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## COVID-19 Update

1 message

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**Barbara Beebe** <bbeebe@wtc.edu>

Mon, Mar 16, 2020 at 12:59 PM

To: Faculty <faculty@wtc.edu>, Staff <staff@wtc.edu>, Book Store <bookstore@wtc.edu>, WTC Cafeteria <cafeteria@wtc.edu>, TD Industries <tdi@wtc.edu>, Nicole DeGuzman <scmdirector@snydertex.com>

Good afternoon,

In light of the ever changing recommendations from the CDC, WTC has made the decision to move academic classes to an online format for the rest of the semester.

Students will be instructed to contact their faculty for further instructions.

We will provide means for our dorm students to be able to utilize online instruction as well. We are still in the planning stages of how to proceed with our CTE classes.

All athletic events have been cancelled for the remainder of the semester. We are adhering to the CDC recommendation of not providing a location for groups of 50 or more.

All campus offices will reopen tomorrow and staff are encouraged to proceed with business as usual.

I am sorry for any inconvenience our delay in deciding upon online instruction has caused. This situation is unprecedented and extremely fluid, and all decisions are subject to change.

Thank you,

Barb

*Dr. Barbara R. Beebe*

President  
Western Texas College  
6200 College Avenue  
Snyder, TX 79549  
325-574-6501  
[bbeebe@wtc.edu](mailto:bbeebe@wtc.edu)

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## Memo from the Governor Regarding Higher Ed

1 message

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**Barbara Beebe** <bbeebe@wtc.edu>

Fri, Mar 20, 2020 at 12:19 PM

To: Faculty <faculty@wtc.edu>, Staff <staff@wtc.edu>, Book Store <bookstore@wtc.edu>, WTC Cafeteria <cafeteria@wtc.edu>, TD Industries <tdi@wtc.edu>, Nicole DeGuzman <scmdirector@snydertex.com>, adjuncts <adjuncts@wtc.edu>

Good Afternoon Everyone,

FYI - Copied below is a little bit of clarification from the Governor regarding yesterday's executive order and Higher Ed.

Thank you!

Barb

*Dr. Barbara R. Beebe*

President  
Western Texas College  
6200 College Avenue  
Snyder, TX 79549  
325-574-6501  
[bbeebe@wtc.edu](mailto:bbeebe@wtc.edu)

The Office of Governor Abbott has asked that I share the following memo regarding today's executive order:

This memo will provide additional guidance on the continued operation of your institution of higher education in light of the Governor's Executive Order Number GA 08 issued on March 19, 2020. Educating future generations is a crucial feature of any society, second only to ensuring public safety. In the executive order, institutions of higher education are directed to operate in accordance with Centers for Disease Control (CDC) guidelines. As described in the text of the order, the state is following guidance from the CDC to slow the spread of COVID-19 to the greatest extent practicable. Please continuously monitor the CDC's Interim [Guidance](#) for Administrators of US Institutions of Higher Education for any updates. Texas' institutions of higher education have already taken on this responsibility and acted swiftly in responding to this unique crisis. The work your institutions have already done is admirable and for that we are grateful.

It is our understanding that your institutions have already taken numerous precautions to protect your students, faculty, and staff. Those precautions include moving nearly all instruction to an online modality. There will be of course some instruction and operations that cannot be moved entirely online, and we expect that administrators will make the best decision on a case-by-case basis that incorporates adequate social distancing, limits on the total number of people in one space, and includes proper disinfection. This office also appreciates that institutions have made housing and food services available to a limited number of students for whom it is necessary. While we encourage you to use teleworking as much as possible, we also expect that certain staff must remain in their work environment, and specific offices located on campus may need to remain open to ensure the continuity of your operations. Again we ask that you take any and all necessary precautions.

Please accept my gratitude for everything you do for the students and residents of this state. While there will always be unique circumstances specific to each campus, we hope that this memo and CDC guidance for higher

education are of assistance as you work through this situation. If you feel there are additional areas in which further discussion is necessary, feel free to contact me.

