

March 14, 2020

Good Afternoon:

Thank you for your patience as we move to a telework and telelearning environment. I know this a difficult situation as we all attempt to figure out how to ensure student success in a new and unknown environment. I appreciate each of you working together and sharing valuable information that reduces barriers. I am grateful for the leadership that is taking place at all levels of the college to support the efforts of making it happen.

Things to remember:

Currently scheduled online courses will resume Monday, March 16.

As of Monday, March 16, all face-to-face instruction is suspended through Sunday, April 5.

Saturday, March 14, through Sunday, April 5, MCC is closed to the general public coming physically to all of our sites. The Governor has asked that MI-Works offices, which are tenants on our sites, to remain open and deliver much needed services. These offices will continue to see clients.

Monday, March 16 through Sunday, March 22, we will offer faculty and students extensive training opportunities on campus and online to prepare for telelearning. The training session schedule has been posted on the [Professional Development](#) page.

Faculty will share with students the alternative format that they have chosen for teaching their courses next week.

During the period of March 23 – April 5, all MCC courses will be offered in alternative learning formats that include online instruction, Zoom video conferencing, independent study, and other options.

Essential personnel identified by their respective Executive Cabinet member will be expected to report physically to work through April 5.

All other employees will work with their supervisors and managers to decide upon an appropriate telework option for their positions.

Monday, March 16 through Sunday, March 22, employees will be offered extensive on-campus and online training opportunities in preparation for telework.

During the period of March 23 – April 5, MCC will serve our student, public, and colleague requests through the use of technology.

Essential meetings should continue for business continuity purposes. The appropriate Executive Cabinet member will decide if meetings will take place face-to-face or through the use of technology.

The March 24 Faculty Meeting will be streamed for online participation only. Instructions will be disseminated by Jason Wilson.

The March 26 All-Employee College Meeting will be streamed for online participation only. Philip Espinosa will email instructions.

Custodial will continue to keep an increased sanitizing regimen up in the work areas.

Payroll guidelines will go out to supervisors and division payroll coordinators on Monday.

Please remember through all of this your health and wellness are most important. So please stay home if you are not feeling well. Share with your supervisor and/or human resources if you have a compromised immune system and need special consideration. Please voice the need for special consideration due to mental health and wellness requirements.

I will not send another update out until Monday, unless something major occurs. Please continue to monitor the [MCC COVID-19 information webpage](#) for the latest information.

Looking forward,

Dr. Beverly

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