



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Special Board Meeting

Thursday, April 23, 2020

5:30 p.m.

Pecan Campus

Ann Richards Administration Building

Board Room

McAllen, Texas

Online Board Packet

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Thursday, April 23, 2020 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

“At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code. At this meeting, the Board of Trustees may deliberate on and take any action deemed appropriate by the Board of Trustees on the following subjects:”

COVID-19 Public Health / Attendance Measures

Due to COVID-19 and Social Distancing recommendations, members of the public are encouraged to watch the live broadcast of the meeting at: <https://admin.southtexascollege.edu/president/agendas/live.html>.

- Anyone wishing to make Public Comments as provided in the agenda is asked to sign up prior to the meeting, and they will be called into the Board Room individually when it is their turn to make comments.
- Anyone who wishes to be available to respond to questions that may arise on an agenda item will be asked to wait outside the Board Room until their agenda item is called upon by the Board of Trustees. Pecan Campus Room D-106 will be open and televising the live stream, and guests are invited to wait for their items there.
- Essential staff will be on standby in an adjacent area, and ready to be called into the meeting as needed.

I. Call Meeting to Order

II. Determination of Quorum

III. Invocation

IV. Public Comments

V. Presentation

1. Update on South Texas College’s Response to COVID-19 4 - 8

VI. Consideration and Action Items

A. Finance, Audit, and Human Resources Items

1. Discussion and Action as Necessary on Proposed New Policy #4913: *Employee Furloughs for College Employees in Response to COVID-19 and Other Emergencies*..... 9 - 12
2. Discussion and Action as Necessary to Furlough Employees in Departments with Suspended Operations in Response to the Coronavirus Pandemic..... 13 - 16
3. Update and Discussion of Payroll Procedures for Direct Wage Employees..... 17
4. Discussion and Action as Necessary on Approval to Revise the 2019 – 2020 Academic Calendar to Extend Last Day to Withdraw for Spring 2020 Courses to Thursday, May 7, 2020..... 18 - 21

VII. Announcements 22

A. Next Meetings:

- Tuesday, April 28, 2020
 - 5:30 p.m. – Regular Board Meeting

- Tuesday, May 12, 2020
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee

- Tuesday, May 26, 2020
 - 5:30 p.m. – Regular Board Meeting

Presentation

1. Update on South Texas College's Response to COVID-19

Dr. David Plummer, Interim Executive Vice President for Educational Programming and Student Achievement and Vice-President for Information Services, Planning, Performance & Strategic Initiatives, will provide an update on South Texas College's ongoing institutional response to COVID-19, including additional information in response to Governor Abbott's Executive Order #GA-16, dated April 17, 2020, which in part ordered that "...schools shall remain temporarily closed to in-person classroom attendance by students and shall not recommence before the end of the 2019-2020 school year."

Governor Abbott's Executive Order provided further clarification for higher education, adding: "...institutions of higher education should establish similar terms to allow teachers and staff to return to schools to conduct remote video instruction and perform administrative duties when it is not possible to do so remotely from home."

A copy of Executive Order #GA-16 is provided in the packet for the Board's review.

The presentation is for the Board's information, and no action is requested.

Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
April 17, 2020

EXECUTIVE ORDER GA 16

*Relating to the safe, strategic reopening of select services as the first step to
Open Texas in response to the COVID-19 disaster.*

WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, on April 12, 2020, I issued a proclamation renewing the disaster declaration for all counties in Texas; and

WHEREAS, the Commissioner of the Texas Department of State Health Services (DSHS), Dr. John Hellerstedt, has determined that COVID-19 represents a public health disaster within the meaning of Chapter 81 of the Texas Health and Safety Code; and

WHEREAS, I have issued numerous executive orders and suspensions of Texas laws in response to COVID-19, aimed at protecting the health and safety of Texans and ensuring an effective response to this disaster; and

