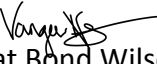


MEMORANDUM

To: Colleen Bowman, Ph.D., Provost
Joe Chapa, Dean of Applied Technology

From: Dr. Vangee Nez, Coordinator 
Navajo Technical University at Bond Wilson Technical Center

Date: August 3, 2020

Re: Guidelines for Navajo Technical University Faculty and Adjunct Faculty
and Students at Bond Wilson Technical Center

It's August 3, we will be bringing back the faculty this week through Zoom meetings. On August 10, the semester starts. Here's what you need to know as we enter for the Fall 2020 Semester.

RECEPTION: At Bond Wilson Technical Center (BWTC), LaRue Willie (administrative assistant for Bond Wilson Technical Center), Milo McMinn (Principal at Bond Wilson Technical Center), and Dr. Vangee Nez (Coordinator for NTU BWTC), we hope to be providing the latest information from the New Mexico Public Education Department (NMPED), Higher Learning Commission (HLC), Central Consolidated School District Office (CCSD), and Navajo Technical University (NTU). The information is changing constantly, so please keep checking back for the most up-to-date guidance.

HOURS EXPECTATIONS: CCSD has decided 10 hours, 4 days a week will be expected across all positions in the district until further notice. This will begin August 10, 2020. Building staff will work Monday-Thursday 7:30 a.m. - 5:00 p.m. until further notice. They are expected to work two days remote and two days in the office/building and to work with their supervisor if they have any questions regarding their schedule. CCSD is looking at a start date of September 14, 2020, pending board approval.

Dr. Nez will work Monday through Wednesday from 8:00 a.m. to 5:00 p.m. and work remotely on Thursday and Friday. This will need an approval from her supervisor, Dean Joe Chapa.

CURRENT AND CONTINUING GUIDANCE:

1. Bond Wilson Technical Center has installed a doorbell. Please ring the doorbell to alert Dr. Nez for NTU and LaRue for BWTC.
2. To access the building, you will be required to fill-out the Protocol Sign-In Sheet for CCSD Building Access During School Closure.
3. Dr. Nez or LaRue will take your temperature. Your temperature must be within the normal limits, if you show any signs of high temperature, please contact your physician.

4. All NTU Faculty and Students must have their NTU ID. Students will show their NTU ID to pick up textbooks, tool kits for the Cooking and Baking courses and welding gear and tools for the Welding courses.
5. Physical distancing and the use of masks continue to be required whenever individuals are working or spending any time around others. This is in accordance with state health protocols as well.
6. Wash your hands with soap and water and hand sanitizer dispensers will be placed in the classrooms and the computer lab.
7. To the extent possible, please continue to work remotely when courses are offered online. Some faculty and staff will need to return to campus to carry out their functions for the culinary arts and welding courses; please do so in a safe and responsible manner, following worksite protocols.
8. To help slow the spread of infection, we are continuing with our policy of self-reporting either symptoms of or a positive test for COVID-19.
9. Should a student become ill during class, Room 133 is the Isolation Room where we will isolate you until someone can pick you up.
10. Stay informed. Check your NTU account for any updates.
11. Be prepared. Check the Fall schedule regularly, learn how to use MyNTU and Moodle for your online courses.
12. Stay connected and communicate with your instructor and Dr. Nez.
13. Should anyone be exposed, we will need to secure the exposed area(s) and post it for no entry. This may be the primary work area (i.e. office), classroom, building floor, or in extreme cases, the entire building.
14. Notify the building's responsible party (i.e. BWTC Principal Milo McMinn or Dr. Nez for NTU).
15. We will arrange for cleaning of exposed space. All faculty is responsible to keep their classrooms cleaned before and after class.
16. Per CDC guidelines, the area must be secured for 72 hours prior to cleaning (24 hours in areas of critical to university functions)
17. Reentry is not permitted during this time and will only be permitted upon receipt of an "All Clear" notification from BWTC, NTU and CCSD.

NTU FACULTY/STAFF FOR FALL 2020:

Faculty/Adjunct Faculty:

Lorencita Billiman	lbilliman@navajotech.edu	505-419-9805
Laurence Clary	larryjclary@gmail.com	505-486-6404
Harrison Lapahie	hlapahie@navajotech.edu	323-580-4858
Carmelita Lee	carmelita.lee@navajotech.edu	505-860-9766
Michael Thompson	mthompson@navajotech.edu	505-486-1456

Staff:

Dr. Vangee Nez	vangee.nez@navajotech.edu	505-609-5020
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COURSES SCHEDULE FOR NTU FACULTY:

Chef Lorencita Billiman: Teaching Face-to-Face & Online (when needed)

BKG101-BW Professional Baking I MTWR 3:30 pm to 5:30 pm

Office Hours: BWTC: M-F, By Appt Only (for BKG101, CUL103, 105, 201)

CKG101-BW Professional Basic Cooking MTWR 1:00 pm to 3:00 pm

Office Hours: M-F by Appt (via Zoom), W-R 8:00 am to 12:00 pm, F - Reflection (via Zoom)

CUL103-BW Food Safety & Sanitation Online/Hybrid

CUL105-BW Nutrition Online/Hybrid

CUL201-BW ServSaf Essentials Online/Hybrid

Harrison Lapahie: Teaching Face-to-Face & Online (when needed)

MTH105-BW Mathematics for Engineering Applications MW 2:00 pm to 3:30 pm

Office Hours: BWTC M-W 12:00 pm to 12:30 pm, R 10:00 am to 2:00 pm (for all classes)

MTH113-BW Technical Mathematics MW 9:00 am to 10:30 am

MTH113L-BW Technical Mathematics Lab MW 10:30 am to 11:30 am

MTH410-BW Linear Algebra MW 12:30 pm to 2:00 pm

MATH1220-BW College Algebra T 12:30 pm to 4:30 pm

ADM210-OLB MS PowerPoint Presentation Skills R 10:00 am to 11:30 am

BCIS1115-BW Introduction to Computers T 9:00 am to 12:00 pm

Larry Clary: Teaching Face-to-Face & Online (when needed)

WLD101-BW Welding Fundamentals I MTWR 10:15 am to 11:45 am

Office Hours: MTRF 9:00 am to 1:00 pm (for all classes)

WLD105-BW Pipe Welding I W 1:00 pm to 4:00 pm

WLD115-BW Structural Welding I RF 10:15 am to 11:45 am

Carmelita Lee: Teaching Online

NAVA1110-OLB Navajo I (Non-Speakers) MW 5:30 pm to 7:30 pm

Office Hours: By Appt Only (F2F or ONL) (for all classes)

NAVA2210-OLB Navajo Culture TR 5:30 pm to 7:00 pm

Michael Thompson: Teaching Online

ENG098-OLB Reading & Writing Skills T 1:00 pm to 4:00 pm

Office Hours: T or F2F/ONL by Appt OR T 10:00 am to 12:00 pm

ENGL2560-OLB Intro to Native American Literature M 10:00 am to 12:00 pm via Zoom; rest on Moodle

Office Hours: M or ONL by Appt M 1:00 pm to 3:00 pm

Please leave a message at my office at 505-609-5020 or send an email to vangee.nez@navajotech.edu for further information or schedule a Zoom meeting. Thank you.