

# **John Tyler Community College Return to Campus College Plan**

**Rev. September 23, 2021**

***Information contained in this document is subject to change at any time, as the situation surrounding the pandemic is fluid and constantly evolving.***

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## OVERVIEW

This document provides an overview of the college's plan for our employees' return to campus. Information contained in this document is subject to change at any time, as the situation surrounding the pandemic is fluid and constantly evolving.

This plan was built based on the following:

1. The health and safety of Tyler employees and students remains the top priority. This framework takes into consideration:
  - a. Directives from the Virginia Governor's Office
  - b. Directives and guidance from the Virginia Community College System Office (VCCS)
  - c. Guidance from the Virginia Department of Health (VDH)
  - d. Guidance from the Centers for Disease Control and Prevention (CDC)
  - e. Guidance from the Department of Human Resource Management (DHRM)
  - f. The college's building, office and classroom layouts
  - g. The needs and possible concerns of Tyler's employees and students
  - h. The need of the college to ensure it is doing all it can to mitigate spread of the virus
2. The college's commitment to student success, including but not limited to providing courses and services in formats that will meet the needs of the students we serve.

## RETURN TO CAMPUS

More than a year after the start of the COVID-19 pandemic, signs of hope continue to emerge. More people are receiving COVID-19 vaccinations and COVID-19 case numbers are stabilizing in Virginia. These important advances give us the opportunity to bring our employees back to campus and to offer more on-campus classes and services for students.

There is an expectation that all employees will begin returning to their previous work arrangements on campus, starting, starting July 12, 2021. There will be flexibility that allows for some limited telework opportunities (see Telework section).

## CLASSES AND STUDENT SERVICES

### Student Services

The college will continue to provide students access to services in a variety of ways. The availability of on-campus services will expand, starting July 12, 2021. For students who cannot or who prefer not to come to campus, student services offices will continue to provide remote assistance. Information about office hours and how to connect with services may be found in the [Help Hub](#) on the college's website.

### Classes

The college will continue to offer students multiple class formats, including on-campus, online, Zoom, and hybrid, and it will increase the number of on-campus classes, starting with the Fall 2021 semester. The college's [class schedule](#) includes class format descriptions and an updated list of available courses.

The college's health and safety protocols must be followed by all who come to campus for services and classes. Due to the evolving nature of the pandemic, class and service formats are subject to change. All employees and students should be prepared in the event the college must return to remote or mostly remote operations.

## SUPPORT RESOURCES

The college understands the pandemic has impacted its employees and students in a variety of ways. Adapting to shifts in work and class locations and formats; concerns about your health and the health of others; unexpected childcare challenges; helping your children with remote learning; financial stresses; worries over aging parents and grandparents; being separated from family and friends; and pandemic fatigue are just some of the stresses members of our college community have faced and continue to face. Transitioning back to on-campus work and classes and navigating evolving pandemic guidance can also cause anxiety. There are resources available for anyone who feels overwhelmed or who needs support or other resources. Here are just a few.

- **Employee Assistance Program (EAP)**

Employees on a state health plan have access to the EAP and its counselors, who offer a variety of assistance.

Learn more: [www.dhrm.virginia.gov/employeebenefits/employee-assistance](http://www.dhrm.virginia.gov/employeebenefits/employee-assistance)

The college also schedules times when EAP counselors are available to speak to any employee, regardless of their health plan. Notices about these EAP sessions are emailed by Human Resources to all Tyler employees.

- **Military Student Success Grants**

These grants assist military-connected Tyler students with unforeseen expenses related to COVID such as food and housing needs.

Learn more: [www.jtcc.edu/services/military-student-success-grant](http://www.jtcc.edu/services/military-student-success-grant)

- **Single Stop**

Single Stop connects students and employees to government and community resources such as government benefits (SNAP, TANF, WIC), educational resources, legal assistance, housing options, and health insurance options.

Learn more: <https://jtcc.singlestoptechnologies.com/>

- **Student Emergency Fund**

The Emergency Fund assists students who are facing a short-term, unexpected financial emergency.

