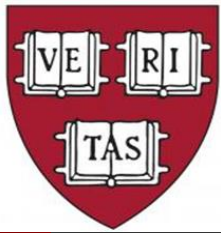


FAS Administrators' Town Hall

January 28, 2021
Zoom



Agenda

Welcome

Leslie Kirwan

Financial Update

Leslie Kirwan, Jay Herlihy

Human Resources

Kathy Santoro, Moriah Silver

OPRP

Zak Gingo

Administrative Operations

Mary Ann Bradley

Closing / Q & A Session

Leslie Kirwan



Financial Update

Leslie Kirwan

Dean for Administration and Finance

Jay Herlihy

Associate Dean for Finance

A photograph of a snowy campus scene. In the background, there are several large, multi-story red brick buildings with many windows and chimneys. The ground is covered in a thick layer of snow, with some bare trees scattered throughout. The sky is clear and blue. The text "Administrators' Town Hall - January 28, 2021" and "Financial Update" is overlaid in blue at the bottom of the image.

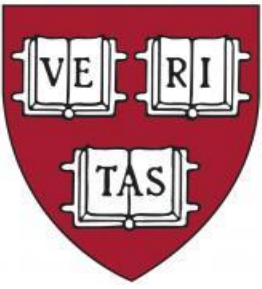
Administrators' Town Hall - January 28, 2021
Financial Update

FY21: Growing Deficit, Significant Uncertainty Remains

- Unlike FY20, whole year affected
- Spring revenue impacts **still evolving**
- COVID-related investments made and ongoing
 - Teaching and learning – **including some pilots of in-person being planned**
 - Student support
 - Building adaptations
 - Testing and tracing
- Multiple budgets prepared
 - Last version had GAAP deficit of \$112M
 - This number **has grown** because of student decisions about spring semester residency

FY22 Budget Planning

- Extended submission date will enable **enhanced planning** activities
- Maintain the **existing FY21 levels of spending** to the greatest extent possible
- **Minimize staffing increases** and engage in organizational re-design (i.e., VERIPs, vacancies)
- Use **restricted funds** to support school's research and instruction mission
- Optional: utilize **multiple budget workbooks** to support scenario planning



Human Resources Update

Kathy Santoro

*Director of HR Programs and
Operations*

Emergency Excused Absence Pay – As Revised



- **Effective January 24, 2021:**

- Harvard Staff who are involuntarily idled, either fully or partially, and who cannot work remotely can use Emergency Excused Absence pay to sustain **70% of their regular pay**. The additional 30% can be covered by using accrued vacation or personal time.
- **Emergency Excused Absence pay has been discontinued for LHTs** who have been using the EAN or EAE pay code to report their time.

- **Departments should notify staff** who have used this benefit about these changes.
- FAS HR and Payroll held a Brown Bag on Friday, January 22 for department administrators to answer questions and walk through the time reporting requirements.
- Information for impacted staff is available on the HHR Corona Virus website:
<https://hr.harvard.edu/corona-virus-workplace-policies/emergency-excused-absence>



Emergency Excused Absence Time Reporting



For idled hours – 70% of the idled hours should be recorded as COVID pay and 30% of the idled hours should be reported as vacation or personal time.

	Non-Exempt Employees (time reporters: must report ALL hours, hours worked and time off)	Exempt Employees (only reports time off)
Fully Idle	Report all hours , will report idled hours as 70% EA, and 30% as TOE or PTO	Report all their time in Absence Management as 70% EA, and 30% as TOE or PTO
Partially Idle	Report all hours , will report - Hours worked as usual - Idled hours as 70% EA, and 30% as TOE or PTO	For time worked, do nothing. For idle time in Absence Management, report as 70% EA of the remaining hours and 30% must be entered as TOE or PTO



Questions?



- For questions about an employee's use of PTO or emergency excused absence pay, see your **FAS HR Consultant**
- For questions about time reporting, contact your **Payroll or FAS HR Coordinator**





NEW INTERIM TITLE IX POLICIES AND PROCEDURES

ADMINISTRATORS' TOWN HALL, JANUARY 2021

MORIAH SILVER, PROGRAM OFFICER FOR TIX AND PROFESSIONAL CONDUCT

TIX RESOURCE COORDINATOR FOR STAFF AND FACULTY

WHAT IS TITLE IX?