WHEREAS, I issued Executive Order GA-08 on March 19, 2020, mandating certain obligations for Texans in accordance with the President's Coronavirus Guidelines for America, as promulgated by President Donald J. Trump and the Centers for Disease Control and Prevention (CDC) on March 16, 2020, which called upon Americans to take actions to slow the spread of COVID-19 for 15 days; and

WHEREAS, shortly before Executive Order GA-08 expired, I issued Executive Order GA-14 on March 31, 2020, based on the President's announcement that the restrictive social-distancing Guidelines should extend through April 30, 2020, in light of advice from Dr. Anthony Fauci and Dr. Deborah Birx, and also based on guidance by DSHS Commissioner Dr. Hellerstedt and White House Coronavirus Response Coordinator Dr. Birx that the spread of COVID-19 can be reduced by minimizing social gatherings; and

WHEREAS, Executive Order GA-14 superseded Executive Order GA-08 and expanded the social-distancing restrictions and other obligations for Texans that are aimed at slowing the spread of COVID-19, including by limiting social gatherings and in-person contact with people (other than those in the same household) to providing or obtaining "essential services," and by expressly adopting the U.S. Department of Homeland Security's March 28, 2020 Guidance on the Essential Critical Infrastructure Workforce, Version 2.0, which provides a list of critical-infrastructure sectors, workers, and functions that should continue as "essential services" during the COVID-19 response; and

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APR 17 2020

WHEREAS, Executive Order GA-14 therefore restricts non-essential services during the COVID-19 disaster; and

WHEREAS, although many lives have been saved because of social-distancing restrictions like those required by Executive Order GA-14, more than 400 Texans have lost their lives because of COVID-19, and the disease still presents a serious threat across Texas that could persist in certain areas; and

WHEREAS, apart from the threats to health and safety, COVID-19 has also wrought havoc on the many Texas businesses and workers affected by social-distancing restrictions that were necessary to protect human life; and

WHEREAS, over one million unemployment claims have been filed during the COVID-19 disaster by conscientious Texans who want to get back to work as soon as it is safe to do so; and

WHEREAS, Texas must protect lives while restoring livelihoods, both of which can be achieved with the expert advice of medical professionals and business leaders; and

WHEREAS, today I am also issuing Executive Order GA-17, creating the Governor's Strike Force to Open Texas to study and make recommendations on safely and strategically restarting and revitalizing all aspects of the Lone Star State—work, school, entertainment, and culture; and

WHEREAS, the “governor is responsible for meeting ... the dangers to the state and people presented by disasters” under Section 418.011 of the Texas Government Code, and the legislature has given the governor broad authority to fulfill that responsibility; and

WHEREAS, under Section 418.012, the “governor may issue executive orders ... hav[ing] the force and effect of law;” and

WHEREAS, under Section 418.016(a), the “governor may suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business ... if strict compliance with the provisions ... would in any way prevent, hinder, or delay necessary action in coping with a disaster;” and

WHEREAS, under Section 418.017(a), the “governor may use all available resources of state government and of political subdivisions that are reasonably necessary to cope with a disaster;” and

WHEREAS, under Section 418.018(c), the “governor may control ingress and egress to and from a disaster area and the movement of persons and the occupancy of premises in the area;” and

WHEREAS, under Section 418.173, failure to comply with any executive order issued during the COVID-19 disaster is an offense punishable by a fine not to exceed \$1,000, confinement in jail for a term not to exceed 180 days, or both fine and confinement.

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby order the following on a statewide basis effective immediately, and continuing through April

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30, 2020, subject to extension based on the status of COVID-19 in Texas and the recommendations of the CDC and the White House Coronavirus Task Force:

In accordance with guidance from DSHS Commissioner Dr. Hellerstedt, and to achieve the goals established by the President to reduce the spread of COVID-19, every person in Texas shall, except where necessary to provide or obtain essential services or reopened services, minimize social gatherings and minimize in-person contact with people who are not in the same household.

