



Howard College

BIG SPRING, LAMESA, SAN ANGELO, SWCD

COVID-19 RESPONSE STATUS #8

NOVEMBER 16, 2020



COVID-19 RESPONSE STATUS



01

STAGE 1

- No confirmed cases in the college service area.



02

STAGE 2

- Moved to Stage 2 March 24th.
- First report of confirmed case in service area.
- Now five cases
 - Last one confirmed as community spread
- As of April 30th
 - Tom Green County - 44 cases
 - Dawson County - 21 cases
 - Howard County - 4 cases
 - Martin County - 2 cases
 - Concho County - 1 case



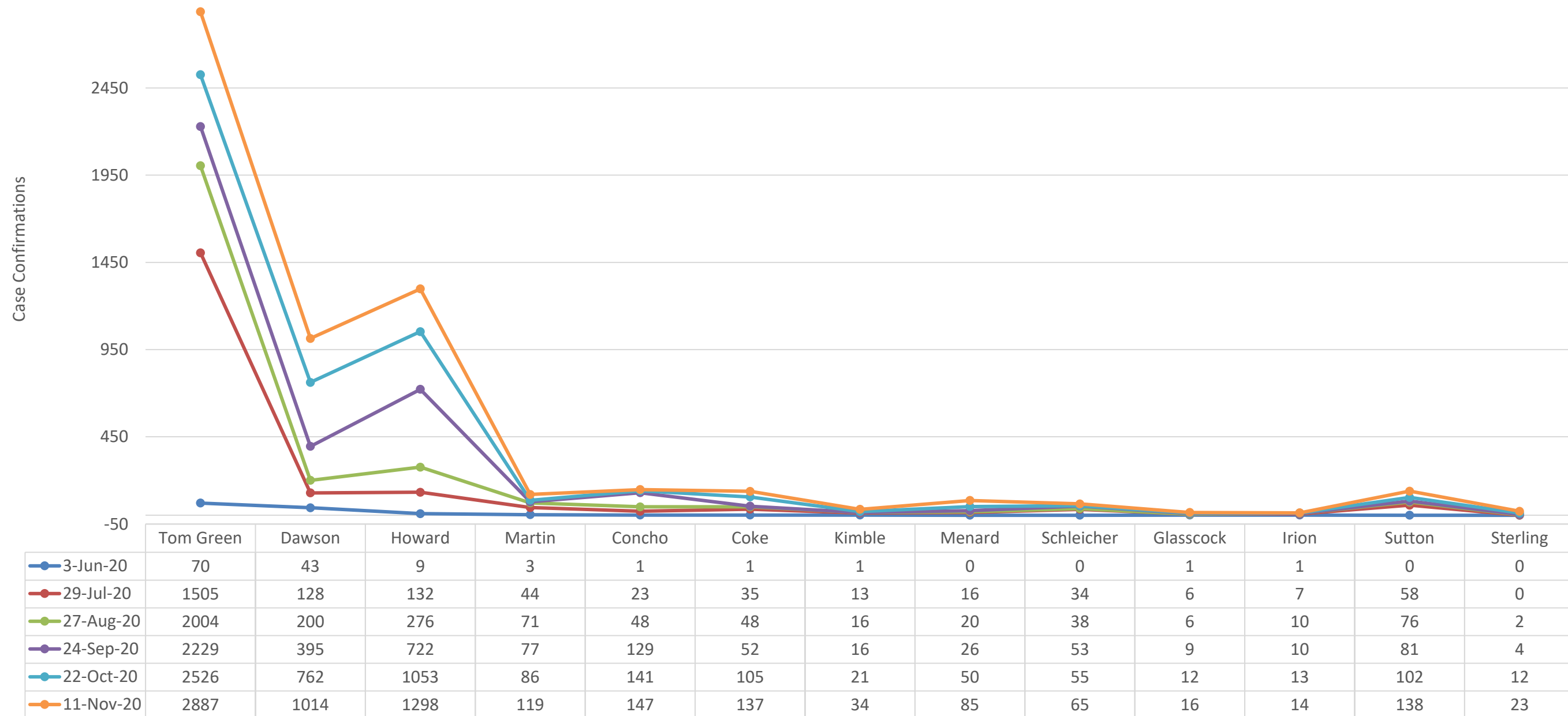
COVID-19 RESPONSE STATUS



02

STAGE 2: COVID-19 Confirmations

Total COVID-19 Confirmations for Howard College Service Area
By Month / By County





