



**Tulsa Community College
Special Meeting of the Board of Regents**

MINUTES

The special meeting of the Board of Regents of Tulsa Community College was held on **August 13, 2020, at 2:00 p.m. at Southeast Campus VanTrease Performance Arts Center for Education.**

Board Members Present: James Beavers, Paul Cornell, Caron Lawhorn, Samuel Combs, William McKamey, and Wesley Mitchell

Board Members Absent: Ronald Looney

Others Present: President Goodson
 Executive Assistant for the Board
 College Administrators
 College Legal Counsel
 Faculty
 Staff

CALL TO ORDER

Chairman Mitchell called the meeting to order at 2:03 p.m.

President Goodson confirmed compliance with the Open Meetings Act.

ROLL CALL

The assistant called the roll and the meeting proceeded with a quorum.

RETURN TO CAMPUS PLANS

Presented by Angela Sivadon, PhD, Senior Vice President and Chief Academic Officer; Matt Sharpe, Director of Risk Management, Occupational Health and Safety; and Sean Weins, Vice President of Administration and Chief Operating Officer

1. A report and presentation on return to campus plans.

Dr. Sivadon presented a recap of faculty return to campus forums.

- The purpose of faculty forums was to keep faculty well-informed and to answer as many questions as possible or to follow-up on any questions that could not be immediately answered.
- Five sessions were held and attended by more than 300 part-time and full-time faculty.
- The goal for the return to campus plan was to reduce the density of faculty and students on campus for the increased safety of faculty and students who must be on campus.
- Fall class delivery styles include:
 - Online classes: content is delivered through the internet with no scheduled class times.
 - Online live classes: online web-conference style courses meet at designated time and students are required to be present online live at the time.
 - Blended classes: part online, part scheduled face-to-face following physical space guidelines on campus.
 - Face-to-face classes: held at specific times following physical space guidelines on campus.
 - Asked faculty to be prepared to pivot to online classes or online live formats if circumstances change.
 - All faculty have completed a 40-hour training of online teaching delivery over the summer.
- The tagline for this plan is “We are in this together, but six feet apart.”
Principle rules include:
 - Face coverings required and are non-negotiable.
 - Social distancing (six feet apart)
 - Keep hands clean.
 - Avoid physical contact.
 - If you are sick, please stay home.

Mr. Matt Sharpe presented on protocols and procedures.

- Guidelines and plan are in coordination with CDC guidelines and the Tulsa Health Department’s recommendations and best practices. Additional

- measures exceed some of the CDC's and the Tulsa Health Department's measures.
- This plan was first implemented in June with the opening of the Northeast Campus FACET Center and the Southeast Campus Library for computer use. Since then, other services have opened.
 - Water fountains are shut off and covered to help prevent the spread of the virus through water droplets per guidance from the CDC. Fountains for refilling water bottles are still in place.
 - Air handling filters were upgraded to hospital grade filters from MERV 6 to MERV 14.
 - The janitorial service sanitizes all classrooms and offices throughout the summer using a bio-mist system.
 - Outdoor air exchange frequency has been increased for fresher office/classroom air.
 - Foot pedals were installed on restroom doors to make it hands-free. Contractors are adding touchless faucets, and adding UV lighting to several air handling units for enhanced bacteria and virus removal.
 - FDA-approved thermal cameras that measure body temperature are being used. If the camera senses an elevated temperature, another device will be used to measure temperature. If it is still elevated, the individual is asked to leave the building and to contact the Risk, Occupational Health and Safety department for recommendation. Individuals may return to campus if their fever has been reduced for at least three days.
 - Per TCC General Counsel, the US Department of Labor has offered extensive guidance on temperature monitoring that is compliant with federal laws. Current processes are compliant with the US Department of Labor guidance.
 - Proper signage for social distancing installed in elevators.
 - Social distancing procedures implemented in the classrooms using a seven-foot radius for each seat.

Mr. Sean Weins presented on the Facilities department's response to COVID-19 referencing the Campus Essentials Infograph.

(Attachment: Facilities Response to COVID-19 Infograph)
(Attachment: Recap of Faculty Return to Campus Forums)

ADJOURNMENT

The meeting adjourned at 2:30 p.m.

Respectfully submitted,

Leigh B. Goodson
President & CEO

Wesley Mitchell, Chair
Board of Regents

ATTEST:

William McKamey, Secretary
Board of Regents

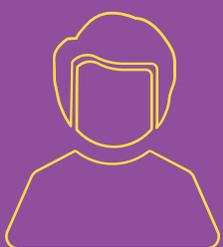


FACILITIES RESPONSE TO COVID19 CAMPUS ESSENTIALS

31% decrease in KBTU's
from April to June
for \$177,421 in savings.

- 40) restrooms
- 245) touch less fixtures
- 234) foot pulls
- 85) water fountains sealed off
- 1,276) MERV 14 filters
- 25) defined areas for UV lighting
- 140) designated air exchange areas

1,500 hours re-configuring
250 classroom layouts
across all campuses.