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

- Federal civil rights law
- Passed as part of the Education Amendments of 1972
- Protects people from discrimination based on sex
- Applies to people in education programs or activities that receive Federal financial assistance

UNIVERSITY TITLE IX OFFICE



Caysie Carter Harvey
Associate University TIX Coordinator



Nicole Merhill
University Title IX Coordinator

YOUR TITLE IX RESOURCE COORDINATORS



Sandy Stergiou
Senior HR Consultant
Title IX Resource Coordinator



Ann Marie Acker
Senior HR Consultant
Title IX Resource Coordinator



Moriah Silver
Program Office for TIX & Professional Conduct
Title IX Resource Coordinator



HISTORY AND TIMELINE



November 29, 2018

Notice of Proposed Rulemaking



Comment Period

125,000+ Comments



May 6, 2020

Final Title IX regulations published



August 14, 2020

Effective Implementation Date

UNIVERSITY- WIDE TITLE IX POLICIES



CONDUCT OCCURRING BEFORE
AUGUST 14TH 2020



Sexual and Gender-Based
Harassment Policy

CONDUCT OCCURRING AFTER
AUGUST 14TH 2020



Interim Title IX Sexual
Harassment Policy



Interim Other Sexual
Misconduct Policy

AT-A-GLANCE

Information About Harvard's New Interim Title IX Sexual Harassment Policy and Interim Other Sexual Misconduct Policy

Harvard University **remains committed** to maintaining a safe and healthy educational and work environment in which no member of the University community is, on the basis of sex, including sexual orientation or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity.

- The University has adopted **two interim policies** that address sexual harassment and misconduct.
- Conduct prohibited under the University's previous Policy **will continue to be prohibited** under the two new interim policies.

KEY TAKEAWAYS

The Interim Title IX Sexual Harassment Policy and the Interim Other Sexual Misconduct Policy



share the same **consent definition**.

Consent is defined as agreement, assent, approval, or permission given voluntarily and may be communicated verbally or by actions.



use the **preponderance of evidence** standard.

Preponderance of evidence means, based on the circumstances and information gathered during an investigation, it is more likely than not that a violation of a policy occurred.



prohibit **retaliation** against an individual for raising an allegation of sexual harassment and other sexual misconduct, for cooperating in an investigation or hearing of such a complaint, or for opposing discriminatory practices prohibited by either interim policy.



require **responsible employees** to share information with the School/unit Title IX Resource Coordinator or the University Title IX Office when they learn about concerns of sexual harassment or other sexual misconduct.

FAS HR TITLE IX TRAINING SERIES



HARVARD
Faculty of Arts and Sciences
HUMAN RESOURCES



- Interactive trainings on Title IX and creating gender-based inclusivity, featuring policy overview and case studies
- Led by Moriah Silver and the University TIX Office
- Two offerings per month: one for staff and one for managers
- This training is strongly encouraged for all FAS staff and managers
- Learning goals:
 1. Gain a working knowledge of FAS and University TIX policies
 2. Understand your role as a responsible employee
 3. Understand our individual and community roles in preventing sexual and gender-based harassment



WE WANT TO HEAR FROM YOU

- FAS Committee to Review Conduct Policies and Procedures (CRCPP) (<https://facultyresources.fas.harvard.edu/committees>)
- Created by Dean Gay October 2020
- CRCPP members include; FAS faculty, staff and students
- To contact the CRCPP: crcpp@fas.harvard.edu

The CRCPP CHARGE:

1. First, CRCPP is charged with gathering feedback from FAS students, faculty, researchers, and staff concerning the “Interim FAS Policies and Procedures Addressing Title IX Sexual and Gender-Based Harassment and Other Sexual Misconduct.”
2. Second, CRCPP is charged with thoroughly reviewing and recommending to Dean Gay any changes or further supplements to the FAS’s “Interim FAS Policies and Procedures Addressing Title IX Sexual and Gender-Based Harassment and Other Sexual Misconduct.”
3. Third, CRCPP is charged with comprehensively reviewing FAS faculty professional conduct policies that fall beyond the scope of sexual and gender-based harassment and other sexual misconduct and with making recommendations to the FAS Dean.

PLEASE EMAIL QUESTIONS AND COMMENTS TO:

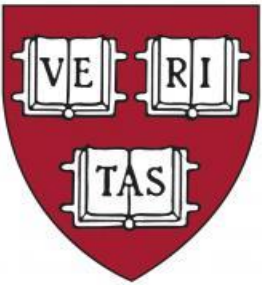


MORIAH SILVER

PROGRAM OFFICER FOR TIX AND
PROFESSIONAL CONDUCT



MORIAH_SILVER@HARVARD.EDU



Office of Physical Resources & Planning Update

Zak Gingo

Associate Dean for Physical Resources

The students are back!

