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
STAGE 2: COVID-19 Confirmations

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

<table>
<thead>
<tr>
<th>Month</th>
<th>Tom Green</th>
<th>Dawson</th>
<th>Howard</th>
<th>Martin</th>
<th>Concho</th>
<th>Coke</th>
<th>Kimble</th>
<th>Menard</th>
<th>Schiecher</th>
<th>Glasscock</th>
<th>Irion</th>
<th>Sutton</th>
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<td>132</td>
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<td>395</td>
<td>722</td>
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<td>26</td>
<td>53</td>
<td>9</td>
<td>10</td>
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STAGE 2: COVID-19 Active Cases

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

<table>
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<tr>
<th>County</th>
<th>9-Oct-20</th>
<th>14-Oct-20</th>
<th>21-Oct-20</th>
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<tbody>
<tr>
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<td>15</td>
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<td>Coke</td>
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<td>Menard</td>
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<tr>
<td>Iron</td>
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<tr>
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<td>Sterling</td>
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</tbody>
</table>
COVID-19 RESPONSE STATUS

STAGE 2: COVID-19 Recoveries

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

- Sterling
- Sutton
- Irion
- Glasscock
- Schleicher
- Menard
- Kimble
- Coke
- Concho
- Martin
- Howard
- Dawson
- Tom Green

<table>
<thead>
<tr>
<th>County</th>
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<th>14-Sep-20</th>
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<tr>
<td>Menard</td>
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<tr>
<td>Schleicher</td>
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<tr>
<td>Glasscock</td>
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</tr>
<tr>
<td>Irion</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Sutton</td>
<td>74</td>
<td>71</td>
</tr>
<tr>
<td>Sterling</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>
• 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.
COVID-19 RESPONSE STATUS #6

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, and now twice monthly and 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
  ◦ 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
COVID-19 RESPONSE STATUS #6

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
  ◦ 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)
• 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.
COVID-19 RESPONSE STATUS #6

INSTRUCTIONAL 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

- 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.
COVID-19 RESPONSE STATUS #6
INSTRUCTIONAL PLANNING, PREPARATION, AND DEPLOYMENT
MARCH 30 - APRIL 30, MAY 1-31, JUNE 1-JULY 27, JULY 28-AUGUST 27, AUGUST 28-SEPTEMBER 25

• 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.

• 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.
COVID-19 RESPONSE STATUS #6

INSTRUCTIONAL PLANNING, PREPARATION, AND DEPLOYMENT
MARCH 30 - APRIL 30, MAY 1-31, JUNE 1-JULY 27,
JULY 28-AUGUST 27, AUGUST 28-SEPTEMBER 25

• San Angelo Continued:
  ○ 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.

• 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.
COVID-19 RESPONSE STATUS #6

INSTRUCTIONAL PLANNING, PREPARATION, AND DEPLOYMENT
MARCH 30 - APRIL 30, MAY 1-31, JUNE 1-JULY 27, JULY 28-AUGUST 27, AUGUST 28-SEPTEMBER 25

• Big Spring continued:
  ○ 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.

• SWCD:
  ○ Classes are meeting face-to-face. All safety protocols being followed.

• FCI and GEO:
  ○ Prison programs begin to re-open.
  ○ 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.
COVID-19 RESPONSE STATUS #6

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

- 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.
COVID-19 RESPONSE STATUS #6

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

• 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.
COVID-19 RESPONSE STATUS #6

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

- 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.
COVID-19 RESPONSE STATUS #6

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: MARCH 30 - APRIL 30, MAY 1-31, JUNE 1-JULY 27, JULY 28-AUGUST 27, AUGUST 28-SEPTEMBER 25

• 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.
COVID-19 RESPONSE STATUS #6
COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: MARCH 30 - APRIL 30, MAY 1-31, JUNE 1-JULY 27, JULY 28-AUGUST 27, AUGUST 28-SEPTEMBER 25

• 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.

