

Fall 2020 – Student Affairs Re-Opening Plan

The Student Affairs Division of the College is comprised of trained and experienced professionals here to provide opportunities for students in many areas including social and professional networking, leadership development, mental and physical wellness, understanding and embracing diverse perspectives, and civic engagement. In response to the COVID-19 health pandemic, some of our delivery methods have been altered to mitigate the spread of the virus; however, our commitment to providing you with a quality experience remains unchanged (see Vaughn's [Pandemic Protocol](#)).

The Student Affairs plan is part of the larger Safety/Re-Opening Plan of the College. The Student Affairs division partners with educational colleagues to promote high quality and complementary, co-curricular and extra-curricular opportunities for student engagement, in full appreciation that curricular knowledge acquisition takes priority. It is expected that students (and staff) comply with the guidelines as listed, which includes:

Travel Assessment – Under the guidance of New York State, students arriving from International destinations or from (30+) states designated as “hot spots” are required to quarantine for 14 days. This means that students will not be permitted to enter campus buildings nor participate in face-to-face activities until the quarantine period ends. Students (who are well) are still expected to participate in classes (virtually) and may participate in events held online.

Health Assessment – Everyday that a student expects to come to enter a campus building, she/he should assess themselves. If there are signs of a fever/headache, coughing/shortness of breath, flu-like symptoms, sudden loss of taste or smell, STUDENTS SHOULD STAY HOME and contact us for assistance at incidents@vaughn.edu . If students feel well, they should complete the Health Assessment form BEFORE proceeding to campus. [Health Assessment](#)

Face Masks/Face Coverings – All indoor locations (except for within individual suites in the residence hall) require all people to wear face masks/face coverings at all times. Face masks must cover both your mouth and nose at all times. Additionally, when students are outside and unable to maintain at least six feet of physical distancing (i.e. picnic tables, parking lot, flight line), face masks/face coverings must be worn.

Respiratory Etiquette – Students who cough or sneeze are expected to cover possible airborne droplets with a tissue or their inner elbow, never with an open hand. Remember that if you are coughing/sneezing frequently, you should stay home. Additionally, it is recommended that you keep your hands away from your nose and mouth.

Hand Hygiene – The Centers for Disease control recommends frequent handwashing to reduce the spread of the virus. We recommend that you wash your hands every time you enter/exit a building, before/after you eat, before/after you use the bathroom . . . anytime you come in contact with a high touch surface. Washing your hands with warm soapy water is best; and we have sanitizer stations positioned at the entrances/exits of all campus buildings. We recommend that students have hand sanitizer with them for their personal use.

We need and expect the cooperation of every student (and staff member) to remain open. The Vaughn College community needs everyone to do their part to keep each other safe and not spread the coronavirus. Student Affairs will plan responsible opportunities for social engagement and networking. Students should frequently check their Vaughn College email

accounts and follow the College on Instagram. Students are dissuaded from participating in any event/activity on or off campus that is either crowded or has mask-less participants. Please do not risk your health, our health, and our ability to remain open.

Student Affairs Re-opening Plan Contents

1. Athletics	athletics@vaughn.edu www.vaughnwarriors.com	p. 3
2. Aviation Café		p. 3
3. Civic Engagement	kamla.holland@vaughn.edu	p. 4
4. Commuter Lockers	activities@vaughn.edu	p. 4
5. Counseling Services	stacey.dutil@vaughn.edu	p. 4
6. Health Compliance	kamla.holland@vaughn.edu	p. 4
7. Identification cards	https://get.cbord.com/vaughn/full/login.php	p. 5
8. New Student Orientation	orientation@vaughn.edu	p. 6
9. Parking	athletics@vaughn.edu	p. 6
10.Recreation, Intramurals and Fitness	athletics@vaughn.edu	p. 6
11.Residence Hall	reslife@vaughn.edu	p. 6
12. Student Activities / Clubs & Organizations	activities@vaughn.edu	p. 7
13. Student Advocacy	elaine.white@vaughn.edu	p. 7
14. Student Conduct	incidents@vaughn.edu	p. 8
15. Wellness	athletics@vaughn.edu	p. 9
STUDENT AFFAIRS EMPLOYEE CONTACT INFORMATION		p. 10

Access to listed services will be communicated internally through Vaughn College email.

[24-hour Safety and Security Phone line 718-505-1024](tel:718-505-1024) for emergency use!

