I. CALL TO ORDER: Chair Smith called the special meeting of the Board of Trustees to order at 2:00 p.m. after determining that a quorum was present.

II. PLEDGE OF ALLEGIANCE: Chair Smith led the Board and guests in reciting the Pledge of Allegiance.

III. CERTIFICATION OF THE POSTING OF THE NOTICE OF THE MEETING: Chancellor Head confirmed that the Notice for the meeting had been properly posted. No action was required. A copy is attached as Exhibit “A”.

IV. PUBLIC Comment: None.

V. DISCUSSION – IMPACT OF COVID-19:

A. Introduction – Dr. Head announced that summer enrollment is up 5% above last year at this time. Fall enrollment is still slow but registration was started late. The CARES Act awarded money to over 12,000 students and will award $10 million in stimulus money. We are in the process of contacting those students that had dropped from classes and will be giving back about $1 million in refunds with stimulus money. The TWC gave LSC a grant of $250,000 for training at two companies: CHI moved manufacturing line to hand sanitizers and 12 Stones Trucking– truck driving company who is a subcontractor for Amazon.

B. Mario Castillo, Chief Operating Office presented on Return to Work and Remote Workforce Protocols. Since March we had 7,803 employees by default that have been working from home. The majority of these employees will continue working from home.
throughout the summer. Between May 18th – June 1st there are approximately 270 personnel preparing buildings for those employees and students that will be allowed to RtB (Return to Building) on June 1st. Beginning June 1st another 600 employees will be added to the RtB list. Those employees should have been notified by May 27th. Only those that have been notified will be allowed back beginning on June 1st. For those employees that have not been selected to RtB, they will continue working from home. Beginning on June 1st, part-time employees will only be paid for actual hours worked. Part-time employees were sent notification of this at the beginning of May. The LSC recruiting team will be assisting the part-time employees find employment with outside companies. The majority of instruction during the summer will be online. Professional and administrative staff will continue working from home as approved. For those departments that do not already have KPI’s, supervisors should work with their employees to develop weekly activity reports to meet those deliverables. Supervisors and employees are encouraged to work together and show empathy to balance work life demands. There are 26 buildings that will be opened on June 1st as part of RtB. There will be 18 checkpoints in place with protocols for those entering the buildings with a third-party health screener. We are currently in the limited face-to-face phase – which will allow students to complete spring 2020 classes. The majority of those employees coming back to work on June 1st are facilities personnel, custodians and health occupation instructors and support staff. The next phase is the expanded face-to-face delivery but at this time we do not know when that will take place. In order to open these buildings certain preparations are required. After the buildings are open there is a list in place that must be done to stay open. There also is a protocol in place if there is a confirmed positive case identified. There is a digital app that will be used to track all those that come into the buildings. Currently we have had 8 employees confirmed positive and 45 students confirmed positive and one student death. This list is updated daily. The Community Building at System Office is a distribution center for PPE. As of right now we have delivered 102,000 masks, 250,000 gloves, 8,000 face shields, and 6,000 sanitizers to the colleges. Each cabinet member places an order and it is distributed to them. Every building “owner” is receiving PPE for their needs.

Trustee Lloyd asked if there is a list of the 26 buildings chosen to open. Mario indicated that each cabinet member/every president determined the buildings. Most are the Health Science buildings and the two system offices. Hospitals are beginning to offer space for clinicals again. Most of the classes need to finish classes in person due to regulatory requirements.

Trustee Good asked who organized purchasing the PPE and commended LSC for making sure that we have enough PPE and not worrying about the burn rate.

Trustee Sullivan asked from a management perspective, with Mario Castillo organizing this effort and overseeing every minute detail of the operation, is it taking him away from his responsibilities of COO? What point would it be fair to have someone else take over
the operations on the ground? Dr. Head indicated he is operating as the COO and he has a top-notch staff. Mario stated the procurement function is being done by Jennifer Mott’s group. After it is delivered, the COO’s staff takes over and handles the disbursement. His Chief of Staff and Deputy General Counsel and the rest of his staff are handling the operations.

Trustee Stoma stated this has changed the way you are you doing business and you have to do business and you have to adapt and do what you need to do and commended everyone for making this change in such a rapid period of time.

C. Chief Financial Officer-budget impact for FY20 and FY21 - Jennifer Mott gave an overview of the budget impact due to COVID-19 to show what is going on this year, next year and the year after.

Ms. Mott acknowledged the procurement team, Executive Director Cynthia Bright and the newly hired AVC for Supply Management Kathie Griffis and their teams have worked hard in sourcing all of the PPE.

