**Reopening Campus Task Force**

Thursday, April 15, 2021, 4:00-4:50 p.m.

Meeting Notes

1. **Functioning as a group around consensus**
   * David shared his screen – *Consensus decision.docx*
   * Consensus decision-making
   * The goal is unity, not unanimity – you don’t always have to agree with something to allow it to move forward
     + Thumbs up – I agree or consent
     + Thumbs sideways – I don’t necessarily agree, but I can let this move forward, i.e. stand aside
     + Thumbs down – I can’t agree; I need more time for discussion
   * Do we want to adopt this? Or make a modification?
     + 6 thumbs up, 3 thumbs sideways
     + Suggestion that we may not *need* to reach consensus – there are some decisions that must move forward
     + David pointed out that the job of this group is to get on the balcony, see the needs of the whole institution, consider multiple views
     + If we get to a place where we are blocked, we can revisit this as a group
2. **Travel request form**
   * Last week we had a good discussion around travel and professional development opportunities that are starting to come up – we didn’t really reach an action item or decision – explored pros and cons – heard a suggestion for a request form
   * The request form would ask individuals to submit:
     + Purpose for travel
     + Why it is necessary
     + Method of travel
     + What are the expectations for that individual when they return
   * Tara would like to propose for a couple task force members draft a proposal for the task force to review electronically
   * Questions/discussion:
     + John asked if there needs to be an application reviewed immediately, before the travel request form is ready – Tara said that we do know of some travel coming up later in spring, but she thinks we can do this pretty quickly
     + John asked if this overlaps with sabbaticals – David said that the sabbatical group will need to think about that and the potential contractual things that go with it
   * Bob volunteered to work with Tara on the draft form
   * David pointed out that this draft form is to see if the concept is viable
     + Does the form work?
     + What is the request process?
     + Does the request process work?
   * Tara and Bob will bring the draft form back to this group for review – bring to the next meeting
3. **Reopening matrix**
   * Discussion last week regarding a reopening (if/then) matrix – Tara said that PCC has created a similar matrix, not exactly what she envisioned
     + <https://www.pcc.edu/coronavirus/reopening-planning/#tab-sustained-reopening>
   * David pointed out that, as we move toward something that looks more normal, there is a lot of grey and uncertainty – if we can help us as a team provide the campus with a compass for navigating the next 3-4 terms, that would be helpful – help with decision-making, definitions of where things may fall depending on what stage we’re in and what the conditions are
   * Questions/discussion:
     + Sue said that she likes it, seems more proactive than reactive
     + Sarah said that the problem is knowing what stage the college is currently in
     + David pointed out that there are considerations around faculty and staff readiness (even if the county says that we’re at low risk, staff may not feel comfortable at that moment)
     + How does this tie to the currently plan we have? How do they interact with each other? Is there a way that this could be built from that plan as to not duplicate that work? – David said that the matrix could be an addendum to the existing plan
     + Tom said that we need to use OHA guidelines and OSHA guidelines, in addition to the matrix created by the county
     + Discussion around assumptions – we don’t know now where we’ll be in fall with the pandemic – Tom said that we need to be very clear with communication around the matrix that we don’t know where we’ll be
     + Tara said that we can decide now what limited capacity on our campus is, so that we can be ready
     + Dru said she likes the idea of the PCC example, linked to county matrix – wonder if there should be an additional piece that shows “we are here” – show what our response is, what services would be approved to be on campus – “we’re open right now, but we’re really close to his other tab” – gives a visual for where we are and where we’re moving – John said that could be part of our messaging to our students – David said that the matrix helps to communicate the dependencies that exist
     + John asked if we can make a decision about a timeline for the return to campus plans – suggestion of Tim or David identifying that we’re working to getting to that steady state, until we get there, we’re working on these things
     + John pointed out the importance of the Welcome Center – Tara said that we’re having a delay on the opening, closer to September – having conversations around what a virtual welcome center looks like so that students that can’t come to campus can experience those benefits
     + Dru asked what our final goal is – how do we see all of this ending? – David said that this would be a great future agenda item – after the dust settles, what is our steady state? – Sarah asked if that’s something that could be put out to the larger college community – the community may not *want* to go back to the way we were – we need to be as expansive as possible
   * David summarized: connected to existing plan, not confusing to people, in compliance with the county, OHA, OSHA, a visual that shows where we are, not a one-way street, useful to faculty, staff, and students
   * Timeline: Tara said that she was thinking that this could be the result of the task force meetings this term – David said that he hopes to have it sooner than the end of the term – maybe not final, but something that can be used as a decision-making tool
   * Agreement to move forward with a matrix
4. **Workgroups**
   * Tara said that there is a Google worksheet – would like this group to consider breaking into workgroups based on the themes
   * Tara will send a link to the worksheet, look at the questions that are being asked, let Tara/David know if you’re interested in being a part of that workgroup
   * At our next meeting, talk about how we go about shaping that work
5. **Communication / blog**
   * David introduced the idea of creating a blog as a repository for notes and minutes, allowing for comments – David/Tara/Sara would monitor comments – take in those comments and suggestions as we go – this would provide a window into what we’re discussing and possibly provide suggestions for future agenda items
   * David has been trying to think of different ways to communicate
   * Private blog, not public – limited to those with a link – would need to decide who is the audience (but likely not a public website)
   * Questions/discussion:
     + Would feedback be anonymous? (We think so)
     + How do we get to PTF and FTF to get them engaged? (Send out an email with a quick summary of topics and a link to the blog – ask them to bookmark it)
     + Do we want to engage students with the blog?
     + Resources tab on Moodle (some people have easy access to Moodle, some do not)
     + Is this a time to bring Lori into that discussion?
     + Blogs create work – but we’re not creating articles, we’re just posting what our conversation has been and what our agendas are in a place that is accessible – if people have comments, we’ll need to reply or include in the agenda
     + Concerns around capacity – who will be updating? (Sara would add the agendas/minutes – we would need to set some expectations around comments, we wouldn’t necessarily be responding immediately – this is how the comments will be used – possible some work around replying to comments)
     + We don’t know until we do it how engaged the college community will be
   * Think about communication and engagement with the community at our next meeting – if there’s time, Tara and David will discuss with Lori
6. **Commitments:**
   * Bob and Tara to work on draft of travel request form – bring to the next meeting for review
   * Tara will send a link to the Google worksheet – asked everyone to review and let her and David know which workgroup they’d like to be a part of
   * Tara and David will discuss communication (blog idea) and engagement with the community with Lori
   * Future agenda items:
     + What is our final goal?
     + Follow-up on workgroups, talk about how we go about shaping the work from the Google worksheet
     + Think about communication and engagement with the community at our next meeting (David will invite Lori if she’s available)