

To: Trustees, Indian Hills Community College
From: Dr. Marlene Sprouse, President
CC: Dr. Matt Thompson, Mr. Michael Lee, Ms. Shelle Harvey
Date: April 8, 2020

Re: COVID-19: Current State at IHCC

General Operations

- IHCC's target date to resume normal daily operations is May 4, 2020.
- IHCC has moved as many students as possible out of the residence halls. Approximately 30-35 will remain. For a few, this is their home while attending college; they have no other permanent residence. Others are international students whose home countries are not allowing re-entry at this time.
- IHCC food service continues to provide to-go meals for residence hall students.

Classes

- Since March 18 and until April 6 (spring break), all classes were meeting in an alternative delivery format.
- On April 13 (after spring break) all classes will resume in an online or virtual format.
- Face-to-face labs and clinical experiences have been paused until May 4.
- When labs and clinical experiences resume, IHCC will accelerate and condense as many of these experiences as possible in order to help students complete spring courses. Other options would be to extend the spring term into early summer break or summer term.

Faculty

- Faculty have been granted temporary telecommuting privileges and have been directed to deliver course work in an alternative format until May 4.

Employees

- Full-time employees who can telecommute are working from home until May 4. Some employees were given project work or professional development courses/workshops/experiences to complete.
- Essential employees whose work is not possible in a remote format are on campus and are observing social distancing. These are employees in housing, food service, maintenance/grounds/custodial, security and administration. In some cases, these employees are completing deep-cleaning or projects that have been deferred. In some cases, these employee positions are essential because we still have a few students on campus.
- Part-time employees who do not have hours have been encouraged to apply for unemployment.
- We have paused hiring for the time being.

Student Assistance

- Housing contracts and meal plans will be prorated for refunds. IHCC will not process these refunds until the end of the term. We are trying to determine how the CARES (Coronavirus Aid, Relief, and Economic Security) funding will help with this situation.
- Emergency funds were used to help a few students get home.

Future Events

- Spring athletic and arts events have been cancelled or postponed.
- Spring advisory meetings will be held virtually.
- Graduation ceremonies will be held virtually.

Community Service

- Culinary students baked 1000 cookies and 324 brownies for lunches for children in the community.
- Health Science programs donated personal protective equipment to emergency services: 129 boxes of gloves, 330 surgical/isolation gowns, 195 surgical/procedure face masks, various other items.
- WE WOULD HAVE DONE MORE OF THIS, BUT NEEDED TO DISTANCE EVEN MORE.