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# COVID 19 UPDATE

**Board of Trustees  
Meeting**

**August 19, 2020**



# LA COUNTY DEPARTMENT OF HEALTH RELEASES GUIDELINES

- The Los Angeles County Department of Public Health announced on **August 12<sup>th</sup>** it will adhere to guidance from the California Department of Public Health.
- State DPH recommends counties with high levels of community transmission of COVID-19 – including LA County – **limit the reopening** of colleges and universities.
- Colleges and universities in LA County **will not be able to resume all** in-person academic instruction at this time. Institutions **may offer** training and instruction for **essential** workforce for required activities that cannot be accomplished through virtual learning.



# ROLLING POWER OUTAGES

- With the current fires burning and the heat wave across California, Governor Newsom recently declared another **state of emergency**.
- The California Independent System Operations (CAISO) has directed Southern California Edison (SCE) to be prepared to begin **rotating outages** over the next few days most likely between the hours of 3 to 10 PM.
- If customers are impacted by a rotating outage, it will last for roughly **one hour**.
- SCE Customers can see if they are part of the Rotating Outage Group on top of their SCE bill.
- This **could** impact the start of the semester and our enrollment.

# STATE OF EMERGENCY

- **COVID-19 Response Block Grant - \$1,784,572 Allocation**
  - \$801,150 Federal Allocation (Needs to be spent by 12/31/20)
  - \$983,422 State Allocation (Needs to be spent by 6/30/22)

**Reengagement Strategies:** For Students Who Failed/Incomplete due to COVID19 in Spring 2020

**Grants to Faculty:** To Develop Online, Accelerated Learning Modules to Help Students From Spring 2020 Make Progress

**Professional Development:** For Faculty and Student Services to Continue Instruction and Develop Online Instructional Capabilities and Support Students Impacted by Learning Loss

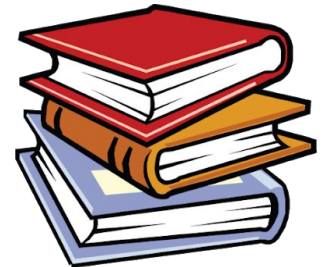
**Address Barriers to Basic Needs and Mental Health Services:** Economic Assistance: Utility, Rent and Food Funding/Access

**Payroll Expenditures Related to COVID:** Government Payroll Support Program and Unemployment Insurance Costs

**Public Health Expenses:** Cleaning Supplies, PPE and Disinfection of Public Areas and Campus Facilities

# BARNES & NOBLE BOOKSTORE SERVICES

- **Barnes & Noble Will Comply With County Guidelines To Ensure The Health And Well-Being Of Its Employees And District Students, Faculty And Staff**
  - Employees and guests will be required to wear masks and follow social distancing guidelines.
  - Plexiglass sneeze-guards will be installed at all checkout counters.
  - Employees will maintain clean workspaces through regular disinfecting.
  - Student access to the bookstore will be limited.
  - Bookstore employees will emphasize speed and efficiency to get customers in and out as quickly as possible.
  - Separate waiting lines will be established to avoid people crossing paths.



# BARNES & NOBLE BOOKSTORE SERVICES

## To Order Course Materials:

- Online / Phone App Orders:
  - **Pickup:** Students can order books online or through the Barnes & Noble Phone App.
    - The Bookstore will fulfill the order and set it aside until the student arrives for pick up.
    - In-Store or Curbside pickup will be available after **August 17th, 2020**.
    - Any orders placed before then, will be **shipped** directly to the student.
  - **Delivery:** Students can order course materials online with free delivery.
    - Shipping times may be significantly longer based on local delivery conditions
  - **In-Store appointments:**
    - Students can make arrangements with the Bookstore by calling (661) 362-3255 or emailing [sm220@bncollege.com](mailto:sm220@bncollege.com)

## To Return Course Materials:

- Students can return their book rentals by **shipping** them back to the Barnes & Noble Bookstore through UPS. For a UPS return shipping label, go to: <https://coc.bncollege.com/shop/coc/page/rental-book-return>
- Books can also be returned **in-person** at the bookstore

# FALL 2020 PREPARATIONS FOR INSTRUCTION

- **Essential Infrastructure Sector Disciplines Gearing Up for the Start of Fall 2020**
- Instruction has been working closely with (and special thanks to) **Facilities, Business Services,** and **our Acting Deputy Chancellor** to ensure that all PPE and other necessary instructional and safety materials are delivered to the appropriate laboratory locations in time for the start of the fall semester.



