

## Professional and Technical Employee Council Minutes

September 1, 2021

Attending: Erin Delle, Adina Kerfoot, Shannon Mayo, Adrian Montague, Jessica Reece, Will Shull, Patti Tanski-Mango

Absent: Lindsay Tritt

### I. Welcome and General Updates

- a. Welcome to Erin Delle as Vice Chair
- b. Welcome to Shannon Mayo as Secretary/Treasurer
- c. Motion for previous minutes to be approved by Adrian and seconded by Erin

### II. Committee Updates

- a. Dr. Pimentel will come to the Pro-Tech meetings on October 6 and March 2 to meet with us
- b. An update of the Pandemic Response Team was given: a student representative began and was very active, possible part time position being added to assist with contract tracing, shot clinic coming to campus, gym is still closed to everyone but athletes

### III. Open Discussion Topics

- a. Requesting guidance from the pandemic response team on the following questions to help clarify roles/responsibilities and reporting
  1. When students/staff/visitors are reported as positive, are they asked to report where on campus they visited? **Answer:** Yes, in the process of contact tracing students/staff/visitors are asked what areas of campus they were in. Once the areas are identified then it is determined if any close contact occurred with individuals. If so, then those individuals are contacted and made aware of next required steps. Physical Plant is also alerted of the areas needing to be cleaned.  
  
How is that information communicated to the supervisors or staff who are responsible for those areas? **Answer:** Supervisors in the areas of student/visitor positives are only contacted if they are part of the contact trace or if Physical Plant needs to alert them so that they can clean. Often cleaning happens before the start of the day. Supervisors in the areas of employee positives should be notified by the employee with a follow-up from Human Resources.
  2. When an employee is informed by a student that the student is COVID positive, may the employee legally communicate this info to the instructor of record for all courses the student is currently enrolled in? **Answer:** No, the employee should contact [covidresponse@jsc.edu](mailto:covidresponse@jsc.edu) and allow Linda Nickell or Kristina Martin to work through their process.

Is a conversation with the student adequate to release this information to instructors? **Answer:** It is adequate to inform the contact tracers noted above.

Is there a mechanism to ensure a student has informed all of their faculty? **Answer:** Currently, students are reminded they should contact their instructor with their isolation or quarantine dates. As we look to increase the number of contact tracers on campus, we are considering a process for faculty notification. The notification would be something similar to this statement. “\_\_\_\_\_, one of your students has been in contact with our office and should be reaching out to you shortly.”

Are students being made aware of the risk to their financial aid if reported as non-attending? **Answer:** Yes, at the beginning of the semester, all students were notified if reported as not attending, it could impact their financial aid. Additionally, on Tuesday, August 31, all students not marked as attending were sent a text message making them aware.

3. What guidance has been provided to faculty when marking attendance for students who are quarantining? **Answer:** Faculty are asked to work with students who are quarantined. Faculty are not marking a student as stopped attending unless they lose contact with the student.

Is there consideration of students who do not have adequate internet at home or where they are in quarantine? **Answer:** Yes, faculty try to work with students who do not have Internet access; however, if the student is out for an extended period of time, they may need to consider withdrawing from the class or the instructor might consider giving the student an incomplete grade.

- b. Purge list was discussed and trying to make it as seamless as possible calling students listed as N, S or blank.
- c. Patti asked about someone helping to come up with ideas for the space near Gazebo- Erin will reach out
- d. Pro-Tech committee positions- Patti will send out to all Pro-Tech employees and ask for volunteers
- e. Minors on Campus Policy discussed with no changes noted
- f. Compensation plan was updated on JWeb to the correct one
- g. Pro-tech sub committee was discussed for professional development or EAP-tabled until next meeting

#### IV. Conclusion:

- a. Questions will be forwarded to pandemic council and then we may meet after responses
- b. Motion to adjourn made by Erin, seconded by Adina and passed unanimously