

All,

It has been an interesting few weeks navigating the ongoing changes and the new environment we are facing. Thank you for your efforts and great work in pivoting so quickly to work remotely, prepare to complete the semester teaching from a distance, help students understand what that means and what they need, and standing up critical services and resources for students and staff. This has been an amazing process to watch and I am both proud and humbled by the collaboration and determination.

Critical Campus Updates:

The city of Bangor has issued an Emergency Regulation that further limits services. While the regulation went into effect last night, we have been provided the exception to continue face to face instruction, as needed with our Allied Health programs. A revised regulation is being drafted. https://www.bangormaine.gov/filestorage/422/EMERGENCY_REGULATION_BUSINESSES_%28revised3%29.pdf. You are going to see the words “Essential Employees” several times in this email. Please know you are all essential, during times like this, the term is defined as individuals who have specialized knowledge and whose services are essential for a successful operation of an organization.

As a result of this regulation and in consultation with Amy Homans, MCCS General Counsel, we have made the following decisions – **please read carefully!**

- The campus will close to all non-essential employees THIS FRIDAY, MARCH 27th. The list of non-essential employees have been identified and notified by their supervisor. You will not have access to the campus after this Friday. Please ensure you have what you need by Friday. **You will need written approval from your supervisor if you are requesting access to campus after March 27th.**
- We have continued to reduce the number of people on campus including Essential Employees. Those continuing to report to campus will be limited to a small section of Maine Hall. All other buildings are being cleaned, sanitized and closed and only opened in the event of an emergency.
- If you have IT issues as you work or teach remotely, please continue to use the college ticketing system. This ensures that the IT team has one location for all issues and handles them according to priority and order.

- There are a few students and a Resident Director remaining on campus in Kineo Hall. They are separated and are instructed to follow CDC guidelines. Flik Dining Services has provided meals and food to sustain several weeks. We will continue to provide meals in collaboration with Flik.
- There will be full time security coverage on campus. They will receive a list of Essential Employees as well as a list of anyone approved to come to campus. Additionally, they will support Facilities and IT with issues that may come up. We are determining protocols for those approved individuals entering closed buildings including use of gloves and masks.
- There is a process to manage incoming and outgoing mail. A team of Essential Employees will rotate their time on campus, identify critical mail for Enrollment Services, Business Office, and Human Resources and scan it to folders for remote processing. They will also collaborate on ensuring outgoing mail processes are developed and supported.

Three colleges have begun coursework this week (YCCC, SMCC, and KVCC). All reported that things went well on their first day back, with some technological challenges. IT teams have responded quickly with, at times, assistance from the System IT staff. We have the opportunity to learn from their experiences and do what we can to reduce challenges.

President Daigler hosts a daily afternoon check in meeting with the seven colleges and his staff. It has helpful to hear how our sister institutions are doing. There are three tenets that we are guided by during this time:

1. Maintain safety for all employees
2. Continue to provide coursework and critical services
3. Practice financial prudence

We use these guidelines in our daily conversations and decisions about the days and weeks ahead.

Here are some updates from MCCA:

- Three colleges have re-started courses – YCCC, SMCC, and KVCC
- Central Maine Community College will begin Monday, March 30th
- The Maine Emergency Management Agency (MEMA) has asked for building information in the event additional facilities are needed to support Public Safety and Healthcare. Each college is providing type of space,

occupancy information, etc. They have only asked for space information at this point.

- The system worked with the colleges with residence halls to begin issues refunds on room and board
- The Foundation for Maine's Community Colleges has provided additional emergency funding dollars for students. EMCC received \$8,000. Erica Hutchinson will provide the leadership on accessing these funds.
- EMCC and CMCC are receiving support to increase the bandwidth – should be in place by March 27th.

I hope you are all well and taking care of yourself and your loved ones. I am looking forward to when we can all be back on campus.

Take care, we are all in this together. Let us know how we can help you with your work and your classes.

Thinking of all of you,

Lisa Larson, Ed.D., President