

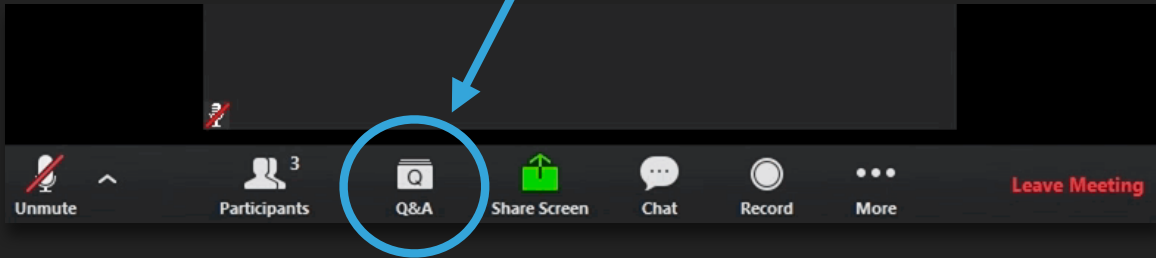
ALL-LTCC EMPLOYEE MEETING

THURSDAY, APRIL 2
2:00 PM

ZOOM

HOW IT'S GOING TO WORK

USE Q&A



Nancy Dalton
Board President



GOAL

Update employees about resources and benefits available to them and the plan for Spring Quarter

TOPICS TO BE COVERED

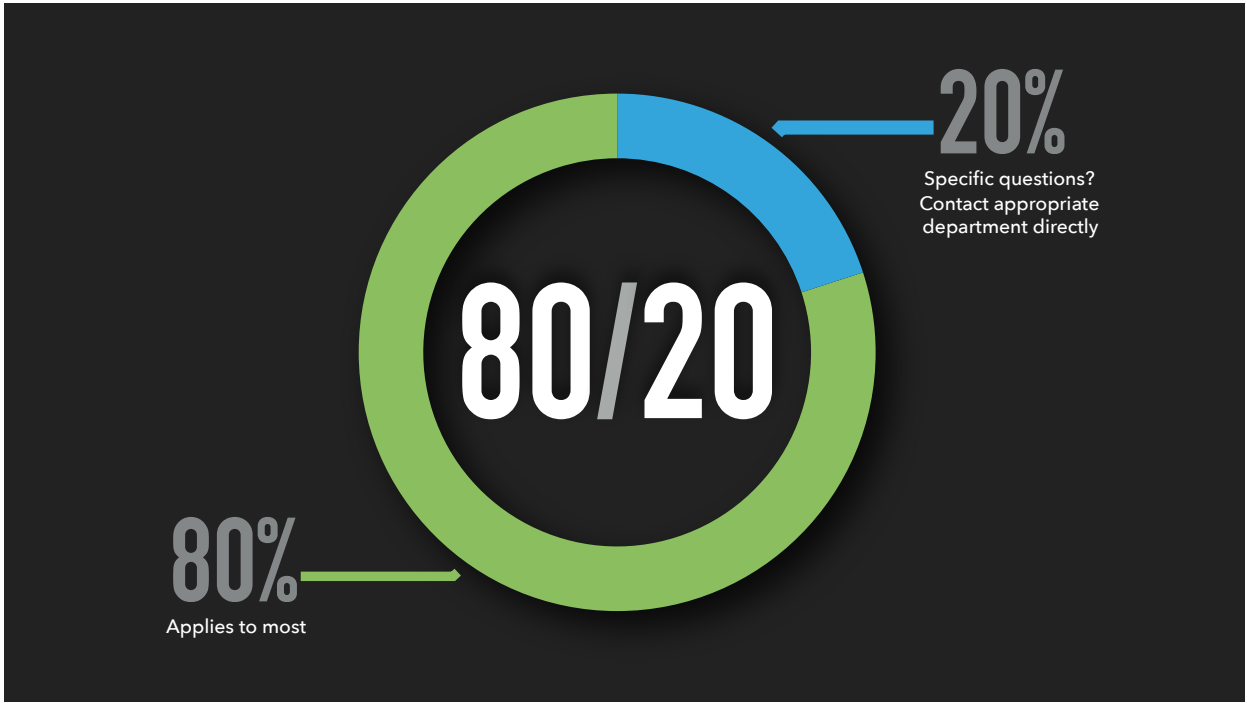
- ▶ LTCC's approach to managing this crisis
- ▶ Regional COVID-19 Update
- ▶ Technology Resources for Employees
- ▶ Safety & Security for On-Campus Employees
- ▶ Expanded Leave Options for Employees

