



**NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold an Emergency Meeting on Thursday, July 23, 2020, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC").**

**Locations**

Collin Higher Education Center  
McKinney, Texas

Courtyard Center  
Plano, Texas

Frisco Campus

McKinney Campus

Plano Campus

Public Safety Training Center  
McKinney, Texas

Rockwall Center

Technical Campus  
Allen, Texas

Wylie Campus

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[www.collin.edu](http://www.collin.edu)

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**In accordance with Texas Government Code Section 551.045, an emergency and urgent public necessity exists due to the COVID-19 pandemic for the Board to meet. As required by state law, this meeting is open to the public, but please exercise public health precautions when considering whether to attend. The District may utilize social distancing efforts within the Board Room to reduce physical proximity of attendees. Therefore, members of the public who wish to watch the Board meeting in real time via live stream may do so by clicking on the "Live Stream and Videos" tab at the following link:**

**[https://www.collin.edu/leadership/board\\_of\\_trustees.html](https://www.collin.edu/leadership/board_of_trustees.html).**

**CONVENE EMERGENCY MEETING: 5:00 p.m., Board Room 139, CHEC.**

1. Certification of Notice of the July 23, 2020 Meeting of the Collin County Community College District Board of Trustees

**ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION**

**Adjournment to Board Conference Room 135, CHEC, for closed or executive session pursuant to the Texas Government Code Chapter 551.001 *et seq.*, to wit: Section 551.074 - Personnel Matters**

a. Discuss employment, duties, and/or evaluations of college staff and/or faculty

Section 551.071 - Consultations with Attorney

a. Discuss and receive legal advice regarding pending or contemplated litigation

b. Consultation with college's attorney on a matter in which the attorney has an ethical duty of confidentiality

**RECONVENE EMERGENCY MEETING: 6:30 p.m., Board Room 139, CHEC.**

Reconvene into regular session and take any action necessary as a result of the closed or executive session.

1. Pledges of Allegiance

**PUBLIC COMMENT**

Public comment cards are available and accepted on-site for one hour prior to the start of the meeting. Comment cards are not transferable to other speakers. Citizens may address agenda or non-agenda items in their public comments. Comments addressing agenda items will be heard at the beginning of the meeting, in order of the corresponding agenda item, for the allotted thirty minutes or until all agenda-related comments have been heard. If time remains within the allotted thirty minutes, comments addressing non-agenda items will be heard. All comments related to non-agenda items that are not heard during the allotted thirty minutes will be heard at the end of the Board Meeting. Speakers who submit public comment cards may have up to three minutes to address the Board. No presentation shall exceed three minutes, unless a translator is required, in which case up to six minutes can be used. The Board encourages but does not require delegations of more than five individuals to appoint one person to present the delegation's views before the Board.

**CONSIDERATION OF ACTION ON AGENDA ITEMS**

2020-07-1

Consideration of Approval of the Collin College Fall 2020 Restart Plans for Face-to-Face Courses with Expanded Hybrid/Blended and Fully Online Course Offerings

2020-07-2

Consideration of Approval Granting Extension of Temporary Authority to the District President to Implement Measures as Needed for the Health, Safety, and Well-being of College Students and Employees, Secure the College's Academic Integrity, and Support the On-going Operations and Workforce of the College

2020-07-3

Consideration of Approval and Authorization to Negotiate and Execute a Contract to Provide Telehealth Benefits for Collin College Students, Adjunct Faculty, and Part-time Staff Employees

2020-07-4

Consideration of Approval and Authorization to Develop and Implement a Pilot Paid Sick Leave Plan for Adjunct Faculty

2020-07-5

Consideration of Approval and Authorization to Establish a Budget with Funds from Fiscal Year 2020 Reserves to Provide Merit Pay for Selected Personnel Related to COVID-19 Responses

**PUBLIC COMMENTS** *(If required in accordance with HB 2840.)*

**INFORMATION REPORTS**

Summer II Face-to-Face Course Update

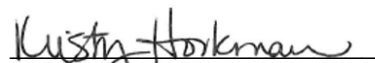
Administration's Response to the June 30, 2020 Faculty Council Resolution

**PRESIDENT'S AND BOARD ANNOUNCEMENTS**

Comments on: Workshops, Seminars, and Conferences taking place at the College; Awards Received; Accomplishments, Appointments at the Local, State, and National Level; Published Articles and Newspaper Reports; and Upcoming Events.

