

## Follow-Up to July 23, 2020 Emergency Meeting

### *Exercise of Grant of Authority by the District President*

#### **Background:**

On March 17, 2020, the Board of Trustees held an emergency board meeting pursuant to Texas Government Code §551.045. Upon motion and vote, the Board granted authority to the District President to implement measures as needed for the health, safety, and well-being of Collin College students and employees, secure the College's academic integrity, and support the ongoing operations and workforce of the College, in light of the COVID-19 pandemic.

On July 23, 2020, the Board of Trustees held another emergency board meeting pursuant to Texas Government Code §551.045. Upon motion and vote, the Board extended the grant of authority to the District President to once again implement measures as needed in light of the continuing COVID-19 pandemic. The grant of authority to the District President extends through **January 31, 2021**.

#### **Authority Granted**

To continue responding in a timely manner to meet the unexpected needs of the College during the COVID-19 pandemic and to prepare for any future state actions, the District President was granted authority to take actions within the existing Board-approved budget to address business and academic continuity priorities while responding to the pandemic emergency, including:

- In the event another shelter-in-place state order is issued, or similar government measures are implemented, examine and ensure continuity of pay on a temporary basis until the next regularly scheduled or emergency Board meeting for all College employees for regularly scheduled work hours at the normal rate of pay, when it is determined that employees should not be present on campus and when neither telecommuting nor working on campus are viable options, or similar personnel actions are warranted;
- Authorize the modification of class schedules, academic calendars, events such as graduations, pinnings, and other gatherings, and related matters as needed;
- Authorize the purchase of additional licenses, as required, for vendors such as Zoom, Proctor-U, Canvas, and other resources necessary;
- Authorize the implementation of other academic and administrative measures clearly related to continuing operations of the College and ensure that the College may expend necessary funds in connection with the implementation of those measures;
- Issue certain refunds of fees or other expenses, as deemed appropriate in response to emergency declarations within Collin County and the College's service area; and
- Authorize the purchase of additional Personal Protective Equipment and sanitization supplies, as needed to maintain the college facilities.

**Question:** How has the District President continued to exercise the grant of emergency authority?

**Answer:** The District President has exercised the grant of emergency authority through the development or implementation of the following **additional** actions (**noted in bold font**):

Area	Date(s)	Action
Academic	March 18, 2020	Transfer of a significant majority of courses to online/distance learning format. Submitted and received approval verification from SACSCOC on March 23, 2020.
Academic	March 19, 2020	Revised 2019-2020 Academic Calendar, with appropriate notification to SACSCOC.
Academic	March 18, 2020 and ongoing	Directed the creation of comprehensive plan to ensure that all students complete spring 2020 courses.
Academic	April 2, 2020	Extension of course withdrawal date (to April 17).
Academic	May 22, 2020	Postpone spring graduation ceremony and implement alternative plan to celebrate our graduates in June 2020.
Academic	April 2, 2020	Resisted external influences to change grading system. Collin College continues to use the normal grading system for all classes.
Academic	April 2, 2020	Directed process for moving Maymester and early Summer semester courses to an online format.
Academic	April 10, 2020 and ongoing	Collaborated to petition Congress to reauthorize and provide increased funding for the National Science Foundation's (NSF's) Advanced Technological Education (ATE) program in order to position the college to respond to the effects of the COVID 19 pandemic on the economy and workforce.
Academic	April 8, 2020 and May 2020	Implemented plan for completion of CTE/workforce courses/and certain healthcare programs in accordance with TACC guidance.
Academic	May 15, 2020	Implemented plan to have two summer sessions conducted in online/distance learning format. The second five-week summer session will be offered as a combination of both in-person and online classes, with continued safety conditions in place.