# FALL 2020 PREPARATIONS FOR INSTRUCTION

Updated information regarding instructors' certification to teach online this Fall 2020 as of 8/6/20 is provided below:

	Total	Fully Online Certified	Percent of Fully Online Certified	Provisionally Certified	Percent of Provisionally Certified	Not Certified	Percentage Not Certified
Full-time Faculty	189	153	81%	2	1%	34	18%
Part-time Faculty	535	327	61%	8	1%	205	38%
Total	724	480	66%	10	1%	239	33%



# FALL 2020 PREPARATIONS FOR INSTRUCTION

Update on Instructor Online Certification at COC in Preparation for the Fall 2020 Semester:

- Since COC began training faculty in March for teaching at a distance:
- **96** faculty are currently enrolled in and have begun working through the 'Keep Teaching Fall 2020' self-paced course
- **176** faculty have completed the IOI course since March 2020
- **James Glapa-Grossklag, Joy Shoemate, and Chloe McGinley** are working in progress on conducting a facilitated course for the **239** remaining faculty, prior to the start of the fall 2020 semester, so that we are ready to go.
- Instructors with late-start classes, scheduled to begin after the first week of the fall semester, will have additional time to complete their online certification (prior to the start of their class).

# FALL 2020 PREPARATIONS FOR INSTRUCTION

## Memo FS 20-09: Phase Out of Certain Allowances for Attendance Account Methods and Student Withdrawals

- The Emergency Conditions Allowance we submitted in April 2020 in coordination with our emergency declaration **will remain in effect** and allow us to use 2019-20 PI FTES when calculating our 2019-20 SCFF apportionment.
- There will be a **second** Emergency Conditions Allowance Memo that will be released in March of 2021 and will be due by April 20, 2021 that will allow us to use 2019-20 PI FTES for our 2020-21 FTES and future years.
- Beginning Spring 2021 - **all online courses must converted** to the appropriate attendance accounting method per regulation.
- We will **no longer** be able to claim FTES as we did in the fall as face-to-face census type attendance accounting. We can only use that for synchronous courses, not asynchronous.
- Attendance accounting for Distance Education regulations are under review.
- Beginning Spring 2021, excused withdrawals will **no longer** count as an enrollment attempt for apportionment purposes.
- During the Fall, when a student withdrew due to COVID, we would refund the enrollment fee, but counted it as a contra revenue and could reduce our enrollment fee revenue by that amount when claiming apportionment, we no longer can do that.

# INFORMATION TECHNOLOGY UPDATES

## Fall Technology Needs:

If Employees need equipment or support for their class or home office, please reach out:

- **Email** [Helpdesk@canyons.edu](mailto:Helpdesk@canyons.edu)
- **Call** 661-362-3953 and leave a message with your contact information
- **Connect via Zoom:** <https://intranet.canyons.edu/offices/css/helpdesksupport.asp>

Students who need laptops can email [laptops@canyons.edu](mailto:laptops@canyons.edu)

Checkout [www.canyons.edu/onlineeducation](http://www.canyons.edu/onlineeducation) for resources for students and employees

Parking lot **Wi-Fi** available on the Valencia campus in the following areas:

- Lot 1 near the Library
- Lot 3 & 4 by the Performing Arts Center
- Lot 14 by the University Center
- Lot 15 by the TLC



# RETURNING TO WORK

- We received final guidance from LA County for college and universities on August 12th.
- Based on this plan, and with input based on questions from employees from all groups on campus, we are in the process of finalizing our **“Return to Campus” Plan**.
- We are paying careful attention to challenging areas such as:
  - **Ensuring the safety of our employees and students,**
  - **Providing online health logs for employees, students, and visitors to campus,**
  - **Administering temperature checks for individuals working in on campus programs,**
  - **Training our employees and students on required protocols,**
  - **Maintaining cleaning protocols,**
  - **Performing our role in contact tracing, and**
  - **Informing vendors and visitors to campus of our protocols.**
- We are looking at a phased in approach to returning employees to campus during the Fall 2020 semester.

# LA COUNTY “RETURN TO WORK” GUIDELINES

- Eight of our Essential Infrastructure programs will be returning for labs this fall in support of helping our students complete their programs so they can enter the workforce.
- Programs include:
  - **Automotive Technology**
  - **Construction Technology**
  - **Culinary**
  - **EMT**
  - **Land Surveying**
  - **MLT**
  - **Nursing**
  - **Welding**
- Health Screening will occur, physical distancing will be in place, and disinfection will be a focus.
- Thank you to all of the faculty, staff, and administrators that have worked diligently to bring these programs back on campus and attend to the numerous details that an endeavor like this requires.