Best regards,

Brady Franks

Deputy Budget and Policy Director

Office of Texas Governor Greg Abbott

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## Thank you & Update

1 message

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**Barbara Beebe** <bbeebe@wtc.edu>

Fri, Mar 20, 2020 at 10:55 AM

To: Faculty <faculty@wtc.edu>, Staff <staff@wtc.edu>, Book Store <bookstore@wtc.edu>, WTC Cafeteria <cafeteria@wtc.edu>, TD Industries <tdi@wtc.edu>, Nicole DeGuzman <scmdirector@snydertex.com>, adjuncts <adjuncts@wtc.edu>

Good Morning All,

I just wanted to provide an update on our current situation & what to look for in the coming days.

1) FYI, I will be forwarding an update from the Governor regarding higher education and his acknowledgement of our unique needs.

2) I will soon be sending an update regarding staggering work schedules that will be implemented beginning Monday, March 23rd. Your supervisor will be meeting with you for further clarification.

3) In appreciation of each and every one of you, please feel free to leave today at noon. I sincerely value your dedication and willingness to pitch in and do whatever is necessary to keep WTC up and running, while ensuring our faculty, staff and students' health & wellbeing. Thank you from the bottom of my heart. You are all rockstars!

Have a wonderful weekend, stay safe and stay well!

Barb

*Dr. Barbara R. Beebe*

*President  
Western Texas College  
6200 College Avenue  
Snyder, TX 79549  
325-574-6501  
[bbeebe@wtc.edu](mailto:bbeebe@wtc.edu)*



Barbara Beebe &lt;bbeebe@wtc.edu&gt;

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## WTC COVID-19 Update

1 message

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**Barb Beebe** <bbeebe@wtc.edu>

Mon, Mar 23, 2020 at 6:36 PM

Good Evening Western Texas College Family,

Be forewarned this is a long email, but one that is chock-full of important information. **First and Foremost, there are still no confirmed COVID-19 cases in Scurry County at this writing.**

During this unprecedented time, our Board of Trustees want to express their sincere thanks and gratitude to everyone, and for all of you to know that they are proud of your work, focus, and commitment. Likewise, we are blessed to have a very supportive Board who support the ever changing decisions we are making daily, if not hourly.

This is an incomparable situation and Western Texas College is proceeding under “Altered Operations” following the five strategic objectives below:

1. To protect the health and safety of our students and employees
2. To complete the spring 2020 semester primarily through online coursework
3. To keep students on track for completion
4. To enable the majority of College employees to work remotely while continuing to provide necessary services
5. To retain full-time and part-time employees, reduce turnover, increase morale, help employees focus on work, and facilitate the future return to normal operations

Keeping these objectives as the anchor; I want to first explain the College’s plans about payroll and compensation during this period of altered operations. The College is committed to payroll being processed on our regular schedule. The majority of our payroll is processed electronically directly to employees’ bank accounts, which allows for on-time delivery. Payroll that is processed using paper checks will be mailed to employees. Employees who wish to pick up their paper checks please contact Patricia Claxton.

Second, compensation during this altered operations period is intended to provide employees with their normal pay. However, in order for that to occur, employees must be **Available for Work** during our regularly scheduled hours of 8-5 Monday through Thursday and 8-4 on Friday.

The definition of Available for Work is as follows:

1. Working onsite – These employees will include essential personnel such as administrative staff, payroll, security, cafeteria and maintenance employees, etc. Personnel in these areas will be specifically approved and scheduled by their supervisors.
2. Working remotely – Employees must be responsive to calls, texts, and messages within one hour of contact, review and respond to emails as quickly as possible, and be available for regular check-ins with supervisor.
3. Availability to respond – Employees must be able to arrive onsite within two hours of being contacted to report. This pertains primarily to administrative staff.

Based on the understanding that all employees will meet the requirements of the Available for Work expectation, please note the following details regarding compensation.

## FULL-TIME EMPLOYEES

Full-time exempt employees will be paid their regular salary if they are available for work. If not available for work, employees must use their vacation leave time. Doctor's appointments, etc., can be listed as sick time. Please contact your supervisor or HR regarding further questions concerning sick or other leave time.