**ANNOUNCEMENTS/ADJOURNMENT**

*Dr. J. Robert Collins  
Chairman, Board of Trustees*

  
For the Board of Trustees

**Collin County Community College District Board of Trustees**

2020-07-1

July 23, 2020

Resource: Dr. H. Neil Matkin  
District President

**AGENDA ITEM:** Consideration of Approval of the Collin College Fall 2020 Restart Plans for Face-to-Face Courses with Expanded Hybrid/Blended and Fully Online Course Offerings

**DISCUSSION:** In preparation for a robust and full complement of classes for Collin College’s Fall 2020 semester, a detailed Restart Plan has been developed that communicates the college’s commitment to student success and the efforts to maintain academic continuity and student, faculty, and staff safety during the COVID-19 pandemic.

The five campus Vice President/Provosts are charged with leading the planning and response efforts at their respective campuses, working in concert with the college’s Director of Emergency Management and Safety, Mr. Mike Messina. Guidance from the Centers for Disease Control and Prevention, the Texas Department of State Health Services, the Texas Higher Education Coordinating Board, and the Governor’s Office form the foundation of the college’s Restart Plan.

Current plans involve offering classes in a variety of teaching formats, including face-to-face courses with enhanced social distancing measures in place, and an increased offering of hybrid/blended and fully online courses.

The current number of students enrolled (headcount) for Fall 2020 totals 25,393 and 3,982,872 contact hours.

**Fall 2020 Current Status  
as of 7/22/2020**

	<b>Face-to-Face</b>	<b>Hybrid/Blended*</b>	<b>Online Only</b>
<b>Students Enrolled</b>	12,302	12,487	9,871
<b>Sections Offered</b>	1,314	2,513	920
<b>Contact Hours</b>	1,178,896	1,753,488	1,050,488

*\* Approximately 50% of each Hybrid/Blended course is taught face-to-face as a component of the college's social distancing efforts. Dual credit students will likely be moved to a Hybrid/Blended format based on ISD decisions.*

Employees and students in high-risk categories will work through Human Resources or the Dean of Students Office regarding appropriate accommodations.

Social distancing measures have been taken across all of the college's campuses and involve reducing capacity within classrooms, removing and rearranging lounge furniture, and reducing occupancy in food service areas with expanded "grab and go" options, among many other safety measures.

Collin College is a part of the National Junior College Athletic Association (NJCAA) and is following the guidelines set forth. The Fall 2020 season has been suspended by the NJCAA.

External leasing and use of college facilities will continue being suspended through January 26, 2021, with the exception of elections.

In addition to the myriad cleaning and disinfecting measures being taken to ensure safe facilities, the college is moving forward with the engineering work that was approved at the June 23, 2020, meeting of the Board of Trustees with RWB Consulting Engineers. They are providing Engineering Services for the design of air cleaning systems. Activities include performing mechanical and electrical engineering design services required to determine the potential air cleaning technology that can be incorporated into the college's existing system, which will consist of either Ultraviolet (UV) type light technology installed in the air handler, Bi-Polar Ionizers installed downstream or upstream of the air handler, or hydrogen peroxide air purification technology.

These technologies will provide important benefits on our campuses such as abating allergens, odors, bacteria, viruses, mold, fungus, dust mites, and/or static electricity in a treated air space at all ten (10) Collin College Campuses and Centers which include Technical Campus, Celina Campus, Farmersville Campus, Frisco Campus, McKinney

Campus, Plano Campus, Wylie Campus, Collin Higher Education Center, Courtyard Center, and the Public Safety Training Center.

**DISTRICT PRESIDENT'S  
RECOMMENDATION:**

The District President recommends approval be granted to adopt the Fall 2020 Restart Plan for Face-to-Face Courses with Expanded Hybrid/Blended and Fully Online Course Offerings.

**MOTION:**

“Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the adoption of the Fall 2020 Restart Plan for Face-to-Face Courses with Expanded Hybrid/Blended and Fully Online Course Offerings and Outlined Safety Measures”

***Collin County Community College District Board of Trustees***

2020-07-2

July 23, 2020

Resource: Dr. H. Neil Matkin  
District President

**AGENDA ITEM:**

Consideration of Approval Granting Extension of Temporary Authority to the District President to Implement Measures as Needed for the Health, Safety, and Well-being of College Students and Employees, Secure the College's Academic Integrity, and Support the On-going Operations and Workforce of the College

**DISCUSSION:**

In coordination with all appropriate authorities, the College has taken significant measures to prepare for, respond to, and mitigate the outbreak and spread of the novel coronavirus, SARS-CoV-2, which causes COVID-19 disease, within the College's campuses. Measures implemented are consistent with guidance from the Centers for Disease Control and Prevention and disaster and public health emergency declarations issued by the state and Collin County, as well as guidance from the Texas Higher Education Coordinating Board.

The College has a valid public purpose to consider and take appropriate measures to ensure a stable workforce and to provide continued academic and workforce programming during this extraordinary period of time. Temporary authority was granted to the District President through June 30, 2020, at the emergency meeting of the Board of Trustees on March 17, 2020.

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 of Collin College requests an extension of this temporary authority through January 31, 2021, to take actions within the existing Board-approved budget to address business and academic continuity priorities while responding to the pandemic emergency, including to:

- 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;
- To 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.

**DISTRICT PRESIDENT'S  
RECOMMENDATION:**

The District President recommends approval be granted to extend temporary authority to the District President through January 31, 2021, 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 on-going operations and the workforce of the College.

**MOTION:**

"Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves extending temporary authority to the District President through January 31, 2021, to implement measures needed for the health, safety, and well-being of Collin College students and employees, secure the College's academic integrity, and support on-going operations and the workforce of the College."

**Collin County Community College District Board of Trustees**

2020-07-3

July 23, 2020

Resource: Dr. H. Neil Matkin  
District President

**AGENDA ITEM:** Consideration of Approval and Authorization to Negotiate and Execute a Contract to Provide Telehealth Benefits for Collin College Students, Adjunct Faculty, and Part-time Staff Employees

**DISCUSSION:** COVID-19 has brought to the forefront the importance of access to healthcare. Collin College's full-time employees are provided a comprehensive package of health and other insurance coverages as a part of the State of Texas' Group Benefits Plan, but many of Collin's adjunct faculty, part-time staff employees and students do not currently have access to any health insurance benefits.

A study conducted by the American College Health Association shows that some of the top factors affecting students' academic performance (including receiving a lower grade on an exam or important project; receiving an incomplete or dropping a course; or experiencing a significant disruption in thesis, dissertation, research, or practicum work) were:

Stress 30%  
Anxiety 21.8%  
Sleep Difficulties 21%  
Cold/Flu/Sore Throat 15.1%  
Depression 13.5%

Access to healthcare can relieve a layer of stress for students and employees facing health challenges. Further, providing these types of gap services can help with the college's efforts to attract and retain students, as well as, highly qualified adjunct faculty and part-time employees.

The college has identified several telehealth providers with affordable plans that have the potential to provide important support for students, adjunct faculty, and part-time staff employees that will also bolster Collin College's goal to become the college of choice for our students and the employer of choice for our adjunct faculty and part-time staff employees.

**DISTRICT PRESIDENT'S  
RECOMMENDATION:**

The District President recommends that the Board of Trustees grant authorization for the District President to negotiate and execute a contract not to exceed \$750,000 to provide telehealth benefits on a one-year pilot basis for Collin College students, adjunct faculty, and part-time staff employees.

**SUGGESTED MOTION:**

“Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District authorizes the District President to negotiate and execute a contract not to exceed \$750,000 to provide telehealth benefits on a one-year pilot basis Collin College students, adjunct faculty, and part-time staff employees.”

**Collin County Community College District Board of Trustees**

2020-07-4

July 23, 2020

Resource: Dr. H. Neil Matkin  
District President

**AGENDA ITEM:** Consideration of Approval and Authorization to Develop and Implement a Pilot Paid Sick Leave Plan for Adjunct Faculty

**DISCUSSION:** Collin College employs approximately 885 adjunct faculty members each semester and these individuals teach approximately 43% of the total contact hours.

Approval to develop a paid sick leave plan that provides pay continuity when an adjunct faculty member is ill will provide additional support to this significant component of the college's faculty during this critical time period.

