# MEETING MINUTES

Date: March 18, 2021

Time: 1:00pm-2:00pm

Loc: Zoom

## NOTES BY TOPIC

| **ITEM** | **TOPIC** | **DISCUSSION** | **OUTCOME** | **NEXT STEPS** | **\*RESP** |
| --- | --- | --- | --- | --- | --- |
| 1 | Request for information from EOC | * + - * Kristy: Presented on the Smart Sheets.       * Rosa: Can we have access to the Smart Sheets?       * Kristy: Your Dean has them.       * Christina: How did we come up with that list?       * Kristy: Scheduling Task Force, faculty members from each division; came up with a way in which each discipline would give us which classes they would want to come back. Also based off of prioritization guidelines.       * Warren: When the Scheduling Task Force started meeting we were trying to figure out what notations to change to move forward. This group really worked on bringing instruction back, the guiding principles, the prioritization list, etc.       * Laurie: Shared assessment that she has been doing in Student Services. We are serving the students. There is not a significant gap in services virtually. We are proposing to conduct student services to see which services to bring back first, etc.       * The Top 3 Student Services that are being requested to return are:   DRC Equipment Loan Program, EOPS Equipment Loan Program, and the Health Center   * + - * We also did a study with the Food Pantry. Students preferred to continue with the virtual e-cards. We will continue virtual for now.       * Valerie: Consolidate the number of surveys that go out to students to include Library and Tutoring?       * Laurie: It is already included on the survey going out in May.       * Abhi: Thank you Laurie for getting the survey organized. Would like students involved in the questions for the next survey.       * Laurie: We will be sure to include you.       * Rebecca: What are the guidelines for contact tracing? Would love to meet with you to go over this.       * Laurie: Leticia has been meeting with the Santa Clara County contact tracing, however, I would still love to meet with you.       * Warren: Do we feel confident enough to take a vote regarding the prioritization list and the return to campus list presented?       * Sara: What would be the next step after the vote?       * Thuy: With today’s list, it is being sent to the District as a heads up. Feel free to take your time as I will still be in conversation with the District. I will be meeting with the Chancellors Cabinet; for faculty/staff/administrators to use their office spaces. We have put that on the prioritization list. Next Steps: the EOC will still be working on planning the logistics, operational, finance to implement the prioritization list.       * Karen: Is anyone talking to DeAnza so that we can do this together?       * Kristy: I am going more with what faculty want and what they feel comfortable with.       * Rosa: I see that there are some programs that are coming back in the Summer. How would that work if the list is forwarded today?       * Kristy: The list is closed at this point. The deadline for Spring has passed. We can still make changes for Summer and Fall.       * We can add Tutoring to the list for Summer and Fall.       * Valerie: Thank you Kristy for allowing time for those areas.       * Kristy: We want to remain flexible and offer services both virtually and face to face.       * Leticia: Want to be ready to be agile and make changes once we have students on campus.       * Thuy: Thank you to everyone involved in creating this prioritization list. We may be challenged by the psychological effect of slowly phasing back onto campus. What are some adjustment activities that we can do as a college community that will allow employees to come back to campus. |  |  |  |
| 2 | Concerns and questions from Counseling Division | * Lety: Shared document with the concerns that they have. * Safety being a top concern. * We are doing a good job virtually, students have expressed that as well. We need to have the flexibility if we are not feeling safe, in our small office. * Staff that work in the counseling area. * Chris: 70% of staff did not feel comfortable with return to campus until after herd immunity was achieved. * Feeling comfortable with serving students that are symptomatic. * Lety: How are we going to prevent students from wandering into the building, how will the bathrooms be monitored? How do we know any of us are going to be protected? We are hoping to have flexibilities in the way we offer services. * Mike: There might be new science out regarding the transmission of the virus through surfaces. * Rebecca: The school needs to come up with a consensus regarding herd immunity. With vaccinations, it is the best approach. We are all eligible to get the vaccine. You are still going to be getting COVID. The vaccine is better than what herd immunity could have resulted in. * What are we looking at parameter wise? * Thuy: We need to look at District for guidance on that. We will not require people to be vaccinated. We will be encouraging vaccinations. * Simon: Skeleton website is ready to go up. Have been working on signage with Brenda and DeAnza, and District. We are moving forward. The webpage will be live next week. We will be using social media, text, etc. We will wait until each message is 100% correct and reliable. | * Christina: I make a motion to approve the survey. * Rebecca: I second the motion.   Motion approved unanimously. |  |  |
| 3 | Athletics & Theater return to campus | * Debbie: Presentation * Requesting for conditioning to come back on the first week of May. * Abhi: Any talk about Theater returning to campus? * Kristy: it is on the list to come back in the Summer. * Kristy: Judy has approved for offices/classrooms for individual faculty, and athletes for conditioning classes | Thuy and Kristy: No motion needed. It is already on the prioritization list. |  |  |
| 4 | Faculty Return to campus | * Agenda item saved for next meeting. |  |  |  |
| 5 | |  | | --- | |  |   Chemistry Department -RTC assessments foreach chemistry lab | * Agenda item saved for next meeting. |  |  |  |
| 6 | Student return concerns | * Agenda item saved for next meeting. |  |  |  |

\*Include the person(s) and or group responsible for next steps.

## MEMBERS PRESENT

Chris Chavez, Simon Pennington, Vanessa Smith, Bret Watson, AL Guzman, Anthony Cervantes, Asha Jossis, Craig Gawlick, Debbie Lee, Gay Krause, Josh Pelletier, JP Schumacher, Karen Erickson, Kathryn Maurer, Kennedy Bui, Leticia Maldonado, Lety Serna, Manny Diaz-Alvarez, Mike Teijeiro, Pawel Szponar, Phuong Tran, Ram Subramaniam, Rebecca Ryan, Romeo Paule, Roosevelt Charles, Valerie Fong, Warren Voyce

Recorder: Veronica Casas

Facilitator: Paul Szponar