Full-time hourly staff – Employees will be paid their normal 40 hour week if they are available for work. No internet access could make someone “not available for work” unless onsite work or remote work without internet access has been authorized by their supervisor. Employees must be responsive to any emails, texts, and assignments. If not available for work, employees must use vacation leave time. Doctor's appointments, etc., can be listed as sick time. Please contact your supervisor or HR regarding further questions concerning sick or other leave time.

## PART-TIME FACULTY & STAFF

Please check with your supervisor and/or HR for specific information.

However, in general:

Part-time Faculty will continue to be paid for current courses being taught.

Part-time Staff who are available for work will be paid their minimum 15 hours per week.

Part-time Work Study who are available for work will be paid their minimum 15 hours per week.

## DR. ON DEMAND

If you are feeling unwell and are not sure about how to proceed, please remember that employees have access to our online Dr. OnDemand at <https://www.doctorondemand.com/>

I know we are all wondering when things will get back to normal. Unfortunately that remains unknown. We will continue to reassess daily, but I don't suspect there will be significant changes in our decisions anytime soon. From an instructional standpoint, we want to complete this spring semester on time, and we should be on track to do that through online classwork. Moving forward, I am hopeful that the mini and summer sessions will be back on track with our normal operating plans, but we will continue to evaluate those.

In closing, I appreciate the Board's support of this payroll and compensation plan. That support is a direct reflection of their love for Western Texas College and their appreciation of and trust in you. I am proud of the work that each of you are doing now and what you will continue to do during this COVID-19 altered operation period. We sure don't have all of the answers, and we may not be 100% right with the answers we are providing, but we are making the best decisions we can, with the information we have, with compassion and concern for all our employees and our students. The only constant is change. We will be as transparent as possible in our decision making, and we welcome any and all questions.

Barb

*Dr. Barbara R. Beebe*

President  
Western Texas College  
6200 College Avenue

7/29/2020

Western Texas College Mail - WTC COVID-19 Update

Snyder, TX 79549  
325-574-6501  
[bbeebe@wtc.edu](mailto:bbeebe@wtc.edu)

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## WTC Update

1 message

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**Barbara Beebe** <bbeebe@wtc.edu>

Thu, Mar 26, 2020 at 4:12 PM

To: Faculty <faculty@wtc.edu>, Staff <staff@wtc.edu>, Book Store <bookstore@wtc.edu>, WTC Cafeteria <cafeteria@wtc.edu>, TD Industries <tdi@wtc.edu>, Nicole DeGuzman <scmdirector@snydertex.com>, adjuncts <adjuncts@wtc.edu>, WTC Security <security@wtc.edu>  
Cc: Board@wtc.edu

Good Afternoon Western Texas College Family,

The sun is shining, spring is here, and rest assured, we **will** get through this together! That is what family is for, and we are indeed an extended family.

**First and foremost, there are still no confirmed cases of COVID-19 in Scurry County.** However I know you must be wondering how today's Scurry County **Stay Home Stay Safe** declaration will affect the college, and most importantly you. WTC is considered an Essential Business and as such we are still operational. Administrative staff have been, and will continue to be, on campus daily. We still have a number of students living in the dorms, so our cafeteria is open and providing boxed meals for the students. Payroll and other essential business office operations are still being managed. Faculty are utilizing technology on campus for their online classes. At any given time there are usually a few people on campus, which is totally acceptable. Your supervisor will let you know their expectations for your position. We do ask that if and when you come on campus you let your supervisor know when you arrive and when you leave, so that we have a listing of who has been here and when. The bottom line is that all of us are being asked to stay in the county and at home as much as possible. A copy of the **Stay Home Stay Safe** order is attached and will also be available on our website.

We have put a recording on the WTC main phone number saying WTC is following the Governor's recommendations for working remotely and asking the caller to provide an email address for fastest service, or to leave a voice message. Those messages and/or emails will be forwarded directly to [support@wtc.edu](mailto:support@wtc.edu), and they will distribute them to the necessary department or individual.