• 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.
• 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.
• 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 and August 18, 2020 and for the institutional grant on July 20, 2020 and September 3, 2020.
  ○ Staff working in office on campus and rotating schedules where needed to accommodate social distancing guidelines.
• Financial aid continued:
  ◦ 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.
  ◦ 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.
COVID-19 RESPONSE STATUS #6
COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: MARCH 30 - APRIL 30, MAY 1-31, JUNE 1-JULY 27, JULY 28-AUGUST 27, AUGUST 28-SEPTEMBER 25

• 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.
COVID-19 RESPONSE STATUS #6
COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: MARCH 30 - APRIL 30, MAY 1-31, JUNE 1-JULY 27, JULY 28-AUGUST 27, AUGUST 28-SEPTEMBER 25

• Recruitment/Outreach/Marketing continued:
  ○ Worked with financial aid to get honor scholarship awards out to the school districts that turned in their honors form.
  ○ 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.
  ○ Making contact with ISDs to plan virtual and in-person visits based on school guidelines for visitors on campus.
  ○ Scheduling FAFSA nights – both in person and virtual – with area school districts.
  ○ 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.
COVID-19 RESPONSE STATUS #6

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: MARCH 30 - APRIL 30, MAY 1-31, JUNE 1-JULY 27, JULY 28-AUGUST 27, AUGUST 28-SEPTEMBER 25

• Business Office:
  ◦ 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 COVID-19 report to the LBB. Submitted third, fourth, fifth, and sixth (utilizing new, revised template) 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.

• 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.
COVID-19 RESPONSE STATUS #6

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: MARCH 30 - APRIL 30, MAY 1-31, JUNE 1-JULY 27, JULY 28-AUGUST 27, AUGUST 28-SEPTEMBER 25

• 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.

• Athletics:
  ◦ Adjusting seasons based on NJCAA guidelines.
  ◦ Game schedules have been condensed to the spring except for rodeo.
  ◦ Post-season format determined.

• 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 #6
COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: MARCH 30 - APRIL 30, MAY 1-31, JUNE 1-JULY 27, JULY 28-AUGUST 27, AUGUST 28-SEPTEMBER 25

• 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.

• 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.
  ◦ Quarantine plan developed for all dorms.
  ◦ Arrangements made with Great Western Dining to manage health/safety guidelines in cafeteria.
Residence Halls continued:

- 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.
COVID-19 RESPONSE STATUS #6

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 #6

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?
COVID-19 RESPONSE STATUS #6

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 #6

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.
• 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 #6

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.
• 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
• 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.
• 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.
• Spring Break decision.
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.

Phasing approach for spring dorm move-in.
Tough Times Don't Last...

Tough Community Colleges Do!

#hawksflytogether
Deaf Awareness Week

SEPTEMBER 27-30

ACTIVITIES:

• **Sunday, 9/27 - 10:45am**: Interpreted Church Services at First Baptist Church. Shuttle to and from church provided.

• **Monday, 9/28 - 8:00pm**: Movie Night “Beautiful Sound of Love” in MSC.

• **Tuesday, 9/29 - 7:30pm**: Meet and Teach at HC Fireplace Room. Deaf Awareness Week Proclamation. DAW History, Manual Alphabet/Basic Signs Q and A - ASL story (using only the manual alphabet) Freebies and prizes

• **Wednesday, 9/30 - 8:00pm**: Movie Night “The Deaf Club” in MSC
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**Fall 2020 Certified Enrollment**

- **Fall 2020 vs Fall 2020 % diff % diff %**
  - *Big Spring & BS Online Only:* 619 590 95.32% (29) -4.68%
  - *San Angelo & SA Online Only:* 1,317 1,170 88.84% (147) -11.16%
  - *BS Dual Credit:* 845 765 90.53% (80) -9.47%
  - *SA Dual Credit:* 1,368 1,043 76.24% (325) -23.76%

**SW SWCID**

- Fall 19 Certified 63 Fall 20 Certified 46 0 46 -26.98%
- BS Big Spring - 1 1 1 100.00%
- BS Dual Credit 16 20 0 20 75.00%
- SA San Angelo - 1 1 1 100.00%

**SW Total**

- 79 68 0 68 -13.82%

**District Total**

- 4,379 3,765 - 3,765 -14.02%
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<tr>
<th>Campus Code</th>
<th>Campus</th>
<th>Contact Hrs Fall 19 Certified</th>
<th>Academic Hrs Fall 20</th>
<th>Technical Hrs Fall 20</th>
<th>Total Estimated Hrs Fall 20</th>
<th>% Difference</th>
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### Fall 2020 Certified Contact Hours

