



REOPENING TASKFORCE STEERING COMMITTEE

Summary Notes - DRAFT

September 23, 2021

Meeting

ATTENDANCE (A = absent):

	Marlene Drinkwine	Moises Gutierrez	Paul Kaminski
	Walter Johnson	Jennifer Ramos	Suzanne Engelhardt
	Jeff Wood	Heather Van Volkinburg	Cheryl Williams
	Lee Douglas	Yvonne Gutierrez-Sandoval	Loy Nashua
	Alisia Kirkwood	Sundee Dominguez	Alisia Kirkwood
	Tara Hardee Teodoro	Kristin Olson	Tara Hardee Teodoro
	Maria Ek Ewell	Nevon Watson	Richard Blackmon
	Robert Carman	Brent Gilmore	Jimmie Flowers
	Cydney Leon	Ava Cross	Officer Stinson
	Joshua Castellanos	Paul Creason	
	Javier Villasenor	Lauren Zale	
	Emily Barrera	Hussam Kashou	
	Sonia De La Torre	Elisabeth Orr	
	Kim Casuga	Suman Mudunuri	
	Kal Stewart	Deborah Miller-Calvert	

NOTE TAKER: Shonda Jones

***Meeting held via ConferZoom**

1. Welcome (VP, Nohel Corral)

- VP Drinkwine welcomed the group

2. Reopening Task Force Steering Committee Roles/Responsibilities and Safe Return Work Group

Questions/Comments:

- This is the first combined meeting of Safe Return to Campus Working Group (SRCWG) and the Reopening Task Force Steering Committee (RTFSC.)
- Goals & Purposes are:
 - The SRCWG was to guide implementation of vaccination/regular weekly testing requirements. This group did detailed work around systems implementation and creating communications. Since that work is nearly complete and, in an effort to be mindful of everyone's busy schedules, the decision was made to combine this group with the RTFSC whose purpose is to bring back activities, depts. and services to campus in a safe way, now including the effort to still implement the vaccination/testing requirement.

3. Plan Approval Process

Questions/Comments:

- New Process
 1. Department Meetings
 2. Subcommittee Meetings (download plan template)
 3. Subcommittee Lead e-mails draft plan to area VP

4. VP approves draft plan or, if necessary, presents to Reopening Task Force Steering Committee
 5. Subcommittee Lead e-mails final plan to Erin to upload to webpage
- Reviewed Return to Campus website with the group as it has most up to date information <https://www.lbcc.edu/post/info-employees>
 - Erin M. will develop a more streamlined plan template (when & where to operate and how many students will utilize) so as to remove information that is already included on the Return to Campus webpage. She may also add information regarding window opening and cleaning protocols
 - Spring plans will go through the new process. However, should major changes or adjustments be requested/required then, after speaking with the area VP, the plan will be forwarded to the RTFSC. Plans can also include an online contingency plan in case Health Orders change.
 - It is worth noting that, currently, students are choosing online classes more than Face to Face classes.

4. Fall 2021 Plans (New and Updates)

- Athletics Update Randy/Kal
- Lecture Classes Moises

Questions/Comments regarding the plans:

- Athletics updated Lodging, Meal & Transportation policies (van & bus)
 - Van/Bus seating charts created to simplify contact tracing process for trainers. Vans/buses have also been assigned to certain groups.
 - Lodging and Meals policy was also updated – those who travel in van/buses together also dine together to decrease cross contact of pods/cohorts
 - For overnight travel, pods will lodge together as well
 - Documents Kal S. spoke to will be uploaded to shared folder
- Travel for students is restricted unless it is necessary for their particular program. All student travel is being discussed at Executive Cabinet.
- Lecture class issues:
 - Using Face shields when lecturing and masks when in close contact with students was suggested to help with fatigue and voice strain that instructors are experiencing due to lecturing in masks. However, face shields have not been approved as providing sufficient coverage per Health Orders. Also, per Dean Lisa Orr, while Singers Masks were suggested as a possible solution, they may not be the best option as the masks are expensive and known to hold a lot of moisture.
 - Rob Carmen will contact Tim in the Media Dept. to research technology to amplify the voice which might be a better option.

- Walter Johnson addressed faculty cleaning concerns. He also mentioned the need to communicate to faculty that they need to leave their classrooms between classes so that there is time to clean and the custodians can stay on schedule.
- **The Athletics and Lecture Classes plans were approved by the committee**

5. Vaccination/Testing Process

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| • Systems Update | Rob |
| • Student Process | Alisia |
| • Employee Process | Kristin |
| • Communications | Joshua |

Questions/Comments

- **Systems:**
 - If having trouble, please contact the student or employee helpdesks
 - On October 1, auto-clearance will begin. If students are not vaccinated or have not provided testing results, they will not be allowed to take the screening survey which means they will not be allowed on campus (we are currently 3000 short on compliance.)
 - Currently working with HR on system to track exceptions for vaccination/testing. Most likely will not be ready for another week
 - If faculty do not see a wristband or sticker on a student, they are to redirect the student back to the screening table. Administrators may also be utilized as additional support for faculty.
- **Student Process**
 - Vaccination verifications are looking good and the group is beginning to verify those who will be returning in the Spring.
 - Alisia and Deb developed plan for direct outreach to 3100 students.
 - Between online screening and screening tables there should not be students arriving in class that do not have stickers/wristband.
 - Need to be mindful that there may be faculty who don't agree with the auto-clearance policy and may allow students class entry.
 - It is a team effort and takes every person at every checkpoint to ensure that the process is effective.
- **Employee Process**
 - All previous info. is on course
 - Academic mgmt. & FT faculty have 100% compliance rate. We are also very close with to reaching the goal with Classified Management and PT. However, we are still struggling with Classified Staff.

- By the end of next week HR will send an e-mail with process reminders covering topics such as “what to do if one receives a positive result from a test or is feeling sick” and “Accommodation Request steps”, etc..

➤ **Communications**

- Virus Geeks email went out to students about uploading their information. This will occur every other day until end of the month.
- Reminded and encouraged everyone to please send updates to the Communications area if they need to have information added to the website

6. Q&A

- None

7. Future Meetings

- PCC Bookstore Plan

The meeting adjourned at 11:00am

Next Meeting: October 7th, 2021