- January 20: Spring Semester Move In began
- 5 days
- 1800 undergraduates living on campus
- 1800 HEPA filters and 1800 microfridges
- 90,000 masks (thank you, Mary Ann Bradley)
- 830 undergraduates living “near campus”
- 3 testing centers
- 85 staff welcome/check in volunteers (and “regular” Move In team and HUHS staff)
- 1 shared goal of a great semester!!!



We remain vigilant

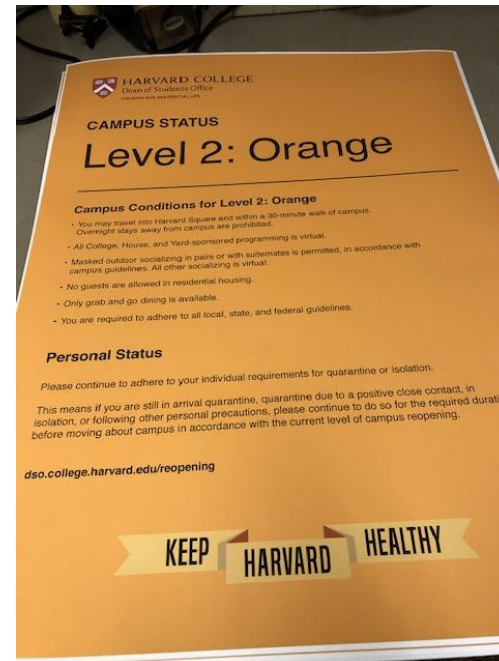
Move In:

- Pre-orientation safety training
- Crimson Clear
- 2 tests (antigen and PCR)
- Pack light/1 helper
- 2 Phase Quarantine
(3 negative PCR tests to complete)



Term time:

- Crimson Clear daily
- 3 PCR tests/week
- Campus status updates
- Residential Community Compact
- Early Move Out plan filed

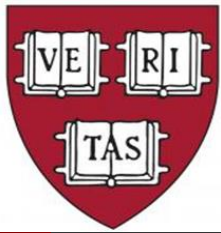




Administrative Systems Update & Support

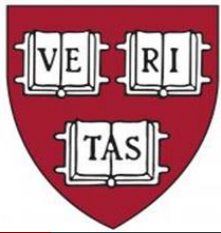
Mary Ann Bradley

*Associate Dean for Administrative
Operations*



FAS Face Covering Policy

- Harvard's Faculty of Arts and Sciences (FAS) has established policies and procedures to provide the community with protection against the transmission of COVID-19; social distancing, occupancy limits, public hygiene, regular viral testing, daily attestation of lack of symptoms, and face coverings are each important ingredients in this community protection program.
- Face coverings perform two functions- they reduce the amount of exhaled viral particles, and they help filter inhaled air. Using an appropriate face covering protects both the community and the wearer.
- The Faculty of Arts and Sciences distributes 3-layer 'procedure masks' to members of the FAS community who work or reside on campus, free of cost. These face coverings are distributed through building managers and through workplace safety teams. We require that FAS community members who are in shared campus spaces, both indoors and outdoors, use FAS-compliant face covering at all times, except when eating or drinking. Suitemates can remove face coverings when in their suites, as can a sole occupant of a private office.



FAS Face Covering Policy

- Students who have additional health needs should contact Harvard University Health Services. Employees who have additional health needs should contact their supervisor, or divisional Assistant Dean for Academic Appointments, as appropriate. Individuals who wish to use face coverings other than the FAS-issued masks are welcome to do so, at their own expense, as long as the filtration protection is greater than or equal to the FAS-issued face coverings.



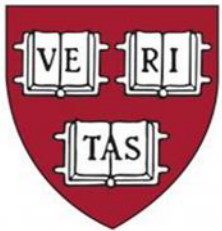
FileShare Project Updates



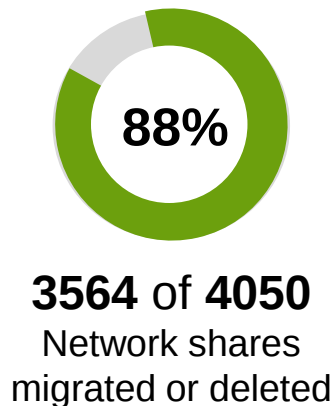
- FileShare is a University-wide initiative to migrate personal files from network-based disk storage to Microsoft Onedrive, a cloud-based file storage solution
- FileShare Project timeline is August 2019 – March 2021 (expected)
- **Over 4,000** individual network shares in FAS migrated or deleted