- **Fall 19 Certified**
- **Fall 20 Certified**
- **% Diff**

### Funded Contact Hours

- **Funded Fall 19**
- **Funded Fall 20**
- **% Diff**

### SWCID Contact Hours

- **Fall 19 District Total**
- **Fall 20 District Total**

### Other Notes

- *Due to 3-Peats or excessive college prep hours*
- Fall 19: 644,528
- Fall 20: 586,032
- Big Spring & BS Online Only: 148,064
- San Angelo & SA Online Only: 266,496
- Lamesa: 150,272
- Big Spring: 117,680
- San Angelo: 247,184
- Lamesa: 68,192
- SA Dual Credit: 98,928
- Total: 197,408
- 16,736
- 11,248
- 86,032
- 68,192
- 98,928
## General Studies/Career Technical Education by Campus

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## Fall Enrollment

General Studies/Career Technical Education by Campus

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DEPARTMENTAL BUDGETING AND PURCHASING FOR SUPPLIES AND EQUIPMENT

Each department is responsible for submitting, justifying, and controlling its budget. Budgetary information is available online. Departments should normally use this method of securing budget information. Upon special request, when this method is unavailable or not practical, a report of unencumbered balances is sent to each budget area on a monthly basis. This record should be maintained within each department.

When a need to purchase arises, the following procedures will be followed:

SALES TAX EXEMPTION STATUS

The college is a qualified organization under the Texas Tax Code and is exempt from the payment of Texas sales tax. An employee must always communicate the college’s tax exempt status to a vendor via a Texas Sales and Use Tax Exemption Certification form or other number used by the vendor to identify the tax exempt status of the college. Special care should be exercised when an employee initiates petty cash or P-Card transactions to ensure that sales tax is not charged.

If a vendor applies sales tax to a purchase, the employee must request that the vendor remove the tax. The college will not reimburse unremoved sales tax, and the employee must immediately repay the amount of the tax to the college. Unresolved sales tax repayments will be deducted from employee pay checks through payroll deduction.

Employees may not negotiate, sign master tax exempt forms or request additional identification numbers with vendors. Because tax exempt purchases must be related to the college’s exempt functions, an employee may not use the college’s tax exempt status for personal purchases.

PROCUREMENT CARD

The purpose of the Procurement Card Program is to provide the district with an efficient and controllable method of making small dollar commodity, service, routine, and travel purchases. The district will issue cards via an approved provider.

The card will be primarily used in place of petty cash, small regular purchase orders, blanket purchase orders (where sales are made over-the-counter), and emergency purchase orders.

The procurement card shall be used for the following:

1. Any transaction that does not exceed the cardholder's transaction limit.
2. Over-the-counter type retail purchases normally made using a charge account.
3. Travel-related purchases in compliance with the district's travel policy.
4. Any other business related purchase as long as the vendor accepts credit cards, and/or the goods/services purchased are covered under a district supply contract.

The Purchasing Department may periodically update staff of any commodities that cannot be purchased with the procurement card or any other necessary procedural changes. All other purchases are to be made using standard purchasing procedures.

To obtain a procurement card, please contact the Purchasing Department. The Chief Business Officer will tell you how to obtain a card. Please note that before you are issued a card, you must participate in a short training exercise. In this exercise, you will be given examples of when the procurement card may be used and how to properly reconcile your monthly charges.

Procurement Card Reconciliation Procedures

(a) Each cardholder must properly reconcile their monthly procurement card charges so that Accounts Payable may pay the district’s charges. Proper reconciliation means to assign the proper account number and descriptions to each charge via the card provider’s online system, and then to submit a statement of charges printed from this system with all itemized receipts/invoices.

(b) Online reconciliations are the sole responsibility of the cardholder. Online reconciliations must be completed by the 10th of each month. In the event that the 10th falls on a weekend or holiday, the reconciliation must be completed on the next working day following the 10th. Hard copies are due in the Accounts Payable office no later than the 12th of the month for the Big Spring and SWCD sites and the 15th of the month for the Lamesa and San Angelo sites. The cardholder should keep a copy of the reconciliations and receipts for their records.