1. Athletics

Vaughn student-athletes compete in the HVIAC (Hudson Valley Intercollegiate Athletic Conference). After much consideration, the HVIAC has postponed all Fall sports. The Vaughn teams that this will affect are men's and women's cross country, men's soccer, and women's tennis. Decisions for winter and spring sport programs have not been finalized at this time. Vaughn's Director of Athletics and Wellness will continue working with the HVIAC and will provide details as they become available. athletics@vaughn.edu

All student-athletes (Fall, Winter, Spring) will continue to receive support and guidance from coaches and the athletics staff. Student-athletes should expect the requisite training (i.e. Motivation, Sportsmanship, Title IX) delivered in an online format. Sports teams will continue to have study hall to ensure that student-athletes remain academically eligible to compete. Students still have the opportunity to join athletic teams. We sponsor, men's baseball, basketball, cross country, soccer and tennis; and women's basketball, cross country, and tennis. Interest meetings (hosted online) will be announced through email.

There will still be opportunities for student-athletes to engage in small group strength and conditioning, and skill development exercises. Coaches will reach out to athletic teams through Vaughn College email. Student-athletes who meet with coaching staff in small groups, in addition to complying with College's safety plan, will need to have their temperatures checked prior to participation in workouts, drills, etc. If/when the HVIAC resumes competitions, students may need to comply with additional safety protocols in accordance with conference guidance to be able to participate.

Athletic Website

www.vaughnwarriors.com

Director of Athletics and Wellness

ricky.mccollum@vaughn.edu

Athletics Coordinators

jihad.ceaser@vaughn.edu / Omari.wright@vaughn.edu

2. Aviation Café

In accordance with New York City guidance for food establishments, the College's cafeteria will provide food on a "to go" basis until further notice. Eating is not permitted indoors; however, there are new outdoor picnic tables that may be utilized. Additionally, resident students may bring food back to their rooms to be consumed.

Cafeteria Hours Mondays – Fridays 9 am – 7 pm (continuous service)

 Saturdays & Sundays 10 am – 6 pm (continuous service)

NOTE: Cafeteria hours on holidays and school closure for inclement weather follows the weekend schedule

Aviation Café is expected to email daily available entrees to the Vaughn community. Any resident student who is quarantining/isolating in the residence hall should remain in their rooms and email reslife@vaughn.edu to coordinate meal delivery. The meal charges will be deducted from the individual student's meal plan as usual.

3. Civic Engagement

The College supports the civic engagement of its students. In compliance with the Higher Education Act, annually, we hold voter registration drives. We encourage students who have U.S. citizenship, and are older than 18 to participate in the democratic process of voting. Non-partisan voter registration process may be found at: <https://www.rockthevote.org/>. During the pandemic students, particularly resident students, may choose to vote by absentee/mail-in ballots and can do so at <https://www.usa.gov/absentee-voting>. There may also be options for you to vote early <https://www.vote.org/early-voting-calendar/>. Additionally, annually the College recognizes Constitution Day (September 17th) and will host an online event to commemorate this day. To supplement the federal compliance mandates, the College will continue to host our “Common Ground” series, an opportunity for students to be exposed to diverse people and divergent ideas in a civil discussion on a contemporary topical issue. For Fall 2020, all Common Ground events will be held via zoom and students will receive invitations in their Vaughn College email accounts. For more information or to suggest a discussion topic, students may email kamla.holland@vaughn.edu.

4. Commuter Lockers

There is a limited quantity of lockers available for use by our current (commuter) students. Locker use is a courtesy afforded by the institution for students solely for educational purposes, i.e. students who may prefer to leave their tools/textbooks on campus during the semester they are enrolled. Typically, there is a nominal fee associated with renting a locker for each semester. For the Fall 2020 semester, to reduce staff/student contact, lockers will be complimentary. Students who wish to leave belongings overnight are expected to secure only one locker and inform us of their name, Sonis id number, locker number, and educational program (Academic/ATI) by 11 pm on the day the locker is secured. Students should view the policy section of the student handbook to learn more about the locker procedure and expectations [Student Handbook](#). Additional questions may be referred to activities@vaughn.edu.