Learn more: [www.jtcc.edu/services/emergencyfund](http://www.jtcc.edu/services/emergencyfund)

- **Tyler's Care Team**

The college's Care Team provides support to students struggling with personal issues and can connect students to support services on campus and in the community.

Learn more: [www.jtcc.edu/about/tyler-care-team](http://www.jtcc.edu/about/tyler-care-team)

- **Center for Teaching and Learning**

The CTL can provide guidance and professional development to assist faculty in preparing for possible transitions to different teaching modalities.

Learn more: <https://jtcc.edu/about/offices-and-divisions/center-for-teaching-and-learning/> or contact Dr. Shauna Mayo, [smayo@jtcc.edu](mailto:smayo@jtcc.edu), 804-594-1592

- **Additional Employment and Social Services Resources**

Learn more: [www.jtcc.edu/about/safety-security/covid-19/employment-and-social-services-resources](http://www.jtcc.edu/about/safety-security/covid-19/employment-and-social-services-resources)

### **Not sure how best to get assistance?**

Employees may contact [Human Resources](#).

Students may contact the [Dean of Students Office](#).

## **COVID-19 VACCINES**

The college encourages COVID-19 vaccines for all employees, students, and visitors to campus.

### **Employees**

On August 5, Virginia Governor Ralph Northam issued [Executive Directive #18 \(ED #18\)](#), which requires all state employees and state contractors to disclose their COVID-19 vaccination status. This mandate applies to all Executive Branch employees, including Institutions of Higher Education. It includes employees who are at-will, classified, wage, faculty, adjunct faculty, student workers, work study students, volunteers, interns, and other salaried employees, whether they work on campus or telework. ED #18 also applies to newly hired or transferred employees from other state agencies. Employees who fail to disclose their vaccination status according to ED #18 will be subject to disciplinary action up to including termination of employment.

Communications sent to college employees outline the steps for disclosing vaccination information.

#### Employees who are fully vaccinated:

- An employee is considered fully vaccinated 2 weeks after their second dose of the Pfizer-BioNTech or Moderna COVID-19 vaccines or 2 weeks after the single-dose Johnson & Johnson's (J&J) COVID-19 vaccine.
- Employees who are fully vaccinated must provide support documentation as part of their disclosure.
- The college's Human Resources Office will review information submitted and will notify the employee, by email, if their submission is approved or if more information is needed.
- Once final approval is given, no further action is needed from the employee.

#### Employees who are not fully vaccinated, not vaccinated, refused to disclose, or seek an exemption:

- Employees who work onsite or who are engaged in public facing job duties and who disclose they are not fully vaccinated or are not vaccinated; refuse to disclose their vaccination status; or seek an exemption from vaccination must undergo weekly COVID-19 testing and report the results to the college's Human Resources Office.
- The costs of tests for employees will be paid by the college, and tests must be taken during time that has been approved each week by the employee's manager.
- Employees requiring testing will be notified by Human Resources of ED 18's COVID testing requirements and of the college's specific testing requirements and testing procedures. They will also be asked to sign an acknowledgement form indicating receipt of testing guidance and procedures.
- Employees who test negative each week will be permitted to work. Employees who test positive for COVID-19 should follow the guidance as established by the Centers for Disease Control (CDC), the Virginia Department of Health (VDH) and their individual medical providers. In the event of a positive test result, employees will receive additional guidance from Human Resources as needed on matters such as leave and return to campus protocols.

- Unvaccinated employees must also wear a mask that covers their nose and mouth while onsite or engaged in public facing meetings, even when the current Virginia Community College System-wide masking mandate announced by Chancellor on August 4 is lifted.

#### Non-compliance:

An employee's failure to comply with ED # 18, including refusal to report their vaccination status or refusal to participate in weekly COVID-19 testing when required will be considered a safety violation and may result in formal disciplinary action up to including termination.

