

## MISSION STATEMENT

Brazosport College exists to improve quality of life by providing certificate, associate and baccalaureate degree programs, academic transfer programs, workforce development, and cultural enrichment in an efficient and cost-effective manner. The Board, faculty and staff are committed to student success and lifelong learning by responding to student needs, creating a dynamic and safe learning environment, and enriching our communities.

March 16, 2020

Board of Regents  
Brazosport College

Members of the Board:

The Brazosport College Board of Regents will hold an emergency special meeting in accordance with *Gov't Code 551.045(a)* in order to take immediate action on both a payroll matter and an academic calendar matter caused by the imminent threat to public health due to the spread of the COVID-19 coronavirus.

A Emergency Special Meeting of the Brazosport College Board of Regents is scheduled for Monday, March 16, 2020 at 6:30 PM, in Room 104, in the Brazosport College Corporate Learning Center, located in Lake Jackson, Texas.

The agenda is as follows:

1. Roll Call

2. Audience to Patrons and Petitions

3. New Business

A. Payroll Related to the COVID-19 Coronavirus Emergency. On Friday, March 13, 2020, Governor Greg Abbott declared a State of Disaster in Texas related to the spread of the COVID-19 coronavirus. The U.S. Center for Disease Control (CDC) and the Texas Department of State Health Services (DSHS) recommend that businesses and schools increase social distancing to reduce the chance of the virus spreading. Like many other Texas community colleges and independent school districts, Brazosport College is extending its spring break and will not be holding classes during the week of March 16, 2020 to allow faculty and administration time to move courses online or to alternative modalities that increase social distancing. All faculty and staff at the director-level and above returned to work as scheduled beginning March 16, 2020. All other staff are communicating with their supervisor concerning their timeline for returning to work, either remotely or on campus.

Policy DEA (LOCAL) states that if “the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure.”

In case the College has to close due to this emergency or has to ask certain employees not to report to work, whether in person or remotely, the Vice President, Human Resources recommends that the Board authorize that the College pay its full-time, part-time, and student employees who were scheduled to work, unless any of those days are scheduled are to be made up at a later date. Employees should not have to expend leave or go without pay due to the College’s decision to either close or ask certain employees not to work due to the emergency.

The President joins in this recommendation. Therefore, it would be appropriate for the Board to approve that the College has authority to pay its full-time employees and part-time employees if the College has to close due to the COVID-19 virus emergency or has to ask certain employees not to report to work, unless any of that work time is scheduled to be made up.

- B. Academic Calendar. Due to the COVID-19 coronavirus emergency, spring break was extended into the week of March 16 – 20, 2020. Additionally, other future extensions and/or changes may be necessary to the academic calendar in accordance with guidance and approval from the U.S. Department of Education (DOE), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the Texas Higher Education Coordinating Board (THECB).

The Interim Vice President, Academic & Student Affairs recommends that the Board authorize that the College revise and publish a new academic schedule with a new withdrawal deadline for the spring 2020 term, and if necessary, the summer 2020 terms, in accordance with the guidance and approval of the DOE, SACSCOC, and THECB.

The President joins in this recommendation. Therefore, it would be appropriate for the Board to authorize that the College revise and publish a new academic schedule with a new withdrawal deadline for the spring 2020 term, and if necessary, the summer 2020 terms, in accordance with the guidance and approval of the DOE, SACSCOC, and THECB.

Sincerely,



Millicent M. Valek  
President