

# **FAS Administrators' Town Hall**

**June 9, 2021**  
**Zoom**



# Agenda

**Welcome**

Mary Ann Bradley

**Financial Update**

Jay Herlihy

**Return to Campus**

Mary Ann Bradley

**COVID Related Medical and Health Requests**

Michelle Hermans

**Return to Campus Toolkits**

Rachael Ellison

**COVID Safety Measures**

Zak Gingo, Matt Stec

**Technology Guidance for RTC**

Charles Kling

**Vaccination Poll**

Mary Ann Bradley

**Office Message Encryption, PC Security**

Susan DeLellis, Tim Vaverchak

**Administrative Operations**

Stephanie Nasson

**Closing / Q & A Session**

Mary Ann Bradley



# Welcome

**Mary Ann Bradley**

*Interim Dean for Administration and  
Finance*



# Financial Updates

**Jay Herlihy**

*Associate Dean for Finance*



# Return to Campus

**Mary Ann Bradley**

*Interim Dean for  
Administration and  
Finance*

# University Guidance

## Recent Updates

- [Out of State Payroll Guidance](#) – Financial Administration
- [Flexwork Policy and Guidelines](#) – Harvard Human Resources
- [Parking program updates](#) - Campus Services
- [Update to travel guidance](#) - International Affairs
- [Vaccination requirement: students, faculty, staff & researchers, FAQs](#) – HUHS
- [COVID Related Medical and Health Requests](#) – University Disability Resources
- [Childcare availability](#) - Campus Childcare, Inc. (CCC)

# FAS Return to Campus Work Group

What we are working on now:

## Staff subgroup

- Technology options – ensure equity/transparency
- Staff survey on flex work – for departments to distribute
- Best practices for hybrid meetings
- Re-orientation checklist for managers
- Updated return to campus checklist employees
- Updated FAQs



# FAS Return to Campus – Fall 2021

## Principles

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Health and Safety

Equity/Fairness

Experimentalism

Financial Sustainability

Support teaching, research and residential community



Fall 2021

*Experiment*



Spring 2022

*Assess and Iterate*



Summer/Fall 2022

*Future of Work*



# Let's **LEARN** Together This Fall

- L** – **Listen** to health experts, faculty, researchers, staff and students
- E** – **Experiment** with different models of flex work
- A** – **Assess** the experiments
- R** – **Revise** and refine our plans and schedules
- N** – **Narrow** in on what worked



# President Bacow's Latest COVID-19 Update

## Highlights from email dated May 28, 2021

- **Vaccine Requirement:** All Harvard community members including faculty, staff and researchers are required to be vaccinated if they will have any on-campus presence.
  - Exceptions granted for health and religious reasons
  - Unvaccinated individuals may be subject to additional public health measures
- **Masks:** Vaccinated people no longer need masks outdoors and unvaccinated people no longer need masks outdoors if physical distances can be maintained. Masks are still required indoors regardless of vaccination status.
- **Testing:** Beginning May 29<sup>th</sup>, anyone living in undergraduate housing will be tested twice a week (nonconsecutive days). All others who come to campus will be once a week.
- **Physical Distancing:** Physical distancing is required inside Harvard buildings for now. This policy will be revisited when higher levels of vaccination are confirmed.
- **Crimson Clear:** Beginning May 29<sup>th</sup>, Crimson Clear daily attestation is no longer required for those coming to campus

# Emerging Questions from Recent Updates

- Will schools and units know who has been vaccinated?
- What if someone is not vaccinated and does not have an approved accommodation/modification/courtesy?
- Who will track who has been vaccinated?
- Who is included in “community” for the vaccination requirement – Visitors? Contractors? POI’s? etc.
- When will physical distancing requirements be relaxed for non-lab spaces?

