

Greetings Everyone!

I think it's safe to say that none of us could have expected our Spring Break to end the way that it did. What was to be a time of rest, reflection and rejuvenation quickly became a time of confusion, frustration and maybe even fear. I want you to know that I share your feelings and apologize for the inconvenience and disruption to your daily schedule.

As you know, FSCJ is transitioning to remote work for all employees beginning today through April 5. With the exception of personnel who have been directly notified (e.g., security), everyone should be off campus after today's close of business. In the coming days and weeks, some FSCJ employees will be asked to return to work on campus to meet limited operational needs. These employees will receive direct notification from supervisors, and we will be abiding by appropriate guidance for social distancing and recommended cleaning protocols. Your supervisor will contact you about what she or he wants you to work on remotely, and you can discuss any challenges you may have with a remote assignment at that time. **UPDATE:** All part-time and full-time employees, including institutional and federal work-study students, will be paid based on their regularly scheduled hours through **April 15** regardless of the number of hours they are able to work on campus or remotely. We will continue to evaluate the financial implications as this situation unfolds. A plan will be in place and communicated on March 30.

While our priority remains your safety, we are also working toward assuring each of our students can achieve their academic goals with minimal interruption. For our students, **FSCJ is in the process of moving all of our instruction to online beginning March 23 and continuing through at least April 5.** A decision about continuing the migration to online instruction for the Spring Term will be made no later than March 30. Additionally, we are moving forward with the currently published deadline dates, including the upcoming withdrawal date for A15 classes on March 19. The only adjustment to our scheduled student deadlines is that the drop without penalty deadline for C7 has been extended from March 16 to March 23.

Payroll:

To clear up any confusion, payroll will continue to be processed whether we are on-site or working remotely. Full-time and part-time employees should continue to fulfill their work obligations to the extent possible to meet the needs of our students and each other, both will be paid through April 15 based on their regular work schedule. Since the College is still operational, there will be work to do; although with the fluid situation, we don't know exactly what things will look like in the coming weeks. As we are able to

project a time we will return to normal on-site work hours, we will be better able to develop a more solid plan for payroll continuation.

Time cards:

If you are a full-time hourly employee, enter your typical 40 hours per week on your PeopleSoft timesheet. If you are a part-time hourly worker, enter hours representing your normal schedule for the coming two weeks. PeopleSoft allows you to enter time in advance, so you won't have to wait until the end of the period. Supervisors need to approve time and leave as normal.

Events:

Based on recent guidance from the Centers for Disease Control (CDC) about public events, the College will decide whether or not to postpone our Commencement ceremony (currently scheduled for May 7) no later than Tuesday, March 24. We want to celebrate our student's accomplishments, so please know that if it is postponed, it will be just that, postponed to a later date to meet the guidelines set forth by the CDC. Also, all events currently scheduled to take place on any FSCJ campus or center through April 6 are canceled and all FSCJ spring athletic competition are canceled.

Proctored Testing/Assessment Centers:

Academic Affairs is pulling together a plan for the assessment centers. Please monitor your Academic Operations bulletins for more detailed information.

With any institution of this size, there are numerous circumstances and situations that will require flexibility, teamwork and individual attention, but I assure you, we want nothing but the best for you. I ask you to remain vigilant about your own health and be open to communicating your needs without fear of repercussion. We can and we will get through this together. Yes, questions remain and even increase as the days go by but, from what I've come to learn in my time as your president, we have an amazing team who truly care about the success of our students and the wellbeing of each other.

Please continue to check your FSCJ email, our social media and website for the latest information. For employees who are on the College's medical insurance, please review [information](#) from Florida Blue regarding increased access to health care services.

I thank you for the opportunity to walk alongside you on this journey and look forward to celebrating with a collective sigh of relief when all of this is behind us.

Dr. A.