#### **Students**

COVID-19 vaccinations are encouraged but not required for students. In general, students will not be asked to provide proof of a vaccine or to provide information about their vaccination status in order to be on campus.

Exceptions include:

- As part of the Governor's Executive Directive # 18, the college's student workers and work-study students must disclose their vaccination status and follow the protocols outlined in the above Employee section and communicated to them.
- In cases where the college's Dean of Students Office must follow-up on confirmed or possible COVID-19 cases, individuals may be asked whether they've received a vaccine and if so, when. This is because CDC guidance for possible COVID-19 exposures is different for those who are fully vaccinated than for those who are not.

Any vaccination information provided to the Dean of Students Office or Human Resources Office will be confidential.

## **MASKS**

#### **Guidance Overview**

Starting August 6, 2021, the college requires all individuals, regardless of their vaccination status, to wear a [CDC-recommended type of mask](#) that covers the nose and mouth when inside a college building. This update to the college's safety protocols was based on revised CDC guidance, issued due to new findings about the COVID-19 variant.

Anyone not wearing a mask indoors will not be allowed to remain on campus, unless they have received an exception, in writing, or unless they meet the conditions listed in the "Masks may be temporarily removed" section below.

- Employees, students, contractors or campus visitors should provide their own masks. Information about masks, including recommended mask types, how to properly wear them, and clean them may be found on the [CDC website](#).
- Anyone who does not have a mask or forgets to bring one to campus may pick up a disposable mask from the college's security desks located in the Nicholas Center (Chester Campus) or the Administration Building (Midlothian Campus). If disposable masks are out of stock, the person requesting a mask will need to leave campus and obtain a mask elsewhere.
- Masks must cover the nose and mouth at all times.
- In on-campus learning labs, the lab's safety guidelines must be followed. If cloth masks pose a safety hazard or do not provide sufficient protection for those learning and working in these settings, then other safety equipment for the face should be used during performance-based activities in labs. Instructors will provide students with guidance on the rules that apply to their specific lab setting.

**Masks may be temporarily removed:**

- While actively eating or drinking.
- When communicating with a person who is hearing impaired and for which the mouth needs to be visible.
- By employees or students when alone and in an office or enclosed space that has a door.
- By faculty when teaching face-to-face on campus, as long as a minimum of seven feet is maintained between the faculty member and their students.

**Exceptions to wearing a mask:**

In certain circumstances, the college may grant an exception to wearing a mask on campus. These include:

- An individual has a health condition in which a mask would pose a danger.
- An individual is performing a job in which a face covering would impair their ability to safely work.

**Requesting an exception:**

Before coming to campus, individuals seeking to receive an exception under one of these circumstances must submit their request, in writing, to the appropriate department for review. Additional documentation may be required for the review.

- College employees, including CCWA employees and CCWA contractors who work on Tyler's campuses: Must submit their request to their supervisor and to [Human Resources](#) to be reviewed. Human Resources will determine whether the exception will be granted and will provide the final decision to the requestor in writing.
- Students, including those enrolled in CCWA courses being held on Tyler's campuses: Must submit their request to the [Dean of Students Office](#) to be reviewed. The Dean of Students Office will provide the final decision to the requestor in writing.
- Contractors and visitors: Must submit their request to [Human Resources](#) to be reviewed. Human Resources will provide the final decision to the requestor in writing.

**Violations of Mask Requirements**

Employees who do not follow the college's face covering/mask requirements and who have not received an exception, in writing, may be in violation of the Employee Standards of Conduct and will not be allowed on campus.

Students who do not follow the college's face covering/mask requirements and who have not received an exception, in writing, may be in violation of the or the Student Code of Conduct and will not be allowed on campus.

A contractor or campus visitor who does not follow the college's face covering/mask requirements and who has not received an exception, in writing, will be denied access to the campus.

**When Attending Off-site Activities**

Employees and students who participate in off-campus meetings, internships, clinicals, etc. will be required to follow the guidelines set forth by that off-campus site.

