



Friday, April 10, 2020 | 4 p.m. MT

Dear CSU Pueblo Campus Community—

Today is the 23rd day of our remote work at CSU Pueblo, and for many of us, it is also a day that begins a season of hopefulness — even in the uncertain times that we face in Colorado and across the nation.

This week, Pueblo City School District 60 joined Pueblo County School District 70 in announcing that their campuses would suspend all in-person instruction for the rest of the semester and that graduations will be canceled — planning has begun for virtual celebrations for the class of 2020. We understand that these decisions will impact many of our students and employees. At CSU Pueblo, we continue to adjust workflow and policies as new information around the COVID-19 pandemic emerges, and we hope that these regular Friday messages provide a consistent way for you to share and navigate all of the many updates you receive.

Today's message is designed to provide you with important information around campus priorities during the pandemic, just-in-time campus updates, and some opportunities to “connect the pieces.” As always, while this situation continues, your health and safety are important to all of us. You can find additional details about campus safety measures, campus resources, and general operations during this crisis online at [CSU Pueblo COVID-19](#).

## **CAMPUS PRIORITIES**

As we work together at CSU Pueblo to mitigate the impact of this global crisis, all decisions we make about operations, personnel, and our pathway forward will be guided by the following four priorities:

- To ensure the continuity of teaching and learning
- To ensure that all full-time employees remain employed
- To ensure business continuity for the university
- To ensure the financial sustainability of the university

## **JUST-IN-TIME INFORMATION**

### **SUMMER CLASSES, CAMPUS EVENTS, AND REMOTE WORK**

As a reminder, all previously scheduled face-to-face (F2F) courses this summer will be delivered via online or distance learning. Exceptions may be made for some in-person classroom or laboratory education, for fewer than 10 students per classroom or lab, in designated “medical training” fields only, following direction provided to us by the Colorado Department of Higher Education and the Office of the Governor.

Additionally, as I announced on April 3, employees will continue to work remotely — through June 30 — and all campus events are canceled until July 1. As always, these dates may be shortened, extended, or adapted as new information becomes available.

## **HUMAN RESOURCES**

1. Beginning April 1, all employee parking charges and parking payroll deductions will be suspended until July 30, 2020. Charges will resume on August 1, 2020.
2. The mandatory Sexual Harassment and FERPA training has launched and must be completed by all employees on or before May 15, 2020. You should have received an email directing you to your online

portal. If you have any questions, please contact CSU Pueblo Human Resources at 719-549-2441 or at [hr@csupueblo.edu](mailto:hr@csupueblo.edu). If you need other health and wellness support, visit [HR online](#).

3. Josh Ernst, the Executive Director, Title IX Coordinator, & ADA/504 Coordinator in the CSU Pueblo Office of Institutional Equity, has accepted a position elsewhere. His last day is today, April 10. Join me in thanking Josh for his service to CSU Pueblo. We wish him well.

4. Bobby Smith, former Assistant Director of the Office of Institutional Equity, has agreed to serve as the Interim Director, Title IX Coordinator, & ADA/504 Coordinator in the CSU Pueblo Office of Institutional Equity, effective immediately.

5. If you have new resource needs for a university computer or wifi hot spot, a check-out procedure and pick-up schedule has been established. Please complete the Remote Faculty-Staff Technology Form online at <https://bit.ly/RemoteFacStaffTech>.

## CONNECTING THE PIECES

Please join me next week on Thursday, April 16, for “Presidential Virtual Office Hours,” via Zoom from 4-5pm. We are also happy to announce that each Friday will end with a virtual “Friday Fun Hour” from 4-5pm, beginning Friday, April 17. We hope this hour will give you an opportunity to share your work-from-home experiences, enjoy informal time with your colleagues across campus, and engage with campus in a safe, fun manner. Look for secure links to these events in Monday’s Email Digest.

With sincere wishes for your continued health and safety,



**Dr. Timothy Mottet**  
**CSU Pueblo President**