Academic	May 15, 2020	Developing plan to conduct a Fall semester under more “normal” operations with expanded online course offerings.
Financial	April 7, 2020	Bond sale of \$350 million cash at 2.657% for a debt of \$302.7 million over 20 years, with a premium of \$49.4 million.
Financial	March 18, 2020 and ongoing	Directed tracking of emergency expenditures and coordination for seeking stimulus funding under the Higher Education Emergency Relief Fund of the federal CARES Act. Estimated total funding for the College is anticipated to be \$10.7 million.
Financial	April 17, 2020 and May 5, 2020	Grant submission for Collin College for the Higher Education Emergency Relief Fund validated and retrieved by Grants.gov for Emergency Grant Assistance for Collin College students in the amount of \$5,395,456.00. Process developed to be administered through Financial Aid, Student and Enrollment Services, and the Business Office. Email notices with instructions for students to obtain relief grants sent to eligible students on May 5, 2020.
Financial	May 6, 2020	Grant submission for Collin College for the Higher Education Emergency Relief Fund validated and retrieved by Grants.gov for Emergency Grant Institutional Funding to defray costs associated with changes to the delivery of instruction due to COVID-19 pandemic and other expenses.
Personnel	March 18, 2020	Continuity of pay for all faculty, staff, and student employees.
Personnel	March 18, 2020	Granted supervisors authority to allow telecommuting/work-from-home, as appropriate.
Personnel	March 18, 2020	Suspension of staff travel and conference attendance.
Personnel	March 24-26, 2020	Provided designation letters to essential staff to allow them to work on campuses or work sites.

Personnel	March 27, 2020 and ongoing	Allowed supervisors to adopt modified work schedules for essential facilities, police, and other staff to work on-site, while observing social distancing.
Personnel	April 2, 2020	Extended campus closure through May 4, 2020, with continuity of pay.
Personnel	March 23, 2020 and ongoing	Continued search committees and hiring of essential administrators, staff, and faculty for new campuses, while delaying other college-wide hiring.
Personnel	May 15, 2020	Implemented phased Recovery Plan for Employee Operations with resources for a planned reopening of campus operations and the return of full-time staff to onsite work no later than June 1, 2020.
Personnel	June 1, 2020 and ongoing	Lifted temporary hiring freeze for positions already budgeted.
<b>Personnel</b>	<b>September 1, 2020</b>	<b>2020-2021 Budget change for general pay adjustments for full-time staff and faculty, part-time staff, adjunct faculty, and student employees.</b>
Operations / Administrative	March 18, 2020 and ongoing	Collaborated with AECOM and construction managers to continue essential infrastructure construction work during COVID-19 pandemic crisis on Phase 1 and 2 projects (currently on schedule), student housing remediation (to be completed by mid-July), and Phase 3 and 4 projects.
Operations / Administrative	March 18, 2020	Declared libraries, math, and computer labs to remain temporarily operational.
Operations / Administrative	March 19, 2020	Declared campuses closed effective March 19 at 3:00 p.m. through March 22, 2020; extended closure of the campuses through April 6, 2020 based on the Governor's executive order.
Operations / Administrative	March 19, 2020 and ongoing	Allowed students the option to remain in campus housing.
Operations / Administrative	March 19, 2020 and ongoing	Continued meals for students who remained in campus housing.

Operations / Administrative	March 23, 2020 and ongoing	Donation of PPE supplies to hospital clinical partners.
Operations / Administrative	March 23, 2020 and ongoing	Loaning ventilator equipment to hospital clinical partners under agreements.
Operations / Administrative	April 2, 2020 and ongoing	Implementation of mitigation plan to address COVID-19 reported cases.
Operations / Administrative	April 2, 2020	Extended work from home and campus closure through May 4, 2020.
Operations / Administrative	May 15, 2020	In conjunction with phased Recovery Plan for Employee Operations, travel restrictions to remain in place until September 1, 2020.
Operations / Administrative	May 15, 2020	Conference services and facilities rentals to remain closed until September 1, 2020.
Operations / Administrative	June 1, 2020	Student housing application process commenced with online submissions starting June 15, 2020.
<b>Operations / Administrative</b>	<b>July 2020</b>	<b>Conference services and facilities rentals to remain closed until January 26, 2021, and employee travel restrictions to remain in place until January 2021.</b>
Technology	March 18, 2020 and ongoing	Invested in new online resources, including procurement of VPNs, and T-Mobile hotspots (some of which were delivered to our dual credit high schools).
Technology	March 20, 2020 and ongoing	Set up hotline for students who needed help with technology needs and Internet access.
Technology	March 27, 2020	Established “Wi-Fi Drive-Ins” at Frisco and McKinney campuses.
Technology	March 30, 2020 and ongoing	Implementation of test proctoring system through Honorlock and other software.
<b>Technology</b>	<b>September 2020</b>	<b>Approval of purchase of 50 laptops to be made available per semester for student use, through CARES Act funding.</b>

**Resource:**

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