In Fall 2019, 187 adjunct faculty members missed one or more classes and approximately \$50,000 was reduced from their pay to cover the cost of substitutes.

If this authorization is granted, at the extreme, if every adjunct faculty member missed the equivalent of a week of class for one course, the cost of paying substitutes is estimated to be approximately \$150,000 per semester.

This benefit is in lieu of an increase in the adjunct pay rate for the 2020-2021 fiscal year and will assist in the college's efforts to attract and retain highly qualified adjunct faculty.

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President recommends that the Board of Trustees grant authorization for the District President to develop and implement a pilot paid sick leave plan for adjunct faculty.

**SUGGESTED MOTION:** "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District authorize the District President to develop and implement a pilot paid sick leave plan for adjunct faculty."

**Collin County Community College District Board of Trustees**

2020-07-5

July 23, 2020

Resource: Dr. H. Neil Matkin  
District President

**AGENDA ITEM:** Consideration of Approval and Authorization to Establish a Budget with Funds from Fiscal Year 2020 Reserves to Provide Merit Pay for Selected Personnel Related to COVID-19 Responses

**DISCUSSION:** Board Policy DLA(Local) outlines the college's policy related to employee performance and the process for recognizing outstanding performance among the faculty and staff.

As is recognized in the policy, some employees perform at an exemplary level by either doing significantly more than what is normally expected of the position by working on special projects of major importance in addition to assigned duties and responsibilities, or by performing their regular duties at a level that far exceeds expectations over a sustained period of time. The use of merit and bonus awards is a positive way to inspire excellence in performance and an appropriate way to reward those employees who contribute beyond expectations.

One such example occurred this spring in response to the COVID-19 pandemic. Up to fifty (50) faculty were required to return to campus following the spring semester to teach the remaining portions of certain courses that could not be completed in an online format. These faculty members worked several additional weeks, depending on the particular course, to provide an opportunity for students to complete their skills-based labs. This was above and beyond their contracted workdays. These faculty members all performed this additional work in a manner consistent with the college's Core Values and in a way that supports the college's vision of "delivering a brighter future for our students and communities."

Board Policy DLA(Local) grants the District President the authority to provide merit bonuses of up to five percent (5%) of an employee's base annual salary. If the requested budget is approved, the merit bonuses will be based on consideration of the requirements of the Spring

2020 completion plan and in recognition of the faculty members' significant contributions to our students' success.

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President requests authorization from the Board of Trustees to establish a budget with approximately \$150,000 from fiscal year 2020 reserves to provide merit bonuses for identified faculty.

**SUGGESTED MOTION:** "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District authorizes the District President to establish a budget with approximately \$150,000 from fiscal year 2020 reserves to provide merit bonuses for identified faculty."

## **INFORMATION REPORTS**

Summer II Face-to-Face Course Update

Administration's Response to the June 30, 2020 Faculty Council Resolution

## Information Item

### Re: Summer II Face-to-Face Course Update

Summer II courses are being taught in multiple modes. Some courses are being taught face-to-face while others are hybrid/blended or fully online. Faculty, staff, and students are wearing masks and adapting well to the social distancing measures that have been put in place. A summary of enrollment by instructional mode and campus is provided below:

Summer II Headcount	Face-to-Face	Hybrid/Blended	Fully Online
Plano	355	136	
Frisco	204	12	
McKinney	416	55	
Fully online			6,791
<b>Total Summer II Headcount*</b>	<b>1,061</b>	<b>582</b>	<b>6,791</b>
<b>Total Summer II Enrollment*</b>	<b>1,225</b>	<b>634</b>	<b>9,196</b>

*\*Totals include off-campus sites, such as the Public Safety Training Center*

Overall, the Vice President/ Provosts at Frisco, McKinney, and Plano report that Summer II is off to a good start. Since buildings across the campus are only open to enrolled students or students with appointments, wristbands or colored cards were distributed to students after they were checked in on the first day to speed up the process throughout the term.

The VP/Provosts and Dean of Students Office are handling a handful of students who reportedly have tested positive. While each situation is different, the notification quarantine and isolation guidelines have been established and are being followed.

Libraries are re-opening with strict safety and sanitation protocols in place. Students are reportedly coming in for services and support.

Student and enrollment services are still being offered on an appointment basis.

