



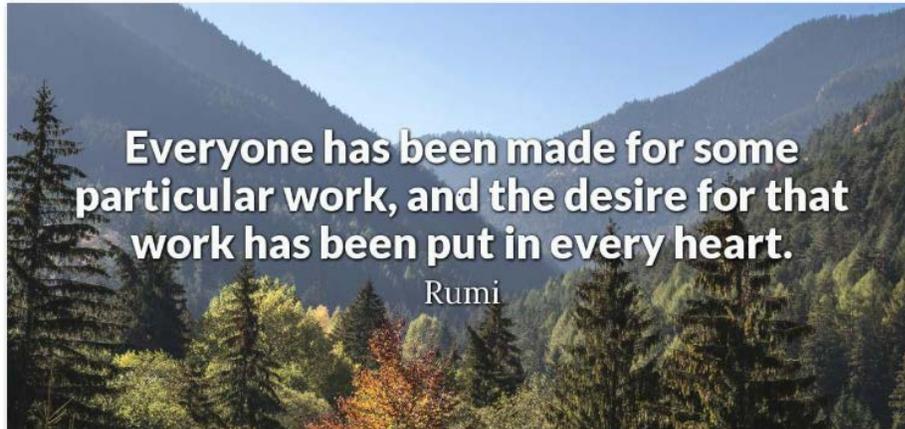
## SAN DIEGO MESA COLLEGE

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March 17, 2020

Mesa Colleagues,



Thank you for your willingness to work in ambiguous and challenging times. I think most of us imagined that with March we would be looking forward to spring break, celebrations and of course... commencement. We find ourselves in an

unprecedented worldwide challenge, and I appreciate all of you for recreating your world to be nimble and responsive.

By now you have read the Covid-19 Update #4 from our Chancellor (attached) where she has outlined our plan to be completely away from campus by end of business, Friday, March 20<sup>th</sup>. We will also be identifying staff who can begin to work remotely and notifying them that they are to begin that schedule as soon as today. We have had several meetings this week via zoom, Managers and Supervisors, Student Leaders and we just finished up our first remote President's Cabinet meeting. We have identified the ongoing challenges ahead and made plans to continue working together to mitigate the impacts of our situation

### **Here are our plans:**

#### **For Faculty**

You may continue to come to campus this week to prepare for your conversion to remote learning environments. We are asking that you practice good physical distancing, and that you come in now if you are coming to campus. We will be here to assist you as much as possible. **As of 5 PM Friday afternoon and until further notice, faculty are not to come to campus.**

We will be accommodating areas where there are live animals and other organisms that need maintenance. For non-instructional faculty, you will be working with your Deans to manage your work schedules as you transition to the remote environment. This will be for an unidentified period of time, so please visit your office and take with you what you need for now and long term.

### **For Classified Professionals**

We are right now assessing who can begin to work remotely, and some staff will be notified by 3:30 PM today that they can begin a remote working schedule as of 5 PM today. When you are released to work remotely the message will be directly from me via email. Supervisors and managers are identifying those personnel, but the message will come directly from me.

Work schedules for classified professionals will remain the same, and each department is working out how you will be in communication regarding check-ins and managing workload during this time. All of us are expected to check our email and to work remotely, including being accessible by phone during this time. We are currently working on providing adequate technology for each person to be able to do their work from home. Your manager will be in touch regarding those plans.

### **Managers and Supervisors**

All managers and supervisors will be serving as essential personnel. This means that they will be available during work hours, but also will be working as part of the larger management team to work towards our continuum of instruction and services during this time.

### **For students:**

Students are to remain off campus. We are working on doing a Town Hall through Zoom tomorrow to answer questions. Resources have been posted on the Mesa Website regarding how they can access technology resources and basic needs support.

As questions arise, please alert your chair, Dean or supervisor.

*Dr. Pamela T. Luster, President*

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