

Managers: Please share with staff who do not have access to email

March 12, 2020

Good evening ICC community

I want to begin by thanking all of you for the incredible collaboration I've seen exhibited from faculty to facilities and every employee in between. The changing status of this situation is unlike most of us have ever seen, professionally or personally. All of you have stepped up to not only ensure our students are served, but also to support each other. Thank you.

Tonight the team met and made the following decisions.

- Spring break for students will be extended one week, ending on Sunday, March 29, 2020.
- Faculty and staff will work during this extended break to determine how instruction will be delivered focusing on alternative delivery methods for instruction and services.
- Course, program and service delivery will be defined over the next two weeks and students will be contacted prior to March 28 with specifics pertaining to their classes.
- Instruction will begin on Monday, March 30, 2020. The college will be operating under a modified status and many courses and services will be delivered through alternate methods. This is not a College closure, Illinois Central College will remain open and operational.
- All activities with over 50 attendees will be cancelled through April 12. ICC will continue to evaluate this policy and provide updates as appropriate for any activities on a rolling four-week basis.
- SPOL, budget and program vitality projects will be deferred. Our top priority is to finalize the details of our modified status.
- Campus will be deep cleaned during first week of spring break and there will be a continued emphasis on sanitation going forward.

We will conduct a common time session for all employees at 2 pm Friday, March 13 in the Performing Arts Center. We will live stream the event for employees who are not able to join in person. A link to the live stream will be emailed to all employees Friday morning. It will also be available on YouTube after the event. For employees viewing remotely, you will be able to email coronavirus@icc.edu to ask questions during the session.

We are making decisions in the best interest of our employees, our students and the institution. Every day brings a new set of challenges. Please know, beyond all else, you – our employees are the number one priority. Without you, our students are not served and the institution does not deliver on our mission. I am committed to ensuring you are supported in every way possible during these exceptional times.

There are many more details to define. As this situation continues to evolve, we will reevaluate as new information comes available. Please understand there are external entities that have the authority to impact these plans. We are committed to providing you daily updates to ensure everyone is informed, addition to posting at icc.edu/coronavirus. Hope to see you tomorrow. Thank you again for everything.

All the best always,

Dr. Sheila Quirk-Bailey

President

ILLINOIS CENTRAL COLLEGE