



**Office of the President
M E M O R A N D U M**

March 20, 2020

Good Evening LACC Family:

Our world has changed once again. Stay home with your families to be safe. Our governor echoed those words last night after our county health department told us that was the best thing we could do right now. It is indeed a new day.

It is now important for us to transition to working from home. The college will have a few people on campus, custodians, trades and maintenance workers, gardeners, mailroom, shipping and receiving, information technology staff, and senior staff. The Facilities staff is working through the campus to sanitize and lock off areas that are sanitized. If you need to access areas, please let your supervisor know and check in with the sheriff.



The LACC website has four links at the top where faculty can access assistance and resources, where students can access assistance and resources, a link where you can find communications that have gone out to the campus community, and a link to the district's site for COVID-19 information. Information is continuously being added to these links. Please check back regularly as we continue to build these pages and add information.

We are receiving questions from you through our "hotlines." We will be posting FAQs each day beginning on Monday so keep checking for answers to questions. If you get emails sent to you that are not related to your area, please forward them to: Outreach@lacitycollege.edu. Please let students know that there are links to take students straight to Zoom on the Student Services web page.

Faculty, please do not ask students to buy a textbook or supplies that were not listed on the original syllabus. We understand that moving from face-to-face to a remote/online learning environment is no easy task and that you might need additional or another textbook to facilitate the move and content delivery. There are several textbook publishers that have released their digital textbook library to faculty and

students, this includes Cengage, RedShelf, and VitalSource. These resources can be accessed through the Online Faculty Assistance and Resources link at the top of the LACC website.

As we enter our Spring Break next week, I hope that you have planned some time for fun with your loved ones as you remain sheltered at home. We need to take time to be away from all of these changes and just relax and know that this is temporary.

We have an amazing college and that is due to all of you. You have demonstrated flexibility, problem-solving, resolve, and fortitude to get through this unique situation.

Let us continue to Believe! Achieve! Succeed!

Have a great weekend,
Mary