PAST ZOOM MEETINGS

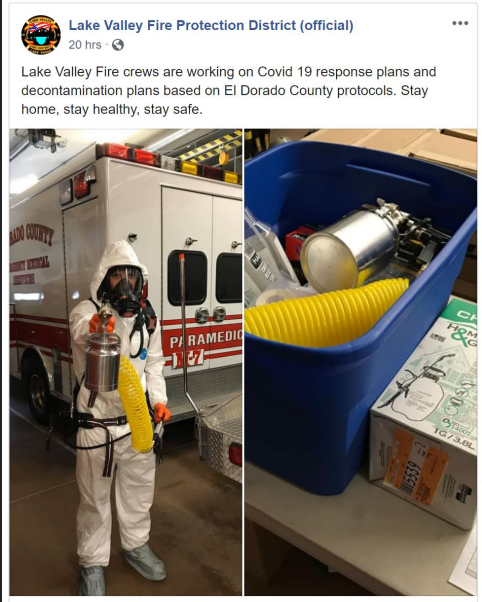
- ▶ Student Forum 3/31
- ▶ Student Services 3/26
- ▶ All-Faculty 3/24

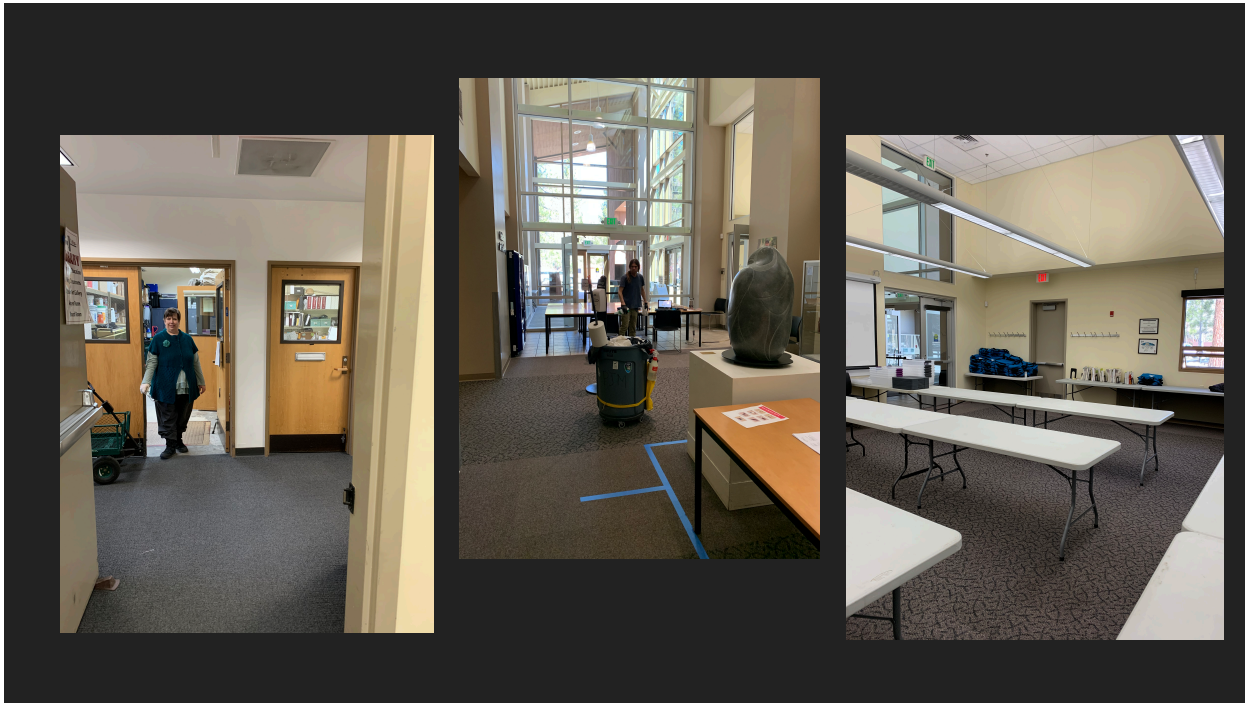
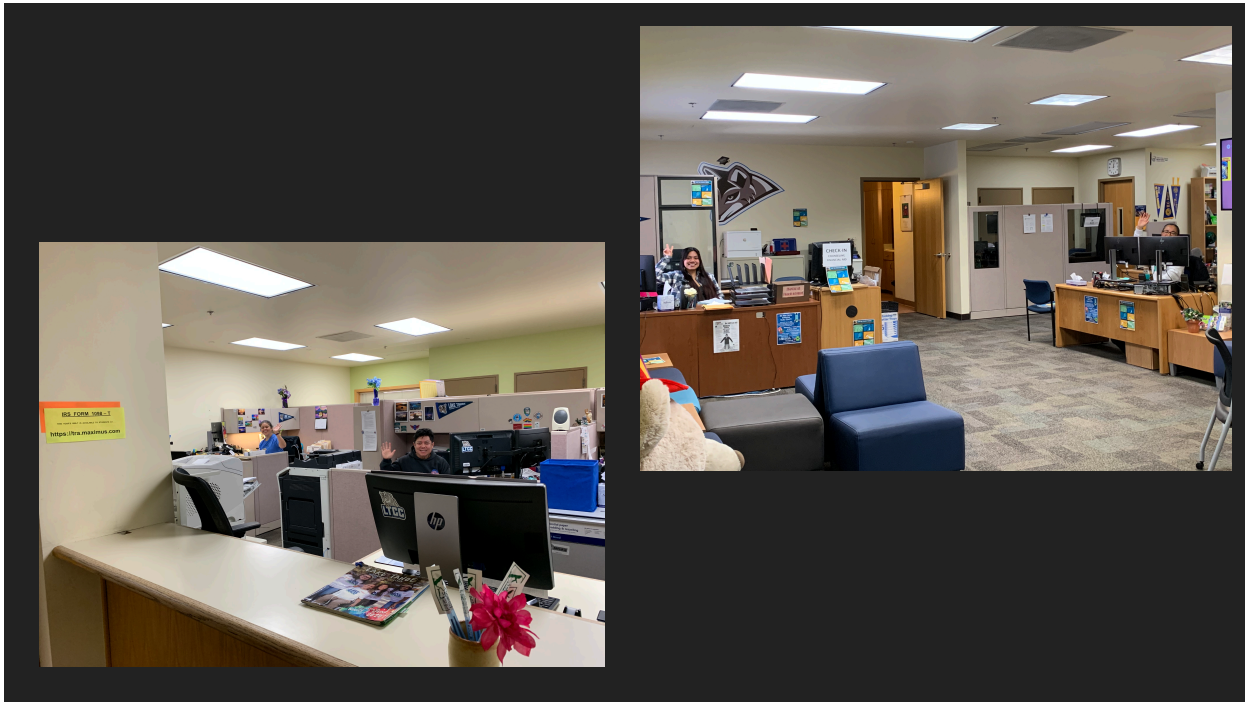
On the staff and faculty support pages

