

## EOT Meeting with Senior Staff and Employee Constituency Representatives

March 12, 2021 at 2:00 pm

Meeting Notes created by Diana Askew (based on watching video recording of meeting)

Attendees who spoke during meeting: Chief Johnnie Adams, Jason Beardsley, Chris Bonvenuto, Capt. Vince Carter, Nate Donahue, Joshua Elizondo, Reggie Ellis, Dr. Kathryn Jeffery, Jennifer “Jenny” Merlic, Elisa Meyers, Peter Morse, Robert “Bob” Myers, Pressian Nicolov, Cindy Ordaz, Janet Robinson, Teresita Rodriguez, Elaine Roque, Grace Smith, Esau Tovar, and Michael Tuitasi

Mike

This is a continuation from the March 5, 2021 meeting regarding the fall semester

New L.A. County guidelines were released

- Expected to move from the Purple Tier into the Red Tier in the next couple of days

Chief Adams

Listened to the L.A. County telebriefing on Wednesday

- Anticipated changes if L.A. County moves to Red Tier
  - Lectures will be permitted if limited to 25% or 100 people, whichever is less with modifications
  - Indoor dining and activities have the same restrictions
  - Student activities and gatherings are still restricted
  - Study groups can have up to 10 people
- SMC is concentrating for fall
  - Lots of modifications and engineering controls to implement
- Daniel and I conducted training with student athletes today
  - Most were excited to be back on campus

Mike

- Hurdle will be bringing back instruction and student services to campus
  - Met with the Academic Affairs subcommittee
    - Question: what does it mean to have 25% capacity in the classroom?
    - Looking at different modalities (Hyper-Flex)
    - Meetings of subcommittees will discuss further
- Maybe in Orange Tier by summer
  - 50% capacity
  - Is that the best for SMC?
- Will look at transition
- Look at certain programs or activities to bring back (full capacity/% full)

- Vaccination of students
- Academic Affairs is looking at variety of activities
- Look at bringing employees back before students

Jenny

- Difficult planning for unknown
- Red-orange-yellow tier
  - Number that can come back at 25% is extremely low
  - Issue-space to house courses limited to 25%
- Faculty
  - Some on ground; some remote
  - Issue of workload
  - Some faculty ok with this
  - Some faculty state this is not possible
- How to decide which students come to campus
  - Would require a modification to the registration process
  - i.e. 12 students could choose to attend in person; 30 students would be required to take course online
  - Enrollment begins in April
  - Option is not feasible in such a short time period
- Catalog can state “primarily online”
- Flex some sections-1<sup>st</sup> to come back
  - Notify students

Elaine Roque

- If we allow for safe distancing, what about conducting classes outdoors?

Chief Adams

- If L.A. County is at the Orange or Yellow tier
  - 50 % capacity
  - Orange is more restrictive than Yellow
- Prefer outdoor classes because they require less modifications
- State
  - Would announce a green tier soon
- By fall
  - Capacity near but not close to 100%
  - Masks and social distancing still required

Jenny

- Suggestion: hiding sections that are blocked out

- Not open
  - Wait and see approach
    - Used same approach for when AB705 took effect
- When other sections are filled, then open
- Would only be a small % of classes on schedule
- This approach was suggested by Department Chairs

#### Elisa Meyers

- Currently doing this in English
  - None have been assigned to non-Associate faculty members
- Sal Veas suggested to list classes on ground with a caveat
  - Would allow for SMC to track who wants to come back on ground

#### Jenny

- Could lose students overall
- Handful of sections
  - Flagged on ground-based on L.A. County Dept. of Health could covert to online

#### Peter Morse

- Flexibility-listed if conditions allow
  - Based upon Orange or less restrictive tier
    - Use waitlist approach
    - Fill up
    - If condition improves, offer more sections
    - Decide later or open later

#### Elisa

- Many of chairs surveyed their departments
  - In English
    - 49% do not want to return to campus
    - 22% said yes
    - 26% are in favor of a hybrid class or are still undecided

#### Bob

- Planning for the orange is problematic because it is 25% of normal
- Should consider planning a series of classes based on Green Tier to include on ground or online

#### Jenny

- Unfortunately, at this point, don't know the % capacity of the green tier yet

Chief Adams

- Red 25%
- Orange and Yellow 50%
- Green ?

