West Chester University Fraternity and Sorority Life Community Update - Summer 2020



July 23, 2020



Vision: Every fraternity and sorority member will carry out the lifelong commitment to live in alignment with their values.

Mission: To engage fraternity and sorority members in a commitment to their values, shared governance, and advancing the common good through a diverse learning environment that builds a lifelong affinity to West Chester University and the fraternal community.



- 1. Administrative Processes
- 2. Communication
- 3. Equity and Inclusion Departmental Review & Governing Council Initiatives
- 4. Preparing for the Fall
- Chapter Events/Programs on Campus Sykes Staff Information
- 6. Marketing and Social Media Planning
- 7. Break out into council groups
 - a. NPHC/MGC Business (new zoom)
 - b. IFC/PHC Health & Safety
 - i. IFC Recruitment Breakout
 - ii. PHC Recruitment Breakout

Agenda

*
this is being recorded

- IFC/PHC Health & Safety (stay in current zoom)
 - a. PHC Recruitment breakout room
 - b. IFC Recruitment breakout room

2. MGC/NPHC Business - new zoom room



Fall 2020 (president's email)

Majority of classes moved to online format with some hybrid classes to assist students in clinicals, student teaching, performance obligations, internships, etc

"In addition, as Chester County is presently in a Green Phase, our public buildings will be open and will be limited to 50 percent capacity. This means that Sykes Student Union, the Campus Recreation Center, FHG Library, and several other buildings will be open for use and are currently being readied in ways that will foster and promote active social distancing."

FAQ: https://www.wcupa.edu/healthNotices/faqs.aspx

**LINK TO TOWN HALL YOUTUBE

Administrative Processes

- 1. Roster Management
 - a. Roster Update Form importance of doing this ASAP http://cglink.me/s24309 BY AUGUST 15
 - b. Issues figuring out who is going to be an active member?
- 2. Existing forms
 - a. Officer Update Form any changes since March
 - b. Potential Member Eligibility Form http://cglink.me/s25918
- 3. New Form Monthly Report Form TBD
 - a. we did not collect "Chapter Audit" information last semester
- 4. Mail Pickup Procedures
 - a. initial pickup signup with Stephen/Elisa
 - b. ongoing TBA once we know if the administrative staff will be working
- 5. Academic reports any questions? Linked to our website
 - a. 84% have at least a 3.0 Cumulative GPA (usually 75%)
 - b. 62% achieved Dean's List (usually 30%)
 - c. 28% achieved a 4.0 (usually 10%)
 - d. 94% achieved at least a 3.0 for the semester (usually 75%)

Communication

- Communication Individual President 1on1s continue virtually
- Council operations councils will continue to meet regularly, first business meetings 2nd week of school
- Council fall priorities communicated at first meetings
 *some councils will have business to vote on electronically before then

Staff Commitment

- someone from FSL will be in the office every day on a rotating basis. We can not have meetings with students in-person.
- university's communication system allows for calls directly to staff member's off campus site
- you can expect a turnaround time of one business day for all virtual meeting requests sent via email.
- email will be the primary way to communicate with staff
- Full listing of communication protocol available on website by August 1



Office of Fraternity and Sorority Life Sykes 238



At least one staff member will be present in the office each day, but all staff will have VIRTUAL OFFICE HOURS available

OFFICE STAFF

Senior Director of Fraternity and Sorority Life:

Cara Jenkins

Associate Director of Fraternity and Sorority Life:
Stephen Hopson

Assistant Director of Fraternity and Sorority Life:
Elisa A. Oliver

Graduate
Assistant
Delaney Logan

Graduate Assistant Lezlie Blair

WHERE TO FIND US

Place

Sykes Student Union, Room 238

Call

610.436.2117

Email

fsl@wcupa.edu

Instagram

WCUFSL

Facebook

Fraternity and Sorority Life WCU

Equity and Inclusion - Departmental Review

Council for the Advancement of Standards in Higher Education (CAS) - CAS, a consortium of professional associations in higher education, promotes the use of its professional standards for the development, assessment, and improvement of quality student learning, programs, and services.

