



REOPENING TASKFORCE STEERING COMMITTEE
Summary Notes - DRAFT
 April 1, 2021
 Meeting

ATTENDANCE (A = absent):

Marlene Drinkwine	Diana Ogimachi	Josh Castellanos
CC Sadler	Brent Gilmore	Sundee Dominguez
Erin Murphy	Moises Gutierrez	Richard Blackmon
Gene Durand	Elisabeth Orr	Stacey Toda
Jeri Florence	Jennifer Ramos	Maria Ek Ewell
Kathy Scott	Kristin Olson	LaTonyua Harden
Jeff Wood	Javier Villasenor	Tara Hardee Teodoro
Nohel Corral	Robert Remeta	Lauren Zale
Robert Carman	Mary Aja	Kim Casuga
Paul Creason	Emily Barrerra	Brett Peabody
Walter Johnson	Ariane Le	Officer Stinson
Brett Peabody	Melissa Infusino	Lt. Yap

NOTE TAKER: Shonda Jones

***Meeting held via ConferZoom**

1. Welcome (Dr. Nohel Corral)

- Dr. Corral welcomed the group and advised them that they are welcomed to share the summary notes with their constituency groups and bring back any feedback. He also introduced guest speakers and their discussion topics:
 - Mary Aja, Athletics
 - Paul Creason & Emily Barrera, Computer Labs/Quiet Spaces
- The City of Long Beach (COLB,) has moved into the Orange Tier. The major difference is the allowance of 50% occupancy up from 25% in the red tier. In Higher Education, for areas of 200 people or more, it's either 200 or 50% occupancy, whichever is greater.
- VP Drinkwine added that 6-foot distancing is still required which prevents smaller spaces from taking advantage of the orange tier occupancy allowances.
- Dr. Corral introduced the group to Student Trustee, Richard Blackmon and advised that he will be joining the Reopening Taskforce Steering Committee

2. Approval of Minutes (Nohel)

The Summary Notes of the March 25th, 2021 meeting were reviewed and approved as presented.

3. Update on Student Survey (Dr. Corral)

- Survey was sent out on March 31st, 2021 and will be up until April 19th
- Covers the following topics:
 - What do students need?
 - What services areas would they like to access?
 - What are their priorities?
 - What is their comfort level for a return to campus? And for which activities?
 - Any additional feedback they would like to share

- Coordinating with Associated Student Body (ASB) to send a reminder to students after Spring Break to complete the survey.
- Results will be shared with the Reopening Taskforce Steering Committee (RTSC) once received.
- Student Rep., Richard Blackmon, asked if notifications would be sent once the survey was available as he had not yet received any information. He also mentioned that he will support survey efforts and alert students about the survey once he receives more information on how to access it.
 - Dr. Corral will connect him with Dean of I.E., Heather Van Volkinburg, to get him the necessary information.
- Dr. Paul Creason asked if survey was brief or lengthy and if had sample of questions asked.
 - Dr. Corral advised that recommendations were provided as to what to include in the survey, and that he will ask for the actual survey to be loaded into the shared drive as a resource.
 - Dr. Creason also mentioned that he will speak to his area about encouraging students to take the survey. He also suggested placing a banner ad on the website.
- Moises Gutierrez asked if there will be a way to cross reference via the survey and canvas data, which classes will be needed by those students interested in returning to campus as this information will be helpful in the planning process.
 - Dr. Corral advised that Ed Plan data is utilized as a data point for enrollment management, class sections, etc. However, in terms of cross referencing with survey responses, he is not sure to what level we are data mining that information. He will find out if there is a question that looks at which courses they intend to attend on campus v. online as he agrees that it would be helpful information

4.. Share Updated Plan Template (Erin Murphy)

- Per Dr. Corral, some areas developed their own template with support from our operations group.
- Templates to be used are based on best practices developed over the past year by those who created plans for the Essential labs which are currently taking place on campus.
- Completed example plans are available in the Shared Drive folder and are available to the public on the website.
- Two templates shared with the group:
 - Initial Campus Plan – questionnaire form -includes brief questions to get started
 - Detailed Template – can fill in
 - Includes standard information that would apply to all areas, but also highlights in yellow specific information/protocols that would need to be filled in by individual sub-committees.
- If instructional assistance or lab tech needed, this information can be added into the plans as well.
- Make sure to also update building and access plan info. (entry and exit points)

