

# President's Leadership Team Report

## August 19, 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:

### First Week of Fall Semester - "Ask Me/Welcome Booths"

As the fall semester begins, students, faculty, and staff should remind students that all services are online.

- In an effort to support new and returning students enrolled in limited face-to-face classes/labs, a few Ask Me/Welcome booths will be available on campus the first week of the semester.
- Employees staffing the booth will answer general questions, provide directions to students who may be unaware of the campus layout, and promote online services.
- These services can be accessed through the [Online Resources](http://www.rcc.edu/resources) link ([www.rcc.edu/resources](http://www.rcc.edu/resources))

### COVID PPE Inventory Report

Information regarding the college's inventory of PPE, signage, Plexiglas and other associated safety measures was discussed. Questions about safety systems or resources should be directed to College Safety Coordinator Sean DiSalvio at (951) 222-8911 or [sean.disalvio@rcc.edu](mailto:sean.disalvio@rcc.edu).

### Fall 2020 Advertising

[Radio advertisements](#) promoting RCC's Fall semester classes are running on four local radio stations (95.1, 99.1, 103.9, and 104.7) during the week of August 17-23. The nearly 180 60-second spots on the four stations, plus advertisements on two radio station websites are communicating a targeted message about open virtual seats in English, Math, Art and Extended Learning classes. [Social media](#) posts promoting the Fall semester are also on all RCC platforms and boosted at no cost.

## **Student Laptop Distribution/Checkout Update**

Details of the student laptop/distribution are as follows:

- Emails and text messages were sent to all students currently enrolled in Fall 2020 classes.
- An online survey is to be submitted to request a laptop.
- As of 8/17, 900 new requests have been received.
- Director of Business Services Liz Tatum and her team are assisting TSS by verifying students' enrollment status.
- 300 students were invited to pick up loaner devices on Wednesday, Thursday, and Friday.
- Remaining students were placed on a waiting list.
- Additionally, students who are not enrolled in the Fall 2020 session and not returned their loaner laptops are being notified.
- Returned devices, once received and prepped, will be available to students on the waiting list
- Additional 500 laptops have been ordered to replenish classroom carts and to distribute to the remaining students on the waiting list.
- The 500 devices will be received, inventoried, prepped, and distributed during early October.

We are working hard to expedite processes as best we can. For more information or further questions, contact Gabriel Rivera, Director of Technology Support Services at (951) 222-8513 or [gabriel.rivera@rcc.edu](mailto:gabriel.rivera@rcc.edu).

## **Drive-Up / Parking Lot Wireless**

Technology Support Services is working closely with District IT to add hotspots and expanded wireless throughout the campus and in most of RCC's parking lots and structures. We anticipate that this work will be completed in September and are working hard to try to expedite this work for our faculty, staff, and students. For more information or further questions, contact Gabriel Rivera, Director of Technology Support Services at (951) 222-8513 or [gabriel.rivera@rcc.edu](mailto:gabriel.rivera@rcc.edu).

## **PLT considered the following policy items:**

### **Program Review**

Vice president executive summaries will be reviewed for clarity on August 24th and sent to GEMQ for review and feedback in anticipation for the prioritization process in the fall.

### **Accreditation**

Immediately required steps in response to the [action letter](#) from ACCJC regarding RCC's accreditation have been taken. In addition, the College is establishing processes to meet the recommendation of clarifying employee evaluations processes. Similarly, we are monitoring progress regarding the improvement-of-quality recommendations of:

1. Improving the College's "systematic cycles of assessment which analyze results at the program level for both student support services and learning support services"
2. The District implementation of a "cyclical review of Board Policies"

### **Budget Update**

PLT reviewed recent documentation regarding the College's beginning balance and anticipated budget from DBAC. PLT continues to also monitor the state budget status and economic outlook. Team members participated in the CCCC state budget virtual workshop/meeting.

## **PLT took action on the following items:**

### **Recruitment for Vice President**

The search to fill the position of Vice President of Planning and Development on a permanent basis will soon be launched. Academic Senate, CSEA, and Faculty Association representatives will be requested to form the search committee. Once finalized, the committee will review and approve the position for posting.

### **ASRCC Drive-thru Event**

The ASRCC Resource Center was approved to host a drive-thru event to hand out school supplies, toiletries, and snacks to students on September 30 from noon-2pm. A small number of students will be distributing supplies following CDC guidelines and District rules. ASRCC continues to communicate that student success is their top priority.