- 1. Inclusive and Equitable Educational and Work Environments
 - a. non discrimination practices as an office
- 2. Organizational Aspects of Access, Equity, Diversity, and Inclusion
 - a. equitable access to facilities and resources for all constituents.
 - b. recruitment and intake processes are accessible to all who choose to take part.
 - c. no interfere with a fraternity/sorority's right to select membership based on Title IX criteria and its status as a private organization.
 - d. identify and address actions, policies, and structures within its operation that perpetuate systems of privilege and oppression.
 - e. must address aspects of the fraternity and sorority community that are currently or historically problematic

Equity and Inclusion - Departmental Review

- 3. Advocating for Access, Equity, Diversity, and Inclusion
 - a. advocate for accessible facilities and resources, and address issues that impede access.
 - b. advocate for inclusion, multiculturalism, and social justice within the institution.
 - c. enact culturally responsive, inclusive, respectful, and equitable practices in the provision of services.
 - d. develop plans for ongoing professional development on cultural competence and workplace inclusion.

Equity and Inclusion - Departmental Review

- 4. Implementing Access, Equity, Diversity, and Inclusion
 - a. establish goals for access, equity, diversity, and inclusion.
 - b. enhance members' knowledge, understanding, skills, and responsibilities associated with being a member of a pluralistic and global society
 - c. provide educational efforts that develop appreciation of differences and cross-cultural competencies.
 - d. address the characteristics and needs of diverse constituents when establishing and implementing culturally relevant and inclusive programs, services, policies, procedures, and practices.
 - e. ensure that personnel are trained in diversity, equity, access, and inclusion and are held accountable for applying the training to its work.
 - f. have an established protocol for, and foster expectation of, bias incident reporting.
 - g. Personnel must cultivate understanding of identity, culture, self-expression, and heritage.
 - h. Personnel must promote respect for commonalities and differences among people within their historical and cultural contexts.

Equity and Inclusion - Council Initiatives

Panhellenic Council Action Plan -

- Inclusivity Statement: The West Chester University Panhellenic Council desires to build a more diverse community which reflects inclusion within our sorority chapters. We will strive to make our campus stronger through our commitment to promoting diversity and creating positive chapters within the Greek community. Women of all backgrounds make up the West Chester Panhellenic Council and each individual is celebrated for her perspectives, ideas and contributions to her organization and to our entire community.
- **Step One**: Donated more than \$3000 to BlackLivesMatter.com, sharing resources on our platforms, staying up-to-date on all news and information pertaining to BLM, keeping an open line of communication open to all chapters
- Step Two:
 - o All Panhellenic Executive Boards & Recruitment Counselors will undergo a Diversity & Inclusion training
 - Recruitment orientation will include a discussion regarding inclusivity
 - A zero tolerance rule will continue to be in place to hold our community accountable if any community member or organization engages in racist rhetoric, activity, or exclusion which is counter intuitive to our shared values.
 Immediate action will be taken to determine the consequences if you are found in violation of the above statement.
- Step Three: Add VP of Diversity and Inclusion to the Panhellenic Executive Board
 - Host speakers on #BlackLivesMatter, racial injustices, and white privilege, etc.
 - Work with Student Affairs and the Office for Diversity, Equity, and Inclusion to create Diversity & Inclusion training which will be held each semester
 - Host a roundtable for PHC community members
- Plan also includes immediate individual officer duties and resources to donation and petition links, educational resources, & open forms to report harassment

https://docs.google.com/document/d/1z1jbPj82BdXODGYTN4Ug3cvb9kZBtleIpOaN SzyDPE/edit?usp=sharing

Equity and Inclusion - Council Initiatives

Multicultural Greek Council & National Panhellenic Council

- Voter registration: Ensure all WCU students are registered to vote
- Cross Collaborations: Encourage student leaders to bridge the gap and promote unity
- Cultural Competency Training: Require training for Public Safety Officers, Faculty and Staff during onboarding. (set a time for those who already work here)
- Cultural Competency Course: Required for all First Year Students
- Equitable Access to Opportunities: Create and expose students of color to more campus opportunities such as work study, leadership involvement, internship, etc.
- Build Relationships: Create open communication with students, staff, faculty and the university through Town Halls, open meetings, and creating trusted relationships
- Intentional Hiring: Have more representation in classrooms for minority students, by hiring more professors of color in all education and major departments of the university

