

**Draft Emergency Operations Council Proposal
For R&R Council 12/4/20 meeting**

1. Overall Purpose

- **New 5th Council with independent authority to recommend directly to the College President**
- **Ends December 2021 (or earlier, if COVID-19 emergency is over)**

2. Charge of the group to R&R Council

- Recommend the prioritization list (classes, student services, and operations) who will hold a public meeting for public comment and then deliberate on the final list to be submitted to the District for inclusion in the District-wide Return-to-Campus Plan.
- Design a survey to students and employees on return-to-campus that could be used to recommend prioritization.
- Provide a framework (similar to the Continuity Plan) that could be mirrored or integrated as part of return-to-campus plan
- Get updates from Scheduling task force, Admin Council, Student Services, ASFC, and other groups that are discussing return to campus.
- Monitor federal, state, and county public-health guidelines
- Monitor the federal, state, and district/college budget for emergency/pandemic in order to prioritize funding for the return to campus.
- Provide feedback to the consultant(s) and ex-officios/staffing team on overall direction of return-to-campus plan.
- Recommend a policy/practice on remote work (post pandemic)
- Recommend a policy/practice on virtual service (post pandemic)
- Send Governance Memos to the President with the council's recommendation(s).

3. Overall Composition

- With classified staff (one or two) assigned by Classified Senate
- With faculty (one or two) assigned by Academic Senate
- With students (one or two) assigned by ASFC
- One administrator nominated by the college president
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4. Ex-officios / Staffing (Operations)

Partial Emergency Operation Command structure quasi-activated: planning, operations, communication, etc.

- Vice President Bret Watson (and designated Finance/Facilities Division staff) to develop a prioritized list of operational services
- Executive Vice President Kristy Lisle (sub AVP Kurt Hueg) (and designated Instructional Deans and Counseling/DRC/Psych Services Deans) work with Scheduling Task Force to develop a prioritized list of instructional classes
- Associate Vice President Laurie Scolari (and designated Student Services Division staff) to develop a prioritized list of student services
- Outside consultant(s) hired to coordinate and write return-to-campus plan for the college, with the District.

5. Expertise needed (to target recruitment)

- General awareness of state and county public health guidelines
- Student perspective

6. Time commitment / timeline

- Group to be assembled by: January 4, 2021 in anticipation of the District Return-to-Campus Task Force
- General target time commitment:
 - Council will need to meet every other week for 60-90 minutes in Winter Quarter to discuss data and information being gathered and then put together recommendations.

7. Responsibilities of members

- Each member meets with one of the groupings that is discussing return to campus. Takes notes to bring back to the council.
- Reports back findings from meeting to council.
- Works with colleagues to draft recommendations to the college president.

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