



# Response to COVID-19



## Strategic Objectives –

- To protect the health and safety of our students and employees
- To be prepared by Monday, March 23 to begin completing the Spring semester through online, hybrid, and alternate classwork, depending on the type of course, and make up one week of lost instruction time
- To keep students on track for completion
- To enable the majority of College employees to work remotely, while continuing to provide necessary services, with the remainder working on campus
- To retain full-time & part-time employees, reduce turnover, increase morale, help employees focus on work, and facilitate future return to normal operations

## Ongoing Information Inflows and Participation

- Daily state-wide call with Texas Department of State Health Services
- Twice per week call with Harris County
- One-time state-wide call with Office of the Governor
- Daily calls with local ISDs
- Calls as needed with peers, ISD contacts, TACC, TACCBO, THECB, LBB and others

## **Week of Planning, Preparation and Deployment – March 16-20**

### Campuses - Provosts, Deans, Department Chairs, Faculty and Student Services

- Develop strategies for course delivery, student support services, and broader campus operations
- Assign experienced online faculty to help others who are not
- Plan how to deal with the student access issues
- Coordinate with ISDs regarding dual credit and ECHS students

## Week of Planning, Preparation and Deployment – March 16-20 District-Wide Departments

### College Service Divisions

- Develop strategies to continue to deliver needed college services, both remotely and in person
- Equip employees to work from home on regular tasks, as required
- Outline projects, policy and procedure development, and other meaningful tasks that will be fruitful for staff to work on during this period
- Redeploy employees into other departments or divisions as needed to meet needs
- Adapt to the changing daily environment and continue to adjust throughout the process

## Declaration of Emergency by President and Governor have resulted in:

College's ability to use Emergency Meetings provisions for Board meetings, as needed

State's waiver of normal state bidding/procurement rules

Other rules may be waived with permission from Office of the Governor

Possibility of some reimbursement of extra costs via state or federal resources

Relaxing of some requirements from various accreditation and oversight bodies

## Identification of specialized purchases – sample types:

Identity Access Management System - one-stop web portal for students and employees to sign into the College systems

Laptops, cellular wifi, other mobile computing devices, headsets and other peripherals to support remote working and student access needs

Additional software licensing to support increased demand

Additional sanitizer and sanitization supplies

Screening equipment – thermal imaging, other

## Maintaining workforce stability

Identifying meaningful work for each employee (FT and PT)

Dealing with individual circumstances of each employee (FT and PT)

Travel form and underlying health conditions

Keeping safety and security paramount

Practicing social distancing

Maintaining meaningful and effective communication



## **Special categories**

Sports Teams

Continuing Education – CPET, Maritime, CPD

Child Care Centers

Contractors delivering services, construction, etc.

Federal and State work-study students



## Upcoming Decisions

Graduation

Recognition events

Hiring volume

Timeframe to resume normal operations

When to facilitate temporary face-to-face services at Generation Park

When to finalize and approve 2021 budget

Whether to completely close selected buildings

Possible acceleration of GO Bond issuance - \$125 million

Modifications to Summer registration

Modifications to Fall registration

## Board Actions and Decisions

Format of upcoming Board Meetings

Face-to-Face or by Telephone

Consideration of proposed Resolution of the Board of Trustees—COVID-19

Delegates various authorities to Chancellor to act in place of Board:

Payment of employees during emergency closure

Implement provisions of Policy IV.4001.A Compensation

Determine purpose and parameters of payments

Alter 2019-2020 calendar

Guidelines regarding time off

Ability to seek waivers from THECB, others

Ability to procure