Preparing for the Fall

- FSL Leadership Trainings (Virtual)
 - Update for Chapter Presidents (mid August)
 - Recruitment Procedures Review (IFC/PHC) ongoing via your council
 - Health & Safety Review (IFC/PHC) via committee
- Rams Step Up (Coming Soon) replacing Green Dot Bystander Intervention Program
- Involvement Fair & FlipGrid (email sent to organization leaders) review next
- Weeks of Welcome "we will have a series of virtual programs offered to students, a full calendar can be accessed via the NSP website and available by August 7th"
- Parents Weekend, Homecoming no information
- Marketing and Social Media Plan increasing the following of new students to @WCUFSL
- Live Ram Meet & Greet with New Student Programs 2 sessions in August for first year students. Councils will have time to interface and promote the FSL experience!
- Getting out the Vote Programs https://www.wcupa.edu/services/stu.slv/wcuVotes.aspx

Chapter Events/Programs on Campus

Chapter Events/Programs on Campus – Mr. Clayton J Kolb, Ed.D.

Senior Director Sykes Student Union and Activities

https://www.wcupa.edu/ services/Stu.Syk/roomReservations.aspx

- As you are planning events for the fall, please consult the updated room capacity information below. We are currently accepting reservation requests and will update or cancel any confirmed requests once we receive further guidance from the university.
 For questions regarding student organization reservations, please contact Jordan Maxwell at 610-436-1014.
- The numbers reflect the capacities in the space. Many of the meeting rooms are set as is and cannot be altered. We have some flexibility with the Ballrooms.
- Please note that current Pennsylvania guidelines state that all indoor events and gatherings are limited to no more than 25 participants until further notice.

Chapter Events/Programs on Campus

10A	15
10B	Offline
115	Offline
209	9
210	5
251	4
252	11

254	7
255	10
257	5
Ballrooms	79
Theater	51

Current Capacities (Currently a maximum of 25 per venue)

Sykes Expectations of Space Use

- Face coverings are always required when in Sykes.
- All meeting room capacities must be adhered to. Failure to follow capacity guidelines may result in loss of future reservation privileges.
- Sanitation stations will be installed throughout Sykes. Sykes guests are expected to wipe down all tables and chairs before and after the use of the space.
- All Sykes occupants will need to practice 6 feet of safe social distancing.
- Sykes rooms and common spaces have been preset to follow social distancing guidelines. <u>Please do not alter room set ups.</u>
- Elevators Sykes occupants will be required to follow occupancy guidelines posted on each elevator.

SAVE THE DATE VIRTUA AUGUST 26, 2020 • 1 1AM TO 3:30 PM **HOSTED ON RAMCONNECT**

Tuesday, July 28 - 5:00pm, 6:00pm

How to prepare for the Involvement Fair

Sunday, August 2 - 7:00pm, 8:00pm

How to prepare for the Involvement Fair

If you have any questions please contact Patricia Riley priley2@wcupa.edu

Open online office hours will continue on **Zoom** password: studentorg on Thursdays 12-2pm until the end of July.

Marketing Your Organization Virtually

1. FLIP GRID

https://ramconnect.wcupa.edu/get_file?eid=2fe531fb1056fbed125c807a 718ab4f6 -

- 2. Showcasing your organization using Ramconnect
 https://ramconnect.wcupa.edu/get_file?eid=adf1f5a0ffdd11721c9def75853d6ac
- 3. How to make your virtual fair booth https://www.youtube.com/channel/UCpEnybY fZ1EbfeK2xDrHIA
- 4. Ram Roundup published on a weekly basis for us to advertise what programs https://www.wcupa.edu/_services/stu/forms/informationForStudents/

Recruitment/Intake - OFSL Guidelines

- All recruitment, intake and new member education activities must take place on campus (following the prescribed guidelines) or held virtually.
 - o any on campus activity must also have a virtual option as well
- Any advisors involved in the process must also follow campus policy with regard to CDC guidelines, wearing a mask, etc.
- Any ceremonies related to these processes are permitted to take place at an off campus location if an advisor is present and the location is approved by the Office of Student Leadership/Office of Fraternity and Sorority Life. All CDC guidelines should be followed.