Peter

- Clearly this requires modification in the classroom, and we could use federal funds
  - Could offer courses in different modalities but it would be more expensive

Jenny

- Class size affects costs
- Class size also requires more classrooms, which the college may not have enough to accommodate multiple sections vs. offering these sections at full capacity or online
  - i.e. labs-normally full; if you cut the number of students in each lab then there is no space to add more lab sections; could lose students to other colleges or the student may stop their education altogether
  - Might work in some areas if federal government allows the expense

Bob

- How do you determine capacity?
  - Room holds 50 at 75% capacity, then it may meet normal CAP for classrooms

Mike

- The figures from L.A. County may be based on lecture halls at large universities
- Looking at larger rooms on campus as starting point to bring back activity

Jason Beardsley

- Anticipate drastic change for fall
- Plan to pivot
  - Not over commit
  - % tricky
  - Slim margin of on ground classes; they may need to make an immediate change based on the “current” conditions at the time
- Safe way-feedback from students
- Format to present classes
- Address faculty concerns

Elisa

- Agree with Jason regarding group of classes

- End of June
  - Could possibly make more accurate decisions based on information available
  - Campus surveys
  - Will help with scheduling and the type of modality offered

Mike

- Several events coming up with may impact the progression of less restrictive tiers
  - Spring break
  - Easter
  - Reduction in restrictions in other states
- Could lead to another surge; being nimble or flexible-need to keep this in mind
- F-1 students could be planning to enter country, but may be limited because of federal government restrictions on international travel
  - Would also need to take in consideration the requirement of self-quarantine for 10 days

Jenny

- There are issues around restricting enrollment in sections
- Challenging issue: giving F1 students priority over domestic students for on ground courses

Peter

- Enrollment issues are tricky
- Some number of on ground classes fill quickly
- Plan to open more on ground courses
- Keep online classes
- Easier to consolidate if enrollment is low
- Enrollment issues are shifting and changing frequently

Teresita Rodriguez

- 2 issues to address
  - F-1 students
    - Some level of opportunity
    - High demand to enter country and take on ground classes
    - Once tiers relax, the hope is that travel will also be more relaxed
    - Because of the previous political climate and the pandemic, we will need to regrow this population
    - Impromptu survey
      - Students have said they are ready to come back
      - Some have also stated they are not ready yet
  - Maybe offer for courses that are 2 days per week

- 2 sections
  - 1 section: Tuesday on ground and Thursday asynchronous
  - 2<sup>nd</sup> section: Tuesday asynchronous and Thursday on ground
- Need to be creative with the structure of classes
- Important to hear from students
- Funding available for some form of hybrid model

#### Pressian Nicolov

- Have been having ongoing conversations with our agent partners in other countries
  - New students would like to be on ground for their 1<sup>st</sup> semester
  - Fall semester is our biggest enrollment period
  - Right now, they would be limited to Counseling 11
- Need to also consider our Status 8 students with are F1 students maintaining that status while in their home country
  - Would also like to return to on ground classes
  - Demand is great and classes could be swept up by our international student population

#### Jason

- Teresita's and Pressian's comments are interesting
- Able to participate in remote status
- Could offer a mix of classes
  - On ground or online
- Hyper flex model may not be ready in time
  - Pivot to online would be more difficult with this model

#### Esau Tovar

- % limitation
- Logistics need to be considered
  - Who gets a seat in the on ground class
  - Challenging
  - Not equitable
  - Priority is based on special populations and the total number of units a student has taken previously
    - 1/3 of students enroll on their enrollment date
    - Most wait
- What happens if student changes their mind and wants to go from an on ground class to a remote one?
- Would need support from MIS to develop mechanism that is self managed and would consider equity

Mike

- Fall 2021
- Majority of classes will remain online
- Academic Affairs will hide certain sections-provide more flexibility to bring some courses on ground

Jenny

- Hiding courses could delay enrollment for some students
  - Could lose if delay enrollment
- Say classes on ground – enroll now
  - Add caveat about moving to online based on health conditions-preference
- % no way to manage which students will get on ground and which don't
  - Programming by MIS by this April-not feasible

Mike

- Need to remember that healthy students will probably be the last to be vaccinated
- Showing some courses as being on ground could be pulled back if necessary
- Currently working with certain areas
  - Athletics
    - Conditioning courses
    - 3 low contact sports (Swimming and Diving; Track & Field; Tennis)
  - Will look at adding additional activities as we move into less restrictive tiers

Peter

- Defining outside vs inside for courses and activities
  - Ceramics could move their wheels outside
  - Yoga could also be conducted outside
  - What does outside mean?

