



GCCCD VISION, MISSION, AND VALUE STATEMENT

VISION: Transforming lives through learning.

DEC CHARGE: The District Executive Council (DEC) serves in an advisory capacity to the Chancellor. DEC advises the Chancellor on District policy development and governance issues, and on matters referred to the council by the colleges, District Services, and/or college/District standing councils or committees. DEC reviews and recommends items for the Governing Board meeting dockets.

DISTRICT EXECUTIVE COUNCIL – EMERGENCY PLANNING SESSION

MEETING NOTES

Friday, March 5, 2021, 9:00-10:30 AM

Via Zoom - Zoom Chat [LINK](#)

DEC Members

Chair: Chancellor	Lynn Neault	<input checked="" type="checkbox"/>	AFT Representative	Jim Mahler	<input checked="" type="checkbox"/>
Int. VC Business Services	Sahar Abushaban	<input checked="" type="checkbox"/>	CSEA Representative	Kathleen Flynn	<input checked="" type="checkbox"/>
VC Human Resources	Tim Corcoran	<input type="checkbox"/>	Admin Assoc. Representative	Michael Copenhaver	<input type="checkbox"/>
VC Student & Inst. Success	Vacant		Confidential Admin Rep.	Jessica Robinson	<input type="checkbox"/>
Interim President-GC	Marsha Gable	<input checked="" type="checkbox"/>	Confidential Employees Rep.	Cheryl Detwiler	<input type="checkbox"/>
President-CC	Julianna Barnes	<input checked="" type="checkbox"/>	Academic Senate President-CC	Manuel Mancillas-Gomez	<input checked="" type="checkbox"/>
ASGCC President	Kristie Macogay	<input checked="" type="checkbox"/>	Academic Senate President-GC	Denise Schulmeyer	<input checked="" type="checkbox"/>
ASGC President	Vacant		Classified Senate President- GC	Cindy Emerson	<input checked="" type="checkbox"/>

Additional Attendees

Aaron Starck	Daryl Johnson	Kelly Brase	Nedra Brown
Agustin Orozco	Dave Dillon	Larry McLemore	Nicole Conklin
Alicia Munoz	Dee Aceves	Liz Barrow	Nicole Salgado
Alyssa Brown	Diana Vance	Lorena Ruggero	Pat Murray
Anne Krueger	Eric Klein	Marshall Fulbright	Patty Sparks
Barbara Gallego	Gregory Vega	Martin Campos	Pearl Lopez
Bill McGreevy	Jamie Adams	Michael Williamson	Richard Unis
Bryan Cooper	Javier Ayala	(Meeting Recorder)	Sally Cox
Cindy Emerson	Jeff Waller	Michele Martens	Sebastien Cormier
Cindy Morrin	Jim Mahler	Natalija Worrell	Steve Abat
Craig Leedham			

Discussion items	Action/Follow-Up
<p>A. Planning for Reopening – Update</p> <ul style="list-style-type: none"> District Repopulation Planning Framework 	<p>Chancellor Neault reported as follows:</p> <ul style="list-style-type: none"> The District Repopulation Planning Framework has been updated recently based on some new information from Cal OSHA. Cabinet is in discussions regarding slowly beginning to bring employees back to campus based upon business needs.
<p>B. Repopulation Team Updates</p> <ul style="list-style-type: none"> Employee Relations Facilities and Campus Safety 	<p><u>Facilities and Campus Safety</u></p> <p>Sahar Abushaban reported as follows for the Facilities and Campus Safety Repopulation Team:</p>