5. Counseling

The College offers free and confidential counseling services for students, coordinated by a licensed and credentialed professional director. For the Fall 2020 semester, all sessions (individual and group) will be held on a secure online platform. Students who wish to discuss transition of care, stress, time management, anxiety, loss/grief, social isolation, depression, or just need someone to talk to, may schedule an appointment by contacting stacey.dutil@vaughn.edu.

Students in distress should access services by calling **9-1-1**. For 24-hour support/assistance, students independently may access the 24-hour services in New York City provided through NYC Well by texting “WELL” to 65173, calling 1-888-NYC-WELL or accessing the website <https://nycwell.cityofnewyork.us/en/>

6. Health Compliance

MMR and Meningitis

Students who are educated in New York State are required to provide proof of vaccination or immunity to Measles, Mumps and Rubella (MMR). New students are given 30 days to supply documentation or risk having class schedules cancelled. Additionally, students must sign an

acknowledgement of understanding the recommendation for vaccination and the risks for not being vaccinated for Meningitis. Students who are not in full compliance will need to coordinate immediate compliance with kamla.holland@vaughn.edu .

Health Insurance

The College recommends that every student has health coverage for their personal health care needs; and requires that every resident student provides proof of health insurance. Students who need assistance acquiring health coverage, may contact stacey.dutil@vaughn.edu.

Flu Vaccination

The symptoms of influenza and COVID-19 are similar. It is for this reason that if you are medically able, we recommend that you receive vaccination against the seasonal flu. Students who experience flu-like/Coronavirus symptoms are expected to stay home and are not permitted to be in class.

Travel & Daily Health Assessments

The COVID-19 pandemic is a concern internationally and within many American states. The New York State governor has instituted a 14-day quarantine for any person coming into New York State from places with many coronavirus cases. Throughout the semester, students are expected to stay locally/within New York to avoid needing to quarantine. Any time a student leaves New York State and re-enters, she/he needs to complete the Travel Assessment Form. Additionally, every day a student plans to enter a campus building, she/he is expected to complete a Health Assessment Form. Both forms are accessible on the College website.

<https://www.vaughn.edu/coronavirus/>

Pandemic Policy

Students should review the pandemic policy to understand and adhere to our expectations.

<https://www.vaughn.edu/coronavirus/>

7. Identification cards

To enhance safety and security on campus, each member of our College community is expected to have their identification cards with them whenever they are on campus. The entrances of all exterior doors, the main parking lot and some interior doors are accessible through your identification card. Returning students should continue to use identification cards from the previous semester. New students will need to follow our reduced contact process:

- Take a photo (*light/solid background, head/shoulders only, no hats/sunglasses*)
- Go to <https://get.cbord.com/vaughn/full/login.php>, and using your Vaughn College email, register for a C-bord account
- Sign in, click “Quick Links” choose Upload ID Photo
- Browse to your picture, Upload photo (good likeness of you)
- Identification cards are typically ready within 24-hours of upload, students should pick up identification cards from security in the main building, the next time they proceed to campus.

Students will need to show government issued ID and have their Sonis ID number to retrieve a College ID card. Students may pick up their identification cards from the security desk in the main building.

8. New Student Orientation

To acclimate our newest members of the community, we have developed orientation modules that are accessed through D2L, our online learning platform. New students will receive access links in their Vaughn College email. The learning modules are self-paced and include information unique to Vaughn College designed to help you navigate through the complexities of college and become familiar with Vaughn processes and personnel. There are two training expectations for student onboarding, Alcohol and Other Drugs and Title IX (Gender Equity and Sexual Misconduct). Completion of these trainings fulfill assignments for your First Year Initiative/First Year Experience Course. orientation@vaughn.edu

College Possible Coaching

The College has partnered with AmeriCorps to enable us to provide college success coaches to our students. Coaches are recent graduates from four-year institutions who are knowledgeable and empowered on how to help (new) students navigate through the complexities of college. For Fall 2020, coaching will occur virtually, and students will be contacted by their assigned coach in September. The coaches are Ashton.wei@vaughn.edu and Norma.zheng@vaughn.edu.

9. Parking

Enrolled commuter and resident students who wish to bring their cars to campus may do so once a parking permit is attained. Students must secure continuously, a valid driver's license, car registration, inspection, and insurance; then, complete an online application for a parking pass. Parking in designated student campus lots is currently a complimentary service afforded to students and there is no guarantee that there will be an available space on any given day or time. During the first two weeks of the semester, students should apply for parking permits online and an athletics staff member will distribute the permit to you at the designated time and location. For questions or the link to access the parking application athletics@vaughn.edu. For the full campus parking regulations, see the Student Handbook accessible on the College's website www.vaughn.edu.