Chief Adams

- L.A. County
  - Mentioned Arts (3 students + 1 faculty)-still the policy and was not revised
  - Large outdoor space
  - Occupancy numbers-would need to know
- i.e. San Diego State University installed large tents in their parking lots to hold classes outdoors

Janet Robinson

- Employees option to bring back

- Hybrid model
  - How to approach
  - Talk to each group
  - Conversation should be conducted sooner vs. later

Chief Adams

- L.A. County guidelines
  - Shared room-must wear mask
  - Change with CDC
  - Those fully vaccinated and 2 weeks after last dose can be unmasked with someone else fully vaccinated and at least 2 weeks have past since the last dose
    - Admissions and Records
      - Shared space-must wear masks
  - Cubicles would need to be modified with engineering controls in order to work inside cubicle without a mask

Mike to Bob

- Status of mandating vaccines and the requirement of wearing masks while on campus

Bob

- SMC already mandates the wearing of masks while on campus
- Waiting for state guidance regarding mandating vaccines
- Since University of Redlands is private, they follow different rules than a public institution would

Reggie Ellis

- To clarify, low impact sports start conditioning on Monday
  - Testing of athletes and coaches was conducted on Friday
  - Regarding fall sports-still waiting; hope the decision is to bring back all sports for fall

Esau

- Bringing students for certain activities also requires that Student Services must also be on ground
  - Some controversy regarding which student services will also be open on ground
  - Need to discuss interacting with students
- Jose G. Hernandez and Esau met with the employees in their department
  - Based on scenario 3 of Re-opening Plan
    - Could interact with students on a limited basis
    - If not required, most interactions can be handled remotely
- What to do about those who won't wear masks (staff and students)

- Can we prevent students who don't wear masks from entering the building/office?
  - Admissions and Records doesn't have window barriers like other departments
  - Some health conditions prevent people from being able to wear a mask
- Also, regarding individuals who are opposed to taking the vaccination, can they be forced to come back?
  - Can they use the fact they are unvaccinated as a reason not to return to work on ground?
- Need to come up with a plan along with Academic Affairs that will address this

Bob

- In the past, if an employee comes to work or works without a mask, then they are subject to discipline
- If a student refuses, they can be excluded from campus
- The goal is to work collaboratively
- Issue of offices open and closed is decided at the institutional level and not by the individual
- By the fall semester, the vaccine should be widespread and available
- Employees do not have the right to refuse to come to work
  - Rules have been established
  - Starting March 29<sup>th</sup>, Maintenance and Operations will be onsite 4 days per week
    - Compliance is expected
    - Working on making accommodations if needed

Elaine

- Open partially
  - Expect Student Services on campus open
    - Library, food service, tutoring, and bookstore to name a few

Dr. Jeffery

- Items currently discussing have been discussed in previous meetings
  - Some have heard before and some it is good to hear
- Primary considerations
  - Significant number of people on ground
  - Expectation that student and public to access services
  - Some will have appointment, but some will not-need to know how to handle
  - Some will challenge safety protocols
  - Employees expected to work
  - Want or need to stay off campus-choice to make
- Difficult decisions about which direction the College should go
  - Since everything is so dynamic in regards to the pandemic, the decisions are made semester to semester

- No perfect answers and not perfect solutions
- Try to make best decision based on available information at the time
- Dynamic situation and will shift
- Numbers trending downward give some hope
- More in fall than now
- Situation changes quickly
- Can't reverse at any moment
- Based on people's actions
- No crystal ball
- Every step taken here
  - Best thinking
  - Using data
  - Create a safe environment
  - Right for us to do
- Watching how student athletes progress (informal focus group)
  - Encouraged by how today went
- Will implement those activities deemed safe
- Purpose of today's meeting: how to announce fall schedule
  - Some have offered information
  - Need to make the call
    - If not today, must be done by next week at the latest
  - Any decision made by SMC could impact other college districts
    - Pressure is on
    - Other colleges have started to make a decision
  - The decision needs to be one that is flexible
    - If necessary, able to pivot
  - Must stand behind any decision made
  - By waiting, what can be gained?

Jenny

- Any decision by L.A. County about when green tier will be announced and what it will mean?

Chief Adams

- Sometime next week

Jenny

- Would like to know; could postpone decision to next week

Bob

- Not in favor of postponing.
- Green tier would only apply to the state and not L.A. County
  - Even if green tier information is posted, it could change between now and the start of the fall semester

Dr. Jeffery

- Everything will continue to change

Bob

- Combination of on ground and online courses should be offered
  - On ground offerings will be dictated by conditions at the time
  - Planning for robust on ground if circumstances allow

Elisa

- Dept. Chairs-their department's schedule is due next Tuesday
- Time for certain sections must be submitted now

Jason

- Deadline for files to graphics is April 2<sup>nd</sup>

Elaine

- Agree with Elisa
- Certain conditions
  - % in person
  - Opportunity to be back on campus
  - Regarding services, can discuss later
    - Library-use as a study space

Mike

- Services will be decided by fall

Nate Donahue

- Agree
- Large number online
- Variety of disciplines
- Limited number on ground
- Announcement-offer to bring some on ground courses

Jenny

- Make the decision today

- Daniel should conduct a job walk of classrooms and the outdoor spaces
  - Please forward the information about outdoor spaces to Academic Affairs
  - Overall campus capacity limits needed
  - No more than this number on campus on any given day

