



Faculty/Staff Town Hall

19 MARCH 2020 / 12:30PM / Zoom Meeting

Updates

- **Communicating updates to students**
 - From President/Sr. Staff - at least once a day
 - Monday, Wednesday, Friday communication via Email, by Noon.
 - Tuesday and Thursday Zoom Meetings @ 9:00am
 - President/Sr. Staff have meetings daily; with each other, staff, and the district. So, check regularly for updates and important information.
- **Website**
 - Four new buttons on LACC Main Webpage of the Website:
 - Online Student Assistance & Resources
 - Online Faculty Assistance & Resources
 - Link to Hotline located in this section of the site (Hotline-staff@lacitycollege.edu)
 - A FAQ will be posted/updated regularly
 - Phone number and live chat available
 - Updated COVID-19 (Coronavirus) Information
 - District Website Link
 - LACC Staff & Student Communications
 - President's email messages and Zoom videos/transcripts will be located here

- **Resources**

- A technology survey has been sent out to evaluate the needs of the faculty to be able to work from home
- If you're having trouble with internet connection at home, speak with your supervisor so that they can assist
- Faculty and staff are still training on Canvas and Zoom
- Trainings are located in the Faculty resources section of the website

- **Class Information**

- The first eight-week session will end as of April 12th (and is actually a seven-week class). Professors please adjust your course syllabus.
- For students who are taking the second eight-week session, those are scheduled to begin on Tuesday April 14th.
- Spring Break is now the week of March 23rd, classes will resume online March 30th.
- President reached out to EON Reality in case any faculty wants to try virtual reality for your classes. The district is reviewing an agreement with EON Reality. If you're interested in using virtual reality in some of your lessons, please reach out to the hotline or your Dean.

- **Campus**

- Campus is closed; however, Facilities and IT staff are continuing to work on-site. Most other staff have started working remotely or will be, by week end.
- Facilities are "open" and will be disinfecting and sanitizing all of the rooms and campus.
- If you need to come to campus, notify your supervisor so that the Sheriffs can be aware and open/close your buildings.
- Sanitizing Stations have been set up around the high-volume areas around campus, and will remain forever,

- **Counseling Department**

- President has worked with the Counseling Department to ensure that they reach out to every student via text, email, or phone call to help with any academic concerns.
- If a student is in any special program and has a regular counselor with whom they communicate, that counselor will be the one reaching out to the student.

Q&A

Q: Is there a phone Hotline?

A: There is a general (888) number that we're going to publish for the students. If you're asking if we have a Staff Hotline, I think we can probably do that. That's a great idea, thank you very much for the questions and suggestions, I'm writing it down.

Q: If a student needs to reset their password, who should they contact?

A: If they just go to the online student assistance and resource page that's on our webpage, it tells them what to do to reset their password.

Q: Who is the target for the general hotline?

A: The target for the general hotline email was just to have a really quick, fast email for people to use. So, it's really not a target group, all of the hotline emails that come in are all going to a central place they're all going to Shaena. And then she's doing an FAQ, but also dispatching out if you need specific information.

Q: Will any absence requests for vacation be cancelled if we requested days off during this upcoming week since it was not originally spring break?

A: The question was, if people put in exception time next week to take time off, but now they're working remotely, will that be taken back. And yes, what you need to do is just do an exception time report and request a cancellation. Just put at the top of the exception time report please cancel, put the information please cancel in big bold letters and then we'll make sure that payroll gets that information and indicates that in your time.

Q: Students with special needs

A: Our Office of Special Services, our counselors there, and our classified staff members, they're going to be contacting all of our OSS students. So, go ahead and through that hotline.

Q: Are student worker's still going to get paid?

A: As a matter of fact, what the district has decided is that they will pay. All student workers for this week and next week will be paid for 25 hours. So even if they were only

scheduled to work 15 hours or 20 hours. It's easier for us to go ahead and just program in 25 hours for all student workers so student workers will be paid 25 hours this week and 25 hours next week. They won't receive that pay until later on because the pay period ends and pays in the middle of April, but they will be paid 25 hours for this week and 25 hours for next.

Q: Will this meeting and the information in this meeting and a transcript be available later

A: Yes, it will be on the LACC communication website, which is that button that's at the top of our web page, the bottom right says **LACC communication**.

Q: Can the LACC foundation help some students who do not have the book, no financial aid, no money? The book needs an access code for online activities, exams and everything.

