

President's Leadership Team Report

June 24, 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 items:

Feeding Hungry Tigers - Grab and Go Summer Update

Hungry Tigers received generous in-kind donations from Altura Credit Union, RCC School of Nursing, RCC Food Service, and Pepsi Co. this week. In the summer food is distributed on Wednesdays from 9:30-11 am at the Warehouse across from the tennis courts on the lower campus. A large contingency of managers from every division of the college are volunteering to pack and distribute bags during the summer intersession. VP Carter extended appreciation to the donors and volunteers for serving our food insecure students.

Drop [Report](#) & Spring Semester Student Payments

PLT reviewed data provided by Director of Business Services, Liz Tatum on student drops as a result of COVID-19. While the drop numbers have increased significantly District-wide within the last month, an increase was expected as it coincides with the state deadline for students to submit an Early Withdrawal (EW). Business Services continues to field calls from students, coordinate remaining payments due, and work with District staff to provide refunds as needed. The Auxiliary Business Services/Cashier's office will reopen on campus next week Tuesday, Wednesday and Thursday 10am-2pm to accept payments via phone from students.

CCC Health and Wellness Sponsorship

Student Health & Psychological Services was awarded the CCC Health and Wellness Sponsorship of \$1,500. Funds will be used to supplement the cost of facilitating the virtual Movies for Mental Health activity. This 1.5-hour virtual workshop focuses on empowering young adults, educators, health professionals, and community members with a goal of gaining a better understanding of mental health within their environment and will culminate with a panel discussion. Panelists will be selected from community partnerships (i.e. RUHS and RARCC) and RCC faculty members so they can join the mental health supervisor in this much needed discussion.

Laptop Distribution Program

VP West shared the following information related to the past spring and upcoming summer laptop lending program.

- 325 laptops were distributed to students in the Spring semester
- 64 students requested to keep their issued laptop for the summer semester
- 98 laptops were returned by students as of 6/24 (no longer needed)
- 163 laptops remain outstanding (still need to be returned)
- 206 new requests for laptop lending for Summer session
- 72 laptops were issued for the summer session (in the last two weeks)
- An additional 33 laptops will be issued in the coming week
- Students who have requested laptops will be called to pick them up once the spring laptops are returned, sanitized, and prepped for distribution
- As requests are received for more laptops than currently available, staff will be holding requests and issuing laptops as they become available

PLT considered the following Policy items:

Bookstore Restoration Plan and Cleanliness [Guidelines](#)

VP West shared information and documents related to the RCC bookstore plan for renewed operations.

- The bookstore remains closed to the public during the summer session. Students will continue to receive materials at the curbside pick up station at the Tiger Den (RCC parking structure) from Monday through Friday from 9am to 4pm.
- Students also have to riversideccshop.com as an option for purchasing books and/or supplies. The Bookstore continues to offer free delivery on all orders over \$100.
- Financial Aid assisted students will need to continue to contact their departments (EOPS, Promise, etc.) to make arrangements with the Bookstore to pick up needed materials.
- Pending completion and implementation of the RCCD Safe Return Taskforce report, the Bookstore is considering modified operating hours for the Fall semester.
- During the Fall semester, the Bookstore anticipates serving a limited number of customers in the store allowing for necessary social distancing. Website orders will continue to be fulfilled like normal and they anticipate resuming in-store pick up as a delivery option.
- Following COVID-19 guidelines, the Bookstore has instituted an [enhanced return policy](#).

All plans remain tentative RCCD and external approvals to reopen.

Non-credit Certificates

VP Farrar shared that collaboration between District IT and the colleges has resolved the technical issues related with documenting non-credit (CDCP) certificates. RCC looks forward to the final steps being completed and the ability to officially transcript these milestone efforts for students.

RCC's Local Equity Efforts and RCCD's Call to Action task force

PLT continued to spend time discussing immediate and long-term efforts to improve equity, resist racism, and support innovative solutions to the ongoing national crisis. PLT members are joining faculty and staff leaders at both the College and District level.

Access to Campus

PLT refined and clarified the message regarding the use of the [form](#) to access campus.

- As a reminder, the form remains necessary so that our valued facilities team members are informed where efforts are needed in order to maintain sanitation and cleanliness standards for the safety of all.
- Staff: Please obtain the approval of your direct supervisor before submitting the form.
- Faculty: Since the form's release on June 4th, it has become clear that the faculty require access to campus to complete urgent and essential work in their offices and instructional spaces. Therefore, faculty may use the existing form to inform the College regarding such essential access to support summer instruction and prepare for fall instruction.
- Please complete the form at least 24 hours prior to your visit and limit your time on campus to Monday through Friday between 9 am and 5 pm.

This topic will continue to be discussed District-wide by the Safe Return Task Force regarding discretionary access to campus. The College is still under Statewide Stage 2 and is closed to non-essential work.