



MEETING AGENDA

Meeting Title: FAS Administrators' Town Hall

Date/Time: November 17, 2021 / 10:00 – Noon

Location: Zoom

Intended Audience: Department and Financial Administrators

TOPIC	PRESENTER
Welcome	Scott Jordan
Faculty Study Group	Claudine Gay
Introductions & Financial updates	Scott Jordan, Jay Herlihy
HUIT <ul style="list-style-type: none"> • WiFi recap • Using OME for encrypted mail • Security update: M365 / SharePoint 	Dave LaPorte, Susan DeLellis, Nathan Hall
OPRP <ul style="list-style-type: none"> • Campus tents • Holiday testing schedule, building shutdown schedule 	Zak Gingo
HR <ul style="list-style-type: none"> • Vaccination requirement • HUCTW contract • GSAS Student Union • Out of state employees 	Kathy Santoro, Paul Curran, Allen Aloise, Meryl Miller
Administrative Operations <ul style="list-style-type: none"> • General updates <ul style="list-style-type: none"> ◦ COVID testing compliance monitoring • Hybrid work technology support • Concur OOP change 	Mary Ann Bradley, Bill DeSimone, Todd Sears
Closing Remarks	Scott Jordan

- Materials online post-meeting at: <https://adminops.fas.harvard.edu/ath-meeting-materials>
- <https://adminfindean.fas.harvard.edu/ath-meeting>