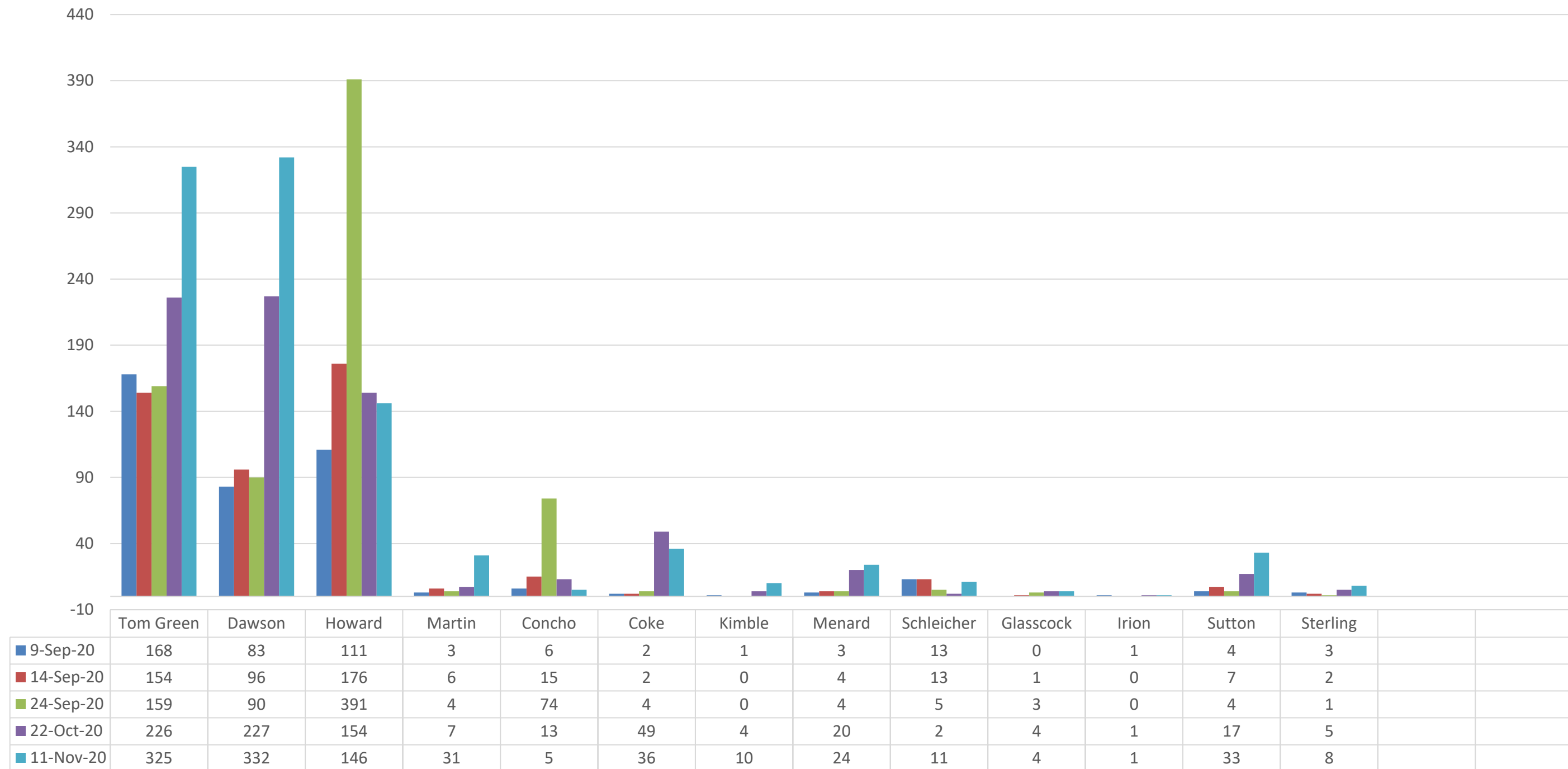
COVID-19 RESPONSE STATUS



02

STAGE 2: COVID-19 Active Cases

Total Active COVID-19 Cases for Howard College District Service Area
By County





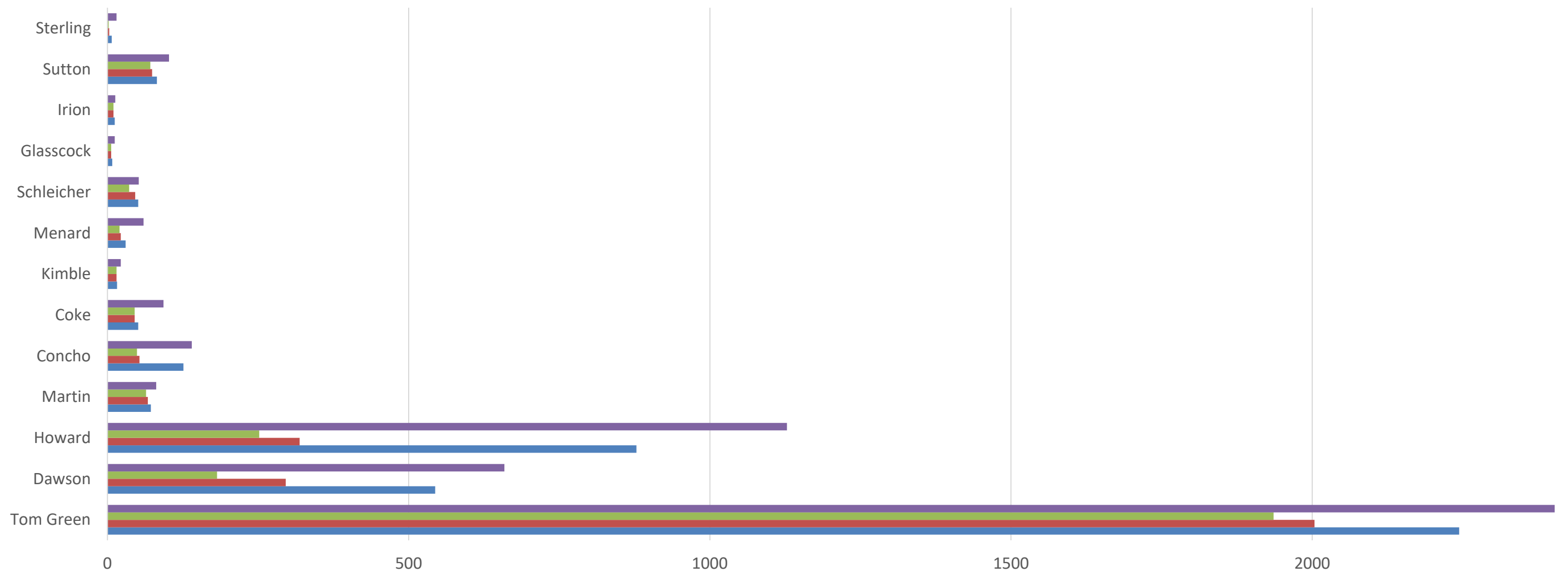
COVID-19 RESPONSE STATUS



02

STAGE 2: COVID-19 Recoveries

Total COVID-19 Recoveries for Howard College District Service Area
By County



	Tom Green	Dawson	Howard	Martin	Concho	Coke	Kimble	Menard	Schleicher	Glasscock	Irion	Sutton	Sterling
11-Nov-20	2473	659	1128	81	140	93	22	60	52	12	13	102	15
14-Sep-20	1936	182	252	64	49	45	15	20	36	6	10	71	2
24-Sep-20	2004	296	319	67	53	45	15	22	46	6	10	74	3
22-Oct-20	2244	544	878	72	126	51	16	30	51	8	12	82	7



