

IOWA STATE UNIVERSITY

Extension and Outreach

March 17, 2020, Virtual Town Hall Meeting: Recap of Priority Questions

On March 17, Vice President John Lawrence held a virtual town hall via Webex to discuss working remotely and office closings. There were 369 participants.

Are there branded templates we should use for office closures?

- Advancement is loading resources for door signs, etc. at <https://my.extension.iastate.edu/covid-19-coronavirus-advancement>. We have one request for a "we're working remotely" graphic. If you have other general sign needs, please let us know.

Will councils need to hold a council meeting to vote on working remotely? Can the decision be made without a formal council meeting?

- Councils should continue to make decisions consistent with open meetings; however, the COVID-19 pandemic would constitute an emergency and the 24-hour posting of a public meeting notice could be waved. Iowa Code 21.4 and 21.8 address these situations. Council votes are allowable via teleconference or webinar. Voting cannot be via email or text. Minutes from the meeting should be recorded and added to the permanent record. Minutes should record the reason given for not having a 24-hour public notice, and shall include a statement explaining why a meeting in person was impossible or impractical.

Are the hotlines still working? Yes!

- AnswerLine (800-262-3804) through Human Sciences Extension and Outreach is still working.
- Iowa Concern (800-447-1985) is still working.
- ISU Human Sciences Extension and Outreach is also part of the 211 system, so we are answering calls for the state related to COVID-19. Yes, they are busy and we are adding staffing.
- The EIT hotline (515-294-1725) is up and running as well.
- You can call the Employee Assistance Program 24 hours a day, 7 days a week at 800-327-4692 (TTY 877-542-6488).

Is there a place I can find information about working from home?

- EIT is working with Professional Development on information/documentation about working from home. It is our hope to have content posted by the end of the week. In the meantime, visit <https://www.it.iastate.edu/remotework> for more information.

- We encourage you to speak with your supervisor about working from home. We encourage our staff to stay connected with one another during this time. If you or your team has an idea, please share with others!

Question from field specialist: Multiple people are asking for a list of cancelled meetings and numbers that were to come. How can we ensure this information is not double recorded since it is going to multiple people?

- We will be gathering and evaluating the information. There was an immediate call for data from “fee-for-service” units like the Vet Diagnostic Lab and Conference Planning and Management. Longer term we will want to account for the changes made because of COVID-19 such as the number of meetings cancelled, days the office was closed, success stories of how we adapted, etc.

How can I access the S drive from home?

- You can access S drive from home after connecting through VPN: https://iastate.service-now.com/it?id=kb_article&sysparm_article=KB0011105&sys_kb_id=348aa2161ba300149cedec8ec4bcb09

Do you expect to extend the April 4 date for canceling/rescheduling?

- Work groups are assessing plans beyond April 4 and what that means for students, research and extension. We hope to have more definitive answers next week.

What will the Virtual Annual Conference entail?

- The Annual Conference agenda update will be updated on the registration website: <https://www.regcytes.extension.iastate.edu/eac/>

If I have questions, where should I direct them?

- We encourage you to submit questions and comments about the ISU Extension and Outreach response to COVID-19 to the Virtual Suggestion Box: https://iastate.qualtrics.com/ife/form/SV_0HUZVyRzvcjvkTX
- Also, questions others have asked will be posted on this COVID-19 information page on the Office of the Vice President website: <https://www.extension.iastate.edu/vp/covid-19-information-isu-extension-and-outreach>
- You can also send question and comments directly to jdlaw@iastate.edu.

Can councils be sent something with clear steps for decision making and what might need a full meeting versus a short phone call? Can information be provided about open meeting laws? Does someone have to be present?

- We have prepared and shared information for councils about virtual meetings and options for managing to office during this period of maximize social distancing.

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.