



North Hennepin
Community College
A member of Minnesota State

Engaging students, changing lives

March 23, 2020
3:30 p.m.

Dear Colleagues:

These are ever-changing times. We know there are a number of hurdles to overcome; collectively we will accomplish the Chancellor's directive and guidance by focusing our efforts on these two priorities:

- **To safeguard the health, safety, and welfare of our faculty, staff, and students**
- **To enable students to complete the spring semester and progress toward their educational goal**

We expect to provide a COVID-19 update to the campus weekdays (until further notice).

PERSONNEL ACTIONS

MMB has authorized paid COVID-19 leave outlined in the attached memo for all employees. Employees should talk to their supervisor or dean if they have any questions.

NHCC COVID-19 OPEN FORUM

Here is a link to last Friday's COVID-19 Open Forum.

<https://minnstate.zoom.us/rec/share/-9dtlZzNqjNIGNLv6XHdQZcZL9zZeaa823lf-KBfykYrfvSe3cVmHJPefKx9A4vX>

FACULTY & STAFF

Faculty,

In order to assist you as you make the transition to non-face-to-face instruction, we have programmed training sessions covering various D2L and technology tools as well as options for you to drop-in with questions throughout next week. All training sessions and drop-in assistance will occur in Zoom. The attached schedule includes the days, times, topics, and Zoom links. //Provost Mason//

All,
Please see the calendar below which outlines the onsite administrators for the college as we progress through these COVID-19 times:

Calendar						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
Deans						
Campus Closed	Kathy Hendrickson Kathy.Hendrickson@nhcc.edu 763-424-0881 FAC-154	Julia Ugorji Julia.Ugorji@nhcc.edu 763-424-0761 BHCC-144 Jayant Anand Jayant.Anand@nhcc.edu 763-488-0250 SC-120C	Nerita Hughes Nerita.Hughes@nhcc.edu 763-493-0546 CBT-146	Anthony Miller Anthony.Miller@nhcc.edu 763-424-0950 CLA-175 Lindsay Fort (ES118) Lindsay.Fort@nhcc.edu 763-424-0736	Campus Closed	Campus Closed
Executive Team						
Campus Closed	Julio Vargas-Essex Julio.Vargas-Essex@nhcc.edu 763-424-0756 ES-45	Joseph Collins Joseph.Collins@nhcc.edu 763-424-0964 CBT-114 Stephen Kent Stephen.Kent@nhcc.edu 763-424-0817 ES-19	Victoria DeFord Victoria.DeFord@nhcc.edu 763-424-0955 ES-31	Jesse Mason Jesse.Mason@nhcc.edu 763-424-0712 ES-22	Campus Closed	Campus Closed
Notes: Times 10:00 a.m. - 6:30 p.m. Monday-Thursday Administrators are teleworking when not on campus						

LEVERAGE CISCO JABBER FOR INTERNAL COMMUNICATION

A majority of the Student Services areas (Records, Admissions, Advising, Financial Aid, Counseling, etc) are on Cisco Jabber now, so you can contact them via phone or instant messaging. It's a great tool for quick questions.

CAMPUS HOURS

New [Campus Hours](#) effective Monday, March 23, 2020:

- Monday – Thursday: 10 a.m. - 6:30 p.m.
- Friday – Sunday: Closed

TECHNOLOGY SERVICE UPDATES

Help Desk Core Hours (remote support outside of building hours)
Monday – Thursday 8:00 a.m. – 4:00 p.m.

Help Desk Limited Support Hours

Monday – Thursday 4:00 p.m. – 6:15 p.m.
Friday 8:00 am – 4:00 pm

Central Services Hours

Tuesday & Thursday 10:00 a.m. – 2:00 p.m.

HELP SHARE THIS INFO WITH STUDENTS The following information was emailed to students on March 22, 2020. Please familiarize yourself with the information and help direct students as needed.

While staff and faculty are primarily working remotely to limit the spread of COVID-19, student support services are still available to help students! You can find information on how to connect with each department, on the [Student Support Services](#) web page.

Physical spaces accessible to students:

These services will be open; however, we strongly encourage students to utilize any/all alternative methods of communication so that we limit the number of individuals on campus. This will support a safer environment for both students and our employees. For more information how to connect with these services remotely, visit [Student Support Services](#).

- **Accounting and Fees:** Monday – Thursday, 10 a.m. – 6:30 p.m.
- **Bookstore:** The Bookstore will be accessible to students on Tuesdays 2:30 - 6:30 p.m., and Wednesdays 10 a.m. - 2 p.m.
- **Computer Labs:** Monday – Thursday 10:30 a.m. – 6 p.m., with limited seating/capacity
- **Food Cupboard:** Monday – Thursday, 10 a.m. – 6:30 p.m. (access via Public Safety)
- **Information Center:** Monday – Thursday, 10 a.m. – 6:30 p.m. **Learning Resource Center (LRC):** Monday – Thursday, 10 a.m. – 6:30 p.m., with limited seating/capacity

FAQs & academic learning resources:

Visit the [Student Resources](#) page to view [FAQs](#) and tools students can access to optimize during non-face-to-face instruction.

Non-face-to-face instruction to start March 30, 2020

Students should begin to receive updates from their instructors via their NHCC email as to how their courses will be delivered and any expectations tied to the successful completion of this course. If a student does not hear from their instructor by Wednesday, March 25, 2020, please contact the appropriate Academic Dean; they can find their contact information at <https://www.nhcc.edu/contact-us/contact-deans>. If students have questions about which Academic Dean they should contact, please email their Academic Advisor and/or Information Center at info@nhcc.edu.

Additional Questions/Concerns?

If students have questions/concerns, the COVID-19 website is a great resource (<https://www.nhcc.edu/coronavirus>), and they can email other questions to info@nhcc.edu.

Better Together,



Stephen E. Kent
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coronavirus@nhcc.edu