ltcc.edu/virtualcampus



**THANK YOU &
RECOGNITION**





Balancing QACT

GUIDING PRINCIPLES

- ▶ Consider the safety of students and employees;
- ▶ Support students in continuing progress toward their academic and career goals, while ensuring we continue to support their basic needs;
- ▶ Maintain continuity for students and employees and take into account the fiscal impact on them by services lost due to COVID-19 response; and
- ▶ Make decisions that consider both the short and long-term impact on students, employees, and the community

COMPARING NOTES



EMAIL

Daily email conversations with Nor Cal Presidents



TEXTING

GenX presidents text group sharing info on managing campuses



WEBINAR

Weekly CCCCCO webinar on system regulation development



ZOOM

Weekly meeting with all state-wide college presidents.

GUIDANCE



BOARD MEETINGS

Weekly special meeting with the LTCC Board and close contact with the Board Chair



PHONE

Phone calls with El Dorado County Health Officials



ZOOM

Weekly meeting with local leaders and Barton Health Officials

**GOOD
NEWS!
WE'RE
ESSENTIAL**



**WE'RE STILL OPEN
& FUNCTIONAL
{VIRTUALLY}**

FOOD PANTRY



Do you need assistance getting **food**?

Apply now @
ltcc.edu/foodpantry

Scheduled pick up at Library zone

SETTLING INTO REMOTE WORK



TIMEFRAME FOR {VIRTUAL CAMPUS}

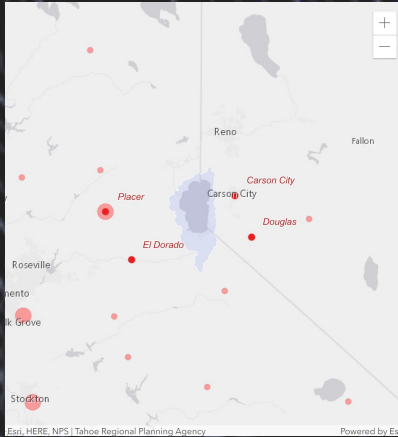
STUDENTS WILL STAY ONLINE/VIRTUAL
FOR THE ENTIRE SPRING QUARTER

EL DORADO COUNTY CASE UPDATE

Cases	El Dorado County Residents
Positive Tests	18
Deaths	0
Total Number of Tests**	764
Negative Tests	596
Pending Tests	+/- 150

Source: April 1 @ 4:40pm <https://www.edcgov.us/Government/hhsa/Pages/EDCCOVID-19-Cases.aspx>

TAHOE OPEN DATA



Douglas County 6 <small>Confirmed Cases Source: COVID-19 Cases US</small>	Washoe County 163 <small>Confirmed Cases Source: COVID-19 Cases US</small>	Carson City County 5 <small>Confirmed Cases Source: COVID-19 Cases US</small>
Placer County 90 <small>Confirmed Cases Source: COVID-19 Cases US</small>	El Dorado County 18 <small>Confirmed Cases Source: COVID-19 Cases US</small>	Alpine County 1 <small>Confirmed Cases Source: COVID-19 Cases US</small>

County data is aggregated from a number of different sources to include but not limited to WHO, CDC, Official State Agencies/Authorities, Intergovernmental Organizations.
The data situation is highly dynamic and delays in reporting numbers may exist. The official figures from Country authorities on infections are sometimes different depending on the source used and time of release.

