

## From KCKCC President Greg Moiser

As the coronavirus outbreak continues to evolve, local, state and federal organizations continue to not only monitor, but attempt to anticipate possible next steps necessary to mitigate the transmission of the virus to additional people. Cabinet members, and others, continue to review updates from the [CDC website](#) and [KDHE website](#), and participate in daily phone calls with local and regional government and healthcare professionals.

Employee, student and community health is our Number One Priority! There are currently no COVID-19 cases associated with KCKCC and we want to do all we can to help ensure this does not become the case. We must also ensure we continue to provide the best education and services possible to all our students. Please remember to think about what is taking place from the many different students' perspectives, educational background and experiences as we make decisions how to move forward during this time.

Anticipating that cities, regions and states will continue to put in place recommendations or orders to increase social distancing, which may entail greater limitations on individuals' movements throughout the community, many KCKCC staff and faculty have been preparing resources so the college can provide our education and additional services in a virtual format. Tremendous kudos go out to everyone who is working to make this virtual environment a reality! President's Cabinet met again this afternoon. Below are important updates:

- **A very limited number** of faculty and staff will be providing services from a physical KCKCC location. Individual KCKCC Cabinet Members will be updating their areas with name/function specific details.
  - Please see the chart at the bottom of this email as a point-in-time snapshot of department/employee coverage for Monday and Tuesday of the coming week.
  - This chart is subject to change as necessary.
- **Student Services** has been working diligently to update as many forms as possible to online fillable forms. To maintain social distancing from students or employees who may have come from COVID-19 hotspots during spring break, or traveled and been in contact with individuals who have the virus, beginning Monday, we will be extremely limiting accessibility to buildings.
  - Signs will be posted on the main entrances of buildings informing students how to receive online or phone assistance.
  - All student services are accessible online, over the phone, or available through virtual appointments. Staff are also checking their email and phone messages on a regular basis.
  - Advising will be available remotely via email, phone, text, Office 365 Chat and Zoom Video Conference. Go to the Advising webpage for more details.

- Please help share this information with students in your classes or those you are working with.
- **All Employees:**
  - If you traveled to a possible COVID-19 hotspot or if you feel ill, please immediately call or email HR to discuss your travels and possible virus exposure.
  - Email [hr@kckcc.edu](mailto:hr@kckcc.edu) or our main phone number at 913-288-7200.
- **Information Services:**
  - If you have been identified as essential staff to work at home or are faculty in need of computer equipment, Information Services will check out laptops on a case-by-case basis.
  - come by Information Services office (room 2150) **Monday March 23<sup>rd</sup> and Tuesday March 24<sup>th</sup> from 8 AM until 4:30 PM.**
  - The Help Desk will be monitored by phone, ticket and email as normal all next week.
  - Information Services staff will be reduced on campus beginning Wednesday, March 25.
- **All faculty are not required to report on campus** at the beginning of next week. Due to the terrific work done by Online Educational Services, Center for Teaching Excellence, individual faculty and staff, the Deans and Dr. Krueger, several virtual training resources have been created to help faculty transition face-to-face classes to an online environment.
  - Which and how many faculty will be coming to campus depends on each faculty member's level of distance education experience, comfort level using the online training resources to teach online and comfort level in physically coming to campus to receive training assistance.
  - Thank you to the many faculty who have already offered their assistance to help prepare their colleagues to teach online! I know many have been working through spring break to help in this effort.
  - Faculty who need training to convert to a virtual environment can receive that virtually or in-person.
    - Faculty should contact their Dean *immediately* if they need training or wish to assist with training.
    - Faculty should communicate the following information to their Dean *immediately if they plan to be on campus*:
      - Date you will be on campus (Monday, March 23; or Tuesday, March 24)
      - Time(s) you will be on campus
      - Reason for being on campus (receiving training; assisting with training (Faculty Mentor); pick up materials)
  - The goal is to have the limited face-to-face training on campus Monday and Tuesday, significantly moving to online training on Wednesday.

- If you would like to offer your services to help others prepare, please contact your Dean and Dr. Krueger.
- **Bookstore** - The bookstore will be operational to ensure students receive textbooks and other resources needed for classes.
  - Books will be available to be shipped to students.
  - A process is also being developed so books can be ordered and then picked up by appointment only outside the main entrance of the Jewell Building. More details to follow.
- **Printshop Needs**- if you need any printed materials from the printshop, please submit a help desk ticket.
- **Building Accessibility** - the following identifies what buildings will be accessible and how to access them.
  - **Monday, March 23 from 7:30 AM until 7:15 PM**
    - **Main** – Main entrance at Jewell
    - **TEC** – officer at main entrance – all TEC employees reporting to TEC in person on Monday and Tuesday need to check in with this officer
    - **Learning Commons** – officer at the main entrance on the north side of the building, bottom floor, where there are two sets of glass double doors)
      - We will be maintaining a sign in and out log at each location to track and monitor who is in the buildings during what time frames.
  - **Tuesday, March 24**
    - **Main** – Main entrance at Jewell
    - **TEC** – same entrance as Monday, open from 7:30 AM until 7:15 PM
    - **Learning Commons** – same entrance as Monday; Learning Commons would close at 5:15 PM on Tuesday
    - We will be maintaining a sign in and out log at each location to track and monitor who is in the buildings during what time frames.
- **Possible Student Computer Resource** - we are learning of possible resources for students to receive computers if needed.
  - Kansas City Coalition for Digital Inclusion as an [online form](#) for this purpose. Please share as appropriate.

KCKCC's [COVID-19 webpage](#) has additional information and resources.

I apologize for the length of this email. However, as you can see there is lots of communication that needs to take place to help ensure a healthy and successful semester for everyone!

Thank you for all of your efforts. Also, please remember to be kind and a good neighbor during these times as the unknown and uncertainty of situations like these tends to create stress during what may be already stressful situations.

Sincerely,

Dr. Greg Mosier  
President, KCKCC  
[@KCKCCPrez](#)