

President's Leadership Team Report

April 8, 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:

HR Update – Retirements and Rehires

VP West provided an update on the faculty and staff who have submitted paperwork for retirement.

- Recognizing retiree contributions and numerous years of service, it is difficult replacing these individuals. However continuity of operation is a priority.
- VP West encouraged vice presidents to submit information for replacement positions in the HR system as soon as possible once they are notified of a retirement in their area.

Sustaining Data-informed Practices

The District Student Access to Technology survey was discussed.

- Thus far, 2,016 RCC students responded to the districtwide research.
- Interim VP Di Memmo will distribute survey results, including team action items and responses, to RIV-All early next week.

Program and Grant Reporting Deadlines

PLT was reminded about program and grant reporting deadlines for Workforce and Economic Development grants.

- VP West distributed the [memo](#) and deadlines and extensions [update](#) issued by the State Chancellor's Office.
- VPs will work with staff within their areas to meet these deadlines.

Chancellor's Office COVID-19 Resource Site

Various websites contain helpful resources to inform RCC faculty, staff, and managers about effective responses to the COVID-19 crisis. Not all, however, are equally reliable.

- The State Chancellor's Office's [resource page](#), which contains accurate and helpful local, state, and federal information, is an effective and reliable source.
- From the main pages, users can navigate to more specific information, including updates, guidance and executive orders, emergency notifications, guidance from UC and CSU, and FEMA facts.

Bookstore Update

Bookstore staff is doing everything possible to assist students by filling online orders and accommodating other needs and requests.

- Online and phone orders for EOPS and Financial Aid students are also being processed remotely.
- VP West asked that questions regarding bookstore services be directed to him so that he can follow-up with staff.

Feeding Hungry Tigers Grab and Go Initiative

Hungry Tigers food distribution continues.

- On Tuesday, April 7, 73 grab and go bags were handed out to students.
- More than 300 bags have been packed and are ready for future distributions.

Exterior Elevators placed offline

For safety reasons, exterior tower elevators throughout the campus, including the parking structure, have been placed offline. If anyone has questions or concerns, please contact VP West via email.

ACCJC Team Report

The Accreditation visiting Team Report draft was circulated to relevant faculty, staff, and administrators for review. One minor factual error was noted and reported back to Dr. Marshall who made the change and submitted the report to ACCJC.

PLT considered the following policy items

2020 Commencement

Leaders from Student Services, Educational Services, and IT met to discuss the 2020 Commencement ceremony.

- The three colleges are discussing options for recognizing this year's graduates.
- The College is soliciting input from students.

CARES Act [Outline](#)

VP Carter discussed the Coronavirus Aid, Relief and Economic Security (CARES) Act.

- The Office of Financial Aid is staying up to date with what is happening at the federal and state levels as new financial aid information rolls out.
- The College is being proactive in disseminating information to students regarding issues they need to be aware of.

Homeless and Housing Insecurity Pilot Grant

College leaders are fostering partnerships as a component of the Homeless and Housing Insecurity Pilot program.

- The College continues to work with the city of Riverside Office of Homeless Solutions.
- Representatives collaborated with the Greater Riverside Chambers of Commerce to connect with local hotel/motel owners and/or managers to inquire about being an emergency shelter provision for students.

PLT took action on the following items:

Facilities Update

VP West provided a facilities update.

- As the College plans for the future, it remains committed to enhancing the capacity for learning, both through new construction and renovation of existing infrastructure.
- The College and District team is preparing a Final Project Proposal (FPP) for the Cosmetology building for consideration in FY21-22. Initial Project Proposals (IPPs) are also being prepared for three new projects: MLK (renovation), Visual Arts (new construction), and Applied Technology (new construction).
- VP West has reached out to Interim Associate Dean of CTE Thea Quigly to identify representatives to serve on the construction committee for the approved Physical Sciences-Life Sciences Renovation to Business/CIS Project approved in the state's FY20-21 budget.

President's Communications

President Anderson recognized ongoing input from faculty, staff, students, and community members on communications efforts.

- Communications methods include: [PLT Reports](#), weekly video [message](#), RCC [newsletter](#), and virtual office hours.

Retirement recognition and Celebration

As members of the RCC family retire, the College is eager to celebrate and honor these individuals.

- PLT discussed a virtual recognition of retirees which could include: video messages from retirees sharing memories of RCC, offering words of wisdom, slideshow of favorite RCC photos or stay at home selfies.
- VP West will work with his staff to collect ideas and then propose a fitting recognition program for retirees.

Faculty Survey

The Office of Institutional Effectiveness is developing a faculty survey designed to collect information on a wide range of issues identified as critical to faculty satisfaction and engagement, thereby improving retention, recruitment and planning efforts.

- Full- and part-time faculty will be invited to complete the survey.

Technology Update

VP West provided an update on distribution of classroom computers to students.

- Equipment issued to students was pulled from classrooms throughout the campus.
- As lifecycle replacement of equipment was funded within the College's strategic planning process this year, his team is soliciting quotes for upgrading and replacing this equipment throughout the College allowing the laptops distributed to students to continue to be used for both summer and fall.
- The goal is to have replacement computers in place and ready when face-to-face instruction resumes.

RCC Heroes Program

Drafts of the new RCC Heroes recognition program were presented by VP West.

- President Anderson asked staff to establish a program to share stories of large challenges, minor kindnesses, successes, and innovation taking place across the College during this challenging time.
- Faculty, staff, students, programs, organizations, and those associated with the College are eligible for recognition within the Heroes program.