“Essential services” shall consist of everything listed by the U.S. Department of Homeland Security (DHS) in its Guidance on the Essential Critical Infrastructure Workforce, Version 2.0 or any subsequent version, plus religious services conducted in churches, congregations, and houses of worship. Other essential services may be added to this list with the approval of the Texas Division of Emergency Management (TDEM). TDEM shall maintain an online list of essential services, as specified in this executive order and any approved additions. Requests for additions should be directed to TDEM at EssentialServices@tdem.texas.gov or by visiting www.tdem.texas.gov/essentialservices.

“Reopened services” shall consist of:

- Starting at 12:01 a.m. on Friday, April 24, 2020, retail services that are not “essential services,” but that may be provided through pickup, delivery by mail, or delivery to the customer’s doorstep in strict compliance with the terms required by DSHS. The DSHS requirements may be found at www.dshs.texas.gov/coronavirus.
- Such additional services as may be enumerated by future executive orders or proclamations by the governor.

In providing or obtaining essential services or reopened services, people and businesses should follow the Guidelines from the President and the CDC by practicing good hygiene, environmental cleanliness, and sanitation, implementing social distancing, and working from home if possible. In particular, all such services should be provided through remote telework from home unless they cannot be provided through remote telework. Religious services should be conducted in accordance with the Guidelines for Houses of Worship During the COVID-19 Crisis, as promulgated by the attorney general and governor.

In accordance with the Guidelines from the President and the CDC, people shall avoid eating or drinking at bars, restaurants, and food courts, or visiting gyms, massage establishments, tattoo studios, piercing studios, or cosmetology salons; provided, however, that the use of drive-thru, pickup, or delivery options for food and drinks is allowed and highly encouraged throughout the limited duration of this executive order.

This executive order does not prohibit people from accessing essential or reopened services or engaging in essential daily activities, such as going to the grocery store or gas station, providing or obtaining other essential or reopened services, visiting parks, hunting or fishing, or engaging in physical activity like jogging or bicycling, so long as the necessary precautions are maintained to reduce the transmission of COVID-19 and to minimize in-person contact with people who are not in the same household.

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APR 17 2020

In accordance with the Guidelines from the President and the CDC, people shall not visit nursing homes, state supported living centers, assisted living facilities, or long-term care facilities unless to provide critical assistance as determined through guidance from the Texas Health and Human Services Commission (HHSC). Nursing homes, state supported living centers, assisted living facilities, and long-term care facilities should follow infection control policies and practices set forth by the HHSC, including minimizing the movement of staff between facilities whenever possible.

In accordance with the Guidelines from the President and the CDC, schools shall remain temporarily closed to in-person classroom attendance by students and shall not recommence before the end of the 2019-2020 school year. Public education teachers and staff are encouraged to continue to work remotely from home if possible, but may return to schools to conduct remote video instruction, as well as perform administrative duties, under the strict terms required by the Texas Education Agency. Private schools and institutions of higher education should establish similar terms to allow teachers and staff to return to schools to conduct remote video instruction and perform administrative duties when it is not possible to do so remotely from home.

This executive order shall supersede any conflicting order issued by local officials in response to the COVID-19 disaster, but only to the extent that such a local order restricts essential services or reopened services allowed by this executive order or allows gatherings prohibited by this executive order. I hereby suspend Sections 418.1015(b) and 418.108 of the Texas Government Code, Chapter 81, Subchapter E of the Texas Health and Safety Code, and any other relevant statutes, to the extent necessary to ensure that local officials do not impose restrictions inconsistent with this executive order, provided that local officials may enforce this executive order as well as local restrictions that are consistent with this executive order.

This executive order supersedes Executive Order GA-14, but does not supersede Executive Orders GA-09, GA-10, GA-11, GA-12, GA-13, or GA-15. This executive order shall remain in effect and in full force until 11:59 p.m. on April 30, 2020, unless it is modified, amended, rescinded, or superseded by the governor.



Given under my hand this the 17th
day of April, 2020.

Handwritten signature of Greg Abbott in black ink.

