

**RAAC Virtual Meeting
March 12, 2020**

Present:

Darlene Booker
Denise Bradley-Fluellen
Lesley Brown
Audrey Callahan
Valerie Crickard
Paul Cryer
Stafford Farmer
Elaine Jacobs

Stacy Leotta
Sherry Loyd
Carl Mahler
Angelica Martins
Sheryl Meyer
Nikki Simmons
Peter Szanton
Ellen Zavala

Absent:

Jeremy Alajajian
Vikki Cherwon
Stephanie Sanchez-Esparragoza

Mary Welsh
Shanda Wirt

Guests:

Bethany Blankemeyer
Elizabeth Mace

Susan Sell
Tamesha Williams

The meeting started at 10:35

The University's position is that it remains open and operational, per Chancellor DuBois's email message earlier in the day. All classes on or after Monday, March 16 will be held virtually. Staff are encouraged to work remotely rather than coming to campus. Those staff who perform work on campus should implement social distancing. Out of state travel, as well as in-state travel for meetings of 50 people or more, is suspended.

Dr. Tankersley reported on continuity of operations for Research & Economic Development as follows:

- a) Continuity of Operations: RED is Fully Operational and is moving to remote operations.
 - i) Core Hours of Operation remain as previously, i.e., 8 am to 5 pm
 - ii) Call forwarding will be implemented (use of the Jabber application is encouraged)
 - iii) The central helpline will be maintained during working hours.
 - iv) Staff will be available via email/phone/Google chat and video
 - v) Dr. Tankersley encouraged all RAAC members to become familiar with Google chat, video, and WebEx.
- b) Meetings will be moved to virtual platforms such as Webex or Google video. Dr. Tankersley encouraged members of the Committee to use video rather than just telephonic communications and to practice social distancing in all situations.
- c) Proposal development and submission: NSF (and presumably other funding agencies) will only provide allowances if the University actually shuts down. Because the University remains open and operational, do not expect funding agencies to allow us to submit after deadlines. Our goal is to change the nature of our operations but not the operational status of our work.
- d) Research activities may be allowed under social distancing in some circumstances (more information will be forthcoming)

- e) Members of the Committee should seek guidance from sponsors regarding deadlines and ability to perform research in the immediate future.

Questions:

Peter Szanton said that the University doesn't allow out of state travel with exceptions approved by the Provost or the Chancellor. A researcher from his college is supposed to leave for Nigeria next week, where a research team is already in place – who should be contacted to see whether this is allowed? Per Dr. Tankersley, there should be a link to request forms for waiver of travel; someone from the college may want to contact Chancellor's Chief of Staff to find status of requests for waivers. There is a concern about whether our researchers who leave the US would be able to return. Researchers should consider whether and how this might affect them.

Stacy Leotta asked for guidance for graduate students supported by grants – under C1 conditions, they should keep working but maintain social distance. This will change if we move to C2 conditions, under which they will likely be prevented from coming onto campus. Dr. Tankersley responded that faculty should consider how students can continue working remotely, especially those students who don't need access to lab equipment.

Dr. Tankersley was asked whether travel restrictions only apply to University-funded travel and sponsor-supported travel. In some cases where expenses have already been paid the money may not be recoverable, and research administrators should work to try to recoup funds as much as possible. The funding agencies have not yet provided specific guidance on this point.

It is not clear how shipping and receiving will work under C2 conditions.

Elaine Jacobs asked whether travel restrictions would only apply through March 31. Dr. Tankersley replied that at the time of the meeting this was correct, but also said that the Chancellor will consider each Monday whether to extend this time period. The same holds true for campus events, and all University employees should make plans for the possibility of the window being extended. Be cautious about committing to travel in April, especially committing funds now (e.g., prepaid tickets and hotels).

Dr. Tankersley stated that more detailed information will go out to members and faculty later in the day and asked that any additional questions be directed to him. He will maintain an FAQ section on-line. He asked that we communicate to everyone that we remain open, even if only through remote operations. Our goal is to ensure that we maintain customer support smoothly.

Meeting ended at 10:58.

Respectfully submitted,

Carl P. B. Mahler, II