Faculty and Professional Staff,

I hope that this finds you and your families well and adapting to these challenging times. I appreciate the cooperation and understanding that you have already shown and your willingness to put our students first. I believe that by working together, we will solve many of the issues ahead.

Thank you for completing the surveys that gave us the information needed to plan. The good news is that, from those who completed the survey, 94% of faculty, 95% of students, and 80% of professional staff felt that we could offer instruction and support services remotely. We realize that some did not complete surveys due to unmet technology needs, and have taken that into consideration in our plan.

Know that we are finalizing a method for distributing the technology required for you to work remotely. In order to finalize the plan, we need to know the total # of laptops/surface pros and hot spots that need to be distributed to you. Please complete the RCC Faculty Technology Need Form by 10:00 am on Monday, March 23, 2020. If you miss the deadline, we will do our best to accommodate your request; however, all available inventory will be allocated on Monday, so that you can pick-up technology, by appointment only, beginning on Tuesday, March 24, 2020.

We believe that we can provide the equipment, training, and resources that are needed to move forward towards a remote means of teaching and learning and for operating the College. I ask anyone who is technologically savvy to let us know if you are willing to help others.

Know that during the week of Spring Break, all campus buildings were deep cleaned and public space sanitized. While you will be allowed access campus if you need to retrieve
things, we plan to limit the number of individuals on campus at any one time. Procedures for coming on campus will available on Tuesday. If you need to access campus before the procedures are ready, please call security at 857-701-1310.

Training will be offered remotely in small group sessions and we will also provide assistance by phone and by email. I encourage you to reach out to us if you are having professional or personal difficulties. We will have a schedule of training sessions available on Tuesday, March 24, 2020.

While these fluid times will require us to be flexible, we want to ensure that we are doing all that we can to support your work. We will be adjusting as this situation evolves; but, at this point, it appears that we will be operating remotely through at least April 27, 2020. We will let you as we reassess and the plan changes.

Please continue to follow the advice of the CDC and be safe.

Kind Regards,

Dr. Valerie Roberson
President, Roxbury Community College