GREG ABBOTT
Governor

ATTESTED BY:

Handwritten signature of Ruth R. Hughs in blue ink.

RUTH R. HUGHS
Secretary of State

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Discussion and Action as Necessary on Proposed New Policy #4913: *Employee Furloughs for College Employees in Response to COVID-19 and Other Emergencies*

The Board is asked to approve and adopt proposed new policy #4913: *Employee Furloughs for College Employees in Response to COVID-19 and Other Emergencies*.

The policy is needed at this time due to the College's closure in response to the Coronavirus Pandemic. The proposed policy would also stand ready for similar measures in the event another disaster disrupted College operations in the future.

Coronavirus Pandemic Background

The Coronavirus Pandemic and related COVID-19 infections have significantly affected the normal operations of the College. Following federal, state, and local guidelines, the College has closed its physical facilities, and transitioned all instructional programs to fully online classes.

- In limited circumstances, staff have been able to report to campuses for essential duties only.
- The College has coordinated with as many employees as possible to work from home to maintain business continuity while abiding by local "shelter-in-place" requirements in both Hidalgo and Starr Counties.
- Unfortunately, there are several operations and areas of responsibility that have been closed or curtailed in response to the College's closure.

The Coronavirus Pandemic places the College in a precarious position. The College seeks to fulfill its mission to students to the greatest extent possible through the Coronavirus Pandemic, and also to be in a strong position to meet the anticipated greater demand once the local region begins to recover from the current pandemic, and to rebuild the local economy.

Obligations of the College

Administration has determined that it is necessary to place all employees in selected departments that have suspended operations on furlough.

College's Vested Interest in Employee Retention

Administration recognizes the College's interest in retaining its employees, and investing as much as possible in their well-being even during disruptions to normal operations.

The College benefits greatly from its well-trained, motivated, and highly-effective employees, and seeks procedures that are fair and equitable to all employees, and provides a process for an employee returning from furlough to return to their original position; however, shift and locations may be modified.

Description of Proposed Furlough Outlined in Policy

Furlough is:

1. Unpaid leave, initiated by the College, in an effort to retain the employer-employee relations for a defined period, which might be extended, reduced, or terminated as needed by the College.
2. Invoked in response to a national, state, or local disaster or health pandemic that disrupts the normal operation of the College.

Benefits while on Furlough

Employees on furlough would be eligible to retain certain employment benefits:

1. Eligibility for employee and dependent health and other insurance plans will be determined by the Employee Retirement System of Texas (ERS). The College will continue to pay for the employee, during the furlough period, the state contribution premium amount at the same level enrolled by the employee prior to the furlough period, as permitted by ERS.
2. An employee may not use accrued vacation or sick leave during the furlough period. An employee's accrued vacation and sick leave balance will remain, and the employee would not continue to accrue vacation and sick leave hours during the furlough period.
3. Retirement contributions (by both the employee and the college) cannot be made because the contributions must be based on actual earnings, and there are no earnings while the employee is on furlough.
4. An employee's continuous service credit and employment status for retirement purposes will not be affected by the furlough.
5. Eligibility for unemployment benefits will be determined by the Texas Workforce Commission.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt proposed new policy #4913: *Employee Furloughs for College Employees in Response to COVID-19 and Other Emergencies* as presented and which supersedes any previously adopted Board policy.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and adopts proposed new policy #4913: *Employee Furloughs for College Employees in Response to COVID-19 and Other Emergencies* as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

MANUAL OF POLICY

Title	Employee Furloughs for College Employees in Response to COVID-19 and Other Emergencies	4913
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	As Adopted by Board Minute Order Dated April 23, 2020	

I. Purpose

The purpose of the policy is to provide the process for the furlough of College employees in response to COVID-19 and other emergencies.

II. Policy

In times of emergencies that result in an extraordinary budget reduction, it may become necessary to implement an employee furlough plan in order to preserve the financial well-being of South Texas College.