Key FAS Benefits

- **Enabled a remote workforce** with anytime, anywhere document availability without having to access VPN
- **Increased collaboration** between colleagues with document sharing and co-authoring
- **Reduced Harvard's data security risks** by deleting obsolete data and moving to cloud based storage with robust data security
- Moved from an **outdated** network-based disc storage system to a **modern** cloud storage platform
- **Increased data storage** for FAS faculty and staff

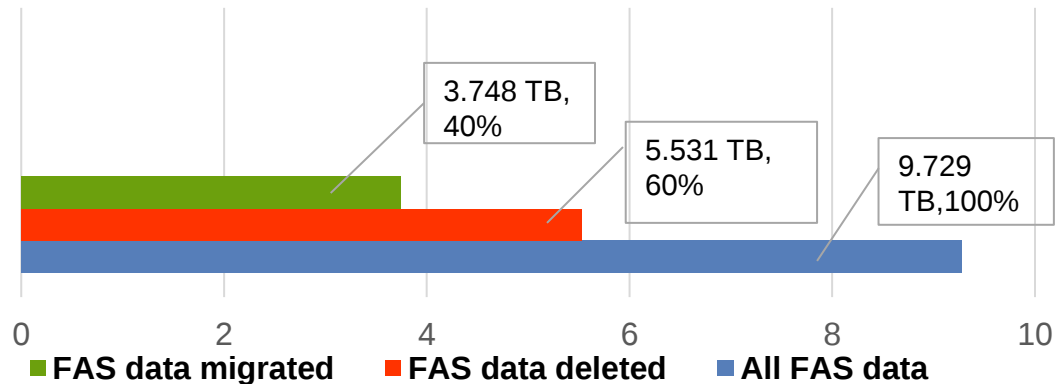


FileShare Project Updates



FAS
Individual
Network
Share Data
in Terabytes
(TB)

FAS FileShare Data Migration



Next Steps for the FileShare Project

- HCL in progress and on track to be finished by Feb. 2021
- White glove migrations for about a dozen senior faculty members will start in Feb. 2021
- Organizational network share migrations to SharePoint can be assessed on an opt-in basis. Contact Maureen_Berry@fas.harvard.edu to learn more





FileShare Project Special Thanks

Engagement Council Members

Karen Barkow, Statistics

Maureen Berry, Admin Ops

Mary Ann Bradley, FAS Administration

Sarine Der Kaloustian, OEB

Michelle Driscoll, IMS

Katherine Gates, Admin Ops

Jessica Gauchel, Sociology

Shannon Ingraham, Finance

Paul Kelley, EPS

Maggie Lopes, Economics

Kathleen McCloskey, EPS

Damari Rosado, Economics

Kaitlyn Santa Lucia, College

Michael Van Unen, Sociology



HUIT Partners

Susan DeLellis

Laurie Gamble

Michelle Tutunjian

Chris Viklund



Additional Training Resources/Information

- Admin Ops/ASAP will resume monthly virtual 'drop in' sessions covering all financial applications, policies & procedures!
 - First Friday of every month
 - No registration needed
 - Check the Admin Ops website for details - adminops@fas.harvard.edu
- On going trainings for financial applications are available through the Harvard Training Portal:
 - HART, Jan 29 from 10:30 – Noon
 - Concur, Feb 1 from 10:00 – 11:30 a.m.
 - General Ledger / Journals, Feb 1st from 1:00 – 2:30 p.m.
 - Concur Tips & Tricks, Feb 8 from 1:00 – 3:00 p.m.
 - B2P Requestor, Feb 22 from 1:00 – 3:00 p.m.
 - B2P Approver, Feb 25 from 10:00 – Noon
 - and more!



Finance Fundamentals Information

Register for classes on the Harvard Training Portal at TrainingPortal.Harvard.edu:

Finance Fundamentals II – Managing Compensation: Tuesday, February 23 – 10:00am - 12:00pm

Finance Fundamentals III – Mastering Reimbursements: Tuesday, March 16 – 10:00am - 12:00pm

Finance Fundamentals IV - Monitoring Funds: Tuesday, April 6 – 10:00am - 12:00pm

Finance Fundamentals V - Maximizing Funds: Tuesday, April 27 – 10:00am - 12:00pm

Finance Fundamentals VI - Mastering Procurement: Tuesday, May 11 – 10:00am - 12:00pm