Discussion items	Action/Follow-Up
<ul style="list-style-type: none"> • Instruction • Student Services 	<ul style="list-style-type: none"> • The team meets Thursdays from 10:30-12:00, and has met three times so far. • Lengthy discussion was had regarding equipping classrooms with Zoom or MS Teams. It was suggested that each college prepare a classroom as a model, and then have faculty test it before proceeding with other classrooms. • According to both colleges and both facilities directors, there is proper ventilation with HVAC circulation for classrooms and offices. Filters will be changed every six months. • Jim Mahler expressed concerns that current ventilation is adequate. He would like to see what evidence this is based on. Sahar A. will address this. • Communications will be provided to educate employees and students regarding steps taken to properly ventilate classrooms and offices. • There were lengthy discussions regarding athletics with deans from both colleges and needs have been identified. • Sanitizing classes and offices was discussed. Students can clean their own spaces, and additional cleaning can be augmented by hiring student hourlies. • Plans for open spaces and waiting areas are being formulated. • A Q-less waiting system is being investigated whereby students can be notified via text messaging in order to avoid lines forming. • Student Services is also working on the Q-less system and will take the lead on this. • Jacob Angelo at GC is getting pricing for the Q-less system. • More outdoor Wi-Fi needs to be added. • More PPE and signage is needed, as well as auto-opening doors for high traffic areas. • Adding custodial staff will be discussed at the next team meeting. There are approved custodial positions moving forward now which had been delayed. • It was suggested that HEPA filter systems be obtained for shared office suites. • Chancellor noted repairs/assessments brought up by Instruction Team need to be looked into by Facilities and Campus Safety Team. <p>It was stressed that these were recommendations of the team, and not necessarily action that will be taken.</p>

Discussion items	Action/Follow-Up
	<p data-bbox="597 317 1110 348"><u>Employee Relations – discussions included:</u></p> <p data-bbox="597 369 1019 401">Craig Leedham reported as follows:</p> <ul data-bbox="646 422 1471 1434" style="list-style-type: none"><li data-bbox="646 422 1133 453">• The team has met three times so far.<li data-bbox="646 474 1268 506">• Members are reaching out to their constituents.<li data-bbox="646 527 1279 558">• The following topics were discussed by the team:<ul data-bbox="716 579 1321 867" style="list-style-type: none"><li data-bbox="716 579 1206 611">○ Concerns about having sufficient PPE<li data-bbox="716 632 1321 663">○ Repurposing facilities to accomplish distancing<li data-bbox="716 684 1305 716">○ The timeline for transitioning back to campus<li data-bbox="716 737 1073 768">○ Flexibility with scheduling<li data-bbox="716 789 1321 821">○ Mental health issues and how to address them<li data-bbox="716 842 1192 873">○ Many issues subject to negotiations<li data-bbox="646 894 1386 957">• The team is looking at putting final feedback together and formulating recommendations next week.<li data-bbox="646 978 1455 1041">• Stimulus funds can be used to add temporary personnel to help with repopulation.<li data-bbox="646 1062 1455 1125">• A strategy will be needed for how to backfill key personnel who are out on COVID leave.<li data-bbox="646 1146 1455 1251">• There needs to be flexibility to work at home for someone with COVID if they are well enough to work, but cannot be around others<li data-bbox="646 1272 1406 1335">• Flexible and/or staggered work schedules will be part of the planning.<li data-bbox="646 1356 1471 1434">• Nedra B. noted COVID compliance administrators are being hired by other institutions using CARES Act funds. <p data-bbox="597 1455 732 1486"><u>Instruction</u></p> <p data-bbox="597 1507 1062 1539">Marshall Fulbright reported as follows:</p> <ul data-bbox="646 1560 1487 2018" style="list-style-type: none"><li data-bbox="646 1560 1487 1623">• Working going back and forth between campus and home requires additional technology.<li data-bbox="646 1644 1487 1749">• Equipment /technology needs for classrooms was discussed. Equipment has been dormant for a year and needs to be looked at to ensure working properly.<li data-bbox="646 1770 1101 1801">• A repair list needs to be prepared.<li data-bbox="646 1822 1471 1885">• Chancellor asked that the repairs/assessments to be looked at by Facilities and Campus Safety Team.<li data-bbox="646 1906 1430 2018">• Continued professional development for remote/online instruction is needed. There is much more to learn to become proficient in a remote classroom environment.

