

May 12, 2020

COVID-19: Committee on Return to On-Campus Operations

Human Resources and Staffing

Elyne Cole, Senior Associate Chancellor for Human Resources (*Chair*)
Skye Arseneau, Interim Director, Library Human Resources
Leslie Arvan, Senior Director of Labor and Employee Relations, IHR
Claire Sharples Brooks, Associate Director, EEO
Caitlin Bruning, Associate Director for Personnel and Administration, Mathematics
Robb Craddock, Assistant Director of Labor and Employee Relations, IHR
Tony Franklin, Associate Director, ACES/Extension
Susan Key, Director of Portfolio HR, OVCRI
Terri Klinker, Associate Director Strategic Business, Technology Services
Alicia Lowery, Director, Talent Acquisition, IHR
Brandi Pulleyblank, Human Resources Coordinator, Engineering
Nisar Qureshi, Director Human Resources, DIA
Jim Sims, Director, Facilities and Services
Beth Slotnick, Senior Assistant Director of Human Resources, University Housing
Eric Smith, Director, HR, Diversity and Strategy, Facilities and Services
Deb Stone, Executive Director, HR Administration, IHR
Tyler Swanson, Student
Robbie Witt, Director, Classification, Compensation, Records Admin.& Appointment Processing, IHR
Gabe Gibson, Director, Technology Services, ATLAS (*ex officio*)
Chris Harris, Director of Strategic Communications (*ex officio*)

Dear Colleagues:

Thank you for agreeing to serve on the Human Resources and Staffing team under the coordination of the COVID-19: Executive Steering Committee on Return to On-Campus Operations. Senior Associate Chancellor Elyne Cole will chair this team and Teresa Harvey will provide staffing and support. Your work will complement the efforts of six other teams being charged as part of this effort: Academics, Community and Public Engagement, Finance and Operations, Research and Scholarship, Testing, Tracking and Monitoring and University Life.

Transitioning our workforce back to full on-campus operations as quickly as possible under any ongoing state and health department restrictions and guidelines is essential. Developing the human resource plans to do so and designing an implementation process is the fundamental charge I am presenting to your team. No one has ever done this and there is no established map. I leave it to you to determine the specific steps and actions that will be required and to prioritize them.

More broadly I ask your team to:

- Identify, evaluate and design the parameters and components of our human resources and staffing in this post-COVID-19 university. Your planning implementation recommendations should

prioritize the safety of our workplaces and employees, provide mechanisms for our ongoing recruitment, hiring and retention needs, but also must address the legal, ethical and public perception issues that will accompany the return to on-campus operations of our workforce.

- In this immediate, first phase of your work, establish the framework and planning necessary for a **summer transition back to on-campus operations and activities** after Gov. Pritzker lifts current stay-at-home orders.
- In a second, ongoing phase (**planning for fall 2020 and beyond**), recommend the actions, policies and processes that must be implemented for resumption of our campus life activities for the fall 2020 semester, the total academic year and beyond as necessary.
- Develop plans for coordination and communication of your team's activities and recommendations with the Executive Steering Committee and the other six working teams.
- As a team, you will identify any specific goals in addition to items such as:
 - Remote work recommendations for summer and beyond
 - Policies regarding use of Personal Protective Equipment
 - Policies regarding ill employees and return to work

This pandemic has brought us unprecedented challenges. So, we are asking you to assist us in determining the best approaches to address these challenges. I only ask that your decisions and recommendations be guided by these core principles:

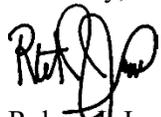
- Protection of the safety and health of our students, faculty, staff and local community
- Preservation of our land-grant missions of education, scholarship, service and engagement
- Processes that are transparent, open, consultative and respectful of our traditions of shared governance

As the first step of this process, I ask your team to coordinate with Mike DeLorenzo who chairs the Executive Steering Committee to identify some preliminary timelines and milestone goals for this first phase of planning.

As you know, there is both great urgency and great need for planning and actions, so I hope your team will begin meeting as soon as possible.

I thank you for your service as we navigate through this difficult time.

Sincerely,



Robert J. Jones
Chancellor