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ONGOING INFORMATION INFLOWS, PARTICIPATION & PLANNING

- Beginning in January, the Communicable Diseases Co-chairs officed on the Big Spring and San Angelo campuses began monitoring the growing COVID-19 concern, sharing information with district employees about recommended guidelines.
- The Emergency Management leaders officed on the Big Spring and San Angelo campuses, as well as Cabinet, were monitoring the situation at the local, state, national and global levels and participating in local meetings as convened.
- Beginning Monday, March 9th, of Spring Break, the Communicable Diseases Co-chairs and Emergency Management leaders interchangeably participated in daily calls with the Texas Department of Health Services, providing summaries of the calls.
- As the week wore on, efforts to remain vigilant on the growing situation and actions being taken across the country and state were taken. It became apparent by Thursday, March 12th, additional action needed to be taken as confirmed cases were growing across the country and state.
- For emergency operations planning, a COVID-19 Response Team was activated which included the Communicable Diseases Co-chairs, the Emergency Management leaders, Cabinet, Big Spring Instructional Deans, Student Services leaders for Big Spring and SWCD due to residence halls and food service, Athletic Director, Lamesa Campus Director, Human Resources, Chief Information officer, Distance Learning leader plus president's office staff. On the evening of March 12th, the group had its first meeting.
- Staying in close contact, by the end of the weekend, it became apparent another meeting was needed. Sunday night, March 15th, a telephonic call was held to prepare for the week and assess changes that had occurred since the Thursday, March 12th call.



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ONGOING INFORMATION INFLOWS, PARTICIPATION & PLANNING

- Daily state-wide calls with Texas Department of State Health Services, as available, continued through the week of March 16th.
- Frequent contact with area city and county authorities and weekly meetings were attended.
- Hosting the Howard County Emergency Management meeting, first in person and following ones telephonic. Representative Darby participating by phone.
- Weekly meeting of San Angelo public entities with Howard College San Angelo campus representation.
- Daily, twice-weekly, weekly, twice monthly and now as needed, state-wide call with Texas Association of Community Colleges (TACC) that have included representatives from the Governor's office, Lieutenant Governor's office, Legislators and staff, Texas Higher Education Coordinating Board (THECB) representatives and other state leaders started on Tuesday, March 17th.
- Contacts were made as needed with peers, ISD contacts, TACC, Legislative Budget Board (LBB), and others.
- Meetings weeks of March 15-20 and March 23-27 and continuing:
 - Meetings of COVID-19 Response team once or twice per day on implementation and as needed
 - Subgroup meetings focused on Open Howard College as needed
 - Cabinet meetings held as needed
 - Using Microsoft Teams for meetings
 - Multiple webinars at federal and state level concerning various initiatives
 - Multiple teleconference/virtual meetings with our colleagues across the state
 - Viewing of White House Briefings and Governor Abbott's Press Conferences



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ONGOING INFORMATION INFLOWS, PARTICIPATION & PLANNING

- Meetings weeks of March 15-20, March 23-27 and continuing:
 - Telephone Board of Trustee meetings / March 27, April 6, May 4, June 8, August 3, 20, 27, 31, September 28, October 26, **November 16**
 - District-wide telephonic meeting April 30 - 432 participating / May 21 - 230 participating / June 9 - 180 participating / August 6 - 208 participating
 - Annual Town Hall meetings held virtually for all campuses: Big Spring/August 11 (number attended unknown), San Angelo/August 11 (73 attended), SWCD/August 14 (36 attended)
 - Success Summit 2020 held on September 18 (312+ attended)



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INSTRUCTIONAL PLANNING, PREPARATION, AND DEPLOYMENT

March 16-20, March 23-27, May 1-31, June 1-July 27,
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- On Monday, March 16th, faculty began the transition of all courses to the online, digital format, in order to go live by March 20th.
- Health Professions programs immediately moved forward so that clinicals could be done according to the guidelines. Hospitals began to restrict entrance...except for Scenic Mountain Medical Center and the VA in Big Spring and Shannon Medical Center and San Angelo Community Medical Center in San Angelo. Nursing homes restricted access. Other health entities did the same. Health Professions faculty designed clinical rotations around the clock to get as many clinical hours for students as possible, not knowing what the future would hold. The weekend of March 20th, the Governor issued directions to relax some guidelines so that health professions students could be prepared to enter the workforce quickly. NCLEX testing sites for nurses will be expanded across the nation to provide increased opportunities for students to test upon graduation.
- Dental Hygiene continued with online, using Zoom for classroom. Clinicals will not be held until April 21st following signed mandates from the Governor. It could possibly be summer before clinical hours can be completed for this program. Dental Hygiene Clinical Boards have been postponed.
- Faculty participated in professional development provided by the eTrainers and collaborated on ways to enhance the online format. The biggest challenge was how to approach those courses with hands-on training such as welding, etc. The plan was to begin delivering those opportunities in small groups by March 30th. As time has advanced, extensions of some courses for a few weeks may be the better solution.



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- On March 20th, the plan for each course was posted and an alert was sent to each student to check the online format for their schedule beginning on March 23rd.
- Links to resources were added to Blackboard.
- Working with Correctional Facilities relative to instructional delivery.
- Creation of faculty resources page for faculty transitioning to online instruction.
- Libraries sharing national research guide with COVID-19 resources and also developing interactive databases for faculty to use with various courses.



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March 16-20, March 23-27, May 1-31, June 1-July 27,
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- General Instruction:
 - Arts and Sciences: Continuing to implement the changes from the Status #1 report.
 - Arts and Sciences: Moved all summer courses to an online format.
 - Spring 2020 probation/suspension status for students will not change.
 - Spring 2020 No Credit grade policy implemented.
 - Fall 2020 - all syllabi will include a section that includes an instructional plan for altered operations.
 - Fall 2020 - all courses will have a Blackboard shell with minimum required content as determined by eTrainers and instructional deans.
 - Consideration of multiple mini semesters within academic calendar as well as fall end date.
 - Expectations for Zoom attendance in class were developed and shared with students, posted on website.
 - Classes began August 17th.
 - LEADS Orientation held on San Angelo campus August 12-14 - 81 students; LEADS Orientation held on Big Spring campus August 27-29 - 106 students attended.
 - Spring and summer course schedules being built with COVID-19 guidelines still in place for all campuses (50% room capacity). Increased face-to-face instruction will be added back for the Big Spring campus in addition to virtual/online options as well. San Angelo, Lamesa, and SWCD will continue with current strategies offering all instruction options.