# Members of the Return to Campus Working Group

## Co-chairs:

Mary Ann Bradley, Administration and Finance

Nina Zipser, Faculty Affairs

Chris Ciotti, Human Resources

Katherine Gates, Administrative Operations, Project Manager

## Members:

Gillian Beecher Pierce, Office of Undergraduate Education

Christian Bray, Harvard Athletics

Tracie Cole, Division of Continuing Education

Rachael Dane, HPAC/FAS Communications

Sarah Elwell, Division of Science

Jennifer Flynn, Graduate School of Arts and Sciences

Zoe Fonseca Kelly, Faculty Affairs

Audrey Harmon, Human Resources

Andrea Kelton Harris, Human Resources

Pamela Landis, Division of Continuing Education

Sheree Ohen, Office of Diversity, Inclusion, and Belonging

Kaitlyn Santa Lucia, Harvard College

Jennifer Shepard, Division of Social Sciences

Matt Stec, Office of Physical Resources and Planning

# Where to go if you have questions

Resource Type	Resource Links
General Questions	<ul style="list-style-type: none"><li>• <a href="mailto:CampusReturn@fas.harvard.edu">CampusReturn@fas.harvard.edu</a></li></ul>
Curated Questions and Answers	<ul style="list-style-type: none"><li>• <a href="https://adminfindean.fas.harvard.edu/fas-coronavirus-covid-19-guidance">https://adminfindean.fas.harvard.edu/fas-coronavirus-covid-19-guidance</a></li><li>• <a href="https://www.harvard.edu/coronavirus/faq/">https://www.harvard.edu/coronavirus/faq/</a></li></ul>
Websites	<ul style="list-style-type: none"><li>• <a href="https://adminfindean.fas.harvard.edu/return-campus">https://adminfindean.fas.harvard.edu/return-campus</a></li><li>• <a href="https://www.harvard.edu/coronavirus/">https://www.harvard.edu/coronavirus/</a></li></ul>



# COVID Related Medical and Health Requests

**Michelle Hermans**

*Senior Accessibility Consultant,  
University Disability Resources*

# Common Requests and Inquires Since COVID-19

Animals on campus

Ergonomic set-ups

COVID-19  
modifications/courtesies

Concerns/Complaints re:  
interactive process

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# Animals



Soaring adoption rates since pandemic



Spike in requests to bring animals to campus



Regulatory Guidance



Considerations for animal polices at schools



# Ergonomics

Continued increase in ergonomic-related requests; current guidance is to outfit one working space (i.e. on-campus office or home office), however, multiple workspace set-ups may be necessary.





## Accommodations vs. Modifications & Courtesies

- Expecting increased requests as employees return-to-campus
- Developed best practices based on EEOC, ADA, Rehab Act and COVID-19 guidance, and in consultation with OGC
- Importance of language as modifications/courtesies are temporary in nature
- Recommend clear articulation of all processes and expectations

# Request Type

## Reasonable Accommodation

- Workplace adjustment based on disability
- Engage in usual and customary **reasonable accommodation process**
- Timeframe can be indefinite or permanent

## Modification

- Workplace adjustment based on COVID-19 concerns related to employee's own medical condition
- Employee may or may not have a disability
- Timeframe is temporary

## Courtesy

- Workplace adjustment based on employee's family/household member with COVID-19 concerns related to a medical condition
- Timeframe is temporary

# Temporary COVID-19 Modification/Courtesy Process

1. Employee submits completed Temporary Modification/Courtesy Request Form (located on UDR website) and supporting medical documentation
  2. Determine if medical documentation is aligned with current CDC guidance re: high-risk categories
  3. Identify options for recommended modifications/courtesies
    - *Consult with other university experts, as applicable*
  4. Local unit/department determines which option(s) to implement and timeframe
  5. Send decision email to employee (cc: HR, manager)
-

# Questions?



Harvard University Disability Resources  
Richard A. and Susan F. Smith Campus  
Center, Suite 900

Phone: 617-495-1859 | TTY: 617-496-0466 |

Fax: 617-495-8520

Email: [disabilityresources@harvard.edu](mailto:disabilityresources@harvard.edu)

Website: [accessibility.harvard.edu](http://accessibility.harvard.edu)

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# Return to Campus Toolkits

**Rachael Ellison**

*Senior Organization  
Development Consultant, CWD*



# COVID Safety Measures

**Zak Gingo**

*Associate Dean for Physical Resources and  
Planning*

**Matt Stec**

*Senior Director of Operations*



VACCINATION

MASKING

VENTILATION

TESTING

Distancing, Cleaning, Other operational changes





# Evolving approach

## Out with the Old

- Crimson Clear
- Outdoor Masking
- Reduced capacity limits\*
- Some cleaning procedures

## In with the New

- Vaccine requirement
- HUCL for testing

## Holding Steady

- Indoor masking
- Improved ventilation
- 6-foot distancing indoors
- Weekly testing



