



DATE: May 29, 2020

TO: Chabot-Las Positas Community College District

FROM: Chancellor Ronald Gerhard, CLPCCD
President Susan Sperling, Chabot College
President Dyrell Foster, Las Positas College

SUBJECT: COVID-19 Update

Dear Colleagues:

We congratulate and send our best wishes to our Chabot College and Las Positas College graduates this year which total approximately 2,700 for 2020! Chabot's virtual commencement was a huge success with over 550 guests having attended the live-streamed 58th Annual Commencement Ceremony. Although the Las Positas in-person commencement is being postponed to a later date, a wonderful online celebration page with video congratulatory speeches has also yielded many visitors! We congratulate not only our graduates but also thank both colleges for providing our graduates with an opportunity to celebrate their success.

Additionally, we want to wish our classified professionals "Happy Classified School Employee Appreciation Week!" We wish to express our sincere appreciation for our classified professionals and the important work that you do to support our district and our students.

The following are some updates for this week (as of May 28, 2020):

State Budget Update and Impact: Last Tuesday, Acting Vice Chancellor Roberts presented to the Board of Trustees a district budget update based upon the State's May Revision. For those interested, the presentation may be found at our [Board webpage](#). This week, both the State Senate and Assembly meet to discuss their recommendations to the May Revision. We are likely to see recommended changes to community college funding. Again, nothing is certain until the Governor signs the budget on or before June 15th.

Fee Refunds: Students who were enrolled for Spring 2020 may be eligible to request a 50% refund of the fees that they paid for Parking Permits, Student Activity and Student Representation Fees. Students will need to visit Class-Web to request such a refund.

State and County's Executive Order: As a reminder, the current local and State orders include the following guidelines: **The order to shelter-in-place and work remotely remains until rescinded by the State and Alameda County. We hope for an update to come out this week.** As of now, we are still working remotely and campuses remain closed until further notice.

Reminder 4/10 work week: A reminder email from Human Resources was sent out this week regarding summer work hours which will begin this Monday, June 1st, and will conclude on Thursday, July 30th. If you have any questions about the summer work schedule, please contact your immediate supervisor.

Grading Reminder and Updates: The Department of Education's most recent memo (May 15, 2020) provides relief to students and institutions on impacts to financial aid awards due to withdrawals. In accordance, faculty can issue an Extraordinary Withdrawal due to COVID-19 without student initiation, and without concern for financial aid impact.

Therefore, our District has determined any withdrawal on and after March 4, 2020 will be converted to an Extraordinary Withdrawal due to COVID-19, for consistent and efficient process of grades without requiring student to initiate. Students with Veteran status will be exempt due to adverse impact. Any withdrawal prior to March 4 will remain distinguished as initiated by the student.

To clarify Federal Financial Aid impacts, Financial aid recipients from Spring 2020 with the Extraordinary Withdrawal due to COVID-19:

- Will not have to repay funds received for spring 2020 to the Department of Education or the College.
- Will not have Extraordinary Withdrawal due to COVID-19 units calculated in their Satisfactory Academic Progress (SAP) review of spring 2020 grades, which impact academic eligibility for future terms.
- Will not have Pell received for those units in spring 2020 included in their Pell Lifetime Eligibility Used (LEU) calculation (Department of Ed will calculate).
- Will not have student loans received for units in spring 2020 included in their calculation for Subsidized Usage Limit Applies (SULA), (NSLDS will calculate).

Payroll will continue normal operations. Employees will be paid on time, **including hourly employees who were authorized to work and submitted a timesheet within the payroll deadline.** In May, all paychecks will be distributed either through direct (ACH) payments to the employee's bank account or through USPS mail.

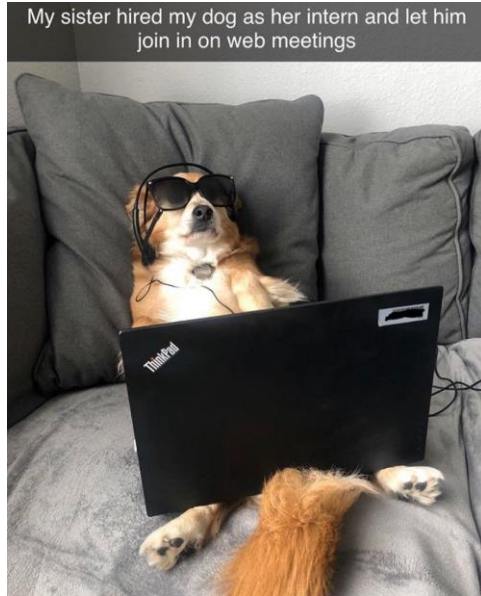
County Health Update: Alameda County has reported 3,097 confirmed cases of COVID-19 (last updated May 28, 2020).

Reminder - Health Protocols:

If you are an essential employee and feeling sick, do not come to the office, contact your doctor, and notify your supervisor. While at or away from the office, please continue to practice social distancing, wash your hands frequently, and follow other standard health practices.

A reminder that all essential employees must speak (no texts, emails, or voicemails) to their immediate supervisor (or someone else if directed) to answer three simple questions (e.g. cough, fever, shortness of breath, etc.) before entering the workspace.

As always, please continue to visit the [district urgent alerts webpage](#) for up to date information, and contact your Presidents' Office or administrator for additional questions and/or guidance.



Lastly, we will leave you with some “Zoom” humor...enjoy!

Regards,

Ron Gerhard
Chancellor

Dr. Susan Sperling
President, Chabot College

Dr. Dyrell Foster
President, Las Positas College