

**From:** [Hunter, Chip](#)  
**To:** [Harrington, Robert James](#); [Oliver, Cheryl A](#); [Munson, Chuck](#); [Whidbee, David Allen](#); [Compeau, Deborah](#); [Mundell, Debra Rae](#); [Neunherz, Gregory Alan](#); [Callison, Jamie](#); [Cassleman, Jessica](#); [Mayes, Marie](#); [Swanger, Mitch](#); [Swanger, Nancy Ann](#); [Whitcomb, Rita I](#); [Druffel, Sarah Beth](#); [Gaither, Sophia](#); [Smith-Colon, Stacey Lynn](#); [Rink, Stephanie Anne](#); [Gill, Susan](#); [Billington, Suzi](#); [Tripp, Tom](#); [Chapman, Michelle](#); [Thurgood, Whitney](#); [Crossler, Robert Ernest](#); [Gramlich, Jeffrey](#); [Joireman, Jeffrey](#)  
**Subject:** Teleworking plans  
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Dear CCB colleagues,

You're getting this email because you supervise 1 or more AP or Civil Service staff member in the college in Pullman.

By tomorrow, we will be sending out an extensive guide to managing your staff over the next several weeks (or more), in an environment where teleworking is generally advised. I encourage you to begin (or to continue) to think about how to facilitate working remotely for your staff.

This could include things like what equipment they need, what projects they can work on, how they will be contacted, and how frequently (if at all) they'll need to actually be in the office to get essential work done. Also keep in mind that reduced activity can be an opportunity for training and we will provide resources that can be accessed remotely. Feel free to talk with your staff, but don't make any explicit arrangements beyond this week – we will want to coordinate and will provide clear direction on that.

Our general approach is that we will trust people to get their work done; we also want to be mindful of equity in the college and so want to make sure that everyone is clear on what work they are expected to do.

I realize there's lots of uncertainty here. We are ready to work with you on this and we'll have more detail on what this means on Wednesday.

Chip

**Chip Hunter, Dean**  
**Carson College of Business**  
**Washington State University**  
Pullman, WA 99164-4750  
(509) 335-3596