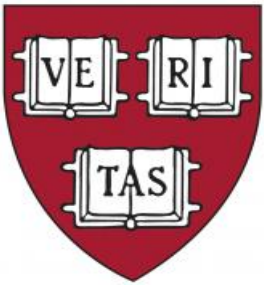
# Technology Guidance for Return to Campus

**Charles Kling**

*Managing Director, Support Services,  
HUIT*



# Vaccination Poll



# Office Message Encryption (OME)

**Susan DeLellis**

*Director, Project Management and  
Service Delivery, HUIT*

# OME and How to Get Started

OME is an easy way to send encrypted messages or files directly from your Microsoft Outlook or web desktop app. We recommend making Outlook your new default tool for sending secure data instead of Accellion Kiteworks.

## Using OME

- Supports L4 data and below, file sizes <150 MBs in size
- Compose/send from your Microsoft 365 Outlook or web client
- Recipients can be internal or external to Harvard
- External recipients authenticate w/their mail service provider or one-time passcode
- We recommend the use of “Encrypt Only” option

## Information & Good to Knows

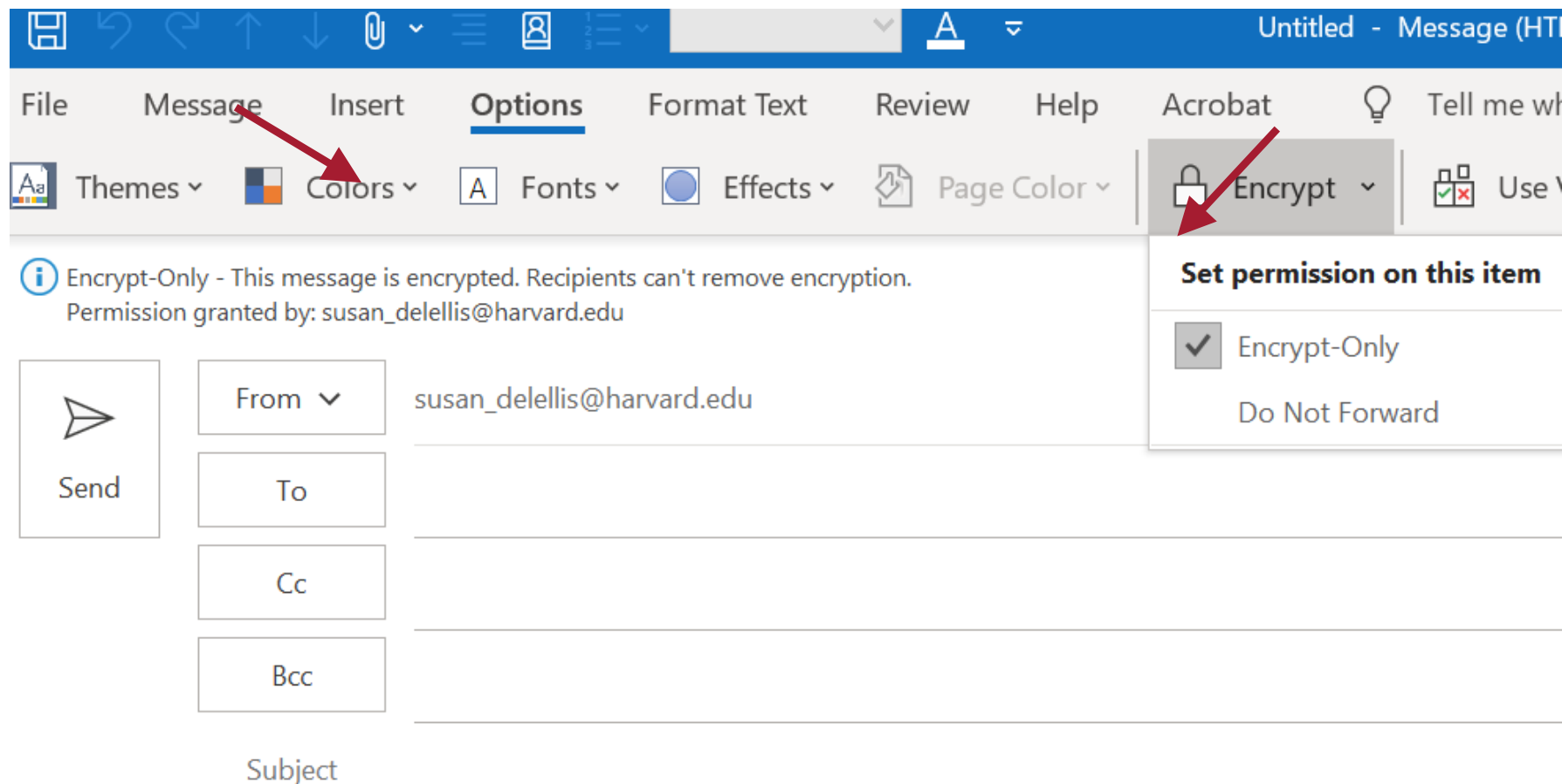
- Encrypted messages must be opened by the owner of the account it was sent to (does not support email forwarding or delegate access)
- Only Microsoft distribution lists are supported
- Shared Mailboxes are supported with a special configuration (contact the Service Desk)
- An updated Outlook version is recommended

