

**EMERGENCY MEETING**  
**Academic Senate Council Minutes DRAFT**  
**Contra Costa College**  
**2600 Mission Bell Drive, San Pablo, California 94806**  
**Monday, March 10, 2020**

**Call To Order with Introduction of Guests at 1 p.m. in GE305.**

**Committee members in attendance:**

**Academic Senate President** Katie Krolkowski:

**SS Rep:** Lorena Gonzalez

**LAVA Rep:** Michell Naidoo, Andrew Kuo, Brianne Ayala (alt)

**LA Rep:** Vacant

**Members not in attendance:** Sarah Boland, Randy Carver

**Guests in attendance:** Brandy Gibson, Cindy (Pantger), Larry Womack, Damian Bell, Dennis Franco, Brian Williams, Marisol Cantu, Sue VanHattum, Vanna Gonzales, Elizabeth Schwarz, Jason Berner, Carlos Chavarria, Najia Azizi

**VP/CIC:** Mark Wong

**NSAS Rep:** Leslie Alexander

**Distance Ed Rep:** Mike Kilivris

**CTE Rep:** Lucile Beatty

**AGENDA ACTION ITEMS**

**March 10 agenda**

**ACTION:** Approved

**DISCUSSION ITEMS**

**Report from District Office – Educational Continuity in Times of Crisis (Dr. Bell)** Dr. Bell reported back that there has been no COVID 19 exposures confirmed in the area and these districtwide decisions are based on this information.

- 1) Employee travel will be cut back for non-essential travel.
- 2) Travel already paid for will be reimbursed.
- 3) All campus travel event cancellation plans will be shared districtwide.
- 4) The HBCU tour may not take place.
- 5) Campus events that involve food, large numbers, or off campus attendance will be decided upon weekly through April 30. The CCC Food and Wine event will not be happening. Non-food events such as Comet Day, Drama and Music events, and the Pedagogy Conference will be cancelled. As far as Graduation, no decision has been made yet since it takes place in May. It is not recommended to share food at committee meetings.
- 6) Classes – The final decision will not be made until the Chancellor meets with the three ASC and the UF but the plan is that all lecture classes will not be taught face-to-face but remotely. Lab and activity classes will continue to meet on campus but will be re-evaluated weekly.
- 7) Classified personnel, including counseling, student services, lab faculty, and library, will continue to work as long as the campus is still open. MCHS and Gateway will still be open until WCCUSD makes that decision.
- 8) Employees who feel they may have been exposed and want to self-quarantine would use their personal leave while off work. If the County Health Dept. or their doctor confirms they tested positive, then they can use the district Quarantine Leave.
- 9) There are a number of employees who will need to come to campus even if no one else is here which include payroll and police services.
- 10) The district will follow the county health decisions. If an employee wants to self-quarantine, they need to speak to their manager.
- 11) The District will maintain a COVID 19 webpage that will list all classes that are being delivered remotely and all cancelled events.

**Discussion**

- 1) Videos will be available to help faculty turn their lecture courses remotely. Mark Williams will tape

the instructors lecturing, and board work.

- 2) For students who don't have access to computers or Internet outside of campus, the computer lab should remain open.
- 3) Dennis Franco suggested the possibility of purchasing laptops.
- 4) The use of head phones was suggested but the sanitation issue may be a problem.
- 5) Dr. Bell said that the ECHD Children's Center would remain open.
- 6) Possibly ART and AUSER courses that combine lecture and lab may just go as lab and taught on campus.
- 7) Mike said that the DE Committee will be meeting and discussing how lab courses can be taught remotely. He offered to help anyway he could including teaching faculty to video tape themselves and create correspondence courses where packets are made and distributed to students.
- 8) Scheduling lab space use needs to be considered.
- 9) The question of attendance policy came up.
- 10) How will this affect faculty evaluations and tenure?
- 11) The restaurant will probably not be open to the public.
- 12) Zoom or the Cranium Café could be used for counseling appointments.
- 13) Extra support will be needed in the library for the increased number of students and also support for the DSPS students.
- 14) People on the campus will need to take ownership of disinfecting their areas and may require training on how to do this.
- 15) When asked how to direct information to students about rumors they hear on campus, it was said to refer them to the DO website and county health.
- 16) Culinary suggested that they can order the larger amounts of disinfectant from their janitorial service instead of everyone personally running around trying to find these supplies.
- 17) Undocumented students or DACA students are afraid to get tested for fear of being deported, or for lack of insurance. Limited English speakers need more support.
- 18) Communication with our counterparts (colleges in other districts) needs to increase.

**Consideration of Thursday Meeting** Katie will send out a Doodle poll to find the best time to meet on Wednesday or Thursday.

#### **PUBLIC COMMENT**

There was no public comment.

#### **Adjournment**

The meeting was adjourned at 1:00 pm. The next meeting TBA.

Respectfully submitted,  
Lynette Kral