



March 19, 2020

Dear College Community,

The past two weeks have been unlike any we have ever seen at County College of Morris. I want to thank all of you for your selfless acts, commitment to our students, dedication to CCM, and your genuine concern for one another. We are a community and we will get through this crisis together. I firmly believe that not only will we deal as effectively as possible with the COVID-19 outbreak, but we will also emerge stronger as a college.

This document will help you understand how CCM will manage the remainder of the semester through its COVID-19 Action Plan (CAP). This document is not designed to be a detailed operational plan but rather an overview of CAP. Please note that we will be exercising this plan under increasingly fluid conditions and, as such, it is subject to revisions. Continue to monitor your CCM email and the CCM webpage for any updates to the CAP. In the days ahead, I will host a number of live video meetings for employees and students. The first live video meeting for all employees is scheduled for Monday, March 23, 2020 at 10:00 a.m. My office will send the instructions for this video conference in a separate email and it will be included in the CCMemo.

Additionally, members of the President's Cabinet will send emails to employees in their division with detailed operational instructions and, for the next three weeks, Cabinet members will host a least two video meetings per week for employees in their respective areas. Individuals wishing to attend these CAP streaming video meetings should note the dates, times, and participant instructions. While all employees are welcome to attend my general sessions, I strongly encourage you to also attend the sessions hosted by your vice president or executive director.

As you know, Spring Break is nearing its conclusion and the regular work week for all employees begins on Monday, March 23, 2020. Continuing our term will be different but it will also be highly functional. As previously stated in earlier documents, our focus will emphasize two major priorities. First, we will manage the crisis at CCM by prioritizing the health and well-being of our employees and students. Second, we will focus intensely on maintaining a strong teaching and learning environment and doing everything we can to support our students' academic progress. Please note, we will focus intensely on these two priorities and will not be launching new initiatives for the remainder of the semester.

To support our faculty and students, Vice Presidents Marlin and Enright, their respective deans, and department chairs have recommended that all instruction be moved to a distance learning format by March 23 if possible but no later than March 25. Courses are to be available to students, regardless of the platform being used, by 8:30 a.m. on that date. In addition, for those instructors who need it, the Academic Term will be extended to May 21. Faculty are also asked to communicate with their students via CCM email not later than 3 p.m. on Monday, March 23 to inform them that that the course will be available no later than March 25 to be viewed and explored.

Since all classes are being moved online, it is likely that classes already being taught in this format will continue as usual this coming Monday. Classes migrating from a live or hybrid format may need a little more time for technology adjustments and to support faculty and students working in the new environment. Again, faculty members will determine the best date. Professors are asked to share their decision with their students, chairs, deans, and vice presidents no later than Monday, March 23 at 3 p.m. Vice Presidents Marlin and Enright will send faculty members a document addressing this issue more specifically. Please monitor your CCM email. My thanks to our instructional administrators, faculty and the CTL for working closely together to make the transition as easy and as successful as possible.



Faculty members should also monitor the CCM COVID-19 webpage where a variety of resources will be housed including Office 365, Red Shelf, information about training on various technology platforms and more. Vice Presidents Marlin and Enright, and their deans, will also talk with faculty about testing services and support systems such as Proctor U, student accessibility services, and other college support services.

Just as start dates are flexible, so too are end of term dates. Again, we realize that our faculty and students will be working under different conditions than when they began their courses and we want to be as supportive as possible. Many professors will end their courses on May 12, as they planned in January. Other professors may find that additional class time is needed. As such, faculty can still end their classes as originally scheduled or continue their classes until May 19. Faculty, please be sure to notify your chair, dean and vice president. They will communicate directly with you on this topic.

Sadly, as is the case with other schools across the nation, CCM will not hold its previously scheduled graduation ceremony, although we will complete the graduation process and certify our May 2020 graduates. I share this with great regret knowing that it is almost unthinkable to not host this cherished event. It is a celebration of not only our students but also of our exceptional faculty and our dedicated support staff. I appreciate how hard everyone works to help our students reach this milestone and I know that many of you share my belief that it is an overwhelming joy to participate in this inspirational tradition. It is truly heartbreaking that our students and their families will not be able to enjoy the day they have long imagined and it has weighed greatly on our decision. Please monitor your email and the college's webpage for details on how we will handle this situation. Alternative solutions are being explored.

Focusing on supporting our students and faculty for the remainder of the semester, and as I shared in a previous update memo, we will be launching TASC+. The Academic Support Center (TASC), which served more than 500 at-risk students last fall, with a whopping 94% student retention rate, will be expanded to become TASC+ until further notice. TASC+ will offer online support to students. It is a large resource center that will make it easy for students to access instructional and non-instructional information, receive support with library services, obtain advice on unique situations, get connected to key faculty, staff, and administrators, work with an ombudsperson to resolve complex issues, and receive information on available social services to help resolve life issues such as food and housing insecurity, mental health challenges, and other challenges. TASC+ will offer on-demand help provided by employees from across the campus and will utilize video conferencing, webinars, and other electronic resources to bring forth high quality service in a more personal environment than email alone can provide. Dr. Bette Simmons will provide additional information to students and will also work with the campus community to help others understand how to use TASC+.

On the matter of using the campus in the coming weeks and immediate months, I can share that this will only occur in very limited cases. We have canceled all CCM events, including previously scheduled community events for the remainder of the semester. Again, the health and well-being of our employees and students is our highest priority.

As you are aware, Governor Murphy, in Executive Order No. 104, closed New Jersey's college and university campuses earlier this week for an undetermined period. It is highly likely that this period will last at least two months and possibly longer. The Governor's executive order does permit schools to request exceptions for facilities usage but only under the strictest conditions. The exception process is extremely rigorous and the Secretary of Higher Education has, appropriately, emphasized that exemptions will be rare. At this time, we are uncertain if we will seek exemptions or not. Again, the health and well-being of our employees will dictate our future course of action.



Again, please monitor your CCM email and the college's [COVID-19 Information](#) webpage. More detailed information on specific topics will be sent by various vice presidents. As I have been asking for the past two weeks, be patient, be flexible, and know that unanticipated changes are highly likely. Additionally, because of the uncertainty and incredible destruction of the virus, changes could come with minimal notice. Unfortunately, as the COVID-19 outbreak continues, local, state, and federal authorities must quickly change their plans which will cause CCM to modify its plans accordingly. Please note that while a large number of people have contributed to CAP, this plan is not perfect. We will make mistakes, we will have failed to anticipate every imaginable scenario, and we may not have every resource exactly when we need it. Under the circumstances, however, we believe it is a solid plan that will allow significant flexibility for our faculty and staff to do their best work. It will, unmistakably, allow CCM to operate as intentionally as possible, and it will provide a dynamic framework we can use to navigate an uncertain future.

In closing, I am proud and appreciative of the administrators, faculty, and staff who have worked exceptionally long hours over the past few weeks. I am also deeply grateful to our Trustees. They have been exceedingly generous with their time and knowledge. I understand how frustrating these past weeks have been and, unfortunately, life during the COVID-19 outbreak will continue to be challenging. Nevertheless, we will get through this together. We will take care of each other. We will support our students. And, we will focus on our mission. With more than 12,000 students counting on us, and an entire community that relies on us every day, CCM will remain the lifeblood of Morris County. Above all, I am confident that we will champion this unprecedented situation with hard work, focus, collaboration, and by showing grace to one another.

With Great Respect for Your Undaunted Courage and Determination.

Dr. Iacono

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