[Learn how to get started with message encryption](#)

For help contact [ithelp@harvard.edu](mailto:ithelp@harvard.edu) or 5-7777

# Getting Started w/OME in Outlook (Windows)

*New Email, Options, Encrypt*



The screenshot shows the Microsoft Outlook 'New Email' window. The ribbon is set to the 'Options' tab. A red arrow points to the 'Colors' button in the ribbon. Another red arrow points to the 'Encrypt' button, which is highlighted. A dropdown menu is open for the 'Encrypt' button, showing the following options:

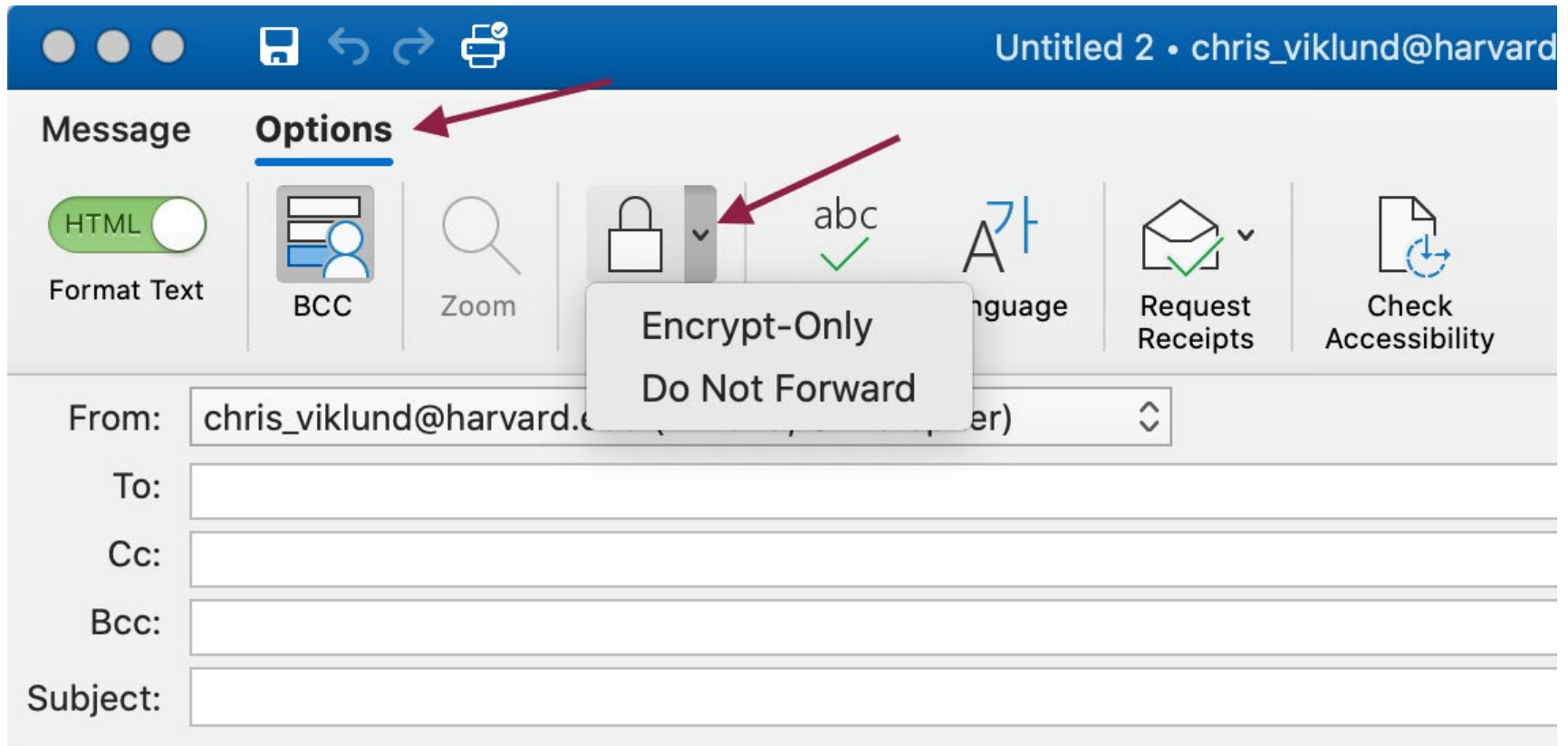
- Set permission on this item**
- ☒ Encrypt-Only
- ☐ Do Not Forward