This brings me to our individual campus phones. If someone calls your direct office number, you will still get an email letting you know you have a voice message. If you would like to change your message to reflect that you are working remotely and can best be reached by email, the instructions on how to do so are attached. The directions are also the last two items listed online under forms and publications at <https://www.wtc.edu/faculty/forms.html>. Changing your message can be done either on campus or at home.

The instructions for changing your office phone message from home are below:

**Call 325-574-7999**

When the first message begins, press pound twice (don't wait for the message to complete)

You will be prompted to enter your 4-digit extension number

You will be prompted to enter your voicemail password followed by pound.

Please follow the remaining prompts to change your voicemail.

I thought you would like to know that since the middle of spring break the presidents of all community colleges in Texas have been having a daily conference call with our Texas Association of Community Colleges (TACC), along with individuals from the Governor's office, Texas Higher Education Coordinating

Board (THECB) Commissioner Ray Martinez, and staff from THECB, the Texas Education Association (TEA), Texas School Safety System, and various Texas Legislators. This has allowed us to collectively ask questions and receive answers as quickly as executives and politicians can do so. 😊 Seriously, it has been extremely helpful to know what our colleagues are doing across the state, and it also drives home the point that we are all more alike than we are different.

Health officials are saying that the expected peak of COVID-19, originally thought to occur the first week of April, is now predicted to take place between April 7<sup>th</sup> and April 30<sup>th</sup>. Please note that this, and essentially all information being offered, can change quicker than you can say COVID-19. As soon as I receive updated information I will be sure and pass it along.

To help keep everyone safe, all WTC buildings will now be locked the majority of the time. The Library (LRC) will be open and unlocked between 10:00 AM and 2:00 PM, Monday through Friday so students, faculty and staff can access the Service Center for mail and packages, etc. The Student Center will be open from 7:30 AM until 6:00 PM, Monday through Friday, and 11:30 AM to 6:00 PM Saturday and Sunday. This will allow access to the cafeteria, the bookstore, and the computer lab. If you do come on campus, again, please let your supervisor know and please try and maintain social distancing. Believe me; I know it is easier said than done!

Thankfully, in the best and the worst of times there are always reasons to smile and laugh, and creative people excel at helping us do so. Here are four tweaked icons that marketing masterminds have produced in light of the current times for the NBA, Starbucks, the Olympics & MasterCard.



Keep smiling, and laugh whenever possible, at whatever thinkable.

*Thank you all for all you do!* As a distinguished WTC instructor noted, Wash your hands, Cover your sneezes, and Stay away from them that sneezes!

***Stay Safe and Stay Well!***

Barb

*Dr. Barbara R. Beebe*

President  
Western Texas College  
6200 College Avenue  
Snyder, TX 79549  
325-574-6501  
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**3 attachments**

 **Mitel Voicemail Quick Reference Guide.pdf**  
2311K

 **Mitel Quick Reference.pdf**  
1711K

 **Stay Home Stay Safe Order.pdf**  
318K

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## Stay Home Stay Safe FAQs

1 message

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**Barbara Beebe** <bbeebe@wtc.edu>

Mon, Mar 30, 2020 at 6:34 PM

To: Faculty <faculty@wtc.edu>, Staff <staff@wtc.edu>, Book Store <bookstore@wtc.edu>, WTC Cafeteria <cafeteria@wtc.edu>, TD Industries <tdi@wtc.edu>, Nicole DeGuzman <scmdirector@snydertex.com>, "Anthony (Tony) Keen" <anthony.keen@wtc.edu>, WTC Security <security@wtc.edu>, Jamie Redwine <jamie.redwine@wtc.edu>  
Cc: Board@wtc.edu

Good Evening Everyone,

Hope you're having a good day, in spite of it being Monday, and in spite of Scurry County's recent **Stay Home Stay Safe** order. As the New York Times noted earlier today "millions of Americans have been asked to do what might have been unthinkable only a month ago: Don't go to work, don't go to school, don't leave the house at all, unless you have to."

I have refreshed our Scurry County Coronavirus/COVID-19 Resource Page <https://sites.google.com/snyderisd.net/scurry-county-covid19/home> numerous times yet still don't see a count of tests and results as of today. Naively taking no news as good news, let's assume (!) we still do not have any confirmed cases in our county. Unfortunately the positive cases all around us continue to grow.

