

NOCCCD Cancelled/Postponed Meeting/Event Log

As part of NOCCCD's effort to mitigate the effects of the COVID-19 virus, all non-essential group meetings or events should either be conducted via Zoom or conference call from March 12, 2020 until further notice. If you are unable to hold a meeting or event, please use this form to document the cancellation or postponement. Keeping track of these changes will help with official paperwork needed during and after this crisis.

RESPONSIBLE PARTY: _____

CAMPUS: _____

DEPARTMENT: _____

Name of meeting/event: _____

Host: _____

Location of meeting/event: _____

Original date: _____

Number of attendees expected: _____

Will this event need to be re-scheduled? _____

Were there any lost costs associated with this meeting/event? If so, please include the budget number associated with the lost cost(s).

College Employees: Please return this form to your President's Office and keep a record for your office.

NOCE Employees: Return this form to your Campus Communications Office. District Services Employees:

Please return this form to Executive Assistant III Leslie Tsubaki at ltsubaki@noccd.edu or via intra-District mail.



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT