

President's Leadership Team Report

April 1, 2020

FeRita Carter
Vice President, Student Services

Carol Farrar
Vice President, Academic Affairs

Kristine Di Memmo
Interim Vice President, Planning & Development

Chip West
Vice President, Business Services

Gregory Anderson
President



PLT reviewed the following information topics:

COVID-19 Debrief

Vice Presidents provided thorough updates in each of their areas related to the COVID-19 pandemic:

- addressing concerns: students, faculty, staff, managers, and community members
- learning and sharing: regional, state, and national discussions
- strategic planning: medium- and long-term strategic planning efforts that need attention

Hungry Tiger Grab and Go Food Bags

VP Carter reported that the Student Services team continues to provide food to students in need.

- On March 31, 332 Hungry Tiger grab and go bags were packed and 150 handed out to students.
- The team prepared more than 400 bags for distribution on April 2 and April 7. Additional food will need to be ordered soon.
- Warehouse Supervisor Quintero, Financial Aid Director Hilton, Admissions and Records Assistant Director Hilton, Dean O'Connor, VP Carter, and President Anderson have packed and handed out bags since the crisis began.
- VP Carter is anticipating a greater need among our students, as state and federal data indicate higher joblessness.

Guided Pathways

Interim VP Di Memmo provided an update on the Guided Pathways.

- Faculty and staff participated in an equity training course entitled “Being a racially literate educator” with Executive Director, Equity Institute Lasana Hotep. This virtual training was just as impactful as the face-to-face training and a better representation of faculty and staff were able to participate.
- As part of a competitive process, RCC was granted Cohort 1 continuation, with virtual visits in the fall and additional institutes to attend.
- A site visit is scheduled for early May with two virtual days, three hours per day. Specific dates are being confirmed.
- Monique Greene is working with faculty leads to develop program maps in a new format/template which will enable students to navigate them easier.
- The three-year plan Guided Pathways plan has been completed and will be presented to Leadership Councils for approval in the spring.

Website Redesign

VP West discussed the college website redesign project.

- VP West met with the website redesign staff earlier in the week. The team is brainstorming options going forward, given the current challenges on campus.
- The vendors who have been hired to do much of the heavy lifting on the new website redesign are also closed at this time, so it is doubtful that the new RCC website will launch in summer as previously planned. Additional challenges include technology and content updates.
- The new website will likely launch after summer, and further updates will come out as the project moves forward.

PLT considered the following policy items

Strategic Planning Prioritization of Initiatives

VP West and Interim VP Di Memmo provided a report on strategic planning.

- PLT is moving forward with the prioritized initiatives and leads are encouraged to continue to process hire paperwork, gather quotes, and submit requisitions.
- Strategic Planning work will proceed throughout the current period of uncertainty and be informed by additional developments and new data.

Student Access [Survey](#)

Interim VP Di Memmo reported on the RCCD Student Access survey.

- RCC has participated in the district wide Student Access survey. As of March 31st, 1,870 specific responses have been received.
- Data on course-taking behaviors, communication preference, technology, and student support was collected.
- Responses asking for specific support are being forwarded to the appropriate departments for attention.

Issuance of Gift Cards to Students

VP Di Memmo initiated a discussion about the issuance of gift cards to students.

- Established protocols and strict compliance processes must be followed when disseminating gift cards to students.
- Possible solutions are being considered that align with the Equity Plan, as well as financial aid implications of providing gift cards to students.

CLAS Professional Development

President Anderson discussed professional development for classified staff.

- PLT is eager to support professional development by providing a variety of opportunities to classified staff without impeding their primary responsibilities.
- VP West facilitate communication with the Professional Development Coordinator to ensure that PD continues.

Internal Deadlines for “EW” Grade

VP Farrar initiated a discussion about Emergency Withdrawal “EW” mark and other updates from the State Chancellor’s Office

- VP Farrar will summarize information and report back to PLT at the next meeting.

PLT took action on the following items:

HR update and prioritization and pending approvals

VP West provided an update regarding faculty and staff hiring.

- PLT will continue to work on prioritizing positions and recruitment across the college.

Distribution of Remaining Student Laptops

President Anderson discussed the laptop distribution and how to strengthen RCC’s commitment to equitable access for students.

- To help bridge the technology gap and support students transition to online instruction, the College issued more than 250 laptops at two scheduled distribution days, 80 laptops remain.
- VPs are working with faculty and staff to identify students needing laptops and researching options if a broader need arises.
- VP West will work with staff from IT and TSS to develop a schedule for issuing remaining laptops to students.

ACCJC Peer Review Team Report Draft for Correction for Error

President Anderson presented the draft of the ACCJC Peer Review Team Report to PLT.

- VPs will share as appropriate with faculty and staff leaders to provide a thorough review of the Report for accuracy and submit corrections.
- President Anderson will submit feedback to the Accreditation Team Chair Dr Cheryl Marshall on April 8.