#### **Plano**

A pilot program was launched to allow social distancing and utilize technology to synchronously zoom courses to an adjacent classroom. Faculty have begun providing feedback, and we will continue to assess the viability of the pilot for the fall term.

#### **McKinney**

Proctors are being utilized in some English classrooms that were split to accommodate social distancing. Positive comments have been received from students to date. Hybrid/blended courses are meeting and attendance is being taken regularly.

**Frisco**

Some students are reportedly requesting accommodations to move from face-to-face courses to an online format. Accommodations are being made when appropriate or necessary.

Many students throughout the district indicate that they are happy to be back on campus.

Resource:

Dr. Toni Jenkins  
Senior Vice President of Campus Operations

## Information Item

### Administration's Response to the June 30, 2020 Faculty Council Resolution

In the matter of the Faculty Council resolution received June 30, 2020, the resolution has been considered and is accepted in part, as outlined herein. I am pleased to address any follow up questions brought forward by the Faculty Council as we continue to move forward through the current challenges.

There will continue to be information refined and shared as we move forward. The recommendations and responses follow:

#### **Recommendation 1: Administration and faculty participate in shared governance in regard to significant changes to district-wide teaching modalities.**

*Response:*

*Collin College has a long-standing history of valuing shared governance. As outlined in its statement at <https://www.collin.edu/leadership/pdf/2016SharedGovernance.pdf>, the following are responsibilities of shared governance.*

- *Serve as a steward of academic integrity and excellence*
- *Recognize and be accountable to Collin's strategic goals, as identified by the Board of Trustees*
- *Be informed on issues confronting higher education and, specifically, Collin College*
- *Share information appropriately and provide timely, constructive feedback*
- *Identify and bring forward issues impacting the ability of the College to accomplish its mission through appropriate avenues*
- *Distinguish and understand the roles and responsibilities of various units and individuals within the organizational structure of the College*
- *Interact with members of the College community in a manner consistent with Collin's Core Values*

*Collin College is an equal opportunity institution and provides educational and employment opportunities without discrimination on any basis protected by applicable law.*

*Faculty members serve the College in academic, governance, and strategic planning matters through membership and involvement in, but not limited to, College-recognized committees and task forces [Board Policy BGC(Local)].*

*Among the key responsibilities of faculty, as outlined in the faculty job description, include:*

- Teach assigned courses in accordance with the course syllabus and College policy.*
- Continue to update and revise course content and teaching methodology in order to maintain currency and relevance.*
- Maintain familiarity with current texts, materials, teaching aids and techniques relative to courses within the discipline and recommend their adoption when appropriate.*
- Actively seek ways to improve instruction.*

*As part of shared governance, faculty members have responsibility for the content, quality, and effectiveness of the curriculum. [SACSCOC 10.4] The College requires a significant amount of faculty members to support the mission and goals of the institution. [SACSCOC 6.1]. The current pandemic has not changed the mission and vision of the College. In fact, the current pandemic has reinforced the needs of our community and our resolve to provide a brighter future for our students and communities, at this, the most critical of times.*

*At this point, there are no new recommended teaching modalities. Courses will be taught in one of the currently available modalities, face-to-face, online, or hybrid/blended format. Decisions regarding the application of these modalities will be made based on the needs of the program, the students, and on protecting the health and safety of students, faculty, and staff.*

**Recommendation 2: We strongly recommend moving courses, when possible, to a fully online modality. This will help ensure the health of our students and faculty and will provide enough time to reach the pedagogical excellence that Collin College strives to achieve.**

*Response:*

*Additional online sections have been added for the fall session and many others have been converted to a blended/hybrid format. However, as discussed in the research provided in the backup to this resolution:*

- many students report they do not learn effectively in an online format;*

- *not all students have appropriate technology resources to be able to participate in an online format, despite the College's efforts to address those deficiencies; and*
- *not all courses can be taught effectively online.*

*For classes remaining in a fully or in a blended/hybrid mode, the College has taken and will continue to take appropriate precautions to protect the health and safety of the students, faculty, and staff while the COVID-19 pandemic continues to disrupt normal operations.*