working on academic spaces, a request will go to Senior Administrators this week

*Fraternity/Sorority Membership Agreement Card will be completed via RamConnect Form - link distributed soon and available on FSL website

Virtual Brotherhood/Sisterhood

We are looking into contracting individual chapter coachings to further assist chapters

Recruitment resources:

- Digital Recruitment: "What if Recruitment is Cancelled?"
- 97 Ways To Make Panhellenic Recruitment More Authentic
- The Complete Guide to Virtual Recruitment (IFC/PHC)

Brotherhood/Sisterhood

- 44 Ways to Foster Brotherhood & Sisterhood Virtually
- 101 Small Activities
- How to Keep the Members You Recruit
- Virtual Meeting Tips

Marketing

- Guide To Being a Fraternity/Sorority PR Chair
- 4 Marketing Insights For Fraternities & Sororities
- Fraternity and Sorority Marketing Manifesto

- when will you know who will physically be in WC?
- what does membership look like for students in WC and students at home?

be conscious of having virtual components

QUESTIONSP



- IFC/PHC Health & Safety (stay in current zoom)
 - a. PHC Recruitment breakout room
 - b. IFC Recruitment breakout room

2. MGC/NPHC Business - new zoom room



Off Campus Activity

- 1. Ms. Emily Pisano, Representative for the Mayor of West Chester
 - a. concerns as students move back
 - b. Emergency Declaration from March/April
 - c. Questions/Dialogue
- 2. Off Campus Commuter Services Recommendations FAQ Listing

What is Advocates for Student Renters Group?

I signed an off-campus lease for the 2020-2021 academic year. Am I able to get out of my off-campus lease?

How do I request rent relief?

Where do I look for off-campus housing?

I am a first-year student living off campus or commuting to WCU this fall.

What University resources are available to me as an off campus/commuter student?



DIANNE HERRIN MAYOR MUNICIPAL BUILDING 401 E. GAY STREET WEST CHESTER, PA 19380 PHONE: (610) 696-1452

URGENT MESSAGE FROM THE MAYOR

March 15, 2020

Dear Off-Campus WCU Students:

The spread of *novel coronavirus* is a public health emergency in our community and throughout the country. This a *very serious* situation.

It is essential that students join with the rest of our community and take measures to slow the spread of this virus. Along with hygiene (lots of hand washing and surface disinfection), the most critical thing anyone can do is practice *social distancing*. Simply put, this means avoiding physical contact. It means ensuring a minimum distance of 6 feet between each other in social situations to help prevent transmission of the virus from one person to another.

We now have a *rapidly closing* window of opportunity to slow the spread of this virus. I am writing to personally inform you of my expectation that you will practice these measures immediately. We are aware that some students who remain in our community have chosen to ignore the calls for social distancing and are continuing to host off-campus social gatherings. This is not acceptable in this time of crisis, when your friends, neighbors, professors, University employees, parents, and grandparents may be at grave risk. The mortality rate from COVID-19, the disease caused by *novel coronavirus*, is high in people over 60 (3.6%-14.8%, depending on age) and in those with chronic serious medical conditions such as heart disease, diabetes and lung disease, regardless of age (5.6%-10.5% depending on the condition).

Today, Governor Wolf mandated a 14-day shutdown of all nonessential businesses in Pennsylvania. All bars, inhouse restaurant dining, and all other businesses except drugstores, postal services, gas stations, medical services, and groceries are closed in the Borough. Take-out service remains available at most restaurants.

If we do not all take these measures seriously, experience from around the world tells us that we will not only experience suffering and mortality, but our health care services will become overwhelmed to the point of inability to care for the ill. We will experience extended lockdowns that may prevent students' ability to return to campus in the fall, and we will undergo significant economic hardship.

The West Chester Borough Police Chief will be providing me with regular reports from the off-campus areas. I have faith you will protect yourselves, your friends, your loved ones, and our entire community from this disease. This is your opportunity to save a life.

Sincerely.