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- San Angelo:
 - Cosmetology: Every course will change the end date to August 21st to complete their 500 contact hours. Students are currently still completing assignments to continue in the class.
 - Construction Trades: CONST 1342 and CONST 1350 students have been given an Incomplete and we will bring the students back for lab as soon as we are able. We can determine the time and structure as we near that time.
 - EMS: EMSO 1166 changed its end date to 6/5/20 so that seven of the seventeen students can finish their practicum. The other ten students have completed their practicum requirements.
 - HVAC: HART1441 students have been given an Incomplete and we will bring the students back for lab as soon as we are able. We can determine the time and structure as we near that time.
 - Certain CTE/CE and Health Profession classes continue to complete the spring terms through online and some onsite clinicals.
 - Classes being taught virtually via Zoom or BlackBoard and face-to-face at reduced capacity in the classrooms. Applied CTE and Health Profession and LEADS classes are meeting face-to-face. AEL classes are meeting virtually. All safety protocols being followed. Some classes moved to WTTC industry rooms to accommodate reduced capacity for large classes.
 - New GAME 1303 course being offered in December Mini session.



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- Big Spring:
 - Nursing: Continuing the same process from Status #1 report.
 - Dental Hygiene: Continuing online lecture and are planning began clinicals on July 6th.
 - CNA: Continuing to implement the changes from the Status #1 report. Continuing online teaching and awaiting clinicals until able to return to clinicals in a nursing home environment.
 - Summer I classes started June 1st in an online format except for health professions programs and select courses from the Spring semester that are continuing to meet face-to-face.
 - Summer II classes started July 1 in an online format except for health professions programs and select courses from the Spring semester that are continuing to meet face-to-face.
 - Decision made to begin Fall20 face-to-face courses in virtual mode. Exceptions include health professions courses, CTE courses with hands on skill development, and LEADS Orientation and LEADS courses.
 - Summer II classes started July 1 in an online format except for health professions programs and select courses from the Spring semester that are continuing to meet face-to-face.
 - Decision made to begin Fall20 face-to-face courses in virtual mode. Exceptions include health professions courses, CTE courses with hands on skill development, and LEADS Orientation and LEADS courses.
 - Classes being taught virtually via Zoom or BlackBoard or in online format. Applied CTE, Health Profession and LEADS classes are meeting face-to-face. All safety protocols being followed.



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- Big Spring continued:
 - Limited amount of classes (history, agriculture, music and physical education) transitioned to face-to-face or hybrid of face-to-face and Zoom modality for the remainder of the semester.
 - Working with Financial Aid to plan a second mini term in December. **Five core courses added to Fall Flex schedule, classes will run December 21st – January 15th.**
- SWCD:
 - Classes are meeting face-to-face. All safety protocols being followed.
- FCI and GEO:
 - Prison programs begin to re-open. FCI delayed; possibly begin November 1st. **Started classes.**
 - Changes being made to delivery approach.
- Dual Credit:
 - Hosting dual credit nights for interested high schools via webinar to answer questions for students and parents.
 - Dual credit enrollment paperwork is being submitted and processed. The program continues to offer informational sessions online.
 - **Conferring with ISDs on potential changes in academic calendar affecting dual credit delivery.**



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- Facebook Live sessions multiple times each week to provide assistance, encouragement, support, etc. for students.
- Added communications@howardcollege.edu email address to field questions, needs, etc.
- Created COVID-19 webpage with resources for students and employees.
- Assessing student technology needs through online form; providing laptops and other equipment; helping with internet service.
- Monitoring student engagement in courses: faculty and advisors are calling them to encourage the need to begin working.
- HC Alerts are being utilized to inform students and employees of important information.
- Implementing chatbot texting system to communicate with students in real time.
- Dorms: Takeout meals being provided to those still on campus.
- Mailing items to students at their homes.
- Assisting students with travel arrangements and needs.
- Food and toiletry pantries remain available to students by appointment.



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- Drive-thru graduation celebrations were held on the Big Spring (included Big Spring, Lamesa and SWCD graduates) and San Angelo campuses on May 7th and 8th. Both celebrations were live-streamed and available on radio broadcast. Recordings of the celebrations were posted on the college YouTube channel and shared across social media as well as the website.
 - Total graduates 682 / 235 participated in person, 70 participated virtually (305) / 45% participation for district
 - Big Spring: 256 graduates / 69 participated in person, 49 participated virtually (118) / 46% participation
 - Lamesa: 14 graduates / 5 participated in person, 1 participated virtually (6) / 43% participation
 - San Angelo: 383 graduates / 156 participated in person, 17 participated virtually (173) / 45% participation
 - SWCD: 29 graduates / 5 participated in person, 3 participated virtually (8) / 28% participation
- Health profession programs held various pinning activities across the district. Videos and photos were placed on the website and shared across social media.
- Held Dental Hygiene pinning ceremony in the East Room on July 29th with limited attendance; broadcast on Facebook Live for those who could not attend.
- RN pinning ceremony held on October 22nd on Big Spring campus with limited attendees; broadcast on Facebook live for those who could not attend.
- LVN to RN pinning ceremony planned for October 30th for San Angelo campus.



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- Reaching out to dual credit schools to ensure connection with students and counselors, plus instructional formats as needed.
- Reached out to student leaders to assist with communicating with the student body to address questions, concerns and needs.
- Offering virtual tutoring using Upswing, Zoom, Skype and video phones.
- Forwarding phone lines in order to respond to student calls.
- Planning underway for updates/encouragement for students from the president in different formats.
- Accommodation needs for students changing to online format being analyzed and addressed.
- Using jump-drives between faculty and students to share information.
- Providing options for students to access food and personal hygiene pantries through appointment.
- Remote WiFi access points in areas such as Ackerly, Garden City, Coahoma and Sand Springs being offered by Westex.
- Online mental health counseling being provided to students.
- Determination of residence hall rules in relation to social distancing and visitors.
- Libraries sharing tips for students in social media formats.