Grace (via chat)

- Would like to make the announcement next week

Mike

- Student Services still have time

Dr. Jeffery

- The earlier the better
- Something to work with
- Last week-asked and attendees said that the decision will be made today
- Type of activities can be decided later
- More critical at this moment-course schedule
  - Staff and students need to know
  - Both domestic and nondomestic students

Grace

- Will forward draft tonight to attendees to get feedback and approval
- Would like to make the announcement on Monday
  - Memo to employees
  - Memo to students
  - Press Release

Dr. Jeffery

- Different areas are represented at this meeting
- Will include in Flex Day remarks
- Critical timing of this decision

Capt. Carter

- Fall-numbers are looking good (if trends continue)
  - Not 100% capacity, but could be close
- Scheduling is problematic
  - Funding to make it work should be available

Chris Bonvenuto

- American Rescue Plan

- Guidance has not been released yet
- Expect it to be extensively audited like HEERF

Capt. Carter

- No information yet
- Most classes are remote except Athletics and labs
  - Only requirement is social distancing
  - No maximum capacity was given

Chief Adams

- Some courses such as labs and Studio Arts do not have a maximum % of capacity as long as social distancing requirements are enforced

Bob

- By fall, capacity could be at 100%
  - Easier to move from on ground to online
  - Should plan for normal capacity

Jenny

- Pasadena City College is planning for all remote semester even though businesses are being allowed to open
- Should offer on ground courses as an enticement to come to SMC

Dr. Jeffery

- Department Chairs-any ideas
  - 4 days lab courses
    - 2 days one group on ground
    - 2 days 2<sup>nd</sup> group on ground

Jenny

- Looking at this option
  - Difficult to have 2 classes in different modes

Dr. Jeffery

- Looking at larger spaces
  - Used differently
- Open air classes outside
  - Not in traditional spaces
  - Will be offering in fall
- Most online

- Some on ground

Bob

- Robust
  - 66 million people have received at least 1 dose of a vaccine
  - Supply is expected to increase in April
  - By Fall, everyone should be able to be vaccinated if they want
- Masks and social distancing enforced
- F-1 students are another issue

Chief Adams

- 113 square ft. per person
  - Corsair Field is 57,600 square ft.
    - 127 students total could be on Corsair Field at the proper social distance

Peter

- Support Grace in chat
- Course cancellations
- If on ground, able to increase

Jason

- Intense period of communication
  - May be rebuilt between now and Fall
  - Dynamic schedule

Dr. Jeffery

- Majority of classes online
- Capacity for on ground

Josh Elizondo

- Keep in mind
- Prefer online modality-able to take class not available when on ground
- Think about a new direction or modality
  - More convenient
- Challenged to continue to offer online option
  - Some don't want to come back

Cindy Ordaz

- Collaboration and communication are important
  - Way messaging is communicated is just as important

- Implement policy or mandate
  - All groups should be included in the discussion
  - Equally considered
  - Collaborate needed through pandemic
    - Working together

Mike

- Send copy of recording and messaging to Grace
- Any comments, feedback or concerns

Jenny

- Give numbers regarding cap for occupancy of campus based on different tiers
  - Classes at 25%
  - Classes at 50%
  - Classes at 100%

Chief Adams

- Will provide some rough number
  - With engineering controls in place, numbers allowed would increase

Mike

- Outbreaks from student gatherings
- Associated Students events will be more monitored-focus will be more on instruction

Reggie

- Sent email to Dr. Jeffery
  - 47 students and 16 staff members were tested
- Issue with City regarding pool
  - Have meeting scheduled for Monday
  - Will propose solution
  - Will send email to Bob

Grace

- Will need to speak with Jenny
  - Send draft to group after speaking with Jenny
- Announcement will go out on Monday

Jenny

- Portion on ground-clearly identified
  - Pivot if conditions warrant

Dr. Jeffery

- Not all one or the other-somewhere in the middle
- Received a call from the Superintendent of one of the nearby school districts
  - Would like access to campus for Athletics program
  - Need to speak with Reggie, Elaine and Chief Adams further about this topic
  - Direction more on ground
  - Inquiries about using our facilities

Chief Adams

- Have installed 8 signs that state the facility is closed to the public
- Students and staff on field have been tested and will be tested in an ongoing basis

Elaine

- No room for others when we're restricted

Dr. Jeffery

- Will still receive requests

Bob

- Linda Sullivan had to decline a request from a local school to host football games with an audience

Mike

- Thank you everyone for your feedback
- Grace will be working on the messaging

Dr. Jeffery

- Other decisions will be made further out

Grace

- Should have a draft of the messages by 6 pm tonight

Dr. Jeffery

- Thank you everyone; it was a good discussion

*Meeting ended at 3:42 pm*