Dianne T. Herrin

Mayor

*Addresses are being noted where gatherings are being held - there will be accountability measures

Overall Health and Safety Issues

Issues keeping us up at night... (let's talk about them)

- We've all seen the news about fraternities linked to new hotspots... how do we avoid this?
- Off Campus Events how do we even do these? do we even do these? [Penn State IFC decision...]
- For those living in West Chester, will they take necessary precautions? Wearing masks, social distancing, etc.
- Fraternity and sorority members are not alone in living in the borough... how can we provide leadership in showing campus that f/s members are part of the solution and not the problem?

Things we are working on:

- Social Event Committee
 - Review social host procedures with CDC Guidelines
 - New Resource for guest list/attendee tracking https://xsoteria.com/
- PASSHE System IFC/PHC zoom call to discuss strategies about off campus social events (August 5)

Overall Health and Safety Issues

Off Campus Events Resource from Holmes Murphy -

https://www.holmesmurphy.com/fraternal/wp-content/uploads/sites/2/2020/06/Considerations-for-Hosting-Events-FINAL.pdf

Events and Gatherings

- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held.
- Limit group size to the extent possible.
- Consider hosting the event outside.
- Maintain a tracking system for any events when outside guests attend.
- Encourage or require attendees to wear masks & Consider providing masks for attendees.
- Ensure soap and hand sanitizer are readily available.
- Consider taking the temperature of attendees before they enter.

HQ & Advisors - what is the current guidance from the national organization about hosting events?

Member getting Covid while living in off-campus house - WCU's COVID Information Form

*not required, just encouraged. *University can not share medical information

Off Campus House Recommendations

We don't own the houses and you don't own the houses. These are a list of recommendations that are being used with facilities that are owned/managed by a fraternity/sorority local/national corporation board.

- 1) **Guests -** NPC's insurance provider and risk management counsel, MJ Sorority, is encouraging its clients to consider temporary policies prohibiting nonresidents from entering residential chapter facilities.
 - Analyze how a house is typically used and think through if you need to mitigate guest issues. *Ie:
 WCU is prohibiting guests for the first 6 weeks (for that small number still living oncampus)
- 2) Adequate Supplies can the chapter purchase supplies, including soap, hand sanitizer, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.
- 3) **Signs and Messages** Post <u>signs</u> in highly visible locations that include messages about behaviors that prevent spread of COVID-19 when communicating with members. Free CDC print and digital resources on CDC's <u>communications resources</u> main page.
- 4) **Cleaning and Disinfection** Develop a schedule for increased, routine cleaning and disinfection. Encourage members to keep their personal items and living spaces clean.
- 5) **Ventilation** Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible

- IFC/PHC Health & Safety (stay in current zoom)
 - a. PHC Recruitment breakout room
 - b. IFC Recruitment breakout room

2. MGC/NPHC Business - new zoom room



IFC Recruitment Overview

- Original recruitment dates apply for Fall 2020 (beginning Tuesday, September 8)
- IFC will create and implement a marketing strategy to attract PNM's, including recruitment instructions (registering on ICS, schedules, guidelines, etc.)
- Recruitment (meeting with chapter recruitment chairs to finalize guidelines and schedule)
 - Moving to plan for virtual recruitment
 - Kickoff: presentation videos
 - Mass email, collect PNM names through email response
 - Social media marketing and general marketing plan
 - Live stream for kickoff
 - Chapter presentations on live
 - PNMs need to be registered on ICS
 - Info sessions: zoom presentations, videos, or live streams
 - Initial info session on Saturday, September 12 and Sunday, September 13 will take place on a live broadcast at originally scheduled times
 - Chapter creates schedules
 - Live broadcasts, zoom calls small or large
 - Meetings/interviews: done on zoom or on campus
 - Any in-person recruitment events must be done on-campus
 - Bids: email in and PNM Accept via electronic form

^{*}IFC will diligently work to provide resources to chapters on virtual recruitment to ensure the best possible intake of new members

IFC Chapter Count

Chapter Roster Updates (http://cglink.me/s24309)

Alpha Chi Rho	29
Alpha Tau Omega	99
Delta Chi	20
Kappa Delta Rho	49
Phi Gamma Delta	63
Pi Kappa Alpha	85
Pi Kappa Phi	65
Sigma Alpha Epsilon	52
Sigma Chi	38
Sigma Phi Epsilon	88
Sigma Pi	29
Tau Kappa Epsilon	16