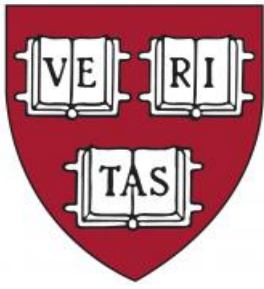
Below the ribbon, a status bar indicates: **Encrypt-Only** - This message is encrypted. Recipients can't remove encryption. Permission granted by: susan\_delellis@harvard.edu

The 'Send' button is visible on the left. The 'To' field is populated with 'susan\_delellis@harvard.edu'. The 'From' field is empty. The 'Cc' and 'Bcc' fields are empty. The 'Subject' field is empty.

# Getting Started w/OME in Outlook (Mac)

*New Mail, Options, Lock Arrow*





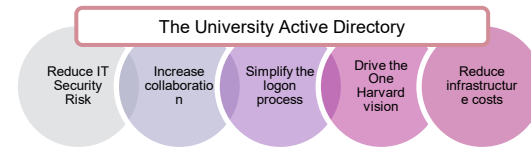
# PC Security Update

**Tim Vaverchak**

*Director, Technical Shared Services,  
HUIT*



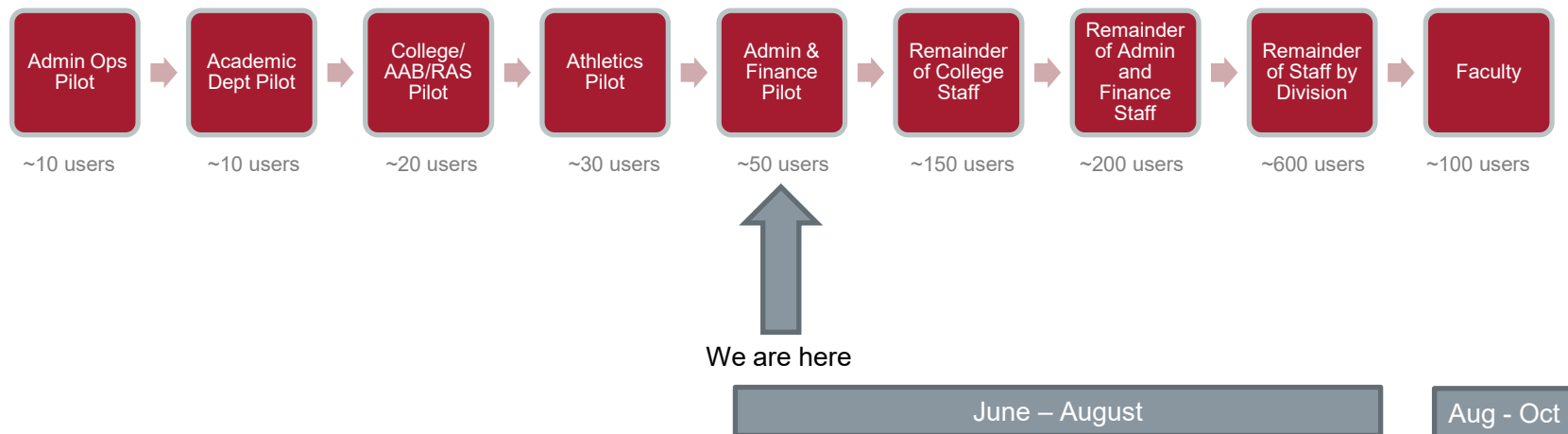
# Reminder – PC Security Update



PC Security Update Summary	
<b>WHY?</b>	To strengthen the security of Windows computers and accounts and reduce the risk of compromise.
<b>WHO?</b>	FAS faculty and staff Windows users and Windows PC workstations that have been identified by the project and confirmed with the department. *Tablets and mobile devices do not require the security update.
<b>WHAT?</b>	Migrate to a new security platform (the University Active Directory).
<b>WHEN?</b>	The security update will be coordinated with each department on a rolling schedule through calendar year 2021. Department Administrators will be consulted to schedule the updates.
<b>BENEFITS?</b>	<ul style="list-style-type: none"><li>Strengthen Harvard University's security and reduce the risk of compromise to accounts and computers</li><li>Simplify the logon process by using your HarvardKey to access your computer, network drives, and more!</li></ul>

## Current Status

- Four pilots have been conducted to enable a progressively matured and simplified process
- Additional pilot planned for June to verify all learnings before expanding to all staff then faculty
  - Administrative Operations, Human Resources, Instructional & Technical Services, and Sponsored Projects Administration (June 22 –24, 29 –30)
- Approximately 1300 machines will be migrated as part of this project



# What to Expect

## As a Department Admin

- About 1 month prior to your department migration, you will receive a list of all users that will need to be migrated
- DAs will be asked to identify any users that will require additional support for their migration and their preferred date/time for the update