10. Recreation, Intramurals and Fitness

In addition to coaching and supervising the varsity sports teams, the athletics staff contributes to the overall wellness of the student body through planned opportunities for physical fitness. To mitigate the spread of the coronavirus, during the warmer months, fitness activities will primarily be held outdoors in the main parking lot and/or the rear of the residence hall. The athletics staff will set-up a basketball hoop and volleyball net for free play for students, as well as sponsor some events/games, i.e. free throw competitions, knock-out, etc. These in person activities will be supplemented by fitness classes held online via zoom. athletics@vaughn.edu

11. Residence Hall

The residence hall will remain open. For Fall 2020, rooms have been re-configured/densified to permit single room accommodations within suites and to eliminate open triples and quad rooms. Additionally, there have been capacity reductions in common areas. See also the Residence Hall Reopening Plans for Fall 2020 https://www.vaughn.edu/wp-content/uploads/2020/08/Residence_Life_Opening_Plan_Fall_2020-8.18.20.pdf. Students with questions, may email reslife@vaughn.edu.

12. Student Activities /Clubs and Organizations

Students are encouraged to participate fully in the life of the College, both inside and outside the classroom. There will continue to be opportunities for students to make social connections, practice teamwork and develop leadership skills through participation in events, clubs and organizations. Every semester, there is an Activities and Club Fair for students to get involved; and for Fall 2020 this event will be held virtually. There are student chapters of professional organizations, clubs related to your major, social clubs, and special interest groups. Throughout the Fall 2020, the clubs and organizations will meet online.

Club Rooms

Some clubs have assigned club rooms. The college will permit students to use these rooms within the following parameters:

- A complete club member roster with contact information must be shared with security and student activities activities@vaughn.edu
- Students on the roster will be permitted to access the club room during the hours that the building is open for classes (generally 7am-11pm weekdays)
- There are to be no more than four students in a club room at any time
- Students are to comply with College safety protocols including completing daily health assessments, wearing face masks, wiping down equipment before and after use, etc.

Students are not permitted to eat nor drink in club rooms.

13. Student Advocacy

The College adapts and changes in large part due to student enthusiasm, insight and initiatives. There are systems in place for both individual student advocacy as well as advocacy for the entire student body.

Student Government

Every Spring, students elect a continuing student to the leadership role of President of the Student Government Association. For Fall 2020-Spring 2021, the SGA President is Ehab Zaki ehab.zaki@vaughn.edu There are some cabinet seats to be filled and he will be seeking input from students to shape his agenda. The SGA President meets with the several key administrators, the Assistant Director of Student Activities and Engagement, the Assistant Vice President of Student Affairs/Dean of Students, and the College President.

Student Grievance

The College's (students,) staff and faculty are expected to demonstrate integrity and fairness. There is a process in place, if a student believes that she/he has not been treated fairly/equitably. The complete process is described in detail online in the student handbook www.vaughn.edu and students may file a grievance by emailing elaine.white@vaughn.edu

Student Support

Students who are unsure which office/department they need to seek assistance or information from, should contact the AVP for Student Affairs/Dean of Students elaine.white@vaughn.edu

14. Student Conduct

It is expected that students will conduct themselves in a manner compatible with the College's mission as an educational institution. The full code of conduct may be found in the online version of the student handbook at www.vaughn.edu . Students are expected to review, understand, and are held accountable for policies and procedures outlined within the student handbook There are some policies highlighted below:

Computer

During the Fall 2020, when many classes will have online expectations and there is a greater need for students to utilize technology, here are excerpts of strictly forbidden behaviors:

- Receiving or transmitting abusive, threatening, harassing, intimidating, sexually explicit, sexist, racist, obscene, lewd, vulgar, patently offensive, profane, or otherwise inappropriate or discriminatory content
- Expressing opinions or points of view as representing an official opinion or point of view of the College
- Participating in external two-way or multi-party communications services (electronic mail, bulletin boards, forums, "chats," etc.) not directly related to the purpose of educational and scholarly research
- Engaging in vandalism, such as creating or placing a computer virus on the College's system
- Gaining or seeking to gain unauthorized access to any files, resources or systems

Involuntary Leave of Absence

The College may place a student on a leave of absence from their academic (Academic/ATI) program and attendance at the College when the student poses a direct threat to health and safety of the student or others...

