



Actions Taken During the COVID-19 Pandemic

Sections highlighted in **yellow** are a result of
Resolution 2019/20-23

Securing the Authority to Act

Presented **Resolution #2019/20-23**: To ensure eligibility for state, federal, and emergency funding, contain loss in state apportionment due to COVID-19, and to be ready to respond to any emergency conditions at the District sites, including, but not limited to the:

- ✓ Continued instruction of students;
- ✓ Relocation of students and staff;
- ✓ Maintenance of supplies, instructional materials, operational support supplies, and equipment in support of distance learning;
- ✓ Provision of additional personnel;
- ✓ Securing bio-hazard prevention services; and
- ✓ Support of the collective bargaining process – in a timely and responsive manner which resulted in 20 MOUs since March!

Responding to Mandates and Staying Current

- Engaged in discussions with Chancellor Oakley and community college presidents in late February / early March 2020 on how to prepare for the COVID-19 pandemic.
- Suspended all in-person instruction / services and transitioned to remote instructional / service delivery in response to Gov. Newsom's Executive Order proclaiming a "*State of Emergency*"
- Implemented orders from The State Chancellor's Office in an expedited manner related to:
 - ✓ Expanding Excused Withdrawals, Permitting Fee Refunds, Apportionment (Academic Senate);
 - ✓ Permitting Pass/No Pass Grades, Addressing Course Repetition For Spring 2020 (Academic Senate); and
 - ✓ Easing EOPS Program Limits.

Responding to Mandates and Staying Current

- Closed our campuses to the public and drastically reduced the number of people our campuses to help lower the risk of possible exposure and to comply with the public health recommendations.
 - ✓ Assessed what work could be completed from home and (*assigned laptops to employees who needed them*).
 - ✓ Authorized teleworking for all staff/faculty.
 - ✓ Arranged work-at-home software access for Adobe and ArcGIS programs.
 - ✓ Expanded leave usage for employees who could not work from home.
 - ✓ Authorized reimbursements to faculty/staff for equipment and supplies relative to transitioning their work to online.

Responding to Mandates and Staying Current

- Changed hours of college operations since mid-March.
- Complied with state and county ordinances regarding social distancing and face masks.
- Reviewed public and athletic events to determine whether they should be held with modifications, postponed or cancelled.
- Froze all college-business travel outside the district.

Managing the Shift Online / Staff Development

- Developed and revised MOUs with all employee groups.
- Trained faculty in alternative instruction methods and prepared learning materials/tests for remote delivery.
- Initiated staff development to prepare the staff for alternative methods of providing services to students and the community for remote delivery.
- Proceeded to provide remote instruction through Spring 2021 along with limited essential infrastructure courses at both our campuses.
- Moved all Instruction/Student Services Online.
- Supported faculty to teach and work remotely, including the acquiring of equipment and supplies.
- Supported the enactment of across-the-board Distance Learning Addenda (Academic Senate).

Managing the Shift Online / Staff Development

- Transitioned the following Student Services to online:
 - ✓ Academic Advising, Admissions & Records, Assessment Center, Basics Needs Center (BaNC), Career Center, Counseling, DSPS, EOPS, Financial Aid, International Services & Programs, Internships, Outreach, Enrollment Services, RISE, Student Business Office, Student Employment/Volunteers, Student Health, Transfer Center, and Veterans.
 - ✓ With the assistance of Facilities (Telecom) and CSS, developed, created and implemented a remote phone system that replicates the on-campus phone systems – using laptops from remote locations.
- Supported and implemented procedures for instructional faculty to teach in a distance education mode (99% of the faculty have completed 3 requirements as of October 1, 2020).
- Expanded leave-time usage.
- Implemented and communicated to our campus community new Federal leave provisions.
- Developed and authorized telecommuting agreements.

Managing the Shift Online / Staff Development

- Authorized Faculty to use 20-21 FLEX allocation to move to online training, if FLEX obligation already met. Secured CCCCO approval subsequent to action taken.
- Authorized additional pay for *professional development* for Adjunct Faculty for Training
- Temporarily waived requirement for supervisor to pre-approve Professional Development for Classified Staff.
- Offered Professional Development for Business Services via “Zoom”
 - For all new processes: timesheets, purchasing, contracts, grants, new manager orientation.

Managing the Shift Online / Staff Development

- Worked with faculty and staff to address specific technology needs at home.
- Rolled out VPN access to the campus for employees and access to software applications including Adobe, OneDrive, Kanopy, Beyond Labz, and SPSS for students and employees.
- Developed the online education website with Distance Learning including production of Quick training videos and access to software license keys.
- Helped employees obtain Zoom Pro accounts.
- Set up rapid training on Zoom and Canvas as we transitioned to remote operations.
- Created hundreds of Canvas class shells and enrolled thousands of students.

Overseeing and Navigating the COVID-19 Response

- Delegated oversight to ***Incident Command*** to facilitate communication, positive case management, emergency planning, and campus oversight.
- Designated an employee COVID officer, per L.A. County requirements.
- Developed a ***COVID-19 Containment, Control, and Response Plan***, with the input from employee groups, for employees and students returning to campus this fall.
- Developed a ***Communications Plan*** to help inform students, faculty, and staff to prevent the spread of COVID-19.
- Requested and spent Emergency Funds.
- Required Health Logs for all employees before coming on campus.