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- eLearning:
 - Continuing Ana virtual assistant efforts with great response from students.
 - Increased district's GoToMeeting subscription to include GoToWebinar.
 - Purchased Respondus Lockdown Browser for increased online security of online assessments.
 - eTrainers developing training program for faculty focused on Blackboard Collaborate, Zoom, virtual group engagement, and Respondus Lockdown.
 - Purchased license for Verbit Transcription & Caption Services - integrates with Collaborate.
 - Purchased Zoom institutional license.
- Registrar and Admissions:
 - Application and SPEEDE transcripts are processed daily from home.
 - Acceptance letters are processed twice a week from home and sent to recruiting to be added to applications packets mailed to students.
 - Some staff are going to the office sparingly to process things that have to be done on campus, which includes gathering mail, working transcripts that are mailed, as well as test scores, etc.
 - Working through all (Summer and Fall 20) registration processes from home.
 - We have been working through Spring graduation processes from home, as well. Some process, such as printing of degree audits, is done more efficiently from the office so there is limited time spent in the office for these processes.
 - Many audits are being done to keep us on track with registration and graduation.



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- Registrar and Admissions continued:
 - Phone calls are being answered when staff is in the office. Phone lines are transferred to cell phones when we are not in the office.
 - Deadline to submit grades has been moved to Wednesday, May 13.
 - Registrar and admissions personnel are working on site at all campuses. San Angelo staff have adopted a rotating work schedule on site to follow social distancing guidelines.
 - Appointments are being made for in-person meetings with students as needed. Primary assistance remains by phone and email.
 - Appointments are no longer required to meet with admissions.
 - Registrars will not be required to do Fall Eligibility submission due to NJCAA ruling and will push all team eligibility to Spring 2021.
 - **Spring/Summer 2021 registration began November 10th. Schedule was available November 2nd.**
 - **Drop date for fall courses extended to November 18th.**
- Financial Aid:
 - Excluding from financial aid satisfactory academic progress any attempted credits that were not completed by such students without requiring an appeal by such student. Financial aid does not have to collect a suspension appeal for Federal aid, state exemptions, waivers, and state grants.
 - Currently waiting on additional guidance for Return of Title IV Funds (R2T4) and Reporting Requirements. The Department of Education is currently reviewing the implications of the Act and will provide appropriate guidance as soon as possible.



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- Financial Aid continued:
 - Verification requirements - the Department of Education suspended the in-person submission and notary requirements for V4 and V5 verification. The institution may allow an applicant or student to submit copies of the required verification documents electronically to the institution. This may occur by uploading a photo of the documents (including from a smartphone), PDF, or other similar electronic document through a secure school portal, by email, etc.
 - We also recognize that forms of identification (such as a driver's license) may expire with no real and reasonable opportunity for renewal due to social distancing requirements. Institutions may accept a copy of an expired document if it expired after March 1, 2020.
 - Further, the Department waives the requirements under 668.57(b) and (c) that a dependent student submit a statement signed by one of the student's parents when no responsible parent can provide the required signature.
 - Work Study - we have been sent guidance from the federal and state government that we can continue to pay work study students if they were currently hired when the COVID-19 outbreak started, regardless if they are working. Under the guidelines, colleges can still pay students through the Federal or state work study program as long as the college is paying other faculty and staff.
 - Will be transferring all unexpended Federal work study funds to SEOG (Supplemental Education Opportunity Grant). The department of education has released there are no percentage limits for what can be transferred.
 - Created online live FAFSA presentations with FAFSA demo, general financial aid information, and question and answer sessions.



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- Financial Aid continued:
 - Continue to monitor exceptions to regulations and update processes/forms to make financial aid easier for students and staff.
 - CARES Higher Education Emergency Relief fund for students: policy and procedure developed, committee assigned, student grant application developed. Opened application process on April 29th.
 - As of April 30th, 587 students have applied. Awards of \$1000 can be given to 727 students.
 - As of June 2nd, 927 applications have been submitted. Awards of \$1000 have been given to 647 students.
 - CARES grant report posted on website on May 29th.
 - As of July 29th, 1,029 applications have been submitted. Awards of \$1000 have been given to 701 students with 68 applications pending.
 - As of August 27th, 1,092 applications have been processed. Awards of \$1000 have been given to 728 students. 61 applications had no FAFSA. 303 were ineligible. The final student grant has been awarded.
 - CARES grant report was updated for the student grants on July 1, 2020, August 18, 2020 and October 8, 2020 and for the institutional grant on July 20, 2020, September 3, 2020, **and October 30 utilizing the new format.**
 - Staff working in office on campus and rotating schedules where needed to accommodate social distancing guidelines.
 - A Microsoft Teams student account was created for students to utilize and meet with financial aid staff through a video session, so they don't need to come to campus.



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- Financial aid continued:
 - Financial Aid has awarded all grant allocations for the 19-20 aid year, including Supplemental Educational Opportunity Grant (SEOG), Texas Public Educational Grant (TPEG) and Texas Educational Opportunity Grant (TEOG). These grants were used in addition to the emergency aid grant awarding aid to students who qualified.
 - The Financial Aid department is seeing an increase in professional judgment requests to lower student Expected Family Contribution (EFC) due to a rise in unemployment.
 - Texas Higher Education Coordinating Board (THECB) recently received 57 million through the Governor's Emergency Education Relief (GEER) Fund to support the TEXAS grant, Texas Educational Opportunity Grant (TEOG), and Tuition Equalization Grant and \$46 million to GEER for Emergency Educational Grants. The contracts for Howard College were sent to THECB on September 9th and we have received confirmation the funds will be sent as soon as possible. The allocation will be \$23,052 GEER-Emergency Aid and \$23,856 for GEER-TEOG.
 - Award recipients for GEER-TEOG will be awarded based on current TEOG eligibility requirements. Award recipients for GEER Emergency Aid have already been selected for those students who are eligible for GEER that were not eligible previously for the CARES Emergency Aid Relief Grant.
 - Awarded and distributed \$16,965 of \$23,856 allocation received for GEER TEOG. Remaining funds will be spent in January to eligible students who enroll in Spring courses.
 - All of the \$23,053 allocation received for the GEER Emergency Aid has been awarded and disbursed to students.



