Craft Your Future: How to Host a Meeting

There is no one way to run a meeting.

This was the opening message at a recent Craft Your Future workshop on meeting etiquette and management. The workshop, moderated by NAIAS Brueggeman from the SEC, brought with it a slide show of advice to create productive meetings.

A few tips include:

- Using the captioning features on platforms like Google Meet and Zoom during your meetings and allowing participants to use the video and audio settings that meet their needs and comfort levels.
- Sending timely agendas to allow others to contribute to the context of the meeting.
-Clearly communicating next steps, goals and expectations and allow time for everyone to be heard before closing your meeting.

Learn more of these suggested best practices for holding inclusive meetings.

Q: Washington state just moved to the next phase of vaccine distribution. Who is eligible to get the COVID-19 vaccine now?

A: Phase 1A Tier 2 opened yesterday, which means the following people are now eligible to receive the vaccine:

- High-risk critical workers in agriculture, grocery stores and food banks (public sector), fishing vessel crews, communities with the highest job and detention centers, crews of cruise ships and the associated Hair and beauty salons, including barbers and hairdressers.

NOTE: Anyone 16 and older who is either pregnant or has a disability that puts them at increased risk of severe illness is eligible to receive the vaccine.

- People who work in healthcare settings (Phase 1A)
- People who live in or work in long-term care facilities (Phase 1A or 1B)
- People 65 years or older (Phase 1B1)
- Child care providers (Phase 1B1)
- Educators and staff for pre-K through 12th grade (Phase 1B1)
- People 55 years or older (Phase 1B1)
- People 50 years or older who live in multiple-generation households (Phase 1B1)
- People who work in healthcare settings (Phase 1A)
- People who live in or work in long-term care facilities (Phase 1B1)
- People who live in or work in long-term care facilities (Phase 1A)

The next first-dose vaccine clinic is Saturday, March 20. Appointments can be made online or by calling the Walla Walla County COVID helpline at 509-524-2647. Vaccines are also available at local pharmacies including Albertsons, Rite Aid, Safeway and online.

Please help Whitman understand how you get to campus and around town to inform future transportation related improvements. The survey should take around 10 minutes and closes March 31.

Take the survey online here.

Would a paper version of the survey provide access for people who might not otherwise be able to participate? Please email Laurie Doohan with the number of paper copies you'll need to request.

Noteworthy

Schlegel Poem Published in The Nation

Rob Schlegel, senior adjunct assistant professor of rhetoric, writing and public discourse, published his poem, “The Sentence,” in The Nation. The poem is from Schlegel’s fourth collection, Black, White, which will be coming from Four Way Books.

Schlegel Named NWC Women’s Basketball SAOW for Fourth Time

Junior Kaylie McCracken has been named the Northwest Conference’s Women’s Basketball Student-Athlete of the Week for the fourth time running.

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Happening Today

1 p.m.

Virtual Clinic: Open House for Students

President Murray invites students to join her for oce hours on Zoom. Please sign into Zoom with your Whitman SSO credentials and use the meeting passcode 485182.

4:30 p.m.

Virtual Clinic: Open House for Students

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5 p.m.

Virtual Clinic: Open House for Students

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Previous issues of Whitman Today are archived on our website for everyone to be heard before closing your meeting.

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