An employee furlough would be implemented after reasonable alternatives have been exhausted to ensure maintenance of the College's mission and the quality of its programs. Furloughs will be implemented in a fair manner that is sensitive to the mission of the College and the needs of its faculty, staff, and students.

A furlough is the placement of a non-faculty exempt or non-exempt employee, excluding direct wage and work study students, on a temporary leave without pay status for a specified time frame of up to 90 days with the understanding that the length of the leave is subject to change. The furlough may be extended for an additional 30 days, reduced, or terminated at the College's discretion. An employee may end their employment upon written notification to the College in order to be eligible for re-employment.

The decision to declare a furlough plan will be made by the Board of Trustees. Employees will be given as much advance notice as possible, prior to implementation of the furlough.

Pay and benefits during a furlough period:

1. Eligibility for employee and dependent health and other insurance plans will be determined by the Employee Retirement System of Texas (ERS). The College will continue to pay for the employee, during the furlough period, the state contribution premium amount at the same level enrolled by the employee prior to the furlough period, as permitted by ERS.
2. An employee may not use accrued vacation or sick leave during the furlough period. An employee's accrued vacation and sick leave balance will remain, and the employee would not continue to accrue vacation and sick leave hours during the furlough period.
3. Retirement contributions (by both the employee and the college) cannot be made because the contributions must be based on actual earnings, and there are no earnings while the employee is on furlough.
4. An employee's continuous service credit and employment status for retirement purposes will not be affected by the furlough.
5. Eligibility for unemployment benefits will be determined by the Texas Workforce Commission.

The employee returning from furlough will maintain the same position and pay as prior to being placed on furlough; however, the same shift or location of employment is not guaranteed.

MANUAL OF POLICY

Title	Employee Furloughs for College Employees in Response to COVID-19 and Other Emergencies	4913
Legal Authority	Approval of the Board of Trustees	Page 2 of 2

III. History

Origination Date Approved by Board:
April 23, 2020

Discussion and Action as Necessary to Furlough Employees in Departments with Suspended Operations in Response to the Coronavirus Pandemic

The Board is asked to take action as necessary to approve the proposed Furlough Plan in response to the Coronavirus Pandemic and as outlined in new Policy #4913: *Employee Furloughs for College Employees in Response to COVID-19 and Other Emergencies*.

Administration recommends Board approval to move forward with the furlough of all employees in three functional areas at the College, since all operations within those areas will be closed until the Fall 2020 Semester due to the College's closure in response to COVID-19:

- Child Care Services
- Student Transportation Services
- Food Services

Salaries and Benefits

The impact of the proposed furlough, including salaries and benefits, per month would be as follows:

<u># of Employees</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Total Salaries & Benefits</u>
<u>Child Care Services</u>			
12	\$34,400.67	\$13,424.20	\$47,824.87
<u>Student Transportation Services</u>			
10	\$25,942.25	\$10,178.45	\$36,120.70
<u>Food Services</u>			
8	\$25,031.42	\$9,030.52	\$34,061.94
<u>Total</u>			
30	\$85,374.33	\$32,633.17	\$118,007.50

The total impact of salaries and benefits over additional months would be as follows:

One Month	\$118,007.50
Two Months	\$236,015.01
Three Months	\$354,022.51
Four Months	\$472,030.02

State Insurance Contribution

The total cost of paying the State Insurance Contribution for each furloughed employee, as outlined in the policy, would be \$19,698.96 per month, or \$78,765.84 for four months.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the furlough of all employees in the Child Care Services, Student Transportation Services, and Food Services areas, effective May 1, 2020 and for a period of 90 calendar days, as outlined in Policy #4913: *Employee Furloughs for College Employees in Response to COVID-19 and Other Emergencies*.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the furlough of all employees in the Child Care Services, Student Transportation Services, and Food Services areas, effective May 1, 2020 and for a period of 90 calendar days, as outlined in Policy #4913: *Employee Furloughs for College Employees in Response to COVID-19 and Other Emergencies*.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Summary of Total Monthly Salaries and Benefits by Department