## As a User

- **Before:** You will receive an email from **HUIT\_ActiveDirectoryProject@Harvard.edu** providing migration details and an invitation to schedule a convenient migration time in the coming month
- **During:** After connecting to VPN, you will be prompted to enter your HarvardKey password, and the computer will reboot after 15 – 30 minutes
- **After:** Log in to your computer with your HarvardKey credentials to:
  - Verify all is working as expected,
  - Log in to applications which require HarvardKey (Zoom, Office 365)
  - Re-enroll in the Harvard networks (Harvard Secure wireless)
- Need help? The HUIT Service Desk will be available at 617-495-7777 and with a dedicated call option (#) for assistance with your Active Directory security update as well as our migrations team.

## Q & A

- Questions



# Administrative Systems Update

**Stephanie Nasson**

*Senior Director of Administrative  
Operations*



# Quick Updates

- POI (Person Of Interest)
  - Updated policy and system going live – July 15<sup>th</sup>
  - Brown bags to be scheduled shortly
- HUBS has moved!
  - [hubs.huit.harvard.edu](https://hubs.huit.harvard.edu)
  - Sign-up for a training session (if you want a [Facilitator-led session](#)) or download the [self-paced materials](#) and/or attend one of our [HUBS Office Hours](#) sessions.
  - <https://wiki.harvard.edu/confluence/display/FSSHUBS/Training>
- Fiscal Year End Resources
  - <https://finance.fas.harvard.edu/close-fiscal-year>





# Finance Fundamentals – Second round of dates!

- Dates have been added for the next offering of Finance Fundamentals:
  - Managing Cash - July 14<sup>th</sup>
  - Managing Compensation – July 21<sup>st</sup>
  - Mastering Reimbursements – July 28<sup>th</sup>
  - Monitoring Funds – September 21<sup>st</sup>
  - Maximizing Funds – October 6<sup>th</sup>
  - Mastering Procurement – October 21<sup>st</sup>
- All sessions will be held from 10:00 a.m. – Noon
- Please enroll via the Harvard Training Portal





# Additional Trainings & Clinics

- Upcoming Admin Ops/ASAP trainings:
  - B2P Requestor – June 10<sup>th</sup>
  - HART – June 14<sup>th</sup>
  - General Ledger w/TLX – June 15<sup>th</sup>
  - B2P Approver – June 17<sup>th</sup>
- Survey to be sent to capture training needs for July & August
- Final Friday Drop in session
  - June 25<sup>th</sup> from 11:00 - Noon
- SPECTRA Refresher Clinic
  - June 16<sup>th</sup>
- Please check HTP for more details!