**Recommendation 3: If a fully online modality is not possible, the following should be implemented:**

- a) Any faculty member who requests to teach online should be given the option**
- b) Require the use of masks by faculty, students, and staff**
- c) Require social distancing in classrooms**
- d) Provide adequate PPE, including sanitizers, gloves, masks, etc. for faculty who teach in the classrooms.**
- e) Develop a detailed plan, within the guidelines of shared governance, regarding instances where students and faculty have tested positive for COVID-19. The plan should address quarantine procedures, academic continuity, enacting FMLA, and workers' compensation.**

*Response:*

*Each of the recommendations is addressed below.*

- a) Any faculty member who requests to teach online should be given the option**

*Response:*

*To the extent that online class sections are available, faculty will be provided a preference consistent with the standards of teaching excellence that the College has used in the past. Any faculty member seeking accommodations to teach online in the fall are requested to complete the Human Resources Request for Accommodations form at (website).*

*In addition to accommodations that have been made in the past, accommodations related to the COVID-19 pandemic may be made by any faculty member who is considered to be at higher risk. This includes individuals who are 65 or older, individuals with compromised immune systems or underlying conditions such as*

*diabetes, or individuals whose household includes family members who are 65 or older or who have underlying conditions or have compromised immune systems.*

*The first priority will be to ensure that all full-time faculty are assigned a base full-time teaching load. Overload assignments may have to be adjusted. Faculty members who do not qualify for accommodations and who do not elect to teach an assigned face-to-face or blended/hybrid section may not have a full-time load as a result. An incomplete teaching load could result in a reduction in pay or reassignment.*

**b) Require the use of masks by faculty, students, and staff**

*Response:*

*Agreed. This was enacted, effective Monday, June 29, 2020, a week prior to Governor Abbott requiring masks for everyone. The Fall 2020 Restart Plan indicates that masks will be required in the following areas:*

- All classrooms and labs on campus;*
- Locations that provide student enrollment services, academic advising, counseling, career services, libraries;*
- Hallways, elevators, stairwells and common areas where physical distancing is not feasible;*
- Other areas as determined by the VP/Provost, Dean, Associate Dean, Director, or other applicable senior leadership for that specific location. These areas will have proper posting of any requirement and will provide advance notice when appropriate.*

*If any employee requires accommodation (including documented limitations based on the face covering), please contact the HR/Benefits manager via [benefits@collin.edu](mailto:benefits@collin.edu).*

**c) Require social distancing in classrooms**

*Response:*

*Agreed. Planning for social distancing in classrooms began at the College well before minimum standards for reopening were announced by the Texas Higher Education Coordinating Board in early May 2020. Dr. Jenkins and the VP/Provosts have been working diligently to outline various scheduling configurations, classroom seating, and other technological resources to help maintain social distancing in a variety of unique classroom settings.*

**d) Provide adequate PPE, including sanitizers, gloves, masks, etc. for faculty who teach in the classrooms.**

*Response:*

*Over \$500,000 in PPE has been authorized for purchase to include sanitizers, gloves, masks, etc. Those of you who are familiar with CARES Act funding requests know that the College is considering a number of purchases for PPE and other “contact-less” equipment that will be necessary for the return of students to campus. Employees and students are expected to provide their own personal cloth face masks or coverings for daily use, but some disposable masks will be available at the Information Centers on campuses in the event a student or employee forgets their own.*

*Additional infrastructure-related protective measures are being pursued for implementation as soon as practical. The Board authorized an engineering study to recommend air cleaning technology that can be incorporated into the College’s existing air duct systems. It will consist of either Ultraviolet (UV) type light technology installed in the air handler or Bi-Polar Ionizers (BPI) installed downstream or upstream of the air handler that can destroy airborne contaminants and viruses, like the systems used in many hospitals and medical facilities. In the course of the study, it has been determined that bi-polar ionization is already in place at the new Technical Campus and that Merv-13 filters are being used at the new Wylie Campus. These filters screen out particles up to .3 microns and are considered to be highly effective in eliminating or significantly reducing airborne particles. A complete inventory of all air systems is underway through the engineering study. Merv-13 filters will be used where possible without restricting airflow. Merv-11 filters will be used otherwise. These filters reduce or eliminate particles up to 1 micron. These measures are in addition to the UV and BPI methodologies currently being planned for implementation.*