Description of Totals	Child Care Services	Student Transportation Services	Food Services	Grand Total
Monthly Salary	\$ 34,400.67	\$ 25,942.25	\$ 25,031.42	\$ 85,374.33
Monthly Benefits	\$ 13,424.20	\$ 10,178.45	\$ 9,030.52	\$ 32,633.17
Total Monthly Salary & Benefits	\$ 47,824.87	\$ 36,120.70	\$ 34,061.94	\$ 118,007.50
Monthly State Insurance Contribution	\$ 8,212.50	\$ 6,248.20	\$ 5,238.26	\$ 19,698.96
2 Months Salaries	\$ 68,801.33	\$ 51,884.50	\$ 50,062.83	\$ 170,748.67
2 Months Benefits	\$ 26,848.40	\$ 20,356.90	\$ 18,061.04	\$ 65,266.34
Total 2 Months Salaries & Benefits	\$ 95,649.72	\$ 72,241.40	\$ 68,123.87	\$ 236,015.01
2 Months State Insurance Contributions	\$ 16,425.00	\$ 12,496.40	\$ 10,476.52	\$ 39,397.92
3 Months Salaries	\$ 103,202.00	\$ 77,826.75	\$ 75,094.25	\$ 256,123.00
3 Months Benefits	\$ 40,272.60	\$ 30,535.35	\$ 27,091.56	\$ 97,899.51
Total 3 Months Salaries & Benefits	\$ 143,474.58	\$ 108,362.10	\$ 102,185.81	\$ 354,022.51
3 Months State Insurance Contributions	\$ 24,637.50	\$ 18,744.60	\$ 15,714.78	\$ 59,096.88
4 Months Salaries	\$ 137,602.67	\$ 103,769.00	\$ 100,125.66	\$ 341,497.33
4 Months Benefits	\$ 53,696.80	\$ 40,713.80	\$ 36,122.09	\$ 130,532.69
Total 4 Months Salaries and Benefits	\$ 191,299.44	\$ 144,482.80	\$ 136,247.75	\$ 472,030.02
4 Months State Insurance Contributions	\$ 32,850.00	\$ 24,992.80	\$ 20,953.04	\$ 78,795.84

South Texas College

Child Care Services, Food Services and Student Transportation Services Positions

#	Department	Position Title
1	MV-Child Care & Development (AUX)	Early Childhood Educator II
2	MV-Child Care & Development (AUX)	Early Childhood Educator I
3	MV-Child Care & Development (AUX)	Early Childhood Educator I
4	MV-Child Care & Development (AUX)	Early Childhood Educator I
5	MV-Child Care & Development (AUX)	Early Childhood Educator I
6	MV-Child Care & Development (Unres)	Child Dev Center Manager
7	MV-Child Care & Development (Unres)	Asst Childcare Ctr Manager
8	MV-Child Care & Development (Unres)	Early Childhood Educator II
9	MV-Child Care & Development (Unres)	Early Childhood Educator II
10	MV-Child Care & Development (Unres)	Early Childhood Educator II
11	MV-Child Care & Development (Unres)	Early Childhood Educator II
12	MV-Child Care & Development (Unres)	Secretary
1	Food Services	Dir of Food Services
2	Food Services	Food Services Manager/Cook
3	Food Services	Food Services Manager/Cook
4	Food Services	Lead Cook
5	Food Services	Cook I
6	Food Services	Cashier
7	Food Services	Lead Cook
8	Food Services	Cook II
1	Student Transportation Services	Bus Driver
2	Student Transportation Services	Transportation Supp Spec
3	Student Transportation Services	Bus Driver
4	Student Transportation Services	Bus Driver
5	Student Transportation Services	Bus Driver
6	Student Transportation Services	Bus Driver
7	Student Transportation Services	Bus Driver
8	Student Transportation Services	Bus Driver
9	Student Transportation Services	Bus Driver
10	Student Transportation Services	Bus Driver

Update and Discussion of Payroll Procedures for Direct Wage Employees

Administration has provided an update to the payroll procedures for Direct Wage employees during the COVID-19 / Coronavirus pandemic.