- The Academic / Service schedules are key – fill out classes, days times, locations; if for services days/hours of operation, location, when back in service, etc...
- Erin Murphy is the contact for Room Diagrams. To request a diagram, please email her the building/room number and she will work with facilities to get it diagram - if the building is old, it may take a bit more time. When viewing the diagrams, green areas denote students and red areas, the 6-foot distancing around them.
- The State of California and the COLB are directing people to sign up for vaccines via My Turn. LBCC does not maintain records of who receives the vaccine and it is not mandatory to get the vaccine at this time.
- There are operations team members assigned to each sub-committee group who are familiar with the planning process and will be a great resource in plan preparation.
- Erin Murphy opened the floor for questions:
 - Robert Remeta asked if a plan is being developed to address how students will access support areas.
 - The sub-committee dedicated to limited student services is being led by Dr. Tara Teodoro and has already begun the planning process. Per Dr. Teodoro, their first meeting was 3/29/21 and details regarding student flow and traffic within the service area, number of staff being used to cover support, possible use of LTE's, sanitization of surfaces, and mapping are currently being worked out.
- VP Drinkwine suggested that each subcommittee take a field trip to campus to walk their spaces to confirm their memory of the space, etc. before writing their plan.
- Jeri Florence asked for information on sub-committee leads so that she can share the information at the next Academic Senate meeting. VP Drinkwine referred her to the *DRAFT Proposed Subcommittees* document in the Shared drive and Dr. Corral reviewed the subcommittee leads with the group.
- There is availability in each sub-committee for Senate Representation (Classified & Faculty) and Union Representation (AFT, CHI, FA.) One person from a constituency group may volunteer to serve on all of the groups or a constituency group could choose a different person to serve on each group. If there are faculty members interested in future subcommittees, pass their information along to Erin Murphy.
- Per Lisa Orr and Jeri Florence, Department Heads are crucial to the planning process and should be involved.
- Diana Ogimachi noted that VPs Drinkwine and Corral did send out an email asking if they would like to add faculty to the committees. She and Jeri will get together on this issue.
- VP Drinkwine clarified that the subcommittee leads have expertise in their assigned areas as well as an understanding of who is critical to the operations of the area.

5. Reopening Calendar (Erin Murphy)

- The purpose of the calendar is to facilitate a more organized and controlled (phases/stages) campus reopening and avoid having several departments opening at the same time.

- Athletics conditioning is confirmed to return April 12th, 2021 and other committees will be added as dates are confirmed. Reopening in phases could also be applied within an area (for example, in Performing Arts, Dance may come back on one date and Instrumental music on another.)
- The calendar is also to include information on Office/Classroom space and use.
- The calendar will serve as a repository of reopening activities and will reflect how we are reopening the college as well as the timeline.

6. Subcommittee Plans (Guest Speakers)

Mary Aja - Athletics:

- Mary Aja reviewed her plan with the group (the PPT and associated videos can also be found in the Shared drive.) The highlights were as follows:
 - California Community College 40-person Athletic training workgroup established in March of 2020 (broken down into subcommittees and chairs of committees.)
 - Documents referenced included:
 - CDC, IHE, NCAA, NSCA, State, County and City Health Departments
 - The State's Resocialization Plan was meant to be a document which could be utilized and modified by all institutions in developing their own plans.
 - The Resocialization Plan was published in September of 2020 for review with the campus Taskforce and used to develop plans for Essential classes and Athletics.
 - An Addendum to the plan has also been created to include orientations for the teams, an educational video on COVID-19 and a quiz (offered on canvas) which requires students to pass with 100% .
 - Athletics will make a phased return to campus and each phase consists of 2 weeks. Every 2 weeks restrictions lessen, but restrictions mandated by the city, county and state health officials will remain in place.
 - Using Pod system -working in small groups. Important to not have entire group together (ex. Football team) to eliminate exposure and make contact tracing easier.
 - Developed Map of areas to be utilized to include bathroom access and hand washing stations. Letters represent areas within the space that is available to Athletics.
 - Per Walter Johnson, to ensure that there is no contact between students and contractors, the gate will be moved back to the original access point.
 - Per VP Drinkwine all plans will need to be evaluated against each other so that they are all in alignment and resource conflicts can be avoided.

Paul Creason & Emily Barrera – Computer Labs and Quiet Spaces:

- Have draft plan completed, looking for guidance from this group
- Paul Creason has met with Tim Heffern regarding the computer labs and will connect with student life on staffing (student life and LAR will help with staffing)
- The sub-committee has several questions for Walter/Facilities, Executive Cabinet and the Reopening Taskforce regarding the timeline and hours and what to expect with facilities.

- Their plan is to open up quiet and semi quiet study spaces in the computer lab and the timeline is right after spring break. However, they may recommend looking at week of 4/19 for the opening. Would like assistance from this Taskforce in determining hours. Identified day time hours as the busiest in the labs because that is when students are doing their work. Although tutors and ESL labs need more evening hours for their student populations. 10am-5pm suggested,
- Nordic lounge and GG 238 would be considered as the first study spaces to be opened
- Per Dr. Creason's conversation with Tim Heffern, there would need to be reimaging and updates to computers the 160 computers in the computer lab as they have not been touched in over a year. He requested 2 weeks to make the update (and could be completed by 4/19.)
- Would like input in deciding the following:
 - Start small on computer labs –open study space on 4/19 and wait until May 1st to open a computer lab and gauge demand or
 - Open up a computer lab and a study space and advertise it as such
- Dr. Corral mentioned recommendations in chat to
 - start with limited hours/days allow for flexibility so that when receive survey results from students we can expand services and be informed by the need of the student.
 - Nordic lounge first phase and then expand to cafeteria if needed.
- Dr. Creason and Emily to send Erin any additional questions for the group (or to Walter, directly, for Facilities).

7. Future Agenda items (VP Drinkwine/Dr. Corral)

- Summer meeting hours to be discussed
- Talk through more Plan presentations, feedback, questions
- Discuss limited summer classes (no more than 20) that adhere to guidelines and safety protocols

The meeting adjourned at 10:16AM

Next Meeting: April 15, 2021