



REOPENING TASKFORCE STEERING COMMITTEE

Summary Notes - DRAFT

May 19, 2021

Meeting

ATTENDANCE (A = absent):

	Sonia De La Torre		Diana Ogimachi		Justin Mendez
	CC Sadler		Brent Gilmore		Kim Casuga
	Erin Murphy		Moises Gutierrez		Lauren Zale
	Jeri Florence		Elisabeth Orr		Jessica LeGault
	Kathy Scott		Jennifer Ramos		Matt Montgomery
	Jeff Wood		Kristin Olson		Officer Harris
	Nohel Corral		Javier Villasenor		Cheryl Williams
	Robert Carman		Robert Remeta		Vicki Lerch
	Paul Creason		Stacey Toda		Mary Aja
	Sylvia Lynch		Emily Barrerra		Dr. Alisia Kirkwood
	Bob Rapoza		Ariane Le		Maria Ek Ewell
	Donna Coats		Heather Van Volkinburg		
	Josh Castellanos		Randy Totorp		
	Sundee Dominguez		Tara Hardee Teodoro		
	Richard Blackmon		Eric Becerra		

NOTE TAKER: Shonda Jones

***Meeting held via ConferZoom**

1. Welcome (Dr. Nohel Corral)

- VP Corral welcomed the group and reminded them that documents/resources can be found in the shared drive (see link on bottom of agenda.)
- The Summary Notes of the May 14th meeting were reviewed and approved as presented.

2. Plan Presentations for Approval

The following areas presented reopening plans for approval:

- | | |
|------------------------|------------|
| a) Testing/Proctoring | Maria/Paul |
| b) Upward Bound | Wendy |
| c) Basic Needs | Justin |
| d) Math Success Center | Sundee |

Questions/Comments regarding the plans:

- Upward Bound is proposing Hybrid Summer Program (June 28th-Aug. 5th)
- Students will be able to maintain 6-foot distancing while in Pods in Horticulture center on designated days (and team building activities do not require contact.)
- Need to designate what colored arrows mean both in plans and on the maps.
- On June 1st, DSPS will begin proctor/testing services to students on both campuses.
- As activities resume on campus, we will eventually have overlapping paths of travel in some buildings as there are not enough building entrances and exits.

- Per Cheryl Williams, as more areas open up, the cleaning times between classes will expand from 30 to 45 minutes
- For the QQ building area, blue 6-foot distancing stickers and a request for canopies will be added to the Basic Needs plan.
- Math Success Center to add distancing markers to plan for V building court yard/side wall queuing area.
- Any changes to plans beyond what is/was initially presented to the Reopening Task Force Steering Committee will need to be reviewed and approved.
- **All plans were approved by the RTSC committee.**

3. Summer/Fall 2021 Planning

Review revised subcommittee list

Review Reopening Calendar

Post-approval Checklist

Questions/Comments regarding the plans:

- The updated subcommittee list has been added to the shared drive.
- Please give Erin Murphy feedback on anyone who needs to be added to the Fall subcommittees list.
- Lisa and CTE Dean (Anthony or Gene) should be on Lectures Plan committee.
- The COVID Instructional group will remain and the name will change to Instructional Reopening group. They would like to add a classified staff member, adjunct faculty member and a faculty member who has already been working on campus to the lecture group as well. The group will meet twice over the summer and some tasks will include:
 - reviewing software (Proctorio, Ally, etc.)
 - training faculty for online instruction
 - Lecture Planning
- It would be helpful if the plans could be shared with the Instructional Reopening Group
- Erin shared the post-plan approval checklist
 - Enter space reservations in 25Live to prevent double-booking
 - Provide employee schedules to your area VP for the essential personnel list
 - Ensure that employees have working OMNI codes and keys to access campus spaces. If not, submit a request through Facilities.
 - Confirm with IITS that all technology is prepared for reopening
 - Confirm with Facilities that doors will be unlocked and cleaning kits have been provided to your designated point of contact.

- Confirm with Melissa Infusino whether any additional staff are available to assist with operating safely and also that the Health Screening Stations will be able to serve additional students coming to campus.
- Report back to the Steering Committee to share any best practices or request assistance with issues
- It was suggested that protocol for ordering supplies that will be paid out of HEERF or CARES funds be added to the Post-Plan Approval checklist.
- Suggestions for ordering:
 - Revolving Cash Reimbursement – need to note reimbursement limit of \$399
 - Since we are close to the end of the fiscal year, putting together a comprehensive list across all plans to create one requisition and make large orders.
 - If there are still funds left on the IITS CDW PO, it can be used to order items such as keyboard covers and/or cleaning supplies (if they sell those items.) Sylvia Lynch will also advise Tim Heffern to open a PO with HEERF funds for next year.

4. Update on Spring 2021 Approved Plans

Questions/Comments regarding the plans:

- Skipped due to time

5. Update on Subcommittee Plans in Development

Questions/Comments regarding the plans:

- Skipped due to time

6. Communications Update

Questions/Comments regarding the plans:

- Student virtual townhall was held on May 18th and it went well. It was recorded and will be shared campus-wide. Question centered around:
 - Scheduling of campus
 - # of persons on campus v. remote (some still preferring remote)

- Safety protocols
- Vaccinations
- Available Student Services
- Continuing to work on Return to Campus micro-site

7. Summer/Fall 2021 and Winter/Spring 2022 Updates

Questions/Comments regarding the plans:

- A communication from HR was sent regarding return of management (June 1st, 2 days/week; August 1st, daily.) As programs open it may require more coverage earlier than these time periods.
- As areas open more staff are returning as well.
- Those not included in current reopening plans can access their offices as needed June 1st to July 31st (they just need to be included on the Essential Personnel list.)
- VPs emailed managers about expectations.
- A poll for the summer meeting dates will be sent by Friday, 5/21/21.
- Dr. Corral shared the draft of the Summer Faculty Stipend (\$1,000 to cover June 14-August 26) for the Reopening Task Force Steering Committee meetings as well as subcommittee meetings.

Activities to receive the stipend include:

- Attend Reopening Task Force Steering Committee Meeting (5)
- Attend Subcommittee meetings as assigned (5-10)
- Additional follow-up as needed to develop the plans (approximately 20 hours)

8. Q&A

Questions/Comments regarding the plans:

- In terms of updating masks and social distancing protocols, we will abide by CalOSHA (keeping in mind that local authority can be more restrictive than general guidance.)
- A formal determination needs to be made by the Reopening Task Force Steering Committee before any messaging is changed regarding the current LBCC mask/social distancing protocols.

9. Future Agenda Items

Questions/Comments regarding the plans:

N/A

The meeting adjourned at 11:35AM

Next Meeting: May 27th, 2021