Discussion items	Action/Follow-Up
	<ul style="list-style-type: none">• Labs and classrooms with laptops and cameras need to be maintained. Faculty cannot be expected to be tech support on top of everything else.• Physical spaces are needed on campus for remote learning. Students may not have time to get home in time after an in-person class to attend a remote class and will need somewhere on campus to be able to connect.• Food services need to be considered.• Work needs to be done with faculty who are reluctant to return to campus.• Some faculty are anxious to return to campus.• There needs to be hybrid capabilities for some classes, with some students in-person and some remote.• SDICCCA will have a regional HR group to focus on vaccination and return to campus issues. There will also be regional Instruction and Student Services collaboration.• All content needs to be made ADA accessible, including for the blind.• Any hourlies hired should not take work away from CSEA employees.• Alicia Munoz suggested a remote teaching consultant for each campus.• A phased approach to returning to campus suggested.• A priority list should be created for those courses hardest to teach remotely.• Griffin Gate and the CC Student Center need to be upgraded so board meetings can be accessed remotely.• Manuel Mancillas-Gomez noted ESL full-time faculty worked hard over the summer preparing Canvas containers. Funding for additional help preparing Canvas containers would be appreciated.• Marshall Fulbright noted that every room does not need to be Zoom-ready.• Room capacity and the percentage of capacity allowed by health conditions need to be considered.• There needs to be a drop-dead date for switching between remote and in-person. One or the other needs to be stuck with for the semester. It needs to be the least disruptive possible for students.• Sahar Abushaban noted the IT team should work with the deans regarding what technology is needed in classrooms.

Discussion items	Action/Follow-Up
	<p><u>Student Services</u></p> <ul style="list-style-type: none"> • The Student Services Team is taking the lead with IT on the Q-less waiting system. • They will start with an appointment-only system, and as the campuses open up further, transition to a Q-less system. • Aaron Starck noted technical support will be needed for the transition. • Some staff may be rotated between home and campus. Docking stations were suggested so employees can more easily go back and forth. • Standardized software is needed so that forms can go paperless, hopefully districtwide eventually. • IT projects need to be prioritized and submitted for approval. • Options for international students need to be clarified so Student Services knows what to communicate to them. • Return-to-campus plans including staff rotation plans are being formulated. • Chancellor noted the Interim IT Director will help coordinate IT direction and projects. • Cindy Emerson would like to see the paperless forms used districtwide. • Aaron Starck noted there are multiple software platforms available for paperless form. The District should standardize as much as possible to make life easier for students. • Lynn noted a list of all districtwide software owned is being compiled.
<p>C. Institutional Effectiveness Planning Initiative (IEPI) Update</p> <ul style="list-style-type: none"> • IEPI Plan 	<p>Chancellor reported as follows:</p> <ul style="list-style-type: none"> • A goal of the IEPI is to optimize services to the campuses. • The plan has been submitted, and approved. • The new Interim IT Director will start pulling teams together and begin implementation of this IEPI plan. • The IEPI Team will be visiting again in the fall. • Updates will be provided districtwide on progress of IEPI plan implementation. • Questions regarding the IEPI should be directed to the new Interim IT Director.

Discussion items	Action/Follow-Up
D. Safety Task Force Update (Sahar)	<p>Sahar Abushaban reported as follows:</p> <ul style="list-style-type: none"> • Open forums have been completed. There were 90 participants. • Student focus groups are coming together now with both colleges helping. • Data will be gathered and recommendations formulated for next year.
E. Budget Update (Sahar)	<p>Sahar Abushaban reported as follows:</p> <ul style="list-style-type: none"> • The P1 came out last week. • A deficit is included of 2.4%. • A 4% deficit was built into adoption budget. • Some additional savings have been generated with the SERP, health benefits, hiring delays and offsetting allowable general fund expenses with stimulus funds. • The tentative budget for the next FY is being developed. • As the budget is developed, it will be brought to DSP&BC for review. • Efforts are being made to offset as many general fund expenses as possible with stimulus/CARES funds. • Technology reserves need to be established because replacement of equipment purchased from one-time funds will have to be paid for from the general fund.
F. Communications Update	<ul style="list-style-type: none"> • Anne Krueger is working on getting out communications about the IEPI and the status of vaccine availability. • Jamie Adams shared that new guidelines for commencements and athletics should be coming out soon. Both colleges have opted out of athletics for Spring II. • Nedra Brown is working on repopulation for summer and staying up to date with CDC and facilities requirements for safe return.
G. Other	
H. Next Meeting	<p>The next meeting is scheduled for: Friday, April 9, 2021 – 9:00-10:00 AM</p>