

College Reopening Committee (CRC) Meeting Agenda

June 4, 2020

- I. Updates from Departments**
 - A. SVP Melissa Miller – College-Wide Requirements
 - 1. Update on Masks
 - a. Viking Masks Ordered for Employees
 - b. Disposable Masks for Distribution
 - 2. Update on Required Screenings before Coming on to Campus – Employees and Students
 - 3. Campus Inspections
 - B. SVP Melissa Miller - Facilities / Security
 - C. Dr. Melanie Brown – Academic Affairs
 - D. Dr. David Campbell – Workforce Development / CTE
 - E. Dr. Gilbert Evans – Student Affairs
 - F. Dr. Ros Humerick – Assessment and Research / Instructional Technology
 - G. Dr. Lynn Powers – Business Office / Human Resources / Bookstore
 - H. VP Caroline Tingle – Public Relations / Foundation / Thrasher-Horne Center

- II. Updates from Faculty**
 - A. Clay Moore
 - B. Dr. Patrick Arnwine
 - C. Dr. Summer Garrett
 - D. Jill Leggett

- III. Updates from Students**
 - A. Palatka Campus Representative Abbey Minotti
 - B. Orange Park Campus Representative – Sabrian Edwards
 - C. St. Augustine Campus Representative – Ibrahim Zori

- IV. Next Steps – Phase II – Governor’s Executive Order Number 20-139**

College Reopening Committee (CRC) Meeting Minutes

May 26, 2020 – via Zoom

Attending: President Joe Pickens, SVP Melissa Miller, CIO Richard Anderson, Dr. Patrick Arnwine, Dr. Melanie Brown, Dr. Ellen Burns, Dr. David Campbell, Mike Canaday, Dr. Holly Coulliette, Dr. Gilbert Evans, Dr. Summer Garrett, Dr. Ros Humerick, Dr. Edward Jordan, Mike Keller, Susan Kessler, Susanne Lineberger, Keith Martin, Randy Peterson, Dr. Lynn Powers, AVP Ginger Stokes, Susan Sutliff, Karen Thomas, VP Caroline Tingle, Dr. Christina Will, Anna Zirbel

Not Present: Sabrian Edwards (Orange Park Campus Student Representative), James Griffith, Jill Leggett, Abbey Minotti (Palatka Campus Student Representative), Clay Moore, Ibrahim Zori (St. Augustine Campus Student Representative)

The meeting began at 1:00 p.m. SVP Melissa Miller welcomed everyone and thanked them for the work they have done.

I. Updates from Departments

A. SVP Melissa Miller – College-Wide Requirements

1. Update on Wearing Masks

SVP Miller gave an update on the requirement to wear masks. Staff have to wear a mask when outside of their office. Facilities and Securities staff do not have to wear a mask when they are working outside and are not around others. They do need to have a mask to wear in case they come within six (6) feet of someone else.

Students will be required to also wear masks as will any visitors to campus once they are allowed on campus. A policy will be promulgated.

Discussion followed on the possibility of having face shields for faculty and for students who are hearing impaired.

- #### 2. Update on Required Screenings before Coming on to Campus – Employees and Students
- SVP Miller gave an update on the required screenings for employees and students before they are allowed to come on to campus. She is working with the local health department on an updated sign to be posted.

B. SVP Melissa Miller – Facilities / Security

Mike Canaday gave an update on Facilities and Custodial Departments:

- All Facilities staff are back on campus in order to prepare for reopening.
- He shared various stickers that will be posted on doors, such as the requirement to wear a mask and a reminder to wash hands.
- He is concerned about enforcing the requirement to wear a mask.
- Sneeze guards will be delivered this week.
- The first 4,000 paper masks ordered should be delivered any day. These will be for distribution to students and visitors who do not have one.

SVP Miller reported that Security has continued to open buildings as needed.

SVP Miller reported that Putnam County has made testing available to government employees, which includes the College. She sent an email with information this morning. The test is free to employees and family members. The results take 4-7 days.

C. Dr. Gilbert Evans – Student Affairs

- He referred to the plan for his department. All staff will report back to work on campus by the third week after the Governor announces Phase II. Records and Admissions Staff have been working on campus.
- He discussed starting testing again by appointment only.

D. Dr. Lynn Powers – Business Office / Human Resources / Bookstore

- She shared the Business Office, Human Resources, and Bookstore Return to Work plan, which is based on the Governor's Executive Order or in some cases tied to the beginning of fall term registration.
- Once the Governor announces Phase II, the Bookstore will open to students but adhere to the criteria of 25% to 50% capacity. Staff will be required to wear masks and gloves and customers should also wear masks.

It was noted that Fall Registration begins on July 2.