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- Recruitment/Outreach/Marketing:
 - Weekly President video messages shared in social media and on website; ongoing communications and messaging through social media and website.
 - Employee photo challenge engaging staff and faculty to share work from home experiences.
 - Introduction of #hawksovercome and #rattlersovercome slogan.
 - Developed virtual modified New Student Orientation for new students attending summer school online.
 - Developed virtual walking tours of the Big Spring campus; posted online and shared in social media Weekly President video messages shared in social media and on website; ongoing communications and messaging through social media and website.
 - Employee photo challenge engaging staff and faculty to share work from home experiences.
 - Introduction of #hawksovercome and #rattlersovercome slogan.
 - Developed virtual modified New Student Orientation for new students attending summer school online.
 - Developed virtual walking tours of the Big Spring campus; posted online and shared in social media.
 - Continued Facebook live sessions.
 - San Angelo campus continued KLST and KSAN live spots two times per week - held virtually.
 - Worked with financial aid to get honor scholarship awards out to the school districts that turned in their honors form.



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- Recruitment/Outreach/Marketing continued:
 - Continue to develop campaign for summer and fall registration. Had new videos made to promote "It's Time to Fly" and "We're Ready" concepts. Posted on social media as well as website and YouTube channel.
 - Developed and shared 2019-2020 Student Awards video.
 - New 75th Anniversary Logo launched on billboards on I-20 and in Lamesa. San Angelo billboards [now in place](#).
 - New Student Orientation scheduled for August 4th and 6th; social distancing and masks required.
 - Masks purchased to give to all students.
 - TACRAO Virtual College Fair scheduled for Big Spring campus for October 7. We will participate in other virtual college fairs hosted during West Texas week October 5-8. Utilizing GoToCollegeFair system. [Virtual booth is live and will remain up through November 20, 2020](#). As of October 15th, we have had approximately 271 students visit the booth. [As of November 4th, 337 students have visited the booth. Contact information is collected and follow-up will occur.](#)
 - Making contact with ISDs to plan virtual and in-person visits based on school guidelines for visitors on campus. [In-person visits and presentations have begun. Some in-person campus tours have begun.](#)
 - Scheduling FAFSA nights – both in person and virtual – with area school districts. [10 FAFSA nights completed with 3-4 still scheduled. One held virtually.](#)
 - Messaging being sent to students via HC Alert and Ana reminding them about health/safety protocols and self-assessment.
 - FAQ section added to COVID-19 Information page on website.
 - COVID-19 Dashboard added to the COVID-19 Information page on website.



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- Student and Financial Accounting:
 - Implemented a way for students to pay on-line for classes or charges including continuing education classes, outstanding student balances, and day care fees.
 - Submitted second, third, fourth, fifth, sixth (utilizing new, revised template), seventh, **and eighth** COVID-19 report to the LBB.
 - Working on refunds and payment logistics of staggered dorm move-in schedule for Fall20.
 - New, revised COVID-19 report due to the LBB by September 10th.
 - **Department of Education Quarterly Budget and Expenditure Report for CARES Act Institutional Funds submitted and posted on October 30, 2020.**
- Testing/Tutoring:
 - Virtual tutoring continues for all campuses. TEAS testing continues onsite in San Angelo and the TSI is still being taken remotely.
 - San Angelo campus resumed TSI, Pearson, TCEQ, and PAN testing. Available for HC proctored exams as needed. TEAS face-to-face testing begins in September on a regular schedule. Weekend and evening testing begins September 21st. San Angelo campus tutoring – both in person and via Zoom – have started. Added a volunteer tutor for Science.
- Library:
 - Libraries remain closed but select library personnel started working on site. Other personnel remain working from home for all campuses.
 - Exploring options to create appointments for students, faculty and staff to use the facilities as needed.



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- Library continued:
 - Libraries are open and have face-to-face options for students as well as virtual options. Social distancing and safety protocols are being followed at all locations. New hours have been posted and shared.
 - Libraries have created training videos for both students and faculty that cover how to access and use library resources.
 - Libraries created research guides containing online education tools for both students and faculty.
 - Libraries are promoting their webcams and interactive devices available for Zoom classes.
 - Libraries are in the early stages of plans to convert a small study room to a Zoom Room on the Big Spring campus.
 - Libraries are in the early stages of moving games night for students to online platforms on the Big Spring campus.
 - Expanded virtual events for student activities (PolitiTaco Tuesday, Hispanic Heritage Month, Banned Book Week, etc.)
 - Librarians are hosting research informational sessions with classes using Zoom.
 - Library is updating online research guides for each subject/course to include quick access to subject-specific ebooks, ebook collections, and other online resources.
 - Library has set up a 'Zoom Room' for instructor and student use.
 - **Library was awarded a CARES grant from the Texas State Libraries and Archives Commission to implement services and technology made more necessary by COVID-19.**



COVID-19 RESPONSE STATUS #8

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: March 16-20; March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, **October 24-November 13**

- Athletics:
 - Adjusting seasons based on NJCAA guidelines.
 - Game schedules have been condensed to the spring except for rodeo.
 - Post-season format determined.
 - Based on NJCAA guidelines, blanket waivers for all student-athletes this year for any competition they complete during the 2020-21 academic year; Returning students are considered “non-counters” for Letter of Intent purposes.
 - **Hired Head Women’s Basketball Coach.**
- Advising:
 - Advisors are working on campus and rotating schedules as needed to accommodate social distancing guidelines. Making appointments for students to come to campus if issues cannot be handled virtually.
 - Continue to advise students face-to-face, via email, telephone and virtual modes. Processing schedule changes, adds/drops, etc. as needed. All safety protocols are being followed; protective shields placed in advisor offices.



