

President's Leadership Team Report September 2 and 9, 2020

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INTRODUCTION - Senior Human Resources Liaison, Danielle Sanders

Danielle Sanders the new senior human resources liaison was introduced to the President's Leadership Team.

GUEST PRESENTATION - Library Services

Associate Professors, Library Services Jacqueline Lesch and Shannon Hammond presented the proposed library services [plan](#). The proposed plan is to provide students the opportunity for curbside pick-up of material from the College library reserve and main stack collections. PLT approved this proposal and supports the Library efforts to get students the resources that they need.

PLT reviewed the following information items:

Canvas Student Support Hub

The new [Student Support Hub](#) launched within Canvas on September 4th.

- The Student Hub will offer students critical access to frequently-used services via Canvas.
- This Hub provides increased access to services as students are familiar with Canvas and use the platform regularly.
- Further, information provided via Canvas is more robust than what can be provided via web pages.
- The Student Support Hub will include access to Counseling, Library and Academic Support.
- Further expansion of the Hub will include access to a Student Help Desk, Mental Health services, as well as expansion of additional support services so students have direct access.
- Thanks to Dr. Moore for her leadership on this project.

Shipping to Employee Residences

VP West reminded PLT that college departments are not allowed to ship supply orders to employee residences during the COVID-19 pandemic. All items purchased for the college need to be sent to the college warehouse. If departments have questions or concerns, or feel like they have unique circumstances which should be considered, they are encouraged to reach out to their dean or director.

PLT considered the following policy items:

Budget

In last week's DBAC subgroup meeting Director, Business Services Majd Askar provided an update of MVC's, NC's, and RCC's beginning balances for FY 2020-21. Chancellor Isaac also attended the meeting and shared concerns regarding the colleges' ongoing holding accounts and significant ending balances. Colleges should be spending their budgets each year and roll-over budgeting needs to be phased out and in place create a College budget allocation model which aligns with strategic priorities and initiatives (both college and District).

PLT continues to monitor the state budget situation. Departments could continue to be conservative in spending resources until January.

Grants

RCCD recently received notice that none of District colleges received a Title V grant. The Office of Grants is currently waiting for the reviewers' comments via email and continues to research opportunities for outside funding as outlined in the Strategic Plan.

New Faculty First-Year-Experience

Our new Faculty Development Coordinator, Dr. Patricia Avila has been working with college committees and leadership groups to create a year-long new faculty experience.

- Joining together as a cohort once a month, new faculty members will learn the strategic vision and commitments of the college, our leadership and decision-making structures, and the nuts and bolts of RCC.
- A special event on equity minded pedagogy will capstone their experience this fall.
- PLT is anxious to engage with our newest faculty members and to see what is in store for the spring for this year-long experience.

Safe Return to Campus Evaluation

Interim VP Di Memmo will develop a questionnaire to solicit feedback regarding the Safe Return to Campus with three questions:

1. What worked well?
2. What did not work?
3. What recommendations should we consider as we prepare for the following semesters?

A link to the survey is being sent to key stakeholders identified by the vice presidents. Feedback will be gathered, results disseminated, and practices improved for Winter and Spring terms.

Strategic Enrollment Management

The initial evaluation of college fall enrollments led to identification of courses where growth is in demand. Department chairs and deans are currently exploring potential areas of growth to meet that student demand and increase enrollments for late-start classes and course/program growth in Winter and Spring 2021.

Meeting student demand and maximizing efficiency will require intentional collaboration among Enrollment Services, Engagement Centers, department chairs, academic deans, the college public affairs officer, and refinement of our research efforts to identify unmet student need.

Call to Action task force

President Anderson shared the [preliminary report](#) of the Call to Action task force with PLT and assured them that this is ACTION-oriented work. The seven function areas identified by the task force are currently developing their individual charges and will be inviting additional students, faculty, and staff to participate in this critical racial justice and equity work.

Strategic Planning

Interim VP DI Memmo provided an overview and [update](#) of the Strategic Planning Prioritization process, including an update to the role of GEMQ in this process, along with deadlines and protocols.

Guided Pathways

Guided Pathways leads met with the National Center for Inquiry and Improvement (NCII) California Guided Pathways coaches this past week to determine two or three items to focus on for the site visits scheduled for October 9th. A survey was disseminated to the GP committee to complete to capture how RCC is moving towards scaling up Guided Pathways, and identifying how we are meeting the needs of students in their