

Dear College Community,

As we continue to move through a rapidly evolving environment, we will continue to focus on two main priorities. First, we will make every effort to support the health and well-being of our employees and students. Second, we will continue making every effort to provide a high quality educational experience for our students. The experience will not be the same as it has been in the past, and it will require considerable flexibility and innovation, but we must be unwavering in our commitment to our students and the mission of our college. With these things in mind, we will be making several key adjustments to operating the college for the remainder of the semester. Although this memo is not designed to discuss all of the changes in detail, nor is it an operational plan, I want to highlight a few of the major aspects of what can be called our COVID-19 Action Plan (CAP).

The CAP will:

- be made available to our campus community no later than Thursday morning (March 19) via email and website posting. Cabinet members will communicate with their respective divisions with details relevant to their areas. Please monitor your CCM email regularly for these details.
- move CCM into a largely online environment, possibly for the remainder of the semester. Because not every course can be taught online, instructors will be given significant flexibility to teach in an environment that, in their professional opinion, best serves their students in the excellent manner in which they are accustomed.
- allow very limited and highly restrictive use of labs, classroom space, and student support offices when absolutely necessary. Think science labs, manufacturing, computer, ceramics labs, etc., as well as accessibility services and testing. Vice Presidents Enright, Marlin, and Simmons will work with faculty and staff to determine which courses and services will be permitted on campus. This part of the CAP is subject to special approval from the Governor's office based on Executive Order No. 104 and would also have to adhere to other state and federal guidelines and requirements.

The Academic Support Center (TASC) will be expanded to become **TASC+** until further notice. TASC+ will be a largely online support center where students can access information, receive support with library services and advice on unique situations, get connected to key faculty, staff, and administrators as necessary, work with an ombudsperson to resolve complex issues, and receive information on available social services to help students with issues such as food and housing insecurity, mental health, and other life issues. TASC+ will be supported by employees from across the campus and will utilize video conferencing, webinars, and other electronic resources to bring forth high quality service in a more personal environment than email alone can provide.

Proctor U, our online test proctoring system, will be more heavily utilized to support course assessment depending on the course and instructor's decisions. CCM is exploring the purchase of access licensing to minimize expense to students. For specific purposes as noted above, the

Testing Center may be opened in a larger space, or multiple temporary spaces, to allow for greater social distancing.

Clubs and activities will be moved into an electronic environment to the greatest extent possible to maintain social interaction and student engagement beyond the classroom.

Although Spring Break officially ends on Sunday evening, classes will not resume until Monday, March 30. By sharing the CAP on Thursday morning, and with the understanding that Vice Presidents Enright, Marlin, and Simmons are working closely with their faculty and staff, we will encourage use of Monday, March 23 through Friday, March 27, for employee and student prep time, additional training, and identifying specific needs.

I hope this CAP provides a greater understanding of our future course of action. Again, this information is deliberately lacking in detail since it will be necessary to receive additional input from others across the campus. Our faculty and staff are exceptionally knowledgeable and dedicated, and while this CAP is informed to them, it still needs increased details to be operationalized.

Again, please monitor your CCM email and the college's [COVID-19 Information](#) webpage. As I have been saying for the past two weeks, be patient, be flexible, and know that unanticipated changes are highly likely and will come with minimal notice. Unfortunately, as the COVID-19 outbreak continues, local, state, and federal authorities must quickly change their plans. CCM will modify its plans accordingly since we realize that we will encounter situations that cannot be expected at present time. Our plan may not be perfect, we will make mistakes, and, again, it is subject to modification with little notice. Under the circumstances, however, we believe it is a best case scenario, will allow significant flexibility for our faculty and staff, and will allow CCM to operate as intentionally as possible.

In closing, I want to again thank all of you for your hard work, creativity, willingness to support one another, and for continuing to put the needs of our students first. I understand how frustrating these past weeks have been and, unfortunately, life during the COVID-19 outbreak will continue to be challenging. Nevertheless, we will get through this and we will emerge an even stronger college if we continue to work together, take care of each other, support our students, and focus on our mission. We have more than 12,000 students counting on us and an entire community that relies on us everyday. In no uncertain terms, CCM is the lifeblood of Morris County and we will forge a path through this wilderness until we reach the summit. I am, you are, we are CCM!

Dr. Iacono