A: What I would like you to do if you have that either work through your department chair or do an email to us with student's information.. This is because we can then look up students and we can follow up and see who may need books. I will coordinate with the Foundation to help our students right now.

Q: Will the computer labs being reset for distance standards, have Adobe suite and calibrated monitors for the Visual & Media Arts students?

A: The computer lab that we were setting up for students to use. I don't pick up automatically there, but I will add that, if you can, I need that detail. Um, so you can either email through that hotline email or you can just send it to me. Dr Lancaster just indicated to me that they're getting a list of the software that's needed and a specialized software that's needed for the computer labs, so that they can be loaded on some of the computers in this computer lab that we're setting up. So the computer lab we're setting up this temporary while we're doing this because we didn't want to interrupt any of our other ongoing computer labs, because if we get relatively short notice to come back a day or two, we didn't want to have to interrupt anything as we're going. So, we're setting up a special place for that for the weekend.

Q: Community services students are not students of LACC and have no access to canvas. Is there a way to give them access?

A: So, what we're going to do is we're going to look into how we could get them access to Canvas. So, I will look into that. Or an alternative, other than Canvas.

Q: Can the noncredit students get a laptop loan?

A: Yes, they will be able to get a laptop loan. Dean Yamanishi just put some information out that we've got some laptops for students to be able to pick up. Please pass the word if your students need a laptop. Please pass the word. So, if they look on the web page. The, the student portal. So, the student portal in the scholarship area on the SIS system, they can see how to apply.

Q: Is the Student Services building open to assistance over the phone? Even though we are in a non-instructional week, are Professors still answering student's email?

A: Yes, they are. Well, we are working remotely. We have our Welcome Center team and our other team for an hour and financial aid and all of our services and everything that we work on is being done remotely but everybody's working next week. So, unless people are taking vacation, or they become ill. all of our offices will have coverage. So yes, questions can come in, phone calls can come in, we can access all of that.

Q: Will the test taking for OSS students still occur?

A: Our counselors in OSS are working on helping to facilitate the OSS students being able to test. So, the counselors are reaching out. So again, if you have a question about a particular student in one of your classes. Just be sure to go ahead and use that hotline so we make sure it gets to the right people. So just as our facilities, people are working, all of our IT staff are here working too and I'm not sure how long they'll be but I expect, they're going to be some of the people who will have a function that's essential to be ongoing. So, they're probably going to be working less remotely than any of the rest of us.

Q: Is there any update on a potential date for the summer class schedule? We are getting a lot of inquiries from current and potential students.

A: At this point in time we are planning to have summer classes, however, we may have some challenges. Depending on what happens, going forward, we may need part of the summer to finish out some of the classes from this spring term depending on how long we have to be out remotely. So, some classes that will have to go on longer than others remotely will not be able to finish everything remotely. So, we will have to do something to accommodate the completion of those classes and it may go into the summer. I do think that it's highly likely that there will be a substantial number of courses that will be offered this summer online. So, one of the things that's happening as a result of this is people testing the opportunity to go online and faculty testing the opportunity of

offering classes online. So, if we want to offer a cadre of classes online, even more classes and we've been offering online than those for sure we'll be able to do something in the summer. We haven't finalized the location. As soon as we've got everything finalized where we are I will absolutely publish that as soon as we're ready to open it and we're able to open it.

Q: Are unclassified staff (trainer/presenters) getting paid the two week 25 hours as well?

A: I don't know. So, I would not pass that information along at this point in time. I know for sure the student workers who are If they were cal- works or financial aid or program assistance or tutors, they are all getting paid 25 hours this week and 25 hours next week, I will check on the trainer presenters. Even a student worker whose assignment is limited to 10 hours a week, they will get paid 25 hours this week and 25 hours next week. What was determined, is it will cost us a lot more to try to figure out what each of the student workers throughout the district could be paid. This week and next week.: And we weren't sure how many students work the week of spring break a test was done a sampling of last year, and a number of student workers worked during spring break. Therefore, it was a decision of the district, the Chancellor decided that the best thing to do is just to pay students 25 hours for this week and 25 hours for next week. Our payroll staff is ready to do what needs to be done to make that happen. However, the district is right now working to see if they could just do an automatic configuration for these two weeks.

Q: Do the supervisors have to do the time sheets for the student workers for this week and next week?

A: No. We will automatically put in for every student worker 25 hours for this week and 25 hours for next week. You do not need a time sheet for this week or next week.