

Pandemic Response Team

August 5, 2020

Zoom

9:00 a.m.

Attendees:

Dr. George Pimentel, President
Dr. Larry Bailey, Vice President of Academic Affairs
Steve Cornelison, Director of Athletics
Patrick Davis, Dean of Academic Support
Tim Dellinger, Vice President of Financial and Administrative Affairs
Meda Falls, Director of Savannah Center
Heather Freeman, Administrative Assistant to the President
Jessica Gelinas, Classified Council Chair
Janiah Kyle, SGA Representative
Robin Marek, Interim Vice President of Student Services
Shannon Mayo, Director of Paris Site
John McCommon, Director of Public Relations and Marketing
Linda Nickell, Dean of Students
Dr. Tom Pigg, Dean of Health Sciences and CIT
Lisa Rojas, Director of Humboldt Center
Will Shull, Professional Technical Council Chair
Dr. Bobby Smith, Vice President of Institutional Effectiveness and Advancement
Sandy Stanfill, Director of Lexington Center
Candyce Sweet, Faculty Council Chair
Preston Turner, Director of Physical Plant
Amy West, Director of Human Resources

Absent:

Dr. Leslie West Sands, Dean of Nursing
Shane Young, Chief of Police

Welcome:

Dr. Pimentel began the meeting at 9:02 a.m.

Discussion:

- **Discuss Reopening Plan and Communication Plan.**

The reopening plan and notification guidelines have been updated to reflect the edits that were suggested. They will be sent back to the Response Team today for a final review. There are a few things that still need answers. Discussion on when to move between levels and when to close buildings and campus were discussed. The Team will review documents and provide final edits by close of business Monday, August 10.

- **Appointment Screening**

The Student Services communication group made recommended changes to the appointment system to make it more student friendly. IT is working on those changes. IT is also working on a script to reassign appointments that are selected for the wrong area on campus.

With enrollment being down, the Team further discussed the plan to open campus while maintaining a safe environment for all. Student Services has a plan for parking spots to be identified for visitor parking. Campus police will direct visitors to those spots and provide an information sheet with a phone number to call for student center access with the Covid-19 screening QR and process. A student services staff member will be assigned to the visitor phone and will ensure screening occurs. This will be the same for bookstore visitors as well. Visitors will be assisted in the open area of the Student Center will stations set-up for social distancing. If visitors need to pay for classes, they will be directed to Business Services but will be reminded that all other campus buildings are accessible by appointment only.

After hours when buildings are locked, the campus will be open for students needing Wi-Fi access.

An update on the TBR Report for 7/29/2020 was provided to the group.

- On campus headcounts from Thursday, July 23-Wednesday, July 29. These are unduplicated headcounts taken from the Covid-19 screening check-ins.
 - On campus headcount of Faculty and Staff: 155
 - On campus headcount of Students: 66

- **JSCC – Safe Community Pledge**

TBR has requested each college adopt the safe community pledge. A copy of the pledge language was shared with the Pandemic Response Team. It will be placed on JSCC's main web page and on the Covid-19 screening forms for all to review.

- **Administrative Leave**

The Team discussed employees that JSCC sends home from campus, but are unable to perform their job functions from home. These employees will be on administrative leave. That will be captured under a different earnings code to potentially recoup the dollars from CARES Act funds. Financial and Administrative Affairs will verify this is the only group we should be tracking.

The Team discussed when employees are sick, they should report sick leave. If they are sick, but can work from home and feel like it, they can continue working and not report leave. We will review and strengthen policy to set clear expectations.

- **Enforcement of screenings and reporting**

Several questions have been presented on how to handle issues when student or employees social media posts provide information to that is contrary to the answers provided on the screening questions, such as exposure or symptoms. Dr. Pimentel will consult with TBR General

Counsel on these questions. Some academic programs have handbooks that can be strengthened to support honesty with these required screenings and notifications. Student Services is also working on a face mask policy that has been shared with the Team along with review of the student conduct code. Another policy that will be reviewed is an infectious disease policy.

- **Face Covering Policy**

A draft of a face covering policy, was shared with the Pandemic Response Team on August 3rd. Discussion was had on discipline and the policy reference to information on course syllabi. Several edits to the draft were recommended. Dr. Pimentel asked for suggested language to be forwarded to the President's Office for the section on inclusion in course syllabus.

The Team also discussed the need to specify appropriate face coverings that are CDC approved and how to wear them correctly. Public Relations and Marketing will work on developing a public service message.

The meeting ended at 10:25 a.m.