

Post Office Box 302130  
Montgomery, AL 36130-2130




T 334.293.4500 F 334.293.4504  
www.accs.edu

**Jimmy H. Baker**  
CHANCELLOR

**MEMORANDUM #2020-EXE-015**

DATE: March 12, 2020

TO: Presidents, Alabama Community College System  
Presidents' Assistants, Alabama Community College System

FROM: Jimmy H. Baker, Chancellor 

RE: College Response Teams – Coronavirus (COVID-19)  
*Instructional Delivery Guidance and Options*

As I continue to monitor developments regarding the Coronavirus (COVID-19), I am directing each College to develop a response team. As this health issue has the potential to impact your entire institution, please ensure that all departments and divisions of the college are adequately represented on the team. Also, please provide your institution's point of contact for the purposes of communication between your College and the system office. Notification of your point of contact is to be directed to the System Office's point of contact, Rachel Adams, Communications and Marketing Administrator, at 334-293-4651 (work), 334-328-6191 (cell), or [rachel.adams@accs.edu](mailto:rachel.adams@accs.edu), and to my Executive Assistant, Lela Taylor, at [lela.taylor@accs.edu](mailto:lela.taylor@accs.edu).

In circumstances where the President believes that a directive to an employee or student to remain off campus is advisable for the safety and security of the campus community, the President shall advise the System Office's point of contact of the action contemplated or taken.

Finally, in an effort to assist your response team as it creates your continuity plan of action, we have attached *Instructional Delivery Guidance and Options*. This document provides general guidance and information for colleges. We recognize that your college may encounter unique challenges not addressed in the document. Please direct your specific questions to Rachel Adams.

Thank you for the work that you do to support and protect our colleges and the well-being of our students and state.

JHB/lmt

Attachment

cc Board of Trustees, Alabama Community College System  
System Office, Vice Chancellors & Associate Vice Chancellors  
Boone Kinard, Executive Director, External Affairs  
Rachel Adams, Communications and Marketing Administrator  
David O'Brien, Senior Associate Counsel, ACC System Office  
Chester Vrocher, Chief Safety & Security Officer