Engaging students, changing lives

April 21, 2020
9:00 p.m.

Dear Colleagues and Students:

These are ever-changing times. We know there are a number of hurdles to overcome; collectively we will accomplish the Chancellor’s directive and guidance by focusing our efforts on these two priorities:

• To safeguard the health, safety, and welfare of our faculty, staff, and students
• To enable students to complete the spring semester and progress toward their educational goal

We expect to provide a COVID-19 update to the campus Tuesday and Thursday (until further notice).

STUDENT EQUIPMENT/ITEM TURN-IN PROCESS

Who: NHCC Students
What: Return NHCC items back to campus
When: Monday, May 11 – Thursday, May 14
Times: 10:30 a.m. – 6 p.m.
Location: CBT 174

The Accounting & Fees and Bookstore staff will be present in CBT 174 during this time to collect NHCC items from students. Signage will direct students through a separate entrance and exit door to maintain flow and social distancing. Staff will not be checking the items for breakage, etc., as we do not want them to handle items unnecessarily. As a precautionary measure, staff members will be provided gloves. Students will be asked to return the following items:

• **PSEO Book Returns & Bookstore Rental Returns** – We will have paper bags and pre-printed labels with the student’s name and Tech ID. Upon student verification, a staff member will attach the label to the bag and provide it to the student to place their materials inside. From this point onward, the staff member will not handle the bag. Staff members will direct the student on where to place the bag.

• **Calculator Returns** – These are all identified by a serial number. Students will place their calculators into the designated bin.

• **Camera Rental Returns** – Students will place their cameras on the designated table in a careful manner to ensure they do not get piled or broken. After designated rest period, the cameras will be wrapped in packing materials and transported to the Fine Arts Department.
• **Various Equipment** – Students will place their items in the designated basket/bin/location, which includes:
  - Portable Pianos
  - Choir Sheet Music
  - Chemistry Keys
  - Student Development Storage/Door Keys or Print Cards
  - Library Books

**Better Together,**

[Signature]

**Stephen E. Kent**
Vice President of Finance & Facilities
Phone: 763-424-0817