COVID-19 RESPONSE STATUS #8

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: March 16-20; March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, **October 24-November 13**

- Human Resources:
 - COVID-19 work accommodation plans in process.
 - As of August 24th, 11 requests have been received and approved. As of September 15th, 12 requests have been received and approved. **As of November 12th, 8 requests for Spring 2021 accommodation have been received and approved.**
 - **Virtual New Employee Orientation was held on October 30th with 23 employees in attendance.**
- Safety/Security:
 - Drive-through secondary assessments implemented across the district.
 - In concert with IT, thermal stations installed.
 - Sanitary stations included with thermal check-ins.
 - Triage system designed for notifications.
- Residence Halls:
 - Turner Hall all students and items are out; Partee Hall some student items remain, sending out the last few items soon.
 - Summer dorm cleaning and sanitation has begun.
 - Staggered dorm move-in schedule developed for Big Spring campus; online registration process created and posted on website; students will begin moving in August 14 - September 13. Online paperwork completed prior to move in, 2 students/per hour/per dorm, only 2 individuals allowed with each student, all individuals screened prior to entering the dorm.
 - Move-in scheduled for August 14-16 for SWCD campus.



COVID-19 RESPONSE STATUS #8

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: March 16-20; March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, **October 24-November 13**

- Residence Halls continued:
 - Quarantine plan developed for all dorms.
 - Arrangements made with Great Western Dining to manage health/safety guidelines in cafeteria.
 - Students are continuing to move into the residence halls. As of August 27th, 107 students are living on the Big Spring campus.
 - As of September 18th, staged move-in is complete and 174 students (79 in Turner, 86 in Partee) are living on the Big Spring campus, 29 students are living on the SWCD campus in single rooms.
 - 1 Assistant CRE and 1 CRE living in Turner Hall; 1 volunteer, 2 staff/faculty, and 4 coaches living in Partee Hall.
 - Great Western Dining is open for meals for those on campus.
 - Isolation rooms have been set up for students in residence halls, if needed.
 - Based on trial run of quarantine/isolation of students in SWCD cottages, instructional sheets regarding food delivery, trash disposal, contact information, etc. are being prepared for students in isolation.
 - Isolation rooms are stocked with sheets, pillows, blankets, toiletries, microwaves, and televisions.
 - Purchased and will utilize new software to conduct check-in process for residence halls in the Spring semester. **Move-in will begin January 5th-14th for athletes and all other students January 15th-17th.**
 - **Residence halls will be closed during Winter Break to all students beginning November 25th and will re-open January 5th.**
 - **98 students have checked out early on the Big Spring campus; 67 students remaining in the dorms.**



COVID-19 RESPONSE STATUS #8

IDENTIFICATION OF SPECIALIZED PURCHASES

- 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 for remote working and online instruction or best proctoring of tests.
- Expanding conferencing capability by increasing number of call-in ports as well as contracting for toll-free number for public meetings.
- Zoom meetings.
- Expanded GoToMeetings capacity for participants.
- Online virtual simulation for some programs.
- Neck gaiters/masks
- Food pantry purchases
- Disinfectant supplies
- Printer cartridges for remote workers
- Office supplies and postage for increased mail-outs
- IT consulting support
- Portable wall partitions



COVID-19 RESPONSE STATUS #8

IDENTIFICATION OF SPECIALIZED PURCHASES CONTINUED

- Infrared thermometers
- Additional masks
- PPE for Health Professions Programs
- Screening identification items
- Additional hand sanitation stations
- Thermal cameras to create screening stations
- COVID-19 sanitation/screening/social distance reminder signage for all campuses. Updated signage has been received and is being installed.
- Air Purifier System
- Zoom institutional license for virtual classes
- **Additional isolation room materials**
- Testing for residence halls?
- **Requested proposals from Howard County testing providers for residence hall testing; received two responses from Affordacare and Big Spring Urgent Care – using both / CARES funding can cover the cost.**



COVID-19 RESPONSE STATUS #8

DECLARATION OF EMERGENCY BY PRESIDENT AND GOVERNOR HAVE RESULTED IN:

- College's ability to use Emergency Meetings provisions for Board meetings, as needed.
- Temporary lifting of restrictive guidelines for virtual meetings and participation as required in the Open Meetings Act.
- 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.
- Postponing Trustee Election (May 2, 2020) to November 3, 2020.
- Governor's Executive Order on masks / July 2, 2020.
- Tax hearings required to be offered in person.



COVID-19 RESPONSE STATUS #8

STAGE 1 ACTIONS

- Prior to Spring Break, district maintenance staff began increased efforts to clean and disinfect spaces, leaving the buildings ready for return. Purchasing efforts were made by maintenance staff to increase disinfectant supplies, etc. for all locations.
- March 12th, decisions were made regarding extending Spring Break for the students until March 23rd due to out-of-state students returning and area students having traveled. An online survey for students and employees to report travel or exposure concerns was prepared and posted on the website. Faculty and staff were asked to return on the 16th as planned to begin preparation for transition to a totally online, digital format by March 23rd and to prepare the campuses for student return when appropriate. The decision was made at that time to keep the Harold Davis Fitness Center open as well as Howard Cottage for childcare services, both located on the Big Spring campus. Campuses would remain open to the public. Athletic seasons would continue as planned.
- March 16th, President Trump initiated the 15-day effort. Action was taken to close the campuses, moving into an altered operations status until March 30th. Prior to leaving, employees were told to take what they needed to work from home. the Harold Davis Fitness Center was closed beginning on Tuesday, March 17th. Howard Cottage was kept open until Wednesday, March 18th to give parents time to make other arrangements.
- Wednesday, March 18th, began to formulate a strategic plan of action based on information shared by Chancellor Brenda Hellyer, San Jacinto Community College District, that they were implementing in the Houston area. Also conferred with Johnette McKown, President, McLennan College, concerning actions they were taking relative to telephonic meetings for the Board of Trustees.



