**Return to Campus Task Force**

Thursday, September 9, 2021, 11:00-11:50 a.m.

Meeting Notes

1. **Subgroup updates**
   * Tara provided updates for the tech subgroup
     + Planning to send out a Google Form to understand what technology employees are using in their homes – an inventory
     + Some people are wanting to duplicate equipment for their CCC workspace and their home workspace (chairs, tech equipment, etc.) – David and Tara have been asking people to determine which workspace is their primary (do they work at the office more or at home more) – will likely not support purchasing a second chair
     + Casey discussed accommodations
     + Casey discussed long-term vs. short-term and who is making the decision (is working from home optional or required for that employee) – also job function
     + Tara discussed supporting a hybrid work force
     + Sarah shared that faculty may be teaching on campus, but also do work from home – they may not have a primary workspace – could be an issue for some faculty who are teaching both on campus and from home
     + Casey asked about drop-in spaces that are shared (and cleaned in between use) – so if the primary workspace is at home, you can utilize this drop-in space when on campus – how can we maximize that option?
     + Tara said that there is dedicated space in Wacheno for such a use
     + Tara said that the issue isn’t as much about space as it is about technology – the funds needed to duplicate technology
     + May need to find other creative solutions
     + David said that we don’t want to set up expectations for the long-term that we’re not able to follow through on
     + For the short-term: stay the course, try to identify as much as you can that primary space
     + Issue of equipment for hybrid workforce, how to assess what we need and accommodate that
     + Sue suggested that IT consider better ways of tracking technology
   * Discussion around travel:
     + Nora (filling in for John) asked for an update on the travel ban
     + David said that the task force decided not to make any changes to the travel ban due to the delta variant, but we are looking at a time when the current surge is over to revisit that recommendation
     + Tara said that it would be great to anticipate when that surge will end and be ready to provide criteria – are we going to be ready to respond when that changes happens?
     + Melissa said that some folks won’t want to travel until the pandemic is over and others aren’t as worried about it – at what point do we open the pool and let people self-regulate their travel
     + David said that we might consider a travel recommendation around hospitalization and availability of ICU beds – reduce the risk of becoming a vector for contagion and whether the community would be able to absorb that
     + Melissa said has questions around who is tracking and monitoring the criteria (once we decide that is the criteria) – whatever criteria we establish needs to be monitored – open to any ideas that people have
     + Travel ban is still in place – we will revisit at a future meeting and discuss criteria
     + David suggested that the employee subgroup with some members of the academic subgroup meet next week to discuss further
     + Sara will schedule a meeting next week for David, Melissa R, Vicki, Tara, Sarah, and Sue to further discuss travel
2. **Food and vending on campus**
   * Jewel will be on campus during the fall
   * Bob is working on a return to campus application with them
   * Need to consider the other campuses
   * Casey asked if it would be possible to coordinate with Jewel so that students and staff can pre-order their food
   * Jewel tends to be a little expensive, having vending machines available for students provides lower-cost and after-hours options
   * Encourage physical distancing around the vending machines (put up signs, the spots on the floor, etc.) – distance the actual vending machines
   * Dru said that the majority of the on-campus sections for fall term start during the morning or afternoon
3. **Meeting in fall**
   * Continue the frequency of meetings or increase? Meet every other week or meet weekly?
   * Casey said that we need to be prepared to make some difficult and unpopular decisions, important for us to understand why we’ve made a decision – not sure how often we need to meet to get there, but we need to build our muscle to withstand that decision-making process
   * If we moved to a weekly meeting schedule, we could cancel a meeting if there aren’t enough topics in a particular week
   * We may need to identify alternates when people can’t make a particular meeting
   * Agreement for weekly 50 minute meetings
   * Sara will schedule weekly 50 minute meetings – starting with the week of inservice
   * David and Tara will be meeting with Lori to discuss return to campus communication – Nora suggested something go out on the Monday of inservice week – include reminders of mask policy, dates of peer training sessions, status of travel, etc.
4. **Peer training**
   * David created a Google Doc around training, which was shared with the task force:
   * A group is meeting this afternoon to work further on the peer training
   * David reviewed the draft ideas in the Google Doc, including structure and content of trainings
   * Faculty and staff will have the opportunity to share how they dealt with specific situations
   * Vicki suggested that these be added to NEOGOV and track it for FTF
   * Sarah suggested including resources for students – especially where students can access an online class from on campus
   * Casey suggested an FAQ – David said that the return to campus website kind of acts as an FAQ – Tara said that it is hard to maintain an FAQ because it’s constantly changing