<https://data-trpa.opendata.arcgis.com/pages/covid-19>

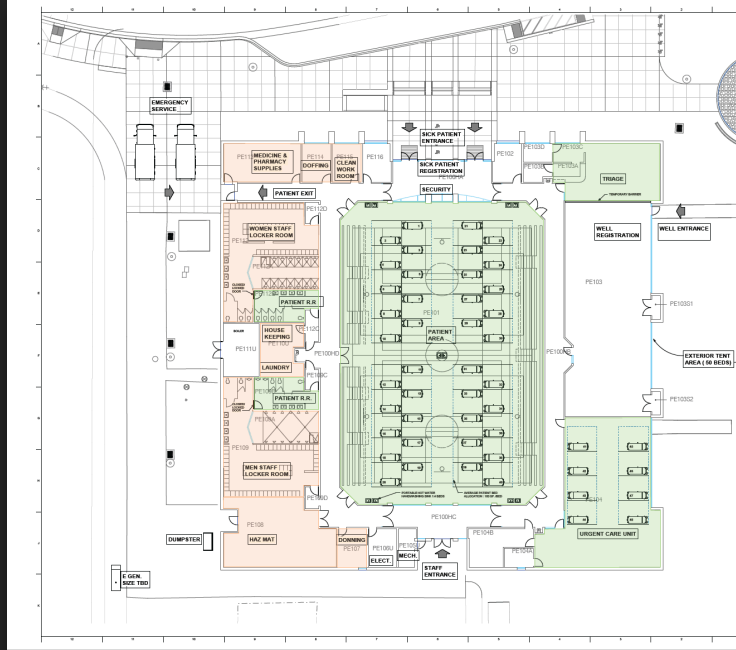
There are confirmed cases in SLT per County and community spread in SLT per Barton

LTCC SPECIFIC CASE

- ▶ Transparency
- ▶ Shared widely although not required
- ▶ Impacted employees are healthy



**LTCC IS
PREPARED
TO BE PART
OF THE
SOLUTION**



**SECURITY &
SAFETY
PROCESS**



LEVEL 1

Facilities Closed to Students & Community. Open to Employees Only
Remote Work Encouraged but Access to Campus for Employees Remains

LEVEL 2

Facilities Closed to Everyone Except Essential Designated Staff
(Designated Staff List - eg, Payroll, Financial Aid, etc.)
Other Faculty and Staff Remote Work

LEVEL 3

100% Facility Closure → Remote Work Only
No Access to Campus



**ESSENTIAL
ON-CAMPUS
EMPLOYEE
LIST**

HOW ARE WE PROTECTING EMPLOYEES

- ▶ Cleaning
- ▶ Screening
- ▶ Spacing
- ▶ Tracking



EMPLOYEE ENTRANCE

- ▶ Staff ID is **required** to get into the building through a **single entrance** near the Library
- ▶ Employees will be contacted when their materials are ready. Please don't come until **contacted**



FRIDAY, APRIL 3

FOR FACULTY MEMBERS WITH
OFFICES ON CAMPUS ONLY

Faculty who need materials to start spring quarter

PICK UP TIMES

A-M

10:00am - Noon

N-Z

Noon - 2:00pm

STUDENT PICK UP & DROP OFF PROCESS

STUDENT PICK UP &
DROP OFF
LOCATION:

Library Vestibule

STARTING: APRIL 1

Pickup Hours:

10:00 - 3:00 M-F

8:30 - 10:00 am

High Risk Groups

Students will be contacted when their
items are ready



STUDENTS – REQUEST WHAT YOU NEED



Request
Quarterly Textbooks
& Calculators online!

bit.ly/LTCCtextbookrequest

Students will be contacted when
materials are ready for pickup.

