Associate Policy: allowing those affected to have protected status while away from work.





REINFORCEMENT OF POLICIES:

- Attendance Policy: Associates returning to work will be subject to standard application of Aramark's attendance policy with the exception of COVID-19-related absences/tardiness/early departures, e.g., caring for a sick family member, COVID-19 diagnosis, etc.
- Wage and Hour: All time spent in meetings and trainings and completing any screenings (e.g., attestations and temperature checks) will be paid
- Work Attire/Discipline: Strict adherence to uniform requirements to ensure associates are wearing appropriate Personal Protective Equipment (PPE) is mandatory
- Return to Work:

- For associates who have been excluded because they're confirmed positive, presumptive positive, exhibiting symptoms, or have a strong reason to believe they have been exposed to COVID-19, managers will follow Return to Work guidance
- All other associates should be returned to work per the staffing plan

REOPEN PLAN

Additional resources for our Associates include SAFE Handbooks, training videos, and guides.

ARAMARK'S SAFE HANDBOOK	SAFE ORIENTATION TRAINING	HOURLY FOOD SAFETY TRAINING	FOOD SAFETY VIGNETTES	STOP MOTION AWARENESS
				
Guide English	Guide Spanish	Required Video	Required Guide	Supplemental Training Resource Videos

Fall 2020 Semester Safe Briefs

Safety training is held every day. Aramark's SAFE Briefs are a great resource to work safety topics into daily pre-shift huddles and are consolidated into a calendar of SAFE Brief links for the fall semester.



Special SAFE Briefs topics will be inserted into the calendar through Action Monday to address current conditions or needs.

The image displays three overlapping SAFE Brief cards. The top card is titled "Minding your Mental Health in times of crisis" and discusses coping strategies during the pandemic. The middle card is titled "COVID-19 FACIAL COVERING" and provides detailed instructions on how to wear a face mask correctly, including the importance of covering the nose and mouth and avoiding touching the mask. The bottom card is titled "Respiratory Infections: Social Distancing" and explains the importance of maintaining a safe distance from others to prevent the spread of illnesses like COVID-19, including tips on how to identify and avoid crowded areas.

REOPEN PLAN

Facial Coverings and Associate Health Monitoring

To ensure we continue to meet and exceed CDC recommendations on COVID-19 prevention and safety, Aramark has implemented new policies on facial coverings and associate health monitoring. The new policies cover details on updated direction.

Facial coverings are required:

- In all front-of-house and other guest interaction activities
- In any situation where six feet of social distancing is not possible

ASSOCIATE HEALTH MONITORING

Visual Monitoring	Associate Health Attestation	Temperature Screening
<ul style="list-style-type: none"> • Continuation of existing policy • Identification of associates exhibiting symptoms of illness 	<ul style="list-style-type: none"> • Daily associate confirmation regarding symptoms, exposure, International travel, and no documentation 	<ul style="list-style-type: none"> • Associates temperature checks • Per CDC guidance, associates with temperatures of 100.4 or higher are not allowed to work • NO documentation



Facial Coverings & Health Monitoring Policy Overview 	Facial Coverings Guidance 	Facial Coverings FAQ 	Masks
Temperature Screening Visual Aid 	Temperature Screening Guidance 	Temperature Screening FAQ 	Thermometers



Maintain Safe Environments

With safety as our highest priority, we are adjusting our operations at all levels to exceed students' safety standards and contribute to the overall health of our school community.

REOPEN PLAN



ALABAMA STATE
UNIVERSITY

MAINTAIN SAFE ENVIRONMENTS

As Alabama State University reopens, safety is the top concern. Throughout the pandemic, extensive planning and execution have enabled us to maintain the safest possible environments. We carry that same diligence into the fall semester as we plan how best to operate while keeping safety as our environments and guest first priority. This section of the Reopen Playbook will outline the safety controls, training tools, and resources needed to operate in our new environment.

Facility Readiness

Many of our facilities have been out of operation for an extended period. It's critical that a thorough facility review is completed so our associates, students, and guests are able to return to a safe and operational environment.