The South Texas College Pay Plan for FY 2019-2020 defines Direct Wage employment as follows:

“A direct wage employment position is a temporary, hourly, and part-time assignment. Direct wage employees are employed on an as needed, non-contractual, at-will basis with no expectation of continued employment and are contingent upon availability of funds.”

While the College adheres to “work from home” orders and otherwise complies with federal, state, and local emergency orders, all faculty and staff of South Texas College have been instructed to work from home, with few exceptions for essential operations that must continue on campus.

Supervisors of Direct Wage employees will be provided time sheets for weekly accounting of hours worked by Direct Wage employees. These time sheets will be used to process payroll for Direct Wage employees based on actual hours worked.

This item is provided for the Board’s information and feedback to staff, and no action is necessary.

Discussion and Action as Necessary on Approval to Revise the 2019 – 2020 Academic Calendar to Extend Last Day to Withdraw for Spring 2020 Courses to Thursday, May 7, 2020

The Board is asked to revise the 2019 – 2020 Academic Calendar to extend the last day for students to withdraw from Spring 2020 courses from April 20, 2020, to May 7, 2020. This extension is requested to provide an additional option for students coping with extraordinary challenges during the COVID-19 pandemic.

The Board-approved 2019 – 2020 Academic Calendar establishes Monday, April 20, 2020 as the *Last Day to Withdraw*. This date serves as the final date for students to formally withdraw from any course in the Spring 2020 semester and receive a “W” on their transcript, in lieu of a letter grade. Due to the current crisis of COVID-19 in the Spring semester, students may need additional time to decide to withdraw from classes.

This additional time will allow faculty and staff to provide students guidance to help them make an informed decision. The last day to withdraw is an internal College date that is not governed by state or federal guidelines and can be adjusted to better serve students.

This recommendation would allow students to withdraw, at their discretion, before grades are issued for the term. This option is provided in addition to the Board action of Thursday, April 16, 2020, which provides students the option to choose a “Satisfactory/Pass/Not Pass” grading option upon seeing their final grade.

Notification of Withdraw Option

Upon Board approval of the requested change, students would be informed about the change directly through email and Blackboard. Additionally, faculty and advisors would be notified of the changed date, and would be prepared to discuss this option with students who might benefit from the extended deadline to withdraw.

Impact of Withdrawal on GPA

As outlined in Policy #3310: *Grading System: Credit Programs*, the issuance of a “W” would mean that the specific course grade is not computed into the students Grade Point Average (GPA) calculation.

Impact of Withdrawal on Academic Progress Standards

As outlined in Policy #3320: *Academic Progress Standards*, academic progress standards are measured by GPA; therefore, the issuance of a “W” would not impact a student’s Academic Progress Standards at South Texas College.

Impact of Withdrawal on Federal and State Student Financial Aid

Federal financial aid regulations have allowed greater institutional discretion regarding the financial aid status for students who withdraw due to COVID-19. The Student Financial Services team will work with students who demonstrate they were impacted by

the COVID-19 to minimize the impact on affected students and their eligibility for future federal and state financial aid.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to the 2019 – 2020 Academic Calendar to provide an extension of the last day for students to withdraw from Spring 2020 courses from April 20, 2020, to May 7, 2020 as presented.