*Other steps are also being taken, including:*

- Contracted cleaning services have been enhanced to include expanded overnight cleanings in all common areas, door handles, stair rails, etc.*
- Disinfectant spray and paper towels are provided in all classrooms for students who wish to clean their desks/tables at the beginning or end of class;*
- Gloves, disinfecting spray, and/or wipes are available to clean keyboards, office desks or other spaces, as needed;*
- Over 250 antibacterial handwash stations will be set up throughout the district;*
- Furniture in common areas has been removed/rearranged to comply with social distancing recommendations.*

- e) **Develop a detailed plan, within the guidelines of shared governance, regarding instances where students and faculty have tested positive for COVID-19. The plan should address quarantine procedures, academic continuity, enacting FMLA, and workers' compensation.**

*Response:*

*COVID-19 initial reporting procedures have been developed for faculty as follows:*

**Student reports COVID-19 Contact**

**Step 1.** *If a student should make initial contact with a faculty member, then direct the student to:*

A. *Contact the Associate Dean of Students or Dean of Student and Enrollment Service, at dos@collin.edu and provide the following information:*

- *Contact information*
- *Symptomatic (yes or no)*
- *The approximate date that any symptom first appeared or the last contact with the High-Risk individual*
- *Test type (PCR, antigen, or antibody)*
- *Testing date*
- *Testing facility*
- *Testing results (if available)*
- *The last date entered into any Collin College location and where*
- *Individuals that the student may have been in close contact*

B. *Remind the student that they are to self-isolate and are prohibited from visiting any Collin College locations per the Governor's Report to Open Texas and COVID-19 Considerations for Institutes of Higher Education (Updated May 19, 2020) and guidance from the Center for Disease Control and Prevention (CDC).*

C. *Contact the Vice President Provost's office.*

**Step 2.** *Provide the Associate Dean of Students or Dean of Student information.*

A. *Review future assignments and configure online portions of instruction.*

B. *Determine who the student may have been within close contact.*

C. *Identify the classroom or laboratory that the student used.*

D. *Only communicate with the VPP, Assist the Associate Dean of Students or Dean of Student, until otherwise advised.*

**Step 3.** *Await further instructions.*

## **Faculty or Staff COVID-19 Contact**

**Step 1. Self-monitoring.** Self-monitor for COVID-19 conditions.

A. Symptomatic

- Cough
- Shortness of breath
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Fever (over 100.0F)

B. *Potential Exposure.* Known or notified of potential high-risk exposure within the past 14 days. High-risk exposure is defined as close prolonged contact of more than fifteen (15) minutes and within six (6) feet of a laboratory-confirmed COVID-19 positive person.

C. *Antigen Test.* Received a positive result from an antigen or RAPIDS COVID-19 test.

D. *Polymerase chain reaction (PCR) viral test.* Receive a positive result from a polymerase chain reaction (PCR) viral COVID- 19.

**Step 2. Self-Isolation.** If you have any of the above, begin self- isolation and do not visit any Collin College locations per the Governor’s Report to Open Texas and COVID-19 Considerations for Institutes of Higher Education (Updated May 19, 2020, and guidance from the Center for Disease Control (CDC).

**Step 3. Initial Contact.** Contact the Human Resources Manager of Benefits, at [Covid19answers@collin.edu](mailto:Covid19answers@collin.edu) and provide the following information:

A. Contact information

B. Symptomatic (yes or no)

C. The approximate date that any symptom first appeared or the last contact with the high-risk individual.

D. Test type (PCR, antigen, antibody)

E. Testing date

F. Testing facility

*G. Testing results (if available)*

*H. The last date entered into any Collin College location and where*

*I. Individuals that you may have been in close contact*

**Step 4. Feedback.** *The Human Resources Manager of Benefits will contact you to provide additional information and instructions.*

*Additional instructions have been developed for supervisors, human resources, the Dean of Students, and VP/Provosts. These will be posted on the College's COVID-19 website currently being enhanced.*

In closing, please allow me to express my appreciation to the Faculty Council for bringing these concerns to the administration of the College. I know it has been challenging for some to maintain diplomatic composure and patience; however, from the many faculty and staff I have had the privilege of communicating with directly, I know we are all aiming for the same goal.

We will continue to strive and serve our students, our communities, and one another. I respectfully request that we maintain professionalism and civility in the process.

Resource:

H. Neil Matkin, Ed.D.  
District President