The following tasks ensure our equipment and spaces are ready to reopen:

- ✓ Inspect areas for signs of pest activity, damage to equipment or facility, and product safety
- ✓ Check all water, gas, and steam lines for signs of corrosion or leaks and check gaskets on all equipment
- ✓ Test all equipment in the back and front of dining establishments to ensure proper operation
- ✓ Check water temperatures at hand-washing stations and the dish machine
- ✓ Stock all necessary cleaning equipment and supplies needed
- ✓ Check all chemical dispensers for dilution accuracy and that all applicable SDS sheets are up to date
- ✓ Clean and sanitize all surfaces, spaces, and equipment
- ✓ Stock all hand-washing station with needed supplies
- ✓ Engage all facility vendors as needed for hood cleaning, grease removal, trash, etc.
- ✓ Verify accuracy of all cleaning lists in and cleaning schedules
- ✓ Set inventory to appropriate levels based on forecasted volumes
- ✓ Contact the appropriate facilities resource or vendor to schedule any needed repairs
- ✓ Safety concerns will be addressed before hourly team members return to work

REOPEN PLAN



Safety Postings

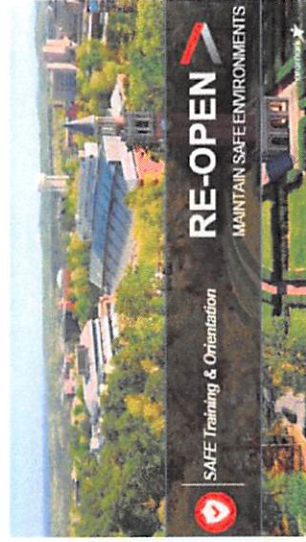
Safety signage that is displayed, referenced, and reinforced is a great tool to help our team members stay focused on the behaviors for a safe environment.

SAFE Training

This year's safety program layer includes the additional service and process changes that COVID-19 mitigation requires. We also have to start with the basics. We cannot manage the extraordinary if we have not yet mastered the ordinary. This means our established sanitation and hygiene practices have to be ingrained before adding any additional mitigation efforts of COVID-19 can be effective. Associate training presentations have been updated this year with a general safety and a supplemental directives that focus specifically on COVID-19.

