

Fall 2021 Transition to Normal Campus Operations

April 22, 2021

Division of Student Affairs staff,

On Monday, Iowa State University faculty and staff received a [communication](#) from senior administration about the return to the workplace plan as we transition to the fall 2021 semester. It is an expectation that all Division of Student Affairs staff return to their regular on-campus workplace no later than August 2, 2021.

We understand that this transition will look different for each member of our team. For many of you it has been “business as usual” throughout this pandemic as you came to campus each day to complete your work and fulfill our mission. We cannot thank you enough for your commitment to in-person services and support for students as we navigated this last year. For others, working from home all or most of the workweek may have been the “new normal” for much of the last year and you provided invaluable services to students virtually.

The Division of Student Affairs mission is to empower and challenge students to succeed as productive citizens and leaders in a diverse community. Our work in the division directly contributes to student acclimation, sense of belonging, and ability to succeed in the classroom. We know that offering these tools for student success is most effective when it is offered in person. We need each of us to recommit to providing the services to the community as we did prior to the COVID-19 pandemic.

The communication you received on Monday outlined many expectations for staff. We would like to highlight and amplify reminders unique to staff within the division.

Staff back to the workplace

Most areas throughout the division created individualized staff rotation plans to reduce the footprint in the physical office space each work day. Starting August 2, rotations will discontinue and all staff will report to their workplace as we did prior to the pandemic. As always, employees and supervisors should partner to address any personal needs so the area can continue to meet their business purpose.

Service delivery modes

Starting this fall, the default service delivery mode will be in person. Each department can explore the best ways to connect with students and, if it is determined appropriate, offer a variety of options for students to meet their individual needs. However, staff should offer in-person delivery modes at all times and be available for in-person engagement during normal business hours.

Offices and spaces to be open

Some offices have been closed to visitors throughout the pandemic. Beginning August 2, all physical student affairs office spaces will be expected to be open to student and visitor traffic. Please work with your building manager to ensure your spaces are open and ready by that date if they haven't

been open during the duration of the pandemic. Any changes necessary that impact spaces (i.e., signage related to Cyclones Care, effective cleaning measures, Plexiglas) will be communicated over the summer.

Virtual options

How to host staff-only meetings, committees, and one-on-one meetings will be left to the discretion of the director for each department. All of us have become proficient in hosting online meetings and, at times, it can allow for efficient time management and effective work-life balance. We will continue to evaluate how we conduct large in-person gatherings for division staff as we progress through the summer.

Programs and events

At this time, we do not have clear direction on how in-person events and programming will look for fall 2021. Continue to watch for more information throughout the summer and be flexible, planful, and diligent to meet in-person delivery modes.

Accommodations for staff remain an option

While COVID-19 Alternative Work Arrangements (AWA) expire on June 30, 2021, disability accommodations for individual employees are available through [UHR Employee and Labor Relations](#). Employees who do not qualify for an accommodation may use existing policies for [leave](#) as necessary.

Other updates

- The university is reviewing the continued need for face coverings and will announce the results of this review by August 1.
- An updated version of the Cyclones Cares campaign will start this fall, based on current CDC and state guidelines, and will take into account that many staff, faculty, and students will have been vaccinated by this time.
- Students will receive updated communications about fall expectations, including in-person classes and activities, and standards for participation as more details are finalized.

We recognize you may have additional questions about the return to the workplace plan and how it impacts your unique situation. University administration will host a virtual Town Hall on Thursday, April 29, at 1 p.m. via [Webex events](#) that will provide information and time to ask questions. As always, please contact your supervisor or [HR Delivery](#) to address your specific concerns.

As we finish the spring semester, be sure to take time for yourself and engage in our Division of Student Affairs [Wellness Breaks](#) or offerings through [ISU's wellness resources](#). We truly hope you can take a break this summer to unplug and spend time with friends and family before we are at full speed again in early fall.

Thank you for your dedication and flexibility as we finish the spring semester. We certainly have conquered the unimaginable together through our flexibility, innovation, and unwavering desire to serve students. We could not have done this without your incredible service. We look forward to seeing you soon.

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