Initiation Guidelines

- 1) Check with HQ to see if virtual initiation is possible
- 2) Check with HQ for socially distant in-person initiation
- 3) If initiation takes place IN-PERSON
 - a) On-campus with CDC guidelines
 - b) Off-campus
 - i) Must communicate time/date/location to Stephen
 - ii) Must have advisor present
 - iii) Must follow CDC guidelines
 - iv) Must be at a 3rd party facility/event space

Panhellenic Recruitment

- Fall Continuous Open Bidding
- Chapter Roster Updates due by August ____ (http://cglink.me/s24309)
 (discussion)
- Last Fall Chapter Total was 102
 - "Fall 2020 Total: All College Panhellenics must use the fall 2019 total for the fall 2020 total; unless the evaluation of total in fall 2020 results in a higher total than in fall 2019."
- PHC is hosting a recruitment meeting next week with chapter recruitment chairs to go over guidelines, support, and marketing plan
- Calls will be set up with each COB chapter to gauge needs and resources

https://www.npcwomen.org/wp-content/uploads/sites/2037/2020/07/College-Panhellenic-Support-for-COB.pdf

PHC Chapter Count

Alpha Delta Pi	136
Alpha Phi	134
Alpha Sigma Alpha	136
Alpha Sigma Tau	105
Alpha Xi Delta	128
Delta Phi Epsilon	137
Delta Zeta	91
Kappa Delta	107
Phi Sigma Sigma	115
Zeta Tau Alpha	144

COB Steps

COB Section in the <u>Recruitment Regulations</u>

- 1. Determine your chapter size and how many women you can extend invitations.
- 2. Create your COB recruitment plan [form to submit to PHC *not an approval process*]
 - a. event dates and plans to be used for marketing purposes & so the PHC advisor can map out eligibility approvals and other deadlines
 - b. new member education calendar and plan [http://cglink.me/s23517]
- 3. In person events must be on campus & have a virtual component
- 4. MRABA Form needs to be signed by each new recruit and sent to FSL advisor
 - a. updated COB MRABA will be linked to FSL website & sent out
- 5. FSL Membership Agreement Form TBD online form

Initiation Guidelines

- 1) Check with HQ to see if virtual initiation is possible
- 2) Check with HQ for socially distant in-person initiation
- 3) If initiation takes place IN-PERSON
 - a) On-campus with CDC guidelines
 - b) Off-campus
 - i) Must communicate time/date/location to Stephen
 - ii) Must have advisor present
 - iii) Must follow CDC guidelines
 - iv) Must be at a 3rd party facility/event space (not a private residence)

Primary Recruitment - Virtual Preparedness

- In-person events may create additional liability for all parties involved in recruitment. As the co-host of Panhellenic Recruitment, the College Panhellenic Association may have additional requirements.:
- PHC will work in the coming months, with all recruitment chairs, on what virtual recruitment would look like in January.
- we will follow fall recruiting campuses carefully and learn from what did/did not work
- we will utilize the NPC Area Advisor to consult with the unique WCU issues
- PHC will create a calendar of virtual marketing opportunities for PNMs to promote sorority life and registration for recruitment will open October 1.

Be prepared for the following:

- <u>Totally virtual recruitment using multiple technologies</u>
- <u>hybrid model</u> only in person event is preference round
- recruitment will not look anything like it did before (in-person... over 3-4 weekends?)

NPHC/MGC

- Educational Programming
 - o permitted to do this on campus (limited capacity)
 - o can complete virtually (should this be a standard?)
 - does everyone have this capability?
 - opportunity to record sessions and post?
 - o same calendar or does it need to be revised?
- Marketing Plan
 - no "Meet the Greeks" how are we going to create a "presence" and educate campus about our groups?
- Council Business
 - o appointing new NPHC Vice President

- NPHC/MGC Role in Addressing Campus Racism
 - Protest in June
 - o what's next?
- Intake
 - each chapter works with Elisa & Chapter Advisor on individualized plan
 - same overall process and forms to complete (10 days prior to start date)

QUESTIONSP