Aramark HE SAFE Training

Aramark HE SAFE Training— COVID-19



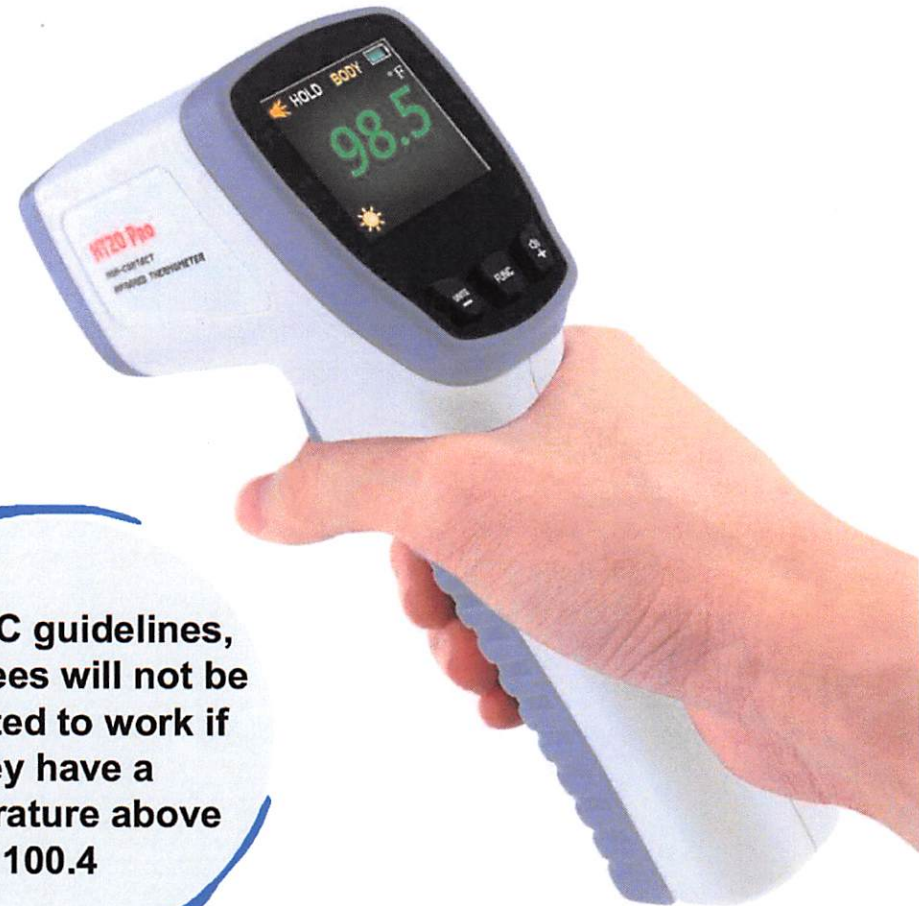
Committing to Campus Health

We pledge to ensure employees come to work healthy and safe, leaving and returning in the same condition at the end and beginning of each shift. By delivering on these safety measure we are committing to the overall health of our people, and your students, faculty and campus community.

To ensure that our employees feel comfortable returning to work, we want our approach to go above and beyond government requirements. Among many employee safety measures under development are:

- Mandatory handwashing every 20 minutes
- Employee temperature monitoring
- Proactively Procured PPE
- Social Distancing
- Plexiglas Barriers

**Per CDC guidelines,
employees will not be
permitted to work if
they have a
temperature above
100.4**



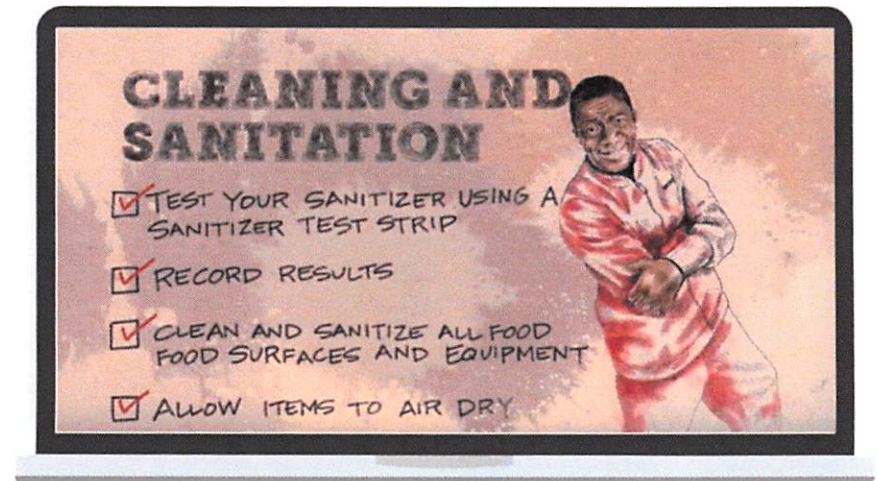
Exceeding Sanitation Standards

Maintaining a safe environment begins with our cleaning and sanitation process. We have enhanced our sanitation practices to protect our school environment.

There will be an emphasis on repeated cleaning of high-touch areas, such as door handles, tables, trays and other materials frequently used. Surfaces will be regularly sanitized with approved chemicals.

Day at a Glance Station Sanitation tools

- All employees will wash hands every 20 minutes.
- All FOH employees will wear facial coverings.
- Surfaces will be sanitized with approved chemicals.



Overall, location cleanliness, personal sanitation and employee protective apparel are the biggest concerns from Higher Education customers.

*Aramark Pulse Survey

Fostering a Safe Campus



Students would feel safer if they saw employees wiping down tables, kiosks, and all other things people touch more regularly.*

*Aramark Pulse Survey

LET'S BE SAFE
KEEP SOME SPACE



6"
APART



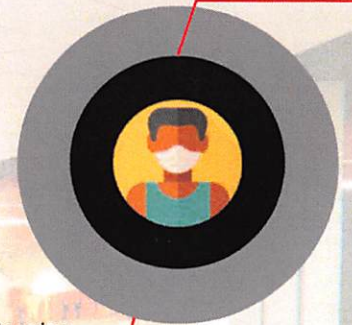
YOUR SAFETY
COMES FIRST

we've closed to protect you.



