



**COVENANT**  
COLLEGE

---

**MEMORANDUM**

---

**TO:** Board of Trustees and Advisors

**FROM:** Derek Halvorson

**DATE:** 18 March 2020 (amended March 19)

**SUBJECT:** response to the coronavirus

In advance of our board meeting, I wanted to provide a summary of the actions the college has taken since we made the decision to shift to online education for the remainder of the spring semester. My hope is that providing this simple, bulleted list will give you a sense for where we stand in this transition, how we're caring for our students, faculty, and staff, and what is yet to be done.

The cabinet has been meeting daily at 8am to receive updates on progress, to make decisions on open questions, and to determine how best to communicate decisions and timelines with various college constituencies.

**COMMUNICATIONS**

- Communicated decision to students, parents, faculty and staff at 4:28pm on Thu, Mar 12.
- Communicated with students on Sun, Mar 15 ("please go home") and Tue, Mar 17 (class schedule, work-study, refunds).
- Communicated with faculty and staff on Tue, Mar 17 (update on student comms) and Wed, Mar 18 (remote work, building/campus closure).
- Have created dedicated COVID-19 microsite ([covenant.edu/covid19](http://covenant.edu/covid19)) for external communications and dedicated COVID-19 microsite ([scots.covenant.edu/covid19](http://scots.covenant.edu/covid19)) for internal communications.
- All-employee meeting (via Google Meet) on Fri, Mar 20.
- Video message to students to be produced by end of week.

**ACADEMICS**

- Faculty began training for online delivery on Tue, Mar 17.
- Maintaining regular class schedule/synchronous education.

- Online registration for Fall 2020 will begin week of Mar 23.
- Decision on May 9 Commencement yet to be finalized. Considering push to joint 2020/2021 commencement in May 2021.
- On-campus May Term courses and summer M.Ed. courses will happen. Format (face-to-face v. online) yet to be determined.
- Decision on Summer Institute (Jul 20-24) yet to be made.

#### RESIDENCE LIFE/STUDENT LIFE

- Students given until 5pm, Wed, Mar 18 to collect belongings from residence halls.
- 15 international/TCK students will live in student apartments for the remainder of the semester. We are providing allowances for food.
- Remote chapel services, MWF @ 11am, will begin Mar 30. Chapel office will distribute daily devotionals written by members of the campus community.
- Decision on in-person Pre-Orientation (scheduled for Jun 26) to be made by May 29.

#### FACILITIES

- Buildings will be locked, requiring keycard access. Carter Hall open 8am-5pm, Mon-Fri. Gym closed. Library closed (though still providing remote services to faculty and students).
- Campus completely closed 5pm, Fri, Mar 20 until 8am, Tue, Mar 24 (i.e., Sat-Mon) to allow any contagion on surfaces to die.
- Campus Security developing plan for ensuring safety on a campus with far fewer people.

#### HUMAN RESOURCES

- Encouraging those who can work remotely to do so (with permission of supervisor). Cabinet will maintain a master list of employees, on/off-campus status, contact info.
- Encouraging social distancing and good hygiene practices for on-campus employees. Multiple offices using videoconferencing for meetings.
- Evaluating opportunities to redeploy staff whose workload is reduced by lack of students on campus.

#### FINANCES

- Have committed to prorated refunds for room and board. Refunds on fees being evaluated on a fee-by-fee basis.
- Loss of revenue from room and board can be partially offset by cost savings on food service, work-study, utilities, etc., but without outside revenue we will take a financial hit. Fred will provide an update during the board meeting.
- Decisions on summer camps have yet to be made (either by us or by the camps we host). Loss of campus would be a ~\$400,000 hit to net revenue.

#### ADMISSIONS

- No arranged campus visits for the time being. Spring Covenant360 preview events have been canceled. Admissions is working with marketing to produce an online virtual tour.
- No admissions counselor travel for the time being. Admissions counselors have increased remote contact (voice, text, email, etc.) with applications and prospects.

## DEVELOPMENT

- No gift officer travel at present. The majority of development staff are working remotely.
- Campaign cultivation and other donor interactions have been shifted to remote means.
- Met with campaign counsel, who encouraged us not to pause the campaign, but also encouraged us not to make significant requests during the current time of uncertainty. Instead, focus should be on donor care and relationships.