Overseeing and Navigating the COVID-19 Response

- Continuously updated the ***District's Emergency Response Plan*** and implemented protocols such as travel restrictions; cancellations of classes, events, athletic competitions or performances; and the protocol response should students, faculty, or staff are diagnosed with COVID-19.
- Formed COC's Coronavirus Taskforce (an operations team) that includes administrators, facilities, and maintenance personnel, human resources staff, faculty, classified staff, and communications staff. This groups helps gather, formulate, prepare, and implement COC's response.
- Developed and implemented a detailed Pandemic Response Supplemental section of the Emergency Operations Plan.
- Created a "*Return to Campus*" planning group to prepare to return to "*face-to-face*" operations.

Cooperating with External Agencies

- Established an agreement with L.A. County DPH for the Drive-Through COVID-19 Testing Facility which had the secondary benefit of providing Clinical Hours for Nursing students who staffed the Emergency Operation.
- Modified Contracts With University Center Providers and the Hart District for AOC
 - Added COVID insurance and indemnification language and references to follow LA County Higher education guidance.
- Participated in multiple WebEx Meetings with Capt. Diez (SCV Sheriff's Station) and SCV area school districts and agencies.
- Served on the Board of Supervisor's Economic Resiliency Taskforce and provided recommendations on resuming in-person operations at higher education institutions.
- Donated supplies to Hospitals outside normal surplus processes – masks, face shields, gloves, and more.
- Attended weekly CCCCCO System Webinars.

Tracking of Expenditures / Resources

- Expended **\$6.2 M** of CARES Act grant funds.
 - Expended all \$3.1 M institutional funds to purchase equipment, issue stipends for training, PPE, consulting to establish COVID-19 plan, etc.
 - Distributed \$3 M of CARES Act grant funds to students.
- Established a process to reimburse employees for supplies or equipment purchased to work remotely.
- Authorized large purchases of hand sanitizer, disinfectant wipes, face masks and shields, gloves, and disinfectant equipment beyond bid guidelines and allowances.
- Began tracking expenses for FEMA reimbursement.
- Purchased laptops for remote operations and PPE for on-campus operations.
- Purchased items to support students for remote instruction / operations and CTE on-ground classes
 - ✓ Nursing patient simulators, software to support online instruction, BaNC Gift Cards, etc.

Tracking of Expenditures / Resources

- Adapted Purchasing / Contracts to online operations.
 - Electronic contracts / DocuSign, electronic vendor forms, quotes, online approvals, furniture
- Extended Categorical / Grant deadlines to avoid reverting funds.
- Restructured Bookstore operations to comply with the LA County DPH guidelines.
 - Coordinated online / phone orders and in-store / curbside pickup or delivery and established processes to return books for a refund.
- Created new electronic timesheets to be used by Payroll.
- Waived parking fees for Summer 2019 And Fall 2020.
- Refunded ECE, PAC, and Women's Conference Payments outside of established guidelines.

Assisting Our Students

- Established new processes and procedures to provide solutions and meet student technology needs during online delivery of classes:
 - ✓ Access to Office 365 including MS Office online,
 - ✓ Spring 2020, loaned and distributed laptops to students without access to technology at home,
 - ✓ Facilitated workshops via ZOOM for students on most commonly used online tools,
 - ✓ Identified computer labs on campus with specialized software that are open for student access during operating hours through the Spring 2020 for a few weeks.
- Fall 2020, distributed over **1,100** laptops over **27** weeks to employees and students from campus laptop carts.
- Purchased new mannequins for remote instruction for the Nursing Department.

Assisting Our Students

- Provided meals / food for students through our BaNC.
- Launched Student Messages via Videos.
- Hosted several ZOOM ceremonies to recognize student achievement – MESA, MLT, PTK, Nursing, Veteran’s, etc.
- Hosted our COC Commencement Ceremony via the Marching Order virtual platform.
- Sent “*Congratulations*” Letters to our 2020 graduating class.
- Sent “*Thank you*” Letters to our staff and faculty for all their hard work in the last months.
- Hosted virtual celebrations – Patron of the Arts Happy Hour, Classified Appreciation, Retiree Event, Service Awards, Opening Day, etc.

Maintaining a Clean Campus

- Implemented required training and certification of custodial staff to proper CDC disinfecting protocols: PPE, supplies and materials, and disinfection procedures.
- Assigned dedicated staff to continually disinfect high traffic areas and provided disinfectant / PPE supply kits to each and every office space on both campuses.
- Acquired materials and supplies needed to comply with guidelines from LA County DPH and installed physical-distancing measures: Plexiglass shields, entry / exit signage, 6' separation floor "dots" and other preventative measures.

Expanding Communication Systems

- Developed and distributed informational emails and fliers focusing on health habits and links to additional resources.
- Hosted regular Chancellor's Office COVID-19 Updates.
- Transitioned Board Meetings to a virtual platform.
- Provided COVID-19 Reports at Board Meetings.
- Launched and regularly updated a comprehensive COVID-19 website to provide up-to-date and relevant information regarding the pandemic to students, staff, and potential visitors.
- Distributed news releases to local media and booked interviews on KHTS and SCVTV to ensure community awareness that college services remain available and accessible while campuses are closed.
- Established remote support options through Zoom, email, and phone.