

## President's Message to Employees

March 20, 2020

Mt. San Antonio College executive leadership held an emergency meeting this morning to determine next steps for the college during the Governor's stay-at-home order. The [executive order](#) directs that every Californian stay home except for essential needs, like going to the grocery store, pharmacy, bank or gas station.

As one of the 16 federal critical infrastructure sectors highlighted by the Governor's order, Mt. SAC must continue to educate and train our next generation of employees, including health workers, public safety officers and infrastructure professionals.

### CLOSURES

In compliance with the Governor's stay-at-home order, only online classes will resume on Sunday, March 29, 2020. No in-person classes, labs or services will be available. Please work with your supervisor if you need to return to campus for any reason.

### CRITICAL ONGOING WORK

At the emergency meeting, Mt. SAC executive management gave direction to identify and contact those who will be designated as onsite critical workers. All other employees will continue to be on paid status and will be authorized to work remotely. These assignments will be made in conformance with existing labor agreements.

I have directed that Mt. SAC will continue to focus on the following critical steps through the spring semester, at a minimum:

- Maintain the college's critical infrastructure, including financial services, information technology, technology support, emergency services, public health, communication, and projects currently in construction
- Move classes online and support online learning
- Deliver remote student support

### TEMPORARY TELECOMMUTING

The emergency team finalized a process to identify and support those who will have a specific work at home assignment. Those assigned work from home assignments, will read the Telecommuting Agreement form and email their acknowledgement and agreement to their supervisor. Supervisors will be determining the remote work assignments and will work with individual employees. The telecommuting plan begins March 23, 2020, or thereafter at the discretion of the college.

Through the duration of the stay at home order, those without specific remote work assignments will remain available for communication during standard college operating hours, from 8 a.m. to 4:30 p.m., Monday through Friday. Employees will check college-related email, telephone or other designated communication methods on a consistent basis as if the employee were working at a college work site.

Thank you for your flexibility and patience as we navigate these ever-changing state and local directives. The resulting balance between online education and remote work, coupled with the essential onsite needs being met, provides Mt. SAC and our community with a higher level of safety in this expanding COVID-19 crisis. All of us have been concerned about the extent to which the college can operate to meet these imperatives. We all feel that the climate of our working environment is now more responsive to the growing risk of this pandemic. Yes, it is a challenge for such a huge transition to meet the needs of our students, but this effort will be accomplished through the energy, innovation and dedication that Mt. SAC faculty and staff have shown to be the hallmark of our excellence. Your passion and resilience allows us to meet whatever challenges come our way.

Bill

William T. Scroggins  
President and CEO  
Mt. San Antonio College