MEETING STUDENT TECH NEEDS

▶ Chromebooks

Available for students starting **Wednesday, April 1**



Who? Students who have a **referral** from a counselor, faculty member, or a student support program such as Equity, Promise, EOPS, Library, etc

What First? Student complete laptop contract and then will be notified by LTCC when laptop is ready

Where? Available for pick up inside library vestibule by the Ascending sculpture

TECHNOLOGY EQUIPMENT FOR STAFF



HOW TO SUBMIT YOUR REQUEST

1. Complete the [Employee Tech Request form](#) & [LTCC User Agreement](#)
2. Allow up to [72 hours](#) for tech request review & approval
3. [IT will contact you](#) to schedule a time for pick up of approved items (Don't come to campus until notified)

TECHNOLOGY REQUEST FORM



LAKE TAHOE COMMUNITY COLLEGE
EMPLOYEE TECHNOLOGY REQUEST & USER TECHNOLOGY AGREEMENT

EMPLOYEES:
Please complete the section below with contact information and select the items being requested. Please note that not all of the items being requested may be able to be fulfilled at this time. Laptops typically have a limited number of USB ports therefore limited items may be approved. Please remember that not all monitors can connect easily to USB ports. If additional cords or connectors need to be ordered, then your request may be delayed.
MINIMUM REQUEST TIME: 72 hours – This minimum time is required as the request must be evaluated on a case by case basis. Those requesting laptops will be a priority over all other requests and will cause delays for other requested items.
Once completed this form will automatically route for processing.

USER INFORMATION

User Name:	*
Department:	*
Supervisor:	*
Email Address:	*
Phone Number:	*
Date:	*

A MESSAGE FROM WONDER WOMAN



PROBLEMS WITH YOUR HOME INTERNET?

Slow internet could be caused by old or outdated equipment (WiFi or internet router).

Call your **internet provider** to have your equipment assessed.

MEETING TECHNOLOGY NEEDS



▶ Internet Access

Charter: Free internet to new customers for 60 days

XFINITY Free Hotspots: xfinity.com/wifi

▶ FREE Software

Microsoft Suite on up to 5 device

More info :
ltcc.edu/virtualcampus

WIFI BOOST



ETA for boost to the parking lot approximately 2 weeks

EMPLOYEE SERVICES

SIGN DIGITALLY VIA
YOUR LTCC EMAIL





PAYCHECKS

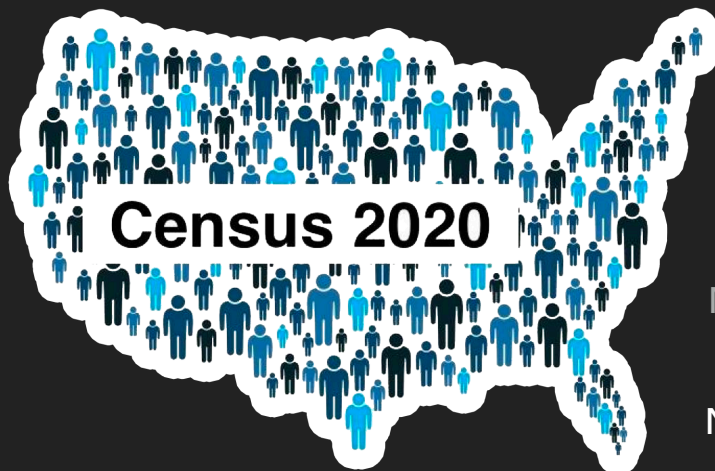
- ▶ Update your address
- ▶ Sign up for Direct Deposit
- ▶ "Checks in the mail"

PURCHASING IS STILL OPEN

EMAIL CADE@LTCC.EDU

Keenan
SafeColleges
Training

ltcc.edu/virtualcampus



Complete online, by
phone, or by mail

my2020census.gov

(844) 330-2020

Mail your questionnaire to:

U.S. Census Bureau
National Processing Center
1201 E. 10th Street
Jeffersonville, FL 47132

