LSC Employees:

A brief update—

**Virus Update**
As of 12 Noon today, we have no confirmed cases of a student or employee with the virus. We’ll let you know if we have a confirmed case.

**Online Transition**
Thank you to our faculty for the large numbers of sections converted to online over the past week or so. Again, our goal is to provide students with the very best academic and workforce education we can give them under the circumstances. I know that we have many unresolved issues on this transition but we will figure it out in short order with your assistance. We have over 8000 sections offered this semester with academic, workforce, CE, ABE, ESL and GED. A more complete report will be forwarded in the next day or so.

**Time Off Requests (Honor System)**
I know that while we working from home, many of you may require time off for various reasons. We are requesting that employees needing to take such time off (where they can perform no work) submit their time off requests like they normally would and use any accrued paid time off as applicable. This ensures that supervisors know not to request any work from that employee and is fairer to those employees who are otherwise taking on assignments from home. We do not have formal system to monitor and I do not see the need to do so. I appreciate those of you have asked. We will operate on the “honor system” during this period.

**Board Approves Delay in Tuition Increases Until January, 2021**
The Board approved our request to delay implementation of planned tuition increases starting this fall. We also had planned to eliminate distance learning fees in the fall, but are making that effective as of March 23. Any classes converted on that date and going forward will not have extra charges.

**Stay Home Work Safe Order Issued Today for Harris County**
We are doing our part in this fight and will adhere to the requests by the Harris County Judge Hidalgo and Mayor Turner. The impact on us will be minimal as a college since we had already closed. We will cease operations such as landscaping and facilities work.

**Employees and Students Mental Well Being**
My final request is that we pay close attention to our employees and students needing to talk with someone. The Employee Assistance Plan is available to employees and we have an extensive number of LSC and CIS counselors ready to talk with students.
I know these issues impact people in different ways. It’s stressful but I want employees to know that your personal well being and that of your family are your highest priority—not work. For students, we want them to know that we’re going to work with every one of them to reach their goals.

Regards,

Steve Head
Chancellor