Currently the projected impact for FY20 is -$11.9M from $3.6M in Revenue Loss and $8.3M in additional expenditures which includes summer enrollment, refund of spring withdrawals and waiver of distance learning fee and additional expenditures which includes costs for deep cleaning, personal protective equipment, online instructional conversion and possible computers for students. The good news is LSC was not included in the state reduction so that was reduction was removed from the original estimates. To offset this revenue loss, we are utilizing $10.6M of CARES Act funds and a combined budget and hiring freeze of $7.7M. Ms. Mott noted that the estimates included a 5% decline in summer enrollment but in looking at current totals in summer enrollment today it is showing a +5% so adjustments will be made when that is verified. The budget impact for FY21 is -$23.2M. This includes a projected 15% decline in fall enrollment of -$18.9M and -$4.3M for expenses for online instruction, additional PPE, annual maintenance of computers for students. Actions to offset these estimates are a continued hiring freeze and a 5% in budget reductions. We are preparing for the worst and hope for the best so trying to be pragmatic in the way the budget is built. Trustee Lloyd asked if it was impossible to change the projected 15% fall decline in enrollment. Dr. Head said we are reaching out the to ISD’s and a marketing strategy to let people know that Lone Star College is open for business. Trustee Stoma suggested Lone Star College market those people that have just graduated looking for jobs and encourage students to come to Lone Star College for workforce training to learn a skill. Lone Star College is reaching out to employers to determine what they need so we can funnel students into those programs. To offset the FY21 deficit Lone Star College will use remaining CARES Acts funds and continue the hiring freeze and 5% budget reductions for a total of $22M to be able to recover the estimated -$23.2M. We are looking at FY22 and the different scenarios depending on how
enrollment numbers are for summer, fall and spring. Mr. Sullivan stated the chart was really good information and helpful and we are doing a good job of marketing. Trustee Sullivan asked about the computers being purchased, the new fee structure that was approved and the books and support from the bookstores to help students. Link Alander gave the timeline of when computers will arrive and get them ready for students. They will work with the colleges to determine how the computers will be disbursed. Ms. Mott gave an update on how the bookstores will operate. Trustee Sullivan suggested capitalizing on handing out the computers to the students to promote Lone Star College. Trustee Lloyd asked if you have a 15% worst case, do you have a scenario for a 8 to 10% increase? Prior to COVID we were assuming 2 – 2.5% enrollment growth in the fall. Dr. Head indicated the answer will be with the area’s parents and if they will decide to send their students away to college.

VI. **CHANCELLOR SUMMARY:** Dr. Head announced the June meeting will be on June 18th. There be a meeting in July to give updates around mid-July. In order to get the budget together for approval the August meeting will be moved to August 20th. It looks like we will be back to normal schedule in October.

Trustee Sullivan asked how the other community colleges have been impacted. Dr. Head said if they were in good shape before the pandemic in board policy and reserves, they are in good shape. There are about four community colleges that are doing well. Many community colleges are looking at a decline. Trustee Lloyd asked how Lone Star College looked at recruitment. Dr. Head said each campus is doing some recruitment and the system office is doing the mass market.

Dr. Smith has received feedback from the outside. He stated they liked the way the staff has worked on safety and well-being of all of the students and employees and like what is being done to make sure students are successful. Dr. Smith stated the administration and the board have been focused and have leveraged all college resources to the two purposes of making sure everyone is safe and that students are successful. This pandemic has showcased our core values to unify efforts to provide equity and support to students, staff and the community to meet their college mission. He believes that we all shine when we work together as a unit. Dr. Smith asked that prayers be sent out to the family of police officer Kevin Ward Swatzel who passed away on May 23rd.

Dr. Head said we couldn't be doing this without the faculty and their help. This is a very unusual period and Dr. Head asked that if you know of someone that is getting hung up in the system to let us know so we can help them.

VII. **SUGGESTED FUTURE AGENDA ITEMS:** None.

VIII. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 3:09 p.m.
ATTEST:

[Signature]

Board of Trustees, Chair

[Signature]

Board of Trustees, Secretary
Certification of Posting of Notice to the May 28, 2020
Special Meeting of the
Lone Star College System’s
Board of Trustees via
WebEx *

I, Stephen C. Head, Chancellor of the Lone Star College System, do hereby certify that a notice of this meeting was posted on Friday the 22nd day of May, 2020 on the Lone Star College website as required by 551.001 et. seq., Texas Government Code. Special notice of the meeting was provided to the news media as required by as required by the Texas Open Meetings Act.

*Members of the public may view/listen/provide public comment to the WebEx meeting:

Registration (your name and email address) is required to view the meeting. Log on to https://lonestar.webex.com/lonestar/onstage/g.php?MTID=e9181aca81cc57e717a262fd5558b7b6f
Password is LSCMay

The public may register to address the Board online by submitting a completed registration form no later than 1:55 p.m. on the day of the Board Meeting.***When filling out the participation form please provide your email address so that we can email you instructions on how to participate.
During public comment session you will be announced and unmuted by the host.

Given under my hand this the 22nd day of May, 2020.

LONE STAR COLLEGE SYSTEM

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Stephen C. Head
Chancellor