Colleagues,

I want to thank each of you for your continued support this week as we shifted to working, teaching, and learning remotely. I am proud of how we have worked together to ensure a smooth transition for our colleagues as well as our students, despite the extraordinary circumstances in which we find ourselves in our state, region, nation, and world. Over the past few days, we have prepared, prepared, and prepared, again, resources for working, teaching, and learning remotely for our faculty, staff, and students. We also have developed a list of support services for our students while we operate in this remote format.

There is a special shout out to the teams in Administrative and Financial Services; Enterprise Technology; Teaching, Learning, and Student Success; Student Affairs, and Strategy, Planning, and Effectiveness. I need to especially thank the staffs in Enterprise Technology and Communications and Marketing for the outstanding work done to distribute laptops and build the remote resource sites on the web. Now, I know the information came from across the college, so thank you, too! You can find these resources on the College’s COVID-19 webpage and the newly developed portal page. The resources available are robust, and I’d like to share a few important ones as well as some updates today:

- The April 2, 2020 public meeting of the Board of Trustees has been cancelled. Please see the posting on the website and the internal portal.

- For the safety of our staff, faculty, and students, the College will continue remote instruction through the end of the spring semester.

- In addition, the College has made the decision to postpone the 2020 Commencement Ceremony. However, we will recognize the accomplishments of our students in the awarding and issuing of the associate degree or certificate they have earned.

- We understand that working remotely requires flexibility in how we conduct our work. To ensure that we are able to transition as smoothly as possible, we have a list of resources for employees who are working remotely. This includes software and technology information for College-issued and personal devices, a list of telecommunication providers, and frequently asked questions. You can find more information at this link [www.pgcc.edu/coronavirus/working-remotely](http://www.pgcc.edu/coronavirus/working-remotely).

- In addition to resources for working remotely, we have prepared resources for teaching remotely. We know that this is not only a shift in operation for our students, but it is
one for our faculty as well. This is not an exhaustive list, so we will update the pages as necessary throughout the semester. Please visit the link for teaching remotely resources: www.pgcc.edu/coronavirus/teaching-remotely.

• Understanding the various needs of our students, we have also prepared a list of remote learning resources and a list of support services that are available to students. The resources include instructions on how to schedule a tutoring session, use Blackboard, and contact an advisor. You can find these resources at this link www.pgcc.edu/coronavirus/learning-remotely.

• The questions and responses to the Employee Telephone Town Hall are now available at this link https://my.pgcc.edu/info/areas/president/TelephoneTownHalls/Forms/AllItems.asp. The audio is also available at the same link.

• On Tuesday, the departments for Allied Health, Nursing, and Natural Sciences donated personal protective equipment to Prince George’s County, and the Culinary Arts Center donated perishable supplies to the Family Crisis Center of Prince George’s County. These are just a couple of examples of how we are reaching out beyond our institution to impact the greater community. I am proud of the work we are doing to ensure the safety and health of those in Prince George’s County. And, because of the various phone calls to the College for assistance, we know we will do much more!

If you have stories of how you are connecting with your neighbors and impacting your community during these extraordinary times, please share them with Communications and Marketing at news@pgcc.edu. We what to Facebook, tweet, Instagram, messenger, and just give one another high fives!

I cannot express enough how thankful I am for your support and flexibility over the past several weeks; our students will be, too. Your hard work and dedication to each other and our students has not gone unnoticed. Rest this week, because the flurry will begin on Monday, as we fully transition to remote instruction and service to our student, while we work-at-home.

Sincerely,

Charlene Dukes