Our social distance calculator enables us to determine maximum capacity and square footage requirements based on both CDC (Center of Disease Control) and WHO (World Health Organization) standards.

WHO
3' distancing
28.3 sf./person



CDC
6' distancing
113.1 sf./person

Students, faculty and guests will be comforted by visual representations of our efforts including signage, frequent sanitation methods and floor stickers among other turnkey solutions to promote social distancing.

Creating A Safe Hub with On-Campus Dining

STAND HERE
MAINTAIN 6 FOOT DISTANCE

RESPECT SOCIAL DISTANCING

Introducing

quick eats

Fresh selections
FOR YOUR BUSY DAY

LET'S BE SAFE
KEEP SOME SPACE



Self-Serve
Menu Items

We are temporarily pausing our self-serve menu items – please enjoy one of our ready-to-go or served options instead.

In addition to enhanced sanitizing procedures already in place – this is one more step we can take to prevent the spread of COVID-19

THANK YOU

GLAD TO HAVE YOU BACK

We missed you!

Stop the spread of germs that make you and others sick!

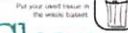
Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze.

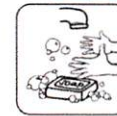


Cough or sneeze into your upper sleeve, not your hands.



Put your used tissue in the trash bin!

Clean your Hands



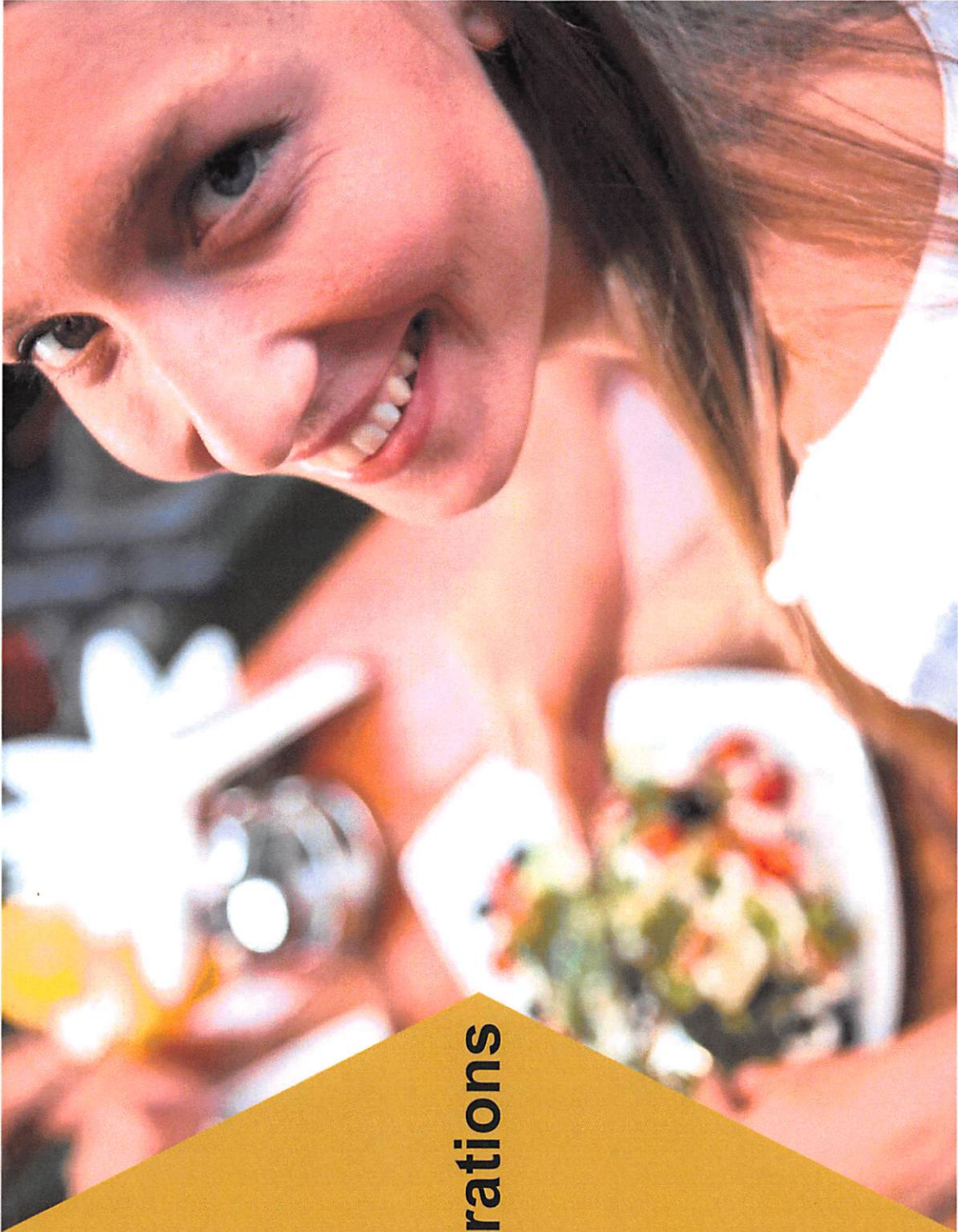
Wash hands with soap and warm water for 20 seconds.