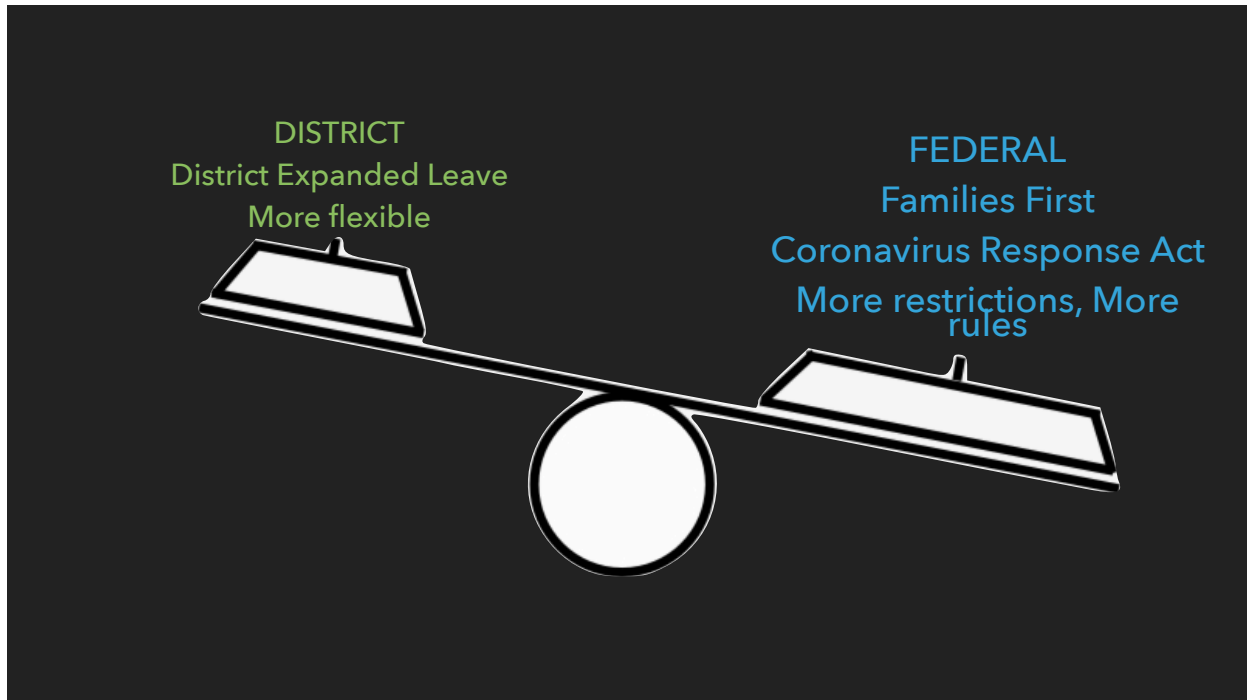
Expanded Resources for LTCC Employees



www.ltcc.edu/benefits

OPTIONS

- ▶ Option 1: Families First Coronavirus Response Act
- ▶ Option 2: District Expanded Leave
- ▶ Option 3: California State Unemployment Insurance



WHICH OPTION IS RIGHT FOR ME?

Every individual employee will have a unique situation and so may be able to utilize more than one of these options. Please note that employees can only exercise **one option at a time.**

itcc.edu/benefits

OPTION 1 (FEDERAL): FAMILIES FIRST CORONAVIRUS RESPONSE ACT

FAMILIES FIRST CORONAVIRUS RESPONSE ACT TIMELINE



**ALL OF THIS LEAVE IS APPLICABLE
TO EMPLOYEES WHO ARE
UNABLE TO WORK
OR WORK REMOTELY**

ltcc.edu/virtualcampus

**EMERGENCY PAID SICK LEAVE (EPSL)
OPTION 1A**

- ▶ This leave is applicable for employees who are unable to work or work remotely
- ▶ 2 Weeks

ltcc.edu/virtualcampus

EMERGENCY PAID SICK LEAVE (EPSL)

All LTCCD employees, regardless of length of employment, are entitled to two-weeks of EPSL at their regular rate of pay **only if they are unable to work or work remotely** for the following reasons:

- ▶ The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

Please note: An employee subject to a quarantine or isolation order is able to work remotely if (a) their employer has work for the employee to perform; (b) the employer permits the employee to perform that work from the location where the employee is being quarantined or isolated; and (c) there are no extenuating circumstances that prevent the employee from performing that work.

- ▶ The employee has been advised by a health care provider to self-quarantine related to COVID-19.
- ▶ The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

Effective April 1, 2020 - December 31, 2020

EMERGENCY PAID SICK LEAVE (EPSL)

All LTCCD employees, regardless of length of employment, are entitled to EPSL at **two-thirds** of the employee's regular rate of pay **if they are unable to work or work remotely** because:

- ▶ The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or been advised by a health care provider to self-quarantine related to COVID-19.
- ▶ The employee is caring for his, her, or their child if the school or place of care of the child has been closed, or the child care provider of such child is unavailable, due to COVID-19.

Effective April 1, 2020 - December 31, 2020

EMERGENCY FAMILY & MEDICAL LEAVE EXPANSION (EFMLE)

OPTION 1B

- ▶ This leave is applicable for employees who are unable to work or work remotely
- ▶ 10 Weeks
- ▶ Can be used after the initial 2 week leave period (option 1a)
- ▶ Only applicable for employees with children as defined in the law
- ▶ Under the FFCRA, a "son or daughter" is your own child, which includes your biological, adopted, or foster child, your stepchild, a legal ward, or a child for whom you are standing in loco parentis

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EMERGENCY FAMILY & MEDICAL LEAVE EXPANSION (EFMLE)

- ▶ Employees may qualify for up to an additional **10-weeks** of EFMLE at **two-thirds** the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is **unable to work or work remotely** due to a bona fide need for leave to care for their child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Effective April 1, 2020 - December 31, 2020

2/3 pay is capped at \$200 per/day

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A **FULL-TIME** EMPLOYEE IS ENTITLED TO 40 HOURS OF LEAVE PER WEEK IN COORDINATION WITH EPSL AND EFMLE.

A **PART-TIME** EMPLOYEE IS ENTITLED TO EPSL AND EFMLE AT THEIR AVERAGE NUMBER OF WORK HOURS PER WEEK.

For example: If a part-time employee works 20 hours a week, they would receive 40 hours of Emergency Paid Sick Leave (EPSL)

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**EMERGENCY PAID SICK LEAVE
2 WEEKS**

**EMERGENCY FAMILY & MEDICAL LEAVE EXPANSION
10 WEEKS**

CAN BE USED SUBSEQUENTLY

ALL OF THIS LEAVE
IS APPLICABLE
TO EMPLOYEES WHO
ARE **UNABLE** TO WORK
OR WORK REMOTELY

ltcc.edu/virtualcampus

OPTION 2 (LOCAL-LTCC):
DISTRICT EXPANDED LEAVE

EXPANSION OF PERSONAL NECESSITY LEAVE (PNL)

This expansion includes **unlimited use** of sick leave for PNL purposes including caring for their children or sick family member as a result of the COVID-19 pandemic.

It also includes the **additional** use of PNL if a department closes due to COVID-19 pandemic.

Effective March 13, 2020 - June 30, 2020

EXPANSION OF PART-TIME HOURLY EMPLOYEES SICK LEAVE

This expansion allows the use of **all** accrued sick leave by part-time hourly employees **without** limiting to the typical three-day maximum.

Effective March 13, 2020 - June 30, 2020

WHICH OPTION IS RIGHT FOR ME?

Every individual employee will have a unique situation and so may be able to utilize more than one of these options. Please note that employees can only exercise **one option at a time.**

ltcc.edu/benefits

OPTION 3 (STATE):
CALIFORNIA STATE
UNEMPLOYMENT INSURANCE
(EMPLOYMENT DEVELOPMENT DEPARTMENT)

WHAT CALIFORNIA HAS DONE

- ▶ **Waived** the one-week unpaid waiting period for unemployment
- ▶ Workers who are **temporarily** unemployed due to COVID-19 and expected to return to work with their employer within a few weeks are not required to actively seek work each week
- ▶ Allow for unemployment benefits to supplement a reduction in hours or amount earned

WHAT LTCC HAS DONE

▶ Reallocation of Work

LTCC will attempt to reallocate **part-time hourly** or **adjunct** employees who experience a **reduction in hours** due to the COVID-19 pandemic.

If you have experienced a reduction in hours due to COVID-19, please report to the department of human resources for possible reassignment.

All reassignments will be paid at a rate appropriate to the responsibility level of the work assignment.

LTCC cannot guarantee an equal number of hours or rate of pay the employee had previously. Employees may use reduction in hours or pay in conjunction with state unemployment insurance.

The background of the top section is dark gray. It features several faint, semi-transparent speech bubbles in shades of brown and teal. Each speech bubble contains a white question mark. The text is centered in a bold, light blue font.

**WHAT DOES SPRING
QUARTER LOOK LIKE?**

The background of the bottom section is a solid, dark gray. The text is centered in a bold, light blue font.

**DON'T ASSUME
CLASSES ARE
CANCELED**

ENHANCED VIRTUAL EDUCATION AKA "EVE"



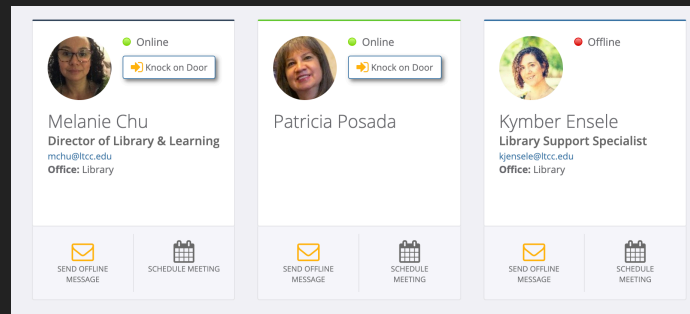
PREVIOUSLY SCHEDULED FACE-TO-FACE CLASSES

- ▶ Now Enhanced Virtual Education (EVE)
- ▶ This includes Science Labs
- ▶ Also includes Arts and even some PE and Wilderness Education courses (although not F2F)

SCHEDULED DISTANCE EDUCATION CLASSES

- ▶ No change. Still traditional Distance Education format

TUTORING



library@ltcc.edu

HOW TO CONTACT DEPARTMENTS

If you have a specific question for:

- ▶ **Counseling**
[Counselor @ltcc.edu](mailto:Counselor@ltcc.edu)
Cranium Cafe
 - ▶ **Enrollment Services**
enrollmentservices@ltcc.edu
(530) 541-4660 x 211
 - ▶ **Financial Aid**
financialaid@ltcc.edu
(530) 541-4660 x 636
Cranium Cafe
- ltcc.craniumcafe.com

