University of Pittsburgh | Activity Area Plan
The University Senate Office

I. Overview

1. **Area:** The University Senate Office
2. **Area Lead:** Lori Molinaro
3. **Submitter of Activity Area Plan:** Paul Supowitz
4. **Date of Submission:** August 19, 2020
5. **Revision of a previously approved Activity Area Plan?** No
6. **Summary of Plan:** University Senate Office personnel will work remotely for the duration of the COVID-19 pandemic, regardless of the University’s operating posture. The core functions of the University Senate will continue to be executed remotely under all operational postures, listed below and detailed in Section II:
   - Administrative operations
   - Senate proceedings and meetings
7. As the Director of the University Senate Office, I, Lori Molinaro, hereby confirm that the University Senate Office will commit to following the University’s Healthcare Standards and Guidelines and Personnel Standards and Guidelines.

II. Functions in Each Operational Posture

There is no change in the University Senate Office staffing or on-campus presence when shifting between postures.

**High Risk, Elevated Risk, and Guarded Risk Postures**

a. **Function 1 – Administrative operations**
   i. **What:** Administrative operations
   ii. **How:** Remotely via Zoom, Microsoft Teams, etc.; no in-person administrative operations will take place on campus.
   iii. **Number of people/positions required on campus:** Zero; no one from the University Senate Office will be on campus.
   iv. **Building(s):** n/a; all remote activities – no building access necessary.

b. **Function 2 – Senate proceedings and meetings**
   i. **What:** Senate proceedings and meetings (e.g. Faculty Assembly, Senate Council, and related Committee meetings).
   ii. **How:** Remotely via Zoom, Microsoft Teams, etc.; no in-person proceedings or meetings will take place on campus.
   iii. **Number of people/positions required on campus:** Zero; no one associated with the University Senate Office will be meeting on campus.
   iv. **Building(s):** n/a; all remote activities – no building access necessary.
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

The University Senate Office consists of two people, and neither person will return to campus during the pandemic. Lori Molinaro will communicate the posture changes to Linda SantaCasa via phone and/or email; however, shifts in posture will not change University Senate Office operations during the pandemic.

IV. Stakeholder Outreach

The Senate stakeholder groups include faculty, administration and students. We have notified these groups that, for the coming year, we are planning on holding all meetings virtually. We will also communicate that information each time we send out meeting announcements and/or agendas.

V. Monitoring and Amendment

Lori Molinaro is responsible for monitoring compliance with this activity area plan.

Any revisions to this plan must be approved by Dr. Kathy Humphrey, SVC for Engagement, the member of the Senior Leadership Team that oversees this area.