Pandemic

There is a pandemic policy on the College's website <https://www.vaughn.edu/coronavirus/> to address the College's expectations of students. Please review the new policy and note that as stated in the policy, the College may modify, implement new, or additional policies and procedures that will supersede existing protocols in the interest of health and safety for our community.

Title IX

Title IX refers to gender equity and sexual misconduct. Legislation and likewise our policy have been updated during the summer of 2020. The new policy is posted on the website <https://www.vaughn.edu/sexual-and-gender-based-misconduct-policy/>. Students will receive a link for online Title IX training. To report a concern or behavior or to learn more about reporting, contact the Title IX Coordinator at elaine.white@vaughn.edu

Any member of our community may report student behavior that is not conducive to an educational environment/ a code of conduct violation to incidents@vaughn.edu .

15. Wellness

We are concerned about student well-being and collectively the Student Affairs division aims to support students so that they are well enough to achieve their educational goals. In addition to providing qualified staff to address physical and psychological wellness, we provide additional resources.

Food Pantry

The counseling staff coordinates a food pantry for students facing food insecurity. To access the food pantry, students should contact stacey.dutil@vaughn.edu.

Local Community Referrals

The counseling staff additionally maintains resources in the local area and will provide referrals to service providers upon request/as needed, i.e. food insecurity, health agencies/urgent care, housing instability, and other social services.

Student Emergency Assistance Fund

Students who are experiencing an emerging financial crisis, may apply to receive consideration for up to \$250. For more information, students should contact elaine.white@vaughn.edu .

Wellness Outreach

Students who are ill, with diagnosed COVID-19 or other illnesses, should contact our Director of Student Conduct and Outreach, Kamla Holland through incidents@vaughn.edu , she in turn contact your professors and coordinate your return. The Wellness team works in collaboration with our Americans With Disabilities Act officer (frank.wang@vaughn.edu) to coordinate short and long term accommodations for students.

The Student Affairs staff is available by appointment (either online or in person)

To reduce person to person transmission of the Coronavirus, most events and services will be offered outdoors and online via zoom.

Jihad Ceaser	<i>Athletics Coordinator</i>	jihad.ceaser@vaughn.edu
Dr. Stacey Dutil	<i>Director of Counseling and Wellness</i>	stacey.dutil@vaughn.edu
Becky Falto	<i>Director of Residence Life and Housing</i>	becky.falto@vaughn.edu
Kamla Holland	<i>Director of Student Conduct and Outreach</i>	kamla.holland@vaughn.edu
Alexandra Kanter	<i>Counseling graduate intern</i>	alexandra.kanter@vaughn.edu
Ricky McCollum	<i>Director of Athletics and Wellness</i>	ricky.mccollum@vaughn.edu
Kelli Smith	<i>Vice President for Student Affairs</i>	kelli.smith@vaughn.edu
Sarah Tsang	<i>Assistant Director of Student Activities and Engagement</i>	sarah.tsang@vaughn.edu
Ashton Wei	<i>College Possible Coach</i>	ashton.wei@vaughn.edu
Elaine T. White	<i>Assistant Vice President/Dean of Students and Title IX Coordinator</i>	elaine.white@vaughn.edu
Omari Wright	<i>Athletics Coordinator</i>	omari.wright@vaughn.edu
Norma Zheng	<i>College Possible Coach</i>	norma.zheng@vaughn.edu

General Student Affairs Emails

activities@vaughn.edu – to suggest (responsible) event ideas, get connected to clubs/organizations

athletics@vaughn.edu – to join a sports team, obtain a parking pass

incidents@vaughn.edu – to inform us of absences due to COVID-19/quarantining/isolation, to report code of conduct violations (including lack of compliance with safety plans)

orientation@vaughn.edu – for new students to receive information/ask questions

reslife@vaughn.edu – to inquire about life in the residence hall, to communicate building concerns

Other Helpful Contacts

helpdesk@vaughn.edu – to receive assistance troubleshooting information technology concerns

studentaccounts@vaughn.edu – to gain access to your bill, make payments, receive financial assistance

Zoom Front Desk Meeting ID# 989-7485-1705 – to make general inquiries, be directed to offices/staff