The Following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the proposed revisions to the 2019 – 2020 Academic Calendar to provide an extension of the last day for students to withdraw from Spring 2020 courses from April 20, 2020, to May 7, 2020 as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

2019-2020 Calendar



Revised: 04/23/2020

Fall Semester 2019 (August 26 - December 15)

August 14 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 15 (Thursday)	New Faculty Orientation
August 16 (Friday)	New Faculty Service Area Tour
August 19 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 20 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 21 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 22 (Thursday)	Faculty Preparation Day / Distance Learning Symposium / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 23 (Friday)	Faculty Preparation Day / Departmental Meetings
August 24 (Saturday)	Adjunct & Dual Credit Faculty Development Day
August 26 (Monday)	Classes Begin
September 2 (Monday)	College Closed – Labor Day
September 11 (Wednesday)	Census Day - Twelfth Class Day
September 27 (Friday)	College Closed – College-Wide Organizational Development Day
November 15 (Friday)	Last Day to Withdraw
November 28 – Dec. 1 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 9 – 15 (Monday – Sunday)	Finals
December 14 (Saturday)	Certificate and Degree Award Date
December 14 (Saturday)	Commencement Ceremonies*
December 15 (Sunday)	End of Term
December 16 (Monday)	Grades Due Date
December 16 – January 1 (Mon. – Wed.)	Winter Break (College Closed)

Spring Semester 2020 (January 21 – May 14)

January 2 (Thursday)	College Opens – Staff return
January 13 (Monday)	Faculty Return – Division / Department Meetings
January 14 (Tuesday)	Faculty Preparation Day / New Faculty Start Date - New Faculty Benefits & Orientation – (Human Resources)
January 15-17 (Wednesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 18 (Saturday)	Adjunct / Dual Credit Faculty Professional Development Day
January 20 (Monday)	Martin Luther King, Jr. Day – College Closed
January 21 (Tuesday)	Classes Begin
February 5 (Wednesday)	Census Day - Twelfth Class Day
February 14 (Friday)	College Closed - College-Wide Organizational Development Day
March 16 – 22 (Monday - Sunday)	College Closed - Spring Break
April 9 – 12 (Thursday – Sunday)	College Closed - Semester Break
April 20 (Monday)	Last Day to Withdraw
May 7 (Thursday)	Last Day to Withdraw
May 8 – 14 (Friday – Thursday)	Finals
May 14 (Thursday)	End of Term
May 15 – 16 (Friday - Saturday)	Commencement Ceremonies* (postponed)
May 15 – 16 (Friday - Saturday)	Certificate and Degree Award Date
May 18 (Monday)	Grades Due Date
May 25 (Monday)	College Closed – Memorial Day

*May vary depending on facility availability.

Summer Session 2020 (June 1 – August 7)

June 1 (Monday)	Classes Begin
June 9 (Tuesday)	Census Day - Seventh Class Day
July 3 (Friday).....	College Closed-Independence Day
July 6 – 7 (Monday & Tuesday)	No classes
July 22 (Wednesday).....	Last Day to Withdraw
August 6 (Thursday)	Last day of Term/Finals (Classes Meeting M-R)
August 7 (Friday).....	Last day of Term /Finals (Classes Meeting M-F)
August 10 (Monday).....	Grades Due Date

SI – Minimester (June 1 – July 1)

June 1 (Monday)	Classes Begin
June 4 (Thursday)	Census Day - Fourth Class Day
June 24 (Wednesday).....	Last Day to Withdraw
June 30 (Tuesday).....	End of Classes
July 1 (Wednesday).....	Finals / End of Term
July 3 (Friday).....	College Closed-Independence Day
July 6 (Monday).....	Grades Due Date

SII – Minimester (July 8 – August 7)

July 8 (Wednesday)	Classes Begin
July 13 (Monday).....	Census Day - Fourth Class Day
July 30 (Thursday)	Last Day to Withdraw
August 6 (Thursday)	Last day of Term/Finals (Classes Meeting M-R)
August 7 (Friday).....	Last day of Term /Finals (Classes Meeting M-F)
August 10 (Monday).....	Grades Due Date

Announcements

A. Next Meetings:

- Tuesday, April 28, 2020
 - 5:30 p.m. – Regular Board Meeting

- Tuesday, May 12, 2020
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, and Human Resources Committee

- Tuesday, May 26, 2020
 - 5:30 p.m. – Regular Board Meeting