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**DATE:** March 17, 2020  
**TO:** Community College Presidents  
**FROM:** Dr. Brian Durham, Executive Director  
**SUBJECT:** **Further recommendations in response to the COVID-19 pandemic**

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The ICCB appreciates all the efforts that have gone on thus far in the community college system to meet the challenges you have faced due to the global coronavirus pandemic. I recognize what a difficult situation this has been and the constant state of flux has made the challenges more daunting.

As such, and in an effort to bring some uniformity to the responses from the community college system, I wanted to lay out three recommendations as you move forward, which are consistent with the directions many of you are considering already, the direction of our University partners, and the direction of the Governor. Of course, as units of local government, the final decision lies with each of your institutions, but **consistency and stability are important and we must get to that point**. Thus, it is my recommendation that each campus moves to adopt all three of these approaches.

- 1) The ICCB fully supports the move toward full online instruction for the rest of the semester.
- 2) The ICCB fully supports and recommends moving to **essential personnel only on campus** and creating an environment that supports telecommuting for those administrators, staff, and faculty that can accomplish their work from home. For those that cannot, social distancing policies should be enacted. **All non-essential work should be conducted remotely**. All non-essential employees who do not have the ability to work from home should not be penalized and should continue to be paid.
- 3) For those courses where remote learning is impossible or very limiting, **we encourage creative solutions that still enable students not only to receive the credit for their work, but also the skills they need to succeed in the workplace**. Do not discount using one-to-one instruction (remote or face-to-face), tutorials, simulations, small cohorts in the community on or off campus, etc., as you think through these solutions. Considering the limit of ten persons in one place, and the lack of individuals on campus in a remote work environment, there may be opportunities to do some limited models that do bring a student, or students together with an instructor to continue to get their skills. I would add that for those areas where this is impossible, planning to continue instruction into the summer, by issuing incompletes (or equivalent), or by extending terms, should also be considered. This should be a last resort.

It is our recommendation that you use the two-week window that most of you have available, to implement these approaches as expeditiously as possible, but do take the time to think through these plans as each campus needs to land on an approach that provides some stability for staff and students. With luck, this will allow all of us to get back to the business of educating Illinois citizens, despite the challenges the situation has created. Thank you for your commitment to the students of Illinois.

Please let me know if you have any questions.

(Minor Update 3/19/2020)