In that light, I am attaching the FAQs that Scurry County posted to answer some of the most common questions regarding the **Stay Home Safe Safe** order. Using common sense answers a lot of questions, however we all know common sense isn't common. Since this situation is unprecedented, having some guidelines is almost comforting. It helps to remember that our national, regional and local leaders are just trying to keep everyone safe. If you want to take a look and see which states and cities have issued shelter in place orders, click the link below.  
<https://www.nytimes.com/interactive/2020/us/coronavirus-stay-at-home-order.html>

Years ago my daughter gave me a book spoofing the "Keep Calm and Carry On" books that were popular then. It is entitled "Now Panic and Freak Out." Given our current state of affairs, I thought I'd offer up a daily gem from the book, so here's today's quote from author Tom Wilson, "Try not to worry...take each day just one anxiety attack at a time."

Hope you're smiling. *This will pass*...not the smile, but our current situation. ;-)

Hang in there. Thank you for all you do; for one another, for our students and for our community. We're better because you're one of us, a part of the WTC family. While we may have to be physically distant from one another now, we remain close at heart always.

Barb

*Dr. Barbara R. Beebe*

President  
Western Texas College  
6200 College Avenue  
Snyder, TX 79549  
325-574-6501  
[bbeebe@wtc.edu](mailto:bbeebe@wtc.edu)

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 **FAQ's about SHSS.pdf**  
36K

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## Tuesday's Tidbits

1 message

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**Barbara Beebe** <bbeebe@wtc.edu>

Tue, Mar 31, 2020 at 10:10 PM

To: Faculty <faculty@wtc.edu>, Staff <staff@wtc.edu>, Book Store <bookstore@wtc.edu>, WTC Cafeteria <cafeteria@wtc.edu>, TD Industries <tdi@wtc.edu>, Nicole DeGuzman <scmdirector@snydertex.com>, adjuncts <adjuncts@wtc.edu>, "Anthony (Tony) Keen" <anthony.keen@wtc.edu>, WTC Security <security@wtc.edu>, Jamie Redwine <jamie.redwine@wtc.edu>  
Cc: Board <board@wtc.edu>

Good Evening, (pronounced *Gud Evening*, a la Alfred Hitchcock. Please tell me you know who he was. If you don't, google him!)

Hope you've all had a good Tuesday. Although **I am happy to report that Scurry County still does not have any confirmed COVID-19 cases**, given the growing number of cases close to us, it's best to be prepared. Information is always a good ally, so I thought you might want to read the FAQs that the Scurry County Health Unit & Cogdell Memorial Hospital posted on the Scurry County COVID-19 website: <https://sites.google.com/snyderisd.net/scurry-county-covid19/scurry-county-covid-19-testing-care> I have also attached them here for your convenience. Our county health & human service agencies are working tirelessly to ensure we have the expertise and equipment needed should we experience an outbreak. Hopefully the attached FAQs will help to ease any concerns about our local abilities.

As the number of people working from home continues to grow, so do the incidents of hacking and cyber crime. Our own Information Security guru, Emily Powell, asked me to share a Teleworking Tips document, outlining, you guessed it, tips for working remotely. Please take a minute to read them as new and improved capers are emerging as quickly as the virus is spreading. If you have any questions concerning the information provided, please feel free to contact Emily. She is always ready to help. Guess it's also a good time to remind you if you haven't finished your required cybersecurity training, now would be a good time.

As promised, here is today's tidbit from my "Now Panic and Freak Out" book, attributed to journalist Mignon McLaughlin, "Love looks forward, hate looks back, anxiety has eyes all over its head."

Keep smiling - it looks so good on you!

Barb

*Dr. Barbara R. Beebe*

*President  
Western Texas College  
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Snyder, TX 79549  
325-574-6501  
[bbeebe@wtc.edu](mailto:bbeebe@wtc.edu)*

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### 2 attachments



**Scurry Cty - Cogdell Hospital FAQs.pdf**

100K



**3-31-20 Teleworking Tips.pdf**

134K