# MEETING MINUTES

Date: April 22, 2021

Time: 1:00pm-2:0pm

Loc: Zoom

## NOTES BY TOPIC

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| **ITEM** | **TOPIC** | **DISCUSSION** | **OUTCOME** | **NEXT STEPS** | **\*RESP** |
| 1 | EOC Report | * Bret: We had our logistics group put together return to campus safety kits, and those were delivered to the offices, in the classrooms where people would be coming back. The campus looks very nice. Facilities, Operations, the custodians did a great job keeping the facilities in nice condition and getting everything ready. Didn’t hear any complaints from the logistical side.
* Simon: We just got another massive order of supports for signs which many will be used in the athletics area.
* There are some contracts that we’re trying to finalize like with Stanford who helps with the physicals and with the company that would be doing the health COVID tests.
* We also talked about the need for administration on campus.
* There is the draft plan that we’re reviewing, it’s about a 25 page document. The idea would be that we would have additional college information for programs returning.
* Joel: there is no testing that is available to ensure that mechanical units are safe in terms of filtering out diseases and other airborne particulates that can cause some sickness. We can test our HSPF / HVAC system for optimum operations, and that typically gets done every couple of years. All the dampers in the mechanical units we have open as wide as we can so that more outside air is filtering in. We have replaced filters and we are on a filter replacement program every three months we will replace those. The filters we have replaced it with normal filters are typical filters in a regular building are rated according to what they call MERV. And typically, they're usually more, 8, 9, or 10. We have gone through MERV 13 or 15 a higher rating which are hospital grade filters, and so those filters are being used. We are replacing those filters more frequently, at least three times a year depending on how heavy the use of the unit is. We are also exploring newer technologies, one of which is what they call bipolar ionization technology, a piece of equipment that you attach inside the unit and it releases ions that attaches itself to particles. And once the particles get bigger, they get filtered out.
* We are developing a smart sheet for ordering PPE for the departments, which should be available in the next couple of weeks. We purchased some 50 free standing sanitizer stations.
* Brenda: We asked that I bring a copy of the COVID prevention program from the district to EOC next Wednesday.
* Bret: We talked with the district about the website for the district and the website for the college, inserting information, having some consistencies between the two links.
 | * Update the RTC Council.
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| 2 | Presentation of Summer Classes Return Details | * Kristy not present. Agenda item moved to next week.
 | * RTC Council to provide feedback.
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\*Include the person(s) and or group responsible for next steps.

## MEMBERS PRESENT

Chris Chavez, Simon Pennington, Vanessa Smith, Bret Watson, AL Guzman, Anthony Cervantes, Asha Jossis, Craig Gawlick, Debbie Lee, Gay Krause, Josh Pelletier, JP Schumacher, Karen Erickson, Kathryn Maurer, Kennedy Bui, Leticia Maldonado, Lety Serna, Manny Diaz-Alvarez, Mike Teijeiro, Pawel Szponar, Phuong Tran, Ram Subramaniam, Rebecca Ryan, Romeo Paule, Roosevelt Charles, Valerie Fong, Warren Voyce

Recorder: Veronica Casas

Facilitator: Paul Szponar