or clean with alcohol-based hand sanitizer.

Residential Station Layout Shuttlesworth Dining

	Dining Choices/Stations	Previous Customer Experience	New Customer Experience	Comments
1	Home Zone	Served	<i>Served</i>	2 lines - one dedicated to To Go only
2	Pizza Station	Self Serve	<i>Served</i>	To-Go offered
3	Grill/	Self Serve	<i>Served -</i>	Reduced menu - To Go offered
4	Pasta Station	Self Serve	<i>Served on Homezone</i>	To-Go offered
5	Deli	Self Serve	<i>Served/premade</i>	MTO remains - but one premade available for To-Go Option
6	Salad Bar	Self Serve	<i>Served /premade</i>	Reduced Toppings - MTO; but premade side salads and entry salads made for To-Go Option
7	Breakfast Fruit/Yogurt Bar	Self Serve	<i>Served</i>	Served at Salad bar - breakfast (on Salad Bar at Lunch and Dinner)
8	All Day Waffle	Self Serve	<i>Served</i>	Made and served only at breakfast
9	Beverage Stations	Self Serve	<i>Pending</i>	TBD pending Health Department request
10	Dessert	Self Serve	<i>Served</i>	Desserts offered at every station - served or pre-wrapped
11	Ice Cream	Self Serve	<i>Served Novelties</i>	Prepackaged ice cream
12	Vegetarian	Self Serve	<i>Served</i>	one vegetarian option/recipe daily - no MTO
13	Condiments/Dressings/Etc	Self Serve	<i>Served at appropriate stations</i>	



Adapt Our Operations

REOPEN PLAN



ADAPT OUR OPERATIONS

The higher education environment is highly fluid; we will remain nimble and flexible so we continue to expertly meet the needs of students and guests. Not every account will open under the same restrictions or guidance. Different parts of the country will have varying levels of government and client-required operational adjustments. This section of the Playbook offers tiered strategies in the most common operational aspects impacted by COVID-19 mitigation strategies. We will partner with regional leadership and Alabama State University's leadership to determine the most appropriate controls to open with.

RESIDENTIAL RESOURCE GUIDES



Residential Menu Playbook



Disposable Packaging



Quick Eats Program



Value-Added Products

Adjusting Catering



In an effort to further support our clients' group meal needs, we have created a new offering to safely deliver catering. We have expanded the Catering Box Lunch program to now also include a full offering of breakfast meals, lunch meals and snack selections. Individual Catering provides the same level of customer service, quality and flavors in a box to ensure guest safety. Traditional catering is still offered, but with limitations and extra precautionary measures.