E. Dr. Melanie Brown – Academic Affairs

- Academic Affairs had five (5) informative focus groups, which included students, who met and provided input into the plan.
- She discussed the proposed plan to bring employees back to campus in phases in order to prepare for the fall term.
- She discussed a model for students returning to campus in order to have access to computers, the Library, Adult Ed, etc., once the Governor announces Phase II.
- They have been reviewing the fall class schedule in order to reduce the number of classes on campus. They are also reviewing the location and timing of classes.
- They have been discussing the need to clean in each classroom after each class. Students can assist with cleaning items such as microscopes and the piano (Flo-Arts). If disinfectant wipes are available, students can self-help by wiping down a desk before using it. Custodial staff will be working at capacity already.
- She discussed the need to develop a procedure in case someone who is visibly sick comes to campus (employees and students).

Dr. Garrett expressed concern regarding enforcing these procedures. SVP Miller noted that Security will be informed so they can assist. Dr. Coulliette noted that it will take enforcement and a written protocol to be followed by everyone.

F. Dr. David Campbell – Workforce Development / CTE

- Dr. Campbell noted that he has met once with his Deans and Directors to identify concerns and they are meeting again tomorrow to work on details.
- The Return to Work plan for his department will be similar to the others. Once the Governor announces Phase II, his staff will return to campus.
- He discussed what shape classes will take for the fall term. They are considering class and lab sizes in order to maintain six (6) feet between people.
- They are discussing that some students may be physically in class, while others are online in synchronous classes.
- Some office spaces are shared, so they need to figure this out. SVP Miller asked that Mike Canaday be made aware of any issues so he can include it in the campus modification plans.

G. Dr. Ros Humerick – Assessment and Research / Instructional Technology

- She has met with staff to take into account their concerns.
- She has plans to minimize the risk to staff once they return to campus.
- Some departments are working remotely efficiently and this was taken into account in developing the proposed return to campus plan.
- Her plan includes several stages for bringing employees back to campus.

SVP Miller asked about ordering cameras for assisting faculty with teaching online. Dr. Brown noted document cameras have been bought. She is also surveying faculty for tools needed in the fall in teaching online and developing hybrid courses.

SVP Miller asked Dr. Arnwine about his need for a scanner/printer/monitor. Ms. Thomas noted that she is working with IT to obtain these items.

H. VP Caroline Tingle – Public Relations / Foundation / Thrasher-Horne Center

- She has ordered a cloth mask for all employees.
- She discussed the plan to reopen the Thrasher-Horne Center (THC). Rentals can be accommodated when Phase II is implemented by the Governor.
- Anna Zirbel stated she has received information for venues that includes the type of cleaning that will be required. There will be additional things to do to when there are audiences in performing centers. The plans we have developed are in-line. The Conference Center can host smaller groups of 50 or less. There will be a policy requiring patrons to wear face masks. There will be hourly cleaning of the restrooms. An entrance and exit will be set up.
- Ms. Zirbel stated there are main stage rentals that do not require an audience, such as dance recitals and potentially graduations, which can be live streamed.
- If the THC is allowed to have 25% capacity, it can definitely reopen.

SVP Miller noted that we can use these guidelines as we enter Phase II to let local partners such as the Sheriff's Office use conference room space.

SVP Miller noted that the Governor has implemented the next Executive Order, which allows organized youth activities to operate.

II. **Updates from Faculty**

A. Clay Moore – was not present due to doctor appointment.

B. Dr. Patrick Arnwine

- He noted his area was covered by Dr. Evans' report.

C. Dr. Summer Garrett

- She expressed appreciation of being made aware of potential changes in the fall schedule.
- She asked if the CRC packet can be shared with others. SVP Miller stated yes, but note that the plans are subject to modifications based on new developments and information.

D. Jill Leggett – was not present

III. **Updates from Students**

There were no students present at the meeting. (Dr. Brown informed Susan Sutliff that the students probably did not have access to the calendar invite that was sent. Ms. Sutliff will email the students with the information for the next meeting when it is set.)

IV. **Next Steps**

SVP Miller stated that hopefully we will have more information from the Governor in the next few days.

President Pickens informed the Committee that he has talked with Dr. Avendano, President of Florida State College at Jacksonville. FSCJ's plan timeline has been revised. Staff are being phased back to work on campus later than originally planned.

President Pickens stated this Committee is important. Ultimately the Board and management will have to make decisions about when to reopen. However, no one within the College should feel that the decisions were made without their input. Each employee has someone serving on this Committee to whom he/she can give input and feedback.

SVP Miller noted that commonalities among the department plans will be identified and overarching considerations will be compiled. The individual department plans will be appendices.

SVP Miller asked that Susan Sutliff work with the group on the next meeting date (which was set for Thursday, June 4 at 9:00 a.m.).

The meeting adjourned at 2:15 p.m.