- 61.75 gallons of hand sanitizer
- 125-36"x 30" plexiglass shields
- 10-30"x 24" plexiglass shields
- 75-24"x30" plexiglass shields

PPE



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Recap of Faculty Return to Campus Forums

**Dr. Angela Sivadon, Senior Vice President and Chief Academic Officer
Matt Sharpe, Director of Risk Management, Occupational Health and Safety**

Details for Forum Participants

- This is an opportunity for us to further discuss our return to campus plan – the more we talk about it, the more informed we become.
- We are committed to answer as many questions as possible, and will follow up on those that cannot be addressed.
- All sessions will be recorded to ensure that comments and suggestions are shared with those working on our return to campus plans.

Forum Agenda

- Welcome - Dr. Angela Sivadon, Senior Vice President and Chief Academic Officer
- The Why and the How -Matt Sharpe, Director of Risk Management, Occupational Health & Safety
- Our commitment...
- Next steps, follow-up

Fall Class Delivery Style



Online Classes

Content is delivered through the internet with no scheduled class times.



Online Live Classes

Online “web-conference style” courses meet at designated time and students are required to be present online, live at that time.



Blended Classes

Part online, part scheduled face-to-face following physical space guidelines on campus.



Face-to-Face Classes

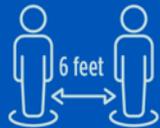
Held at specific times following physical space guidelines on campus.

We are in this together... but six feet apart



Face Covering Required

If you don't have one, one will be provided.



Social Distancing



Keep Hands Clean



Avoid Contact



If You Are Sick, Please Stay Home.

Protocols and Procedures

- All water fountains have been shut off except those with bottle filling capabilities.
- Facilities staff upgraded multiple air handling units with hospital grade MERV 14 filters for enhanced filtration.
- ABM has sanitized all classrooms and offices.
- The outdoor air exchange frequency has been increased for fresher office/classroom air.

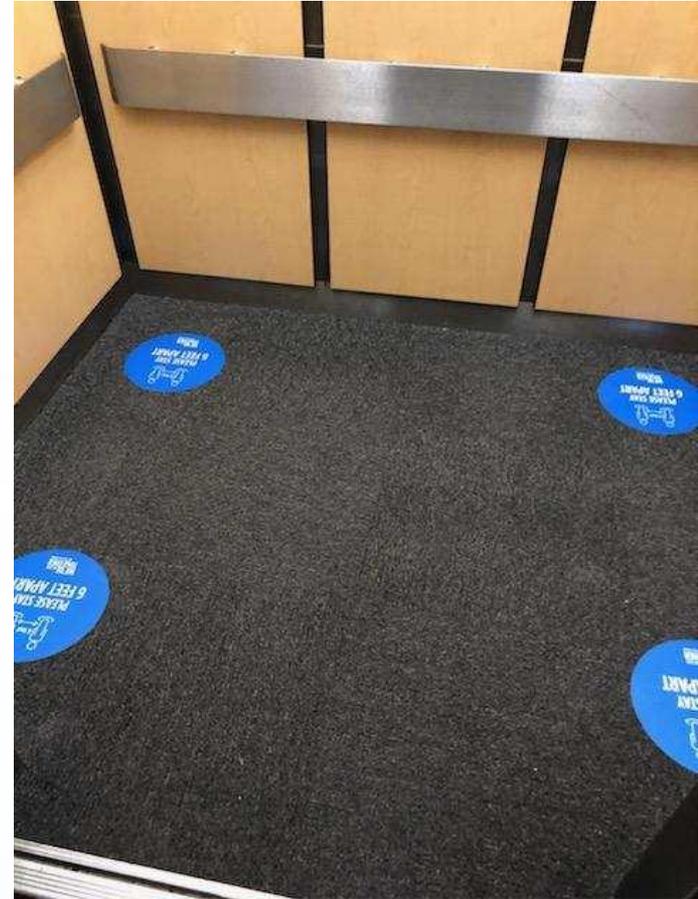


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Protocols and Procedures

- Facilities staff added foot pedals on all the restroom doors to make it hands free.
- Contractors are adding touchless faucets to several restrooms.
- Contractors are adding UV lighting to several air handling units for enhanced bacteria and virus removal.







Suggestions for Faculty



- Take attendance during face-to-face meetings.
- Ensure students' phone numbers are updated during your initial meeting.
- Record a video to show students what the online-live version of class will look like. Also, record a video on how to navigate the Blackboard site to help students locate information more easily.
- Add a tab to your Blackboard site with a direct link to Zoom in case students need to connect virtually.
- Send students an email two business days prior to the beginning of class reminding them about the mask mandate.

Questions?

- Matt Sharpe, Director of Risk Management, Occupational Health, and Safety - Matthew.sharpe@tulsacc.edu
- Academic Affairs – academicaffairs@tulsacc.edu
- IT / Telework – telework@tulsacc.edu



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Thank you!