(c) It is extremely important that cardholders check and perform a preliminary reconciliation on their account at least weekly. This ensures that there are no fraudulent charges and/or problems. If a user identifies such a problem, he/she should notify the Chief Business Officer immediately. Fraudulent charges not identified by the cardholder in a timely manner that result in the College being charged may be the responsibility of the cardholder. In these cases, failure to make cash reimbursement may result in funds being deducted from the user’s salary. Exceptions can only be approved by the College President.

(d) As part of the reconciliation process, cardholders shall ensure that they have submitted an itemized invoice from the vendor for each purchase. An itemized invoice is one that shows (1) a description on each item purchased, (2) quantity of items purchased, (3) and the price of each item. A credit card receipt will not be accepted as an invoice.

(e) Cardholders shall ensure that their monthly statement does not include Texas State Sales Tax and/or Use Tax.

(f) No personal charges are allowed on the district’s procurement card. Personal charges made on the procurement card may be cause for loss of card privileges, disciplinary action, and/or termination of employment. A personal charge requires an immediate cash reimbursement. No exceptions. Personal charges not immediately reimbursed may result in a corresponding payroll deduction for the amount of the personal charges.
Failure to Properly Reconcile Procurement Card
(a) The lack of an itemized invoice may result in a 30 day suspension of the procurement card. A second offense may result in a year’s suspension. Exceptions can only be approved by the Chief Business Officer or the President.
(b) If tax is charged and the user fails to have tax removed, Accounts Payable shall notify user that tax is owed. If user does not have proper accounts credited by the 5th of the following month, user must immediately make a cash reimbursement to the College. Failure to make cash reimbursement shall result in funds being deducted from user’s salary with no chance of recovery. Exceptions can only be approved by the Chief Business Officer or the President.
(c) If the user fails to provide proper documentation, including but not limited to itemized receipts, the funds may be deducted from the user’s salary with no chance of recovery.
(d) A user who fails to complete the online reconciliation or who hands in the reconciliation after the date due may have their procurement card suspended for 30 days. A second offense may result in a year’s suspension. Exceptions can only be approved by the Chief Business Officer or the President.

PURCHASE ORDER REQUISITIONS
(a) The requisition initiates the purchasing process by informing the purchasing department of each department’s needs. Used properly it can save the college duplication and money through proper planning on departmental levels.
(b) The requisition must contain complete information and specifications because the requesting departments are the only ones that know exactly what they need. All pertinent information should be given (size, weight, etc.).
(c) Purchase authorization is automatically forwarded to the appropriate authorization level by the college’s purchasing software.
(d) Department requisitions should be prepared far enough in advance so as to not create “RUSH” or “EMERGENCY” orders. This will allow the purchasing department sufficient time to secure competitive bids for the best goods or services in a timely manner.
(e) The requisition number is electronically retained in the computer system for tracking purposes.
(f) Employees should be aware of and follow all college purchasing policies. Purchase requests that have not followed purchasing procedures will be rejected for corrective action by the purchasing department. Normal processing time for the purchasing department after receiving a properly completed purchase request to the time of mailing the purchase order should be three days or less. If a purchase request requires a check for processing, allow at least one week for processing. If this is unacceptable, please contact the purchasing department regarding an emergency purchase. Employees are urged to take into consideration the amount of time needed to process purchase requests through the various offices. Employees should submit their request far enough in advance to allow for this processing time and the possibilities of those persons required to approve their purchase requests being out of their offices on some occasions.
(g) Excluding emergency purchases, a purchase order requisition must be in place prior to receiving goods and/or services. Failure to do so may result in the return of goods or the employee being responsible for incurred charges.