Adapting Our Service

To keep our employees safe and healthy, we are adapting our service styles to adjust for social distancing and other safety practices.

Menu modifications and service area adjustments are some of the initiatives we are taking to ensure a safe dining environment for our students and school community.

- All stations full service
- To-go boxes offered
- China & silverware behind serving lines
- Menus modified to gain speed of service
- Dining area tables adjusted for social distancing
- Condiments moved to a served location
- Floor stickers used to help with social distancing
- Table identifiers, which recognizes a table has been cleaned and sanitized.

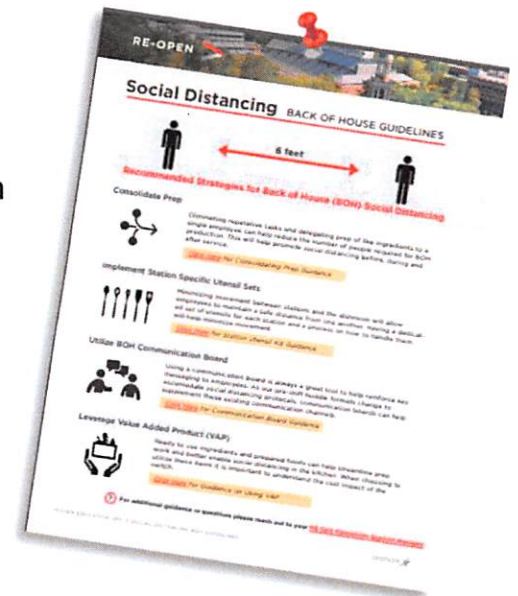




Ensuring a Safe Back of the House

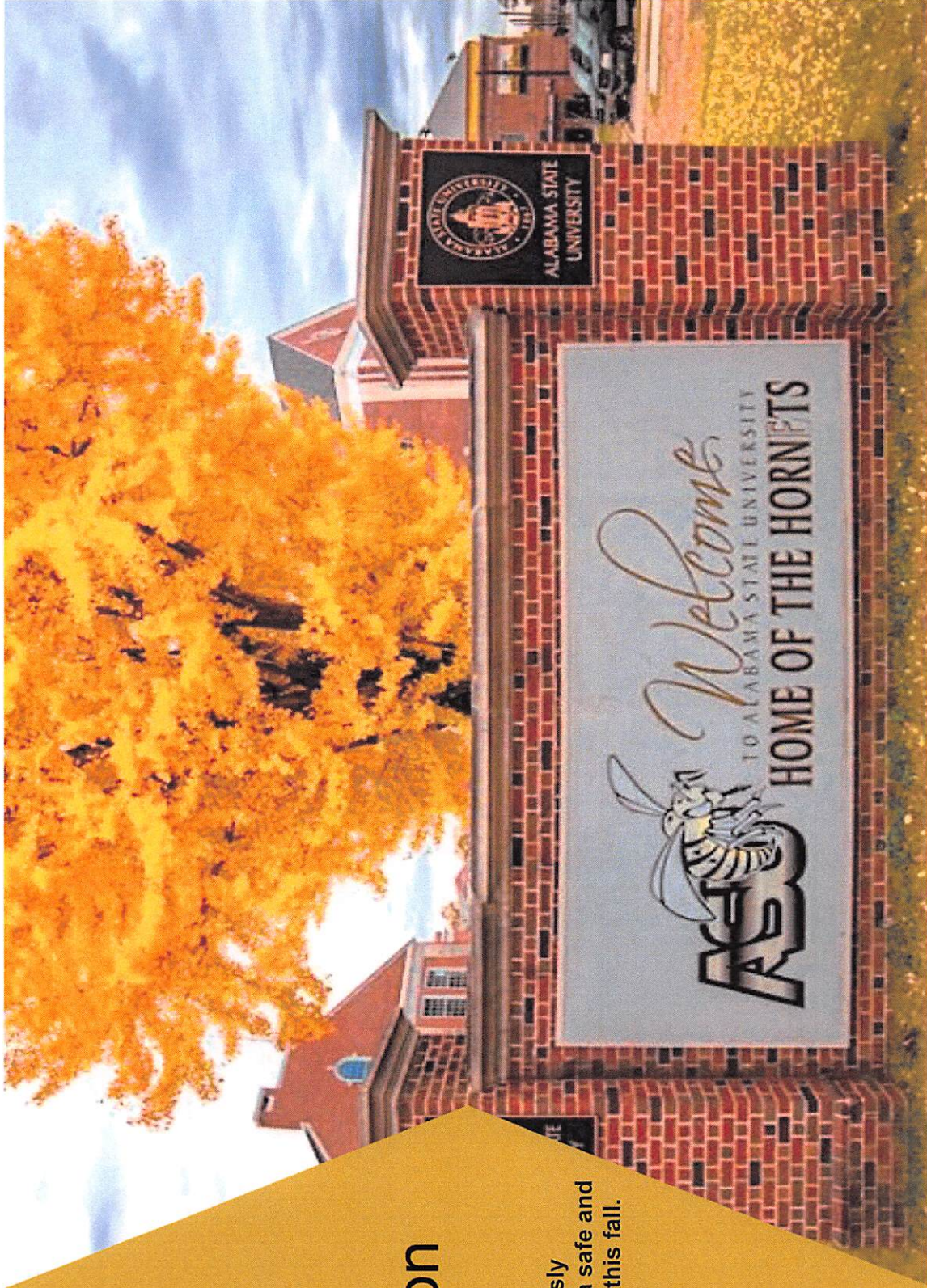
To keep our employees safe and healthy, we are adapting our service styles to adjust for social distancing and other safety practices.

