

Good evening,

Thank you for another day of herculean efforts and a spirit of support we should all be proud of. Our first email was sent 15 days ago. I told a group earlier today, what you all have done in three weeks would be like telling Amazon, you keep doing exactly what you've been doing, but you can't deliver to anyone's home any more. You are taking what we have done so well for the last 50+ years and transforming it to meet the needs of this unprecedented time. Thank you for this incredible work.

Before I give tonight's update, I understand many of you may be feeling incredibly nervous, uncomfortable and afraid of what the future holds. For many of you, coming to work at ICC is what you have done for most of your career. The COVID-19 situation has caused so many changes in such a short period of time, and we are all moving quickly to take care of every single thing we can think of, it can be overwhelming. Please take time to take care of yourself. Like they tell you when you fly, put your own oxygen mask on before you go to help others. Be good to yourself.

Tonight's update:

The following areas of the college are now operating virtually.

- 1) Curriculum & Scheduling
- 2) Teaching and Learning enter (Faculty Blackboard Support and Faculty Blackboard Training)
- 3) Library Services
- 4) Academic Support
- 5) International Education

We will continue to transition more departments over the next several days to a virtual environment. Our infrastructure and technical requirements will be fine-tuned based on the information you and your managers developed in the business continuity plans.

A survey was sent to all of our students so we can better define the needs they have as we move to an online delivery mode. Results will be shared early next week with faculty and staff.

Saying thank you again may seem trite at this point, but from the bottom of my heart, thank you.

All of the best always,

A handwritten signature in black ink that reads "Sheila Quirk-Bailey". The signature is written in a cursive style with a large, sweeping initial 'S'.

Sheila Quirk-Bailey