CRANIUM CAFE

Many departments are available for live chat!

ltcc.craniumcafe.com

The screenshot displays the Cranium Cafe live chat interface. On the left, a window for the Disability Resource Center (DRC) is visible, with text: "The Disability Resource Center welcomes you to Lake Tahoe Community College and the DRC. Here disabilities do just as well as the student body as a whole. We know that your potential as a quality forward to working with you as you embark on your college adventure." Below this, a list of purposes for the DRC is shown: "1. To assist students with disabilities", "2. To assist the district with special programs, classes, and services", and "3. To provide outreach and support for future students with disabilities".

In the center, a window for "Academic Advising & Counseling" is open, showing a chat window for Regina Braun, Counselor (ybraun@ltcc.edu). To her right, a window for "Admissions/Enrollment Services" is open, showing a chat window for Tracy Thom, Counselor (tracy@ltcc.edu). Both Tracy Thom and another user in the Admissions/Enrollment Services window are marked as "Online".

On the right side of the interface, a large white speech bubble with a black outline contains the text "KNOCK KNOCK!".

NEW **COYOTE HOTLINE**
(530) 542-8812 or x 195
Monday - Friday 9am-4pm

Program-specific questions?
Call their direct line, email, or Cranium Cafe
Anything else – call the Coyote Hotline!

STUDENT FORMS

LTCC.EDU/FORMS | ENROLLMENTSERVICES@LTCC.EDU

The image shows three overlapping student forms from Lake Tahoe Community College. The top-left form is the 'Add/Drop/Waitlist Form', which includes fields for 'Student Name' (Last name), 'Signature', and a table with columns for 'Add or Drop?' (Add/Drop*), 'Course ID', and 'Section'. The middle form is the 'Schedule Conflict Waiver', which includes a 'Quarter' selection (Summer, Fall, Winter, Spring), 'Name' (Last, First, Middle), 'Student ID#', 'Address' (Mailing address, City, State, Zip Code), 'Phone', and 'Email'. The bottom-right form is the 'Late Registration Permit', which includes a 'Quarter' selection and text explaining the process of adding oneself to a waitlist and the consequences of dropping a course.

PAYMENT PLANS

AVAILABLE BY REQUEST!

1. Contact our Bursar Technician, Vanessa vruiz@ltcc.edu or call (530) 541-4660 x 678
2. Create a plan that works for you. Pick your start date & how often you make payments

No down payment. No late fees. No installment fees.

FLEXIBLE WITHDRAWAL DATES

LATE EXTENUATING WITHDRAWAL OPTION DUE TO COVID-19 WITH **FULL REFUND**

GRADUATION

No decisions have been made yet.
We will re-evaluate mid-May.

We will find a way to celebrate our grads
no matter what.

FROM THE LTCC BOOKSTORE

BARNES & NOBLE



▶ Order online & your books shipped directly to you for **FREE**

Go to: ltcc.edu/bookstore

▶ Order online & **pick up** at LTCC

YES!

You can use your EOPS, Lake Tahoe College Promise, etc. bookstore cards online.

VIRTUAL CAMPUS WEBSITE

ACADEMICS
Courses & Programs

ADMISSIONS
Apply & Register

RESOURCES
Tools for Success

CAMPUS LIFE
Clubs & Activities

COMMUNITY
Not for Credit Options

GIVING
Support Student

VIRTUAL CAMPUS

Virtual Campus

Virtual Campus

We have temporarily moved **all** classes online.
(effective March 23, 2020 through Spring quarter due to Coronavirus/COVID-19)

Welcome to the virtual environment for Lake Tahoe Community College. Below you will find information on getting started, and how to navigate online student support services.

We know this is a big change for our students.
Let us help you make the transition -- we are here for you!

Lake Tahoe Community College uses the Canvas course management system to deliver its online courses.

[Student Support](#) [Faculty Support](#) [Staff Support](#)

Student Email

Use your campus email at home. Instructors will send announcements through campus email and will look for this address when expecting you to reach them.

[Access your student Email →](#)

Canvas

Online classes may use a learning management system called Canvas to assign and collect online work. Registered students have a canvas account, click "Access your course in Canvas" to learn more.

[Access your course in Canvas →](#)

HAVE A QUESTION?

We're just a call or email away:

Lake Tahoe Community College
One College Drive
South Lake Tahoe, CA 96150
(833) 548-1660 x. 373
instruction@ltcc.edu

*Name

Email

Phone Number

What do you need help with?
Canvas

Briefly explain what you need:

WHAT ELSE DO I NEED TO KNOW?

EMERGENCY WEBSITE

Find out the latest about what's happening with COVID-19 and class lectures.

[Emergency website >](#)

