



Staff Town Hall

2 April 2020 / 12:30PM / Zoom Meeting

Updates

- **COVID-19**
 - Due to an IT Staff testing positive for COVID-19, the IT department is out for a 14 day quarantine
 - Deep sanitization is happening on the areas that these employees have come in contact with
 - Facility staff continue to work through the campus
- **Laptops/Devices**
 - Students were applying for laptops through The District and the district ended up with about 8000 requests for laptops.
 - They are aiming to fulfill every request and have a donor
 - It's our belief that we have assisted all faculty/staff that need a device, so If you're faculty/staff and waiting on a laptop, please reach out
 - We have additional devices for our students and are waiting for more to come in
 - We're almost finished with laptops for oss students but we're working.
 - Distributions of laptops have slowed due to IT staff being out
- **Outreach**
 - I've asked our orgs that focus on Outreach to come up with creative ideas to connect with highschool students. We can have discussions and interactions with highschool students to show them what it would be like to be apart of the LACC family
 - We also are aiming to reach out to the highschool counselors to see how we can help.
- **Resources**
 - Use lacc-techsupport@laccd.edu for any issues and put any request through SAP

- Lots of professional development in the next couple of weeks
 - We've been doing work with ASG who allocated 20k from their reserves to buy laptops for students. These will be available to loan to students soon, and afterwards will be available in the library for students to check out.
 - The Foundation is doing a campaign to help get students grants right now. They've posted applications for students to complete. If you want to donate, go onto the Foundation page. Let your students know that they have additional resources available!
 - \$50 gift cards for Kroger/Food 4 Less are available and can be attained by completing an application through the portal.
- **Courses**
 - We're in the process of incorporating some sort of additional professional development and additional resources to assist with teaching online
 - Make sure that you're having some sort of communication through your students via Zoom, even if it's for 30min
 - It is important to check in and communicate with your students on a regular basis
 - If you need help setting anything up, reach out via the hotline and we'll help
 - We'll be sending info out on how to get Zoom Certifications so look out for that

Q&A

Q: I tried calling the helpline this morning and there was no answer. It said to leave a message. I can't imagine that students will call back over and over in order to get their questions answered.

A: Thank you very much for pointing this out to me. I'm writing a note right now and I'll follow up on this as soon as I'm off this call.

Q: I have some students who have never logged into Canvas, despite multiple attempts to reach them. Should I go ahead and exclude them.

A: Please reach out to us, please send an email to our outreach and recruitment, you can just send it through hotline-faculty@lacitycollege.edu and give them the names of any students who have not logged in, so that we can reach out other ways to the students and see what's happening. So please don't exclude them, please. Right now, if you will, let our staff know. Our outreach and recruitment staff are taking those emails and following up on them, please give us the names and student IDs of your students who have not logged into Canvas, so that we can follow up other

ways with the students. They may not have a device, they may not have the internet. So we're reaching out to them, either way.

Q: Is there any demand for homeless students for using North Kinesiology showers, etc.

A: It's possible that there may be some students who would like to use the shower facilities. Right now we're trying to limit the number of people who are on campus. And there are some other areas that homeless students can use in the community if they need to. We're just trying to keep the campus from having as many people as possible. Right now, until we see what the curve looks like for incidences in LA County. There is a very high rate in Hollywood. We actually have the highest number of confirmed COVID cases in the district, and although we've only had three at our campus that are confirmed that's still the highest in our district. And the area of Hollywood, you know, in and around where the college is located has the highest rate in LA County right now. So I think it would be better for us right now and more prudent for us because we don't know, in the future, whether the county will need to use our facility. For a mobile center or anything like that we've already been in contact with the district. So we're just trying to have ourselves as prepared as possible for the needs of our entire community as best we can, right now.

Q: When, when will the summer schedule be finalized so faculty know which classes they will be teaching?

A: (Jim Lancaster) We're reworking summer right now to be fully online. The Summer schedule will go live for students. We're anticipating on Monday, April 20 they'll start registering on the fourth. So there's still some things that the deans and the chairs are working on right now, as we've made the decision to go fully online. Many of the assignments will not change, but some may so we should have a full schedule out within within at least a week and a half, ready to go to the faculty.

Q: If I am in the future to self quarantine due to COVID-19 systems, will I need to use vacation/illness?

A: I'm going to ask you if you just would email me that question separately, please.

Q: Can Flex still be met online?

A: Flex can be met online through the VRC, (Mary) And I just wanted Dr Lancaster to weigh in on whether or not there would be a requirement and what the requirement might be so I'm hoping that he'll pop back in and let us know.

Q: Will we be resuming curriculum D etc via zoom this semester?

A: I absolutely believe we will be resuming all of our meetings via Zoom. We need to resume our regularly scheduled meetings because business does need to go on so businesses and over for us. We still have to operate and we still have to be prepared to operate. So I think that we're going to have to start having our meetings. Again, not next week, probably, but the week after. So we kind of wanted the first two weeks to give everybody a chance to settle in, but then we'll get back to our regularly scheduled times for our meetings days and times for our meeting so we can get back into our team.

Q: How are interviews going to be handled?

A: We are working right now on being able to do Zoom interviews. So we hope to be able to resume interviews for hiring Staff. We do have some staff that need to be hired, so the District has determined how we could go about doing all of that. So, our departments now are working with the district to arrange those interviews, so that we can continue. We've got to continue doing business because we will be back. So we've got to be ready. We've got to continue to do what we need to do with hiring people bringing people on and getting people up and operational and Serving. Serving each other and serving our students.

Q: Are any of the on campus computer labs open? What is the contact for students to receive a laptop?

A: We will be sending out a message through student services to let the students know that laptops are available again. So we distributed everything we had, and we're ordering more and hope to have some in hopefully sometime next week to distribute. Again we will notify students, then they can let us know through the hotline-students@lacitycollege.edu if they need one we're keeping a list of students who need devices. So just have them email the hotline

Q: How/Who do we submit time sheets for our hourly Classified employees?

A: For hourly classified, you'll submit it to payroll. You just can go on the payroll website and their email address is there and you can scan it and email it to them.

Q: Since someone from IT has tested positive for COVID-19 and the whole department is in quarantine, what about us in facilities who have had direct or indirect contact with that department? Do we self quarantine as well?

A: You're going to get guidance from the VP Reeves, he's working on that and has been all day.