We are consolidating our preparation of ingredients and implementing site-specific utensils to reduce the amount of movement between stations and maintain social distance.



On-going Collaboration With You

We are dedicated to continuously partnering with you to ensure a safe and successful re-open of campus this fall.



“No Limit” Administration Strategic Plan

2020–21 Student Government Association (SGA)

- 1. Approval of “revised” SGA Constitution**
 - a. Constitutional revisions were made in the previous administration, but the revised copy was not placed on the ballot to be voted on by the Student Body. It is essential that this revised edition gets approved, as the current SGA Constitution has not been revised in nearly a decade.
- 2. Implementation of previously approved statutes/resolutions**
 - a. Legal Career Day Act
 - b. Freshman Orientation Act/Resolution
 - c. Summer Scholarship Extension Resolution
 - d. Traffic Court Establishment Act
 - e. Walmart Shuttle Act
 - f. Legislative Process Act
 - g. CSC Initiative
 - h. Parking Violation Warning Act
 - i. Residence Hall Cleaning Supplies Act
 - j. Residential Facilities Cleaning Requirements Act
- 3. Reconstruct the teacher evaluation form**
 - a. Make questions structured for student satisfaction.
 - b. Inquire how a professor can make the course better.
 - c. Inquire if the student feels comfortable with the class size
- 4. Establish a student printing station in the SGA Complex**
 - a. Partner with ots to secure 1-2 computers to put in the sga complex
 - b. Inquire to the office of student affairs on getting a printer
 - c. Purchase supplies through the sga budget
- 5. Establish the Chat & Chew Program**
 - a. Recruit traditional/non-traditional students to serve in the program.
 - b. Secure a solidified date to have the program meet with aramark officials.

6. Continue “Senate on the Run”

- a. In the past administration, the SGA senate began the ‘Senate on the Run tour’. The intention of this is to reach students who would normally not attend Senate meetings. The senate legislative board will establish a senate meeting time once the fall legislative session begins and from there the “tour” will be mapped out. The goal is to encourage student participation in student government.

7. Extend library hours

- a. A multitude of students have reached out to the Student Government Association about the lack of a 24 hour study area on campus. As it is the duty of the SGA to take action on behalf of the student body, a meeting needs to take place with the vp of student affairs, the dean of the library, and the SGA E-Board in hopes of extending the library hours.

