# MEETING MINUTES

Date: March 25, 2021

Time: 1:00pm-2:00pm

Loc: Zoom

## NOTES BY TOPIC

| **ITEM** | **TOPIC** | **DISCUSSION** | **OUTCOME** | **NEXT STEPS** | **\*RESP** |
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| 0 | Norms & Agenda | * + - * Agenda items you want added are due by Monday at noon.
			* Respecting everyone’s time and sticking to the agenda.
			* Request for a public comment read from the Student Trustee.
			* Ram: Comes from Priya- Requesting the inclusion of the free menstrual hygiene product initiative in the Foothill Return to Campus planning/prioritization list.
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| 1 | Faculty Return to campus /astronomy/physics/engineering | * Karen: Can remove my agenda item since it was approved last week.
* Kristy: Deadline is this Friday at 12:00pm
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| 2 | Chemistry Department -RTC assessments for each chemistry lab | * Richard Daley: Need to know logistics to plan our Fall schedule.
* Kristy: Have you received the template for returning? Working with the Dean since they have a lot of the criteria.
* Mixed approach because some students might not be comfortable with returning.
* We also spoke about class size/seat count.
* I appreciate people being super flexible. Your content expertise becomes important.
* We need a collaborative approach with faculty.
* Richard: We will plan on safety protocols/regulations. Half capacity sounds realistic for Fall.
* Kristy: Once the schedule goes live, we can’t change it because of the students.
* We are hoping for a full return in the Winter of 2021.
* Bret: District Operations can assist with classroom rearrangement. We need to put a work order in to rearrange furniture, etc.
* Rosa: Can we get some assurance from your office that we will be able to change our load to accommodate social distancing guidelines?
* Kristy: We can guarantee that we will assist, however, if we can move your classroom to accommodate your class size, then we will do that.
* Christina: We should plan, have a schedule, and let the students know that if anything changes
* Kristy: Some faculty, staff, and students, have expressed they are still not comfortable.
* Kristy: I wish we could plan for what I think would be the Fall guidelines, however we have to plan with the current guidelines in place.
* Quang: Will the student be able to choose if to return virtually. Hybrid, etc.?
* Kristy: Each department will be in charge of their own classes.
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| 3 | Student return concerns | * Robert Cormia: Presentation on a safe return to campus: the human element
* Ram: SLI putting together a vaccine education program
* Robert: Reach out early to students; forming strong relations with the Health Dept.
* How do we develop a vaccination plan that is an incentive that student can feel more comfortable as they come to campus
* Chris: Working on a student survey to hear their concerns.
* Laurie: We are looking at distributing two surveys.
* Rebecca: Other schools have health ambassadors. I recommend also looking at emotional reasons when conducting surveys.
* Quang: The Student Vaccination campaign would be beneficial because we would be more willing to get vaccinated if our peers are getting vaccinated.
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| 4 | EOC Report | * Warren: I have put the Organizational Chart up so that we can see who is part of that. Thuy asked that we honor the standing agenda item for 30 minutes for their updates.
* Thuy: Took a look at the prioritization list to see if there were any changes that need to be made. This list will need your final approval today so that we can post it on the website. It has already been provided to the CS colleagues so they can get started with implementation. Simon and Marketing Team have been working on the website so that it can go live today end of day.
* Simon: Demonstrated the Return to Campus webpage.
* Thuy: We are currently in Phase I, Spring and Summer is Phase II, Phase 3 is Fall 2021. Judy Miner will be sending out an email today to declare those Phases.
* Kristy: Will edit the website because there are some errors with the Phases.
* Gay: If schedule requests are due on Friday, it seems like decisions have already been made.
* Kristy: Courses were submitted three weeks ago, those have been submitted to the District, how to bring those courses back is due this Friday.
* Kristy: Both the long template, and the do you want to use your office form are due tomorrow.
* 71 faculty and staff have put in a request to use their on campus office.
* Kathryn: I didn’t see a program that I know had requested to return.
* Kristy: I need to double check and edit this document because there are certain classes that are missing.
* Ram: We can approve without seeing the list, assuming they will be added
* Thuy: We will not post the list until it is corrected and finalized.
* Ram: Do you want the standing 30 minutes every week?
* Thuy: Yes, 30 minutes would be great.
* Thank you everyone that served on the scheduling task force. Thank you for enabling us to come back.
* Also our Student Services colleagues.
 | * Ram: I make a motion to approve the EOC prioritization list.
* Al: I second Ram’s motion

Motion approved unanimously. |  |  |
| 5 | Students on campus in-between classes | * Speaker not present.
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\*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