COVID-19 RESPONSE STATUS #8

STAGE 1 ACTIONS CONTINUED

- On Thursday, March 19th, Governor Abbott took action to close schools, later clarified that included colleges, until April 3rd. He also moved Texas into a more restricted status. At that point extended the closure of campuses until April 3rd, transitioning to an altered operations status until that time.
- National Junior College Athletic Association (NJCAA) and National Intercollegiate Rodeo Association (NIRA) ended seasons for all sports. Worked with athletes as decisions were made relative to staying on campus or returning home. Monitoring national decisions relative to eligibility. Following face-to-face restrictions imposed by NJCAA until April 15th for all types of recruiting although virtual is allowed.
- Canceled activities going forward.
- Local, state and national meetings and conferences began to be canceled for the weeks ahead.
- Limited college travel to service area only.
- Have adjusted guidance to students regarding residence halls as the situation has evolved.
- Changed the drop date to April 24th.
- Expanded the four conference call lines to host 44 callers to be used for college and community meetings, classes, etc.
- Secured toll-free number to be used for public meetings with 500 caller capability.
- Cancelled March 23rd Regular Board of Trustees meeting and items will be considered by Board at later date.
- Expanded Go-To-Meeting capability to 250 participants.



COVID-19 RESPONSE STATUS #8

STAGE 1 ACTIONS CONTINUED

- FCI lock-down for 30 days resulting in no workforce training.
- GEO facilities making decisions relative to instructional operations.
- Due to self-report of employee exposed to a confirmed case of COVID-19, followed guidelines as if a confirmed case relative to impacted employees, closed San Angelo campus on March 26th for disinfecting processes on Monday, March 30th. Reported status to employees and media.
- On March 27th, seek Major Resolution Delegation for COVID-19 delegating additional authorities to President beyond existing authority to act in place of Board but to notify Board.

COVID-19 RESPONSE STATUS #8



COMPLETED/UPCOMING DECISIONS



- **Responding to national, state and local actions taken.**
- Transitional decisions needed as moving into Stage 2 - reported cases in service area.
- Items to be included on the Legislative Budget Board request for related expenditures to COVID-19 and estimated lost revenue for FY2020. First report April 9; next in May.
- Health Professions Pinnings and Commencement:
 - Pinnings week of May 4th
 - San Angelo Drive-Thru Graduation Celebration May 7
 - Big Spring/Lamesa/SWCD Drive-Thru Graduation Celebration May 8
 - Howard Cottage Graduation
- All campus events postponed and to be determined for final cancellation.
- Howard Cottage: consideration of re-opening for student parents and faculty serving in first responder roles /reopened.
- Time-frame to resume normal operations - as information is available /Semester end based on Governor's order
- Extension of registration for summer and fall. Fall registration opened April 28

COVID-19 RESPONSE STATUS #8



COMPLETED/UPCOMING DECISIONS



- Periodic needs to return to campus (for some employees).
- Registration schedules.
- Responses to students.
- Contractors delivering services, construction.
- Federal work-study students.
- Finalizing compensation plans /Altered operations working plan implemented.
- **Purchasing of resources to support students or operations during altered operations status.**
- Approach to 2021 budget and ongoing projects.
- 2022-2023 LAR submitted September 18th.
- Trustee election - May 2nd or move to general election on November 3rd, as allowed by Governor. Cancellation due to candidate withdrawal. Ben Zeichick appointed to the vacancy and sworn in on August 3, 2020.
- Instructional mode for Mini and Summer sessions.
- Tuition and fees refund or credit requests.
- Refund or credits request related to room and board.
- Consideration of Incompletes and/or Pass/Fail options being discussed at the state level.
- **Consideration of additional infrared thermal screening stations and air purifiers for campuses as needed. CARES funding will cover this cost.**

COVID-19 RESPONSE STATUS #8



COMPLETED/UPCOMING DECISIONS



- Responding to needs of students located in remote areas without robust internet.
- Completion of CTE course requirements deemed difficult to accomplish virtually.
- Completion of Health Professions program requirements in some fields if COVID-19 spreads in the service area.
- Focusing on cybersecurity as advancement of virtual, remote altered operations continues.
- **Potential actions being taken at state level impacting budgets as economy being strained.**
- Increasing simulation as needed.
- **Working with donors interested in providing support for students/employees struggling.**
- Determination of essential services positions required to be on-campus in the event "stay-at-home" measures are mandated /Select groups have been working on campus from the beginning of the stay-at-home actions. (LBB report requirement)
- Updating of Continuity Plan.
- Inventory of potential items that could be used for medical community if needed.
- Completion of state reports within extended deadlines following "stay-at-home" mandates.
- Adjusting budget due to reduced revenue if necessary. Community colleges were not affected by 5% reduction for FY21.
- Athletic seasons adjusted as needed based on NJCAA guidelines.
- Post-season format determined for Region V.
- Transition from Zoom classes to Face-to-Face for some courses on Big Spring campus.
- **Spring Break decision.**

COVID-19 RESPONSE STATUS #8



COMPLETED/UPCOMING DECISIONS



- Devising Open Howard College plan to align with Opening Up America Again and Open Texas efforts.
 - Howard College/SWCD masks designed and given to employees.
 - Slow, methodical, structured phasing of employees returning to sites with sensitivity to vulnerable populations and childcare/home-schooling impact.
 - May 11 target date.
 - Monitoring impact of Open Texas in area as we Open Howard College.
 - Incorporating best practices, following state guidelines for higher education.
 - Health Profession Faculty providing guidance.
 - August 9th target date for Phase IV.
 - **Updating Open Howard College plan as state and local guidelines change and adjustments are needed.**
- **Consideration of Prison education programs and delivery are under discussion with prison leadership.**
- **Daily decisions being made in regard to actions necessary for reported or determined exposures or confirmed cases.**
- **Re-opening of rentable spaces under consideration and implementation in some cases.**
- Testing for residence hall students being finalized utilizing CARES funding.
- Phasing approach for spring dorm move-in.
- **Planning events for pandemic format until Fall 2021.**

Tough
Times
Don't Last...

Tough
Community
Colleges
Do!



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