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# Lakes Region Community College

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## Memorandum

Date: March 27, 2020

To: LRCC Employees

From: College Leadership Team

Re: Update on the first week of remote operations the stay-at-home order

Dear LRCC Faculty and Staff:

This memo is to update you on our first week of online learning and remote operations. Also, the impacts of the governor's stay-at-home order.

### **LRCC Operations and Remote Work**

**College offices will continue operating remotely and the campus will be closed to the general public.** We continue to emphasize social distancing in an effort to minimize the spread of the coronavirus. Based on your reports and the feedback from our partners at the USNH call center the first week of remote services went rather smoothly. Students have shared that they feel comfortable with the transition and supported by instructors and staff. Close to 90% of our student population has logged into CANVAS.

Faculty have been in touch with department chairs and with VPASA Patrick Cate to resolve issues that have come up. We held virtual huddles on Tuesday and Thursday this week with staff unit managers to evaluate the transition to remote operations. Managers reported close to normal volume of student/parent inquiries.

IT and the library had a small number of visitors early in the week. LNA students were able to finish their last exam on campus (following social distancing protocols) and our Culinary/Pastry students came to campus to pick up "baskets" prepared by their instructors to reproduce meals at home. I am very proud of how everyone has come together to support each other and our students.

### **Stay-at-home Order**

Although our campus is closed to the public, we remain open in service to our students. All the operations that can be conducted remotely are currently doing so. Remote work will continue until further notice. There are some operations, for example, maintenance, housekeeping, campus safety, residence life and IT which will continue on campus. All supervisors are asked to check in regularly with their

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employees. Further, managers must continue to evaluate employee work plans and schedules and make any necessary adjustments.

### **Academic Affairs**

The CCSNH VPAAAs met the other day and have made the following decisions which were shared with the College Presidents:

#### **Withdrawal Date: Please communicate this change with anyone that needs to know this from your areas. I will be communicating this with all faculty today.**

All colleges will postpone the withdrawal date of a “W” until April 10th. This should allow for students to have sufficient time in their new learning environment and make a decision as to whether or not the modality will work for them, rather than making a quick decision by next week to drop without penalty to GPA. After April 10th, students who choose to withdraw can do so with a WP or WF.

#### **Incomplete Grades: Informational, no action necessary**

Incompletes will continue to be determined on a case by case basis. We will communicate to all faculty that while we encourage all courses to finish at the end of the spring semester, there is flexibility with the extension of an incomplete grade. This is in line with current policy and allows faculty and VPAAAs to meet individual student needs.

#### **Pass/Fail: Informational, no action necessary**

We are not in favor of system-wide Pass/Fail option in place of letter grades. During these unprecedented times, we find it valuable to the continuity of learning and teaching to minimize as many changes as possible and do not recommend a system-wide implementation of a pass/fail grading model. We do believe that this opportunity should be considered at the college level considering a number of implications: outside accreditation requirements, transferability, etc. We recognize that some programs and courses may benefit from this, and we support flexibility that would allow for the different programs at our institutions to make this decision in concert with their VPAA.

### **Housing**

#### **Apple Ridge Apartments will be closed the remainder of the Spring term.**

Approximately 65% of students have moved out. Eric Walsh is working with the remainder of students to complete the move out. We will likely be offering some form of pro-rated refunds to residential students. Those decisions have not yet been made and questions should be directed to Cathy Kubec.

### **Commencement**

We have not yet made a decision about Commencement, but we hope to make an announcement next week. We are working with the Commencement Committee and will hopefully be surveying our graduating seniors seeking their input.

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## Supporting Students

The stay-at-home order will limit our ability to support students on campus. However, we are adapting our processes to continue to provide support.

Non-academic questions, including those related to student support, financial aid, payment, registration, etc., should be directed to [lrcinfo@ccsnh.edu](mailto:lrcinfo@ccsnh.edu). More information is posted on our website [www.lrcc.edu](http://www.lrcc.edu).

## The Bennett Library

**If faculty or a student needs library or technical support, please contact Penny Garrett** [pgarrett@ccsnh.edu](mailto:pgarrett@ccsnh.edu). We will no longer have computer lab hours in the library, but we will work with individuals to make arrangements depending on their needs.

If students need other supports please ensure that they reach out to the appropriate contact as normal. Email will be the primary form of contact. Contact information for all resources can be found on [www.lrcc.edu](http://www.lrcc.edu).

## Miscellaneous

**Employees still receiving paper checks will have their checks mailed. Paper payroll stubs will also be mailed.** If you need to update your current mailing address you may do so directly on the portal, <https://portal.adp.com>. If you have never registered, you will need to do so by using the registration code of CCSNH-IPAY to avoid an extended delay in receiving your check.

**All committee meetings are cancelled until further notice.** We ask Committee Chairs to reach out to the College Leadership Team representative on their Committee to begin discussing potential zoom committee meetings for the remainder of the term.

All visits to campus must be preapproved by Administration. Please contact Jennifer Aiken [jaiken@ccsnh.edu](mailto:jaiken@ccsnh.edu) or Elizabeth Lawton [elawton@ccsnh.edu](mailto:elawton@ccsnh.edu) to request access.

I want to reiterate my gratitude to each and every one of you. I know this transition occurred at an unprecedented pace. I know that pace only added to the anxiety that all of us are dealing with as we try to protect ourselves and our families (including the #LRCCFamily). Thank you for putting our students first!

Let's remain hopeful that our efforts to contain the virus in our communities will show positive results and please check [www.lrcc.edu](http://www.lrcc.edu) your ccsnh email for regular updates.

Larissa R. Baia, Ph.D.  
President