



May 21, 2020

Dear Members of the HCCC Community,

We hope you are well and that your spring semester was successful. As the spring semester concludes, HCCC strongly encourages all current and new students to register as soon as possible for summer and fall classes. Students may register for summer and fall classes even if they have a balance with the Bursar or are waiting for final grades to be posted. HCCC is committed to helping students achieve their goals by providing support for students both inside and outside of the classroom. If you are a student and need assistance, please do not hesitate to reach out to studentaffairs@hccc.edu. The HCCC Community is here for you!

We would like to share with you some important information we have received from Zakiya Smith Ellis, New Jersey's Secretary of Higher Education. On Monday, President Reber participated in a virtual meeting with the Secretary and other Presidents. During that meeting, the Secretary reinforced Governor Murphy's [Five-stage Plan](#) for New Jersey's return to a "new normal." We have consistently communicated that our plans will follow the advice and direction of the health care community and government agencies as we make decisions for fall and beyond. Governor Murphy's framework, and Secretary Smith Ellis' guidance, affirm this approach and make clear that we will need to follow state guidelines and parameters. In other words, we will not have full authority to decide when and how to begin to resume on-ground operations. Instead, we will need to follow the advice and direction relevant to each of the stages in the Governor's framework as we plan together for the fall.

HCCC's Return to Campus (RTC) Task Force met for the second time this week. As we await further guidance from the health care experts and local and state government agencies, the RTC Task Force continues to be proactive in planning for the fall. Many of our fall courses will be moved online as soon as possible so that students will be able to maintain full academic progress regardless of on-ground realities. We will also need to move quickly to identify those instructional activities that we will want to offer on-ground. These include culinary courses, nursing and health related courses, and STEM lab-based courses. By moving the majority of instruction online, we will have more space to accommodate social distancing for lab instruction and other essential services. Importantly, we will determine which student support services we want to move on-ground when we have that opportunity, and which can continue to be offered remotely until a larger return is possible.

In order to facilitate this important work, the RTC Task Force has formed working groups specific to the roles and responsibilities of certain functional areas. These working groups will allow us to be proactive in our planning with the greatest efficiency and efficacy possible. The working groups will discuss pertinent concerns and make recommendations to the RTC Task Force, the College's Administration, and President Reber for consideration. The working groups, including the name(s) and contact information for each group's point person/people, are listed below. Please do not hesitate to reach out to these groups directly with your concerns.

Working Group	Point Person/People	Contact Information
Academic Affairs / Teaching & Learning	Dr. Darryl Jones Irma Williams	djones@hccc.edu iwilliams@hccc.edu
Campus Life & Student Support Services	Lisa Dougherty Jennie Pu	ldougherty@hccc.edu jpu@hccc.edu
Health & Safety	Catherine Sirangelo Kathleen Smith-Wenning	csirangelo@hccc.edu ksmith-wenning@hccc.edu
Human Resources	Anna Krupitskiy	akrupitskiy@hccc.edu
Space & Facilities	Ilya Ashmyan Jack Quigley	iashmyan@hccc.edu jquigley@hccc.edu

As various instructional models are explored, the Center for Online Learning (COL) encourages all full- and part-time faculty to increase their proficiency with Canvas, the College's Learning Management System. Trainings are offered in two formats. For faculty who are interested in teaching courses developed for fully online delivery, the COL offers a certification course. For faculty who are delivering live remote instruction through an online platform, the COL offers a Faculty Online Orientation. In order to register for either training, faculty should visit <https://hccc.instructure.com/enroll/CH66LB> or send a request to col@hccc.edu. It will be essential that we continue to address quality concerns in our online courses and that we be able to offer the appropriate training to ensure excellence in our instructional offerings.

The RTC Task Force will continue to update the college community each week on the progress of each working group.

If you have any questions, concerns, or information you would like to share with the RTC Task Force, please do not hesitate to reach out to return@hccc.edu.

Take care,

HCCC's Return to Campus Task Force

Lisa Dougherty
Co-Chair, RTC Task Force

Heather DeVries
Co-Chair, RTC Task Force