

Good evening ICC community,

Day three of Shelter in Place and I hope this finds everyone well. Soon we will all be settled in our new environments and may focus on opportunities for innovation and inspiration beyond the immediate task at hand. After all, Isaac Newton invented calculus while under quarantine during the Great Plague, and Shakespeare wrote *King Lear* during the bubonic plague. As for me, the goal of cleaning my oven is still elusive, but tomorrow is another day. Remember to be kind to yourselves as we reorient, everyone is doing a great job.

Here are the updates for today:

- Online meeting tools: Zoom licenses have not arrived and we are not sure when they will due to the high demand. Several of you have used Google Meetings with great success. If you are finding the time limitations of Zoom a challenge, you can find more information and training on Google Meetings [here](#).
- Student withdrawals: To ensure our students don't give up on online classes before we can reassure and support them, we are putting a block on their ability to withdraw from a course on their own. They will be required to talk to their faculty and/or their advisor to remove the block.
- Deliveries to and from campus: If you are expecting a delivery, please let Tracy Humphrey know and she can facilitate getting your package to you. Effective next week, outgoing shipments or mail will be sent every Wednesday.
- Technology issues: If you are experiencing technology or hardware issues, please email helpdesk@icc.edu. If you need training on any of the virtual office tools, updated training has been uploaded to the Work from Home Resources on [ICCnet](#).

And a non-ICC related update, Illinois has extended the filing and payment date for Income taxes, aligning with the Federal government deadline of July 15. This gives you something to take off your list for the next few weeks.

While everyone at ICC is moving mountains for our students, I think you would all join me in a special shout out to our colleagues in IT. Without our technology team, none of this would be possible. We were not staffed or equipped to become a virtual institution in less than a month, nevertheless, they delivered. Thank you to each and every one of you for enabling us to take care of our students and keep their dreams moving forward.

For those of you we are feeling overwhelmed by all of the technology, remember these words of Martin Luther King Jr – You don't have to see the whole staircase, just take the first step. One step at a time, and we will all deliver for our students. Take care of you.

All the best always,



Sheila Quirk-Bailey