When to Requisition
(a) Requisitions for goods or services costing less than $10,000 will be handled as follows:
1. It is not required to have exact pricing to complete a purchase requisition. If exact pricing is not available, the requisition may be submitted with estimated pricing. The estimated prices should be as accurate as possible.
2. All capital outlay items must be budgeted in the annual budget. Capital items which are not approved in the annual budget must be approved by the Chief Business Officer. (Any single item costing $5,000 or more with a useful life of one year or more is defined as capital outlay.)
3. Bidding and price quotation procedures are as follows:
   (1) Spot Purchases: For items costing less than $5,000, comparison shopping is encouraged. Purchases in this category will be made in an appropriate manner considering relevant information, expediency, efficiency, and best value to the District. When appropriate, the District may require comparison shopping and documentation for spot purchases.
   (2) Formal Quotes: For items costing $10,000 or more, written, emailed or faxed bids, signed by an authorized representative of the company, must be obtained. Three quotes are preferred whenever possible. This information will be required with the requisition.
   (3) Formal Quotes: For items costing $10,000 but less than $50,000, written, emailed or faxed bids, signed by an authorized representative of the company, must be obtained.
   (4) Bids of $50,000 or more must be purchased in accordance with State law by an approved procurement method including public advertisement, if required. Approved competitive bid methods may include competitive bidding, competitive sealed proposals, request for proposals, (for other than construction services), interlocal contracts or any other method allowed by State law. Requisitions and specifications for goods or services costing $50,000 or more should usually be submitted to the purchasing department eight (8) weeks prior to their needed date in order to give sufficient time to the bidding and approval process. The department requesting the purchase is usually responsible to provide specifications for the item being purchased. The date set for the monthly Board of Trustees meeting may be a factor in determining how long to allow for a purchase 50,000 or more. In some cases, items purchased under approved alternate procurement processes may take less time to process due to the fact that the competitive bidding process may have already been met.
Special Vendor Restrictions

The college may impose additional restrictions on individual vendors when difficulties in purchasing, billing, and/or reconciliation of accounts cannot be handled by standard operating procedures. For a list of vendors that fall into this category, please contact the Howard College Purchasing Department.

How to Complete a Requisition

(a) The requisition must be input in the college online purchasing system. The purchasing system will automatically forward the requisition to the appropriate authority level for approval.

(b) The information that should be included, if known, is as follows:
   1. Account Number to charge.
   3. Item No., Quantity, and Description of item/items.
   4. Quotes or prices as required by section 3 above. This information is to be placed in the description section of the purchase requisition with an information designation.
   5. If required by section 3 above, formal quotes signed by an authorized representative of the company are required from three (3) separate vendors. This information is to be placed in the description section of the purchase requisition with an information designation.
   6. Name of individual name making request
   7. Any information that is felt to be pertinent to the purchase should be included in the description section of the requisition designated as information only.

(c) SOLE SOURCE REQUISITIONS

On rare occasions requisitions for goods or services may be available from only one source. Before a purchase order will be issued as a sole source purchase, the company must provide a sole source letter on the company’s letterhead, signed by an authorized representative of the company.

Funds budgeted for departmental capital outlay items that remain unspent and unencumbered on February 15 each year will automatically revert to the respective fund. Funds budgeted for teaching supplies that remain unspent and unencumbered as of June 15 will also revert to the general fund.

PETTY CASH PROCEDURES

Petty cash funds for occasional purchases are available to college employees for small expenditures only when other means of purchasing are not appropriate or practical. The petty cash used for these expenditures must be disbursed from the site Business Office and is limited to $250. In extraordinary circumstances, administrative cabinet approval may be given to exceed this limit and must be given in advance and in writing.

The use of petty cash to purchase is not intended to take the place of the district’s standard purchase order system and therefore should not be used on a routine basis. Allowable petty cash purchases are limited to immediate need situations where the ability to plan for the purchase was impractical.

Employees should use tax exemption certificates (available in the District accounting office) when making petty cash purchases. Sales tax will not be reimbursed. A receipt, invoice, or other supporting documentation must be presented to the business office not later than the next business day following the expenditure.

DEPARTMENTAL CHANGE ACCOUNTS

Selected departments may be issued small amounts of cash to make change for small cash receipts. Examples of this are the Library to make change for book fines, Cosmetology to make change for cash pay customers, or concession stands to make change for cash purchases. These accounts are not to be used to make purchases for the college. Deposits must be made to the business office from these Departmental Change Accounts as required by College Policy and Procedures.

CONTRACTS

Contracts concerning agreements between the college district and vendors may be made only with the written approval of the President or Board of Trustees. Contracts for services to be performed by or for the district are to be signed by the President or designee.