**SOCIAL DISTANCING**

Under current CDC and VDH guidelines, individuals who are fully vaccinated do not need to practice social distancing. Individuals who are not vaccinated should try to practice distancing when possible.

## CLASSROOM CAPACITY

Based on current CDC and VDH guidelines, 100% classroom capacity will be allowed, starting with the Fall 2021 semester.

## CLASSROOM RULES

In all classrooms and labs on campus:

- It is recommended that students and instructors clean the space and any equipment before and after each use. Cleaning supplies are available in all classrooms.
- Follow good hand hygiene guidelines. Hand sanitizer is available in all classrooms and labs.
- Individuals must follow the college's current mask guidelines. (Note: In on-campus learning labs, the lab's safety guidelines must be followed.)

## MEETINGS AND ACTIVITIES

### College Employees and Students

College employees and students may hold indoor and outdoor on-campus meetings and activities. Meetings and activities may also be held remotely, using Zoom or another technology platform. Employees who wish to reserve space on campus, should use the room reservation forms found on the intranet (Chester reservations: <https://intranet.jtcc.edu/room-reservations/chester>; Midlothian reservations: <https://intranet.jtcc.edu/room-reservations/midlothian>). Student clubs and groups who wish to hold meetings and events should contact the [Student Activities Office](#).

Effective September 14, 2021 until further notice, food may not be served and eaten at college-sponsored events or activities held indoors or outdoors. "To go" food may be provided for people to enjoy later, away from the event. Beverages may be served at college-sponsored events or activities, as long as event attendees are reminded that masks may only be briefly removed while actively drinking.

### Community Members

Community members may rent space for meetings, training or events. In most cases, CCWA oversees rental requests from community members, primarily for rooms in the Talley Workforce Center (Chester Campus) and on the CCWA space on the second floor of Eliades Hall (Midlothian Campus). Businesses, organizations and others outside the college who want to rent space in these buildings should be directed to <https://ccwatrainig.org/meeting-space>.

Occasionally, community members request to rent or use campus spaces not normally overseen by CCWA. This includes outdoor campus areas. In those cases, the requests should be forwarded to Tyler's Office of the Vice President of Administration ([vpadministration@jtcc.edu](mailto:vpadministration@jtcc.edu)).

## COMMON SPACES AND STUDY SPACES

Indoor common areas and study spaces will be open and available for use.

## VENDING MACHINES/FOOD SERVICES

- Vending machines on both campuses will be stocked and available for use.

- The Grab n' Go at the Chester Campus Bookstore (in the Nicholas Center) will be open starting with the Fall 2021 semester. Pre-packaged food and drink items will be available for purchase, and all college health and safety protocols will be followed.
- The Trailblazer Café at the Midlothian Campus (T Building) will remain closed until a new food service provider is in place, hopefully later in Fall 2021.

## **GYMS**

The gyms on both campuses will be closed during the summer semester. The gyms will reopen during the Fall 2021 semester. Gym staff and users must follow any posted guidelines.

## **PROTECTIVE BARRIERS**

Plexiglass barriers have been installed and/or table-top barriers are in use in high-traffic areas service areas where face-to-face interactions need to frequently occur. Employees, students and others visiting these areas should respect these barriers and not lean around them or try to move or remove them.

## **CLEANING**

The college follows CDC guidelines and disinfects frequently touched surfaces and high traffic areas. Cleaning supplies are also available for faculty and staff to use in their work areas and are available in classrooms for use by students and instructors. In addition, hand-sanitizer dispensers have been placed throughout the college.

Each department should designate one person to place orders for cleaning supplies and hand sanitizer. Orders should be made through the [SchoolDude](#) system.

## **TELEWORK**

On July 11, 2021, the emergency telework agreements put in place for Tyler employees at the start of the pandemic will expire. A new telework agreement must be in place before an employee can telework in any form, after this date.

While many employees are excited to return full-time to their on-campus work spaces, there may be a need for some employees to utilize telework options.

The college's Telework Agreement is modeled on DHRM's Telework Agreement.

- **Limited telework**  
Employee consistently teleworks less than 32 hours per month on a sporadic or task driven basis. May be expected and/or required to work in a telework mode for limited periods in response to a specific college need.
- **Hybrid telework**  
Employee consistently teleworks 32 hours or more per month, typically one to two days a week from the alternate work location(s).
- **Full-time telework**  
Employee teleworks their entire work schedule from the alternate work location(s).

An employee who wants to request to telework, in any form, must:

- Discuss their request with their supervisor. During that discussion, the following will be considered:

- The department’s responsibilities, including but not limited to supporting students and college operations.
- Whether the employee’s job is adaptable to a remote environment.
- Parameters of the employee’s request.
- Employee schedule – when will telework days occur and when will the employee be on campus.
- Determine whether a change in the employee’s EWP or job description is needed.
- Review, and complete a Telework Agreement if initial approval is received from the supervisor. The form must be signed by the employee’s direct supervisor, and all supervisors up to and including the vice president over the department or division. Vice presidents need to forward signed agreements to the Human Resources Office.
- Human Resources will notify the employee once the completed and signed agreement is on file.

A new telework agreement must be in place before an employee can work remotely on or after July 12, 2021.

All terms of the Telework Agreement and the college’s Telework Policy 3.24 must be followed.

Managers should periodically review their employee’s Telework Agreement terms.

### SELF-HEALTH CHECKS

Anyone who plans to come to campus is encouraged to perform a self-health check before arriving at the college and should not come to campus if they have [symptoms of COVID-19](#). The [CDC](#) provides a self-checker screening app for guidance.

### WHEN TO STAY OFF CAMPUS

Regardless of their vaccination status, individuals must not come to campus if they:

- Are ill
- Have symptoms consistent with COVID-19
- Have been tested for COVID-19 and are awaiting results
- Have recently been diagnosed with COVID-19
- Have been exposed to someone who has COVID-19, regardless of their vaccination status

Individuals who meet any of the above criteria should remain off campus until they talk to the appropriate office and receive guidance:

- **Students, including those enrolled in CCWA courses** taught on Tyler's campuses, should contact the [Dean of Students Office](#). They should also contact their instructor(s).
- **Employees, including CCWA employees and CCWA contractors who work on Tyler's campuses; contractors; or visitors** should contact [Human Resources](#). Employees should also contact their supervisor.

If an individual becomes ill or develops symptoms consistent with COVID-19 while on campus, they should immediately leave campus, and contact the [Dean of Students](#) (students, including those who take CCWA courses on Tyler's campuses) or [Human Resources](#) (employees, including CCWA employees and CCWA contractors who work on Tyler's campuses; contractors; or visitors).

### REPORTING A COVID-19 CASE

Regardless of vaccination status, any Tyler student or employee; contractor; or campus visitor who finds out they’ve been diagnosed with COVID-19 or have been exposed to COVID-19 should:

- Seek medical guidance and not come to campus.

- Students, including students in CCWA courses taught on Tyler's campuses, should contact the [Dean of Students Office for guidance](#). Employees, including CCWA employees and CCWA contractors who work on Tyler's campuses; contractors; and visitors should contact [Human Resources for guidance](#).

### **Confirmed COVID-19 Case on Campus**

In the event of a confirmed case of COVID-19 on one of Tyler's campuses:

- The college will contact the local health department.
- The college will follow the guidance given by public health officials and will coordinate its response with health officials.
- At the health department's request, the college will provide documentation and information that can be used to assist health officials with contact-tracing efforts.
- Communications to those who may have been exposed to COVID-19 will be coordinated with public health officials. If it is determined Tyler staff will need to assist with these notifications:
  - The Dean of Students Office will notify students.
  - The Human Resources Office will notify employees, contractors, or campus visitors.
- Tyler will follow CDC guidelines for disinfecting any impacted areas, as well as determining whether any closures are necessary.
- Tyler will provide information to the college community on its [website](#). Additional communications methods may be used based on the situation.
- The name of the infected individual will not be released.

### **CONTACT INFORMATION AND PROCEDURES FOR REACHING THE LOCAL HEALTH DEPARTMENT**

The Assistant Director of College Safety and Security will contact the local health department located in the county or city in which the student, employee, contractor or visitor resides. The correct health department contact will be determined using the Virginia Department of Health (VDH) health department locator tool at [www.vdh.virginia.gov/health-department-locator](http://www.vdh.virginia.gov/health-department-locator).

### **GUIDELINES FOR QUARANTINE AND RETURN TO CAMPUS AFTER COVID-19 ILLNESS OR EXPOSURE**

When assisting individuals who have tested positive for COVID-19, may have been exposed to COVID-19, or are waiting for results of a COVID-19 test, the Dean of Students Office (students) and Human Resources Office (employees, contractors, campus visitors) will follow CDC and VDH guidelines regarding quarantine.

Anyone who has been asked to remain off campus due to COVID-19 illness or exposure must discuss their return to campus with the Dean of Students Office (students) or the Human Resources Office (employees, contractors, campus visitors).

Guidance used includes but may not be limited to:

- For vaccinated individuals: [www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html](http://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html)
- For individual who are unvaccinated or are not fully vaccinated: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html)
- VDH guidance on when it's safe to end self-isolation/be around others: [https://www.vdh.virginia.gov/content/uploads/sites/182/2020/04/Home-IsolationQuarantine-Release-Graphic\\_FINAL.pdf](https://www.vdh.virginia.gov/content/uploads/sites/182/2020/04/Home-IsolationQuarantine-Release-Graphic_FINAL.pdf)

## COMMUNICATIONS

The college will continue to communicate important health and safety information to students, as well as resource information, through:

- Signs and decals on campus (note: signs regarding current mask guidelines will be posted on the entry doors of all campus buildings)
- The college website ([www.jtcc.edu/covid-19](http://www.jtcc.edu/covid-19))
- Email
- Tyler's social media sites
- Tyler Alert (college's emergency notification system) in cases where urgent and immediate information must be shared
- Canvas, the college's learning management system

Communications include information about college health and safety protocols, including any changes that are occurring; COVID-19 information with helpful links; resources; ways to protect yourself from COVID-19, including vaccination; and updates to college class formats, services and activities.

The college will also continue communications with local health departments and the VCCS System Office as warranted.

## PROCEDURES FOR CONTRACTORS ON CAMPUS

All contractors visiting and working at Tyler's campuses must follow the above safety protocols, as well as:

- Check in with security at the primary security desks upon arriving on campus (Chester Campus – Nicholas Center; Midlothian Campus – Administration Building).
- Follow the college's current mask guidelines as posted on building entrances.
- Review <https://jtcc.edu/about/covid-19/safety-protocols/> for any updated information on the college's safety protocols.
- Make contact with your contract representative or your point of contact to meet you in the lobby of the primary security desk of the respective campus.
- Remain in the general proximity of your work area or intended destination while on campus.
- Sign out upon completion of the visit or assigned work (you will be escorted to the primary security desk to sign out).

## COLLEGE COVID-19 WEBSITE

Important information about the college's health and safety protocols, as well as information about COVID-19, resources, relief funding, communications and other guidance may be found at on the college's website at [www.jtcc.edu/covid-19](http://www.jtcc.edu/covid-19).

## COLLEGE HEALTH AND SAFETY TEAM (COLLEGE COVID-19 TEAM)

The college established a COVID-19 Operations Task Force on March 18, 2020, and from that team emerged the college's Health and Safety Team. The Health and Safety Team regularly meets twice a week and schedules additional meetings as necessary. The team is made up of:

- Susan Grinnan, Vice President of Administration
- Bill Fiege, Vice President of Learning and Student Success
- Chip Kramer, Director of Facilities Operations and Safety
- Tanya Brown, Assistant Director of College Safety and Security
- Holly Walker, Public Relations Manager

Additional subject-area experts are consulted when needed.