8. Stream Board of Trustees meeting on campus.

- a. As it is the duty of the SGA to ensure the greatest participation by students in the governance of and policy development of Alabama State University, we the SGA feels as it is necessary for the university to stream all Board of Trustee meetings on campus. We believe that the televisions in the student center will be most appropriate for this.

9. Hornet Day of Service with Miss ASU

10. Establish surveys for homecoming and student customer service

MISTER AND MISS ALABAMA STATE UNIVERSITY AND CLASS QUEENS

It is quite an honor to run for and be selected as the ultimate ambassador of Alabama State University, Mister and Miss ASU! The young man/woman selected for these roles, represent the university in the highest regard--connecting their reign to academic excellence, having a positive, social impact and serving his/her campus and local communities. In order for students to declare a candidacy for Mister or Miss ASU, they must be in good academic standing and have not been found guilty of any student conduct violations resulting in the penalties of probation, suspension or expulsion--as stipulated in the *Student Code of Conduct*. They must have one, academic year (two semesters) of continuous, full-time enrollment at ASU, immediately prior to the semester in which the office is sought. Other items to note:

- A contestant must be able to provide a valid birth certificate or a current driver's license;
- A contestant must be classified as a senior (93 credit hours or above) by the end of the spring semester in which she campaigned and competed; and, a full-time student enrolled at Alabama State University with at least a 3.00 cumulative grade point average by the end of the spring semester (in which she campaigned) and must maintain at least a 3.00 cumulative grade point average throughout her reign;
- A contestant shall not be less than 17 years of age and must be a high school graduate or have successfully completed the GED testing program for high school equivalency;
- For women contestants, she may not be pregnant at the start of her candidacy, election or during her reign;
- A contestant must be of good character and must not have been involved at any time in any act of moral turpitude; convicted of any crime nor have any criminal charge(s) pending against him/her. He/She shall not have been involved in any activity that is or could be characterized as dishonest, immoral, indecent or in bad taste;
- A contestant must recognize that once they are elected Mister or Miss Alabama State University, they shall serve the students of Alabama State University for 12 months; and,
- A contestant must be able to afford the expenses for all attire associated with this position

Selection of Candidates: Each candidate for Mister and Miss ASU must attend the official interest meeting/workshops, sponsored by the Student Election Committee and the Office of Student Life. These workshops detail the responsibilities and expectations of Mister and Miss ASU and are mandatory for those interested in the position.

Election: Mister and Miss ASU is elected annually, and participates in a university-wide pageant and election by the student body. No young man/woman is eligible to be placed on the official ballot as a candidate for Mister or Miss ASU, who does not participate in the pre-election activities for the office (i.e., the Mister and Miss ASU Pageant, debate/forum, interest meetings, etc.) as prescribed by the Student Election Committee.

The young man/woman who are first to finish in votes and his/her pageant scores, behind Mister and Miss ASU, will be deemed, “Mister/Miss First Attendant.” This is the same logic applied to the young man/woman who are considered the second-runner ups. He/She will be called, “Mister and Miss Second Attendant.”

Term of Reign: When students accept the position of Mister and Miss ASU, he/she will, for the one-year period of her reign, enjoy celebrity status that is tantamount to being on-call--at all times. Mister and Miss ASU, by virtue of the title, sacrifice much of their personal lives and former commitments for the common good of the university and the crown. He/She are at all times Mister and Miss ASU—public figures.

Impeachment: Mister and Miss ASU may be removed from office by a recommendation from the Director of Student Life if his/her behavior, conduct or demeanor reflects unfavorably on the office, student body or university. Mister and Miss ASU have the right to appeal the decision to the Vice President of Student Affairs and Enrollment Management and President of Alabama State University.

Vacancy: Should the Office of Mister or Miss ASU become vacant for any reason, “Mister/Miss First Attendant,” shall be immediately installed into the office. Should the order of succession fail to produce a replacement (i.e., “Mister or Miss Second Attendant” are unable to serve), then a special election shall be held during the fall or spring semester to replace the vacant position for the remainder of the term.

Advisors: The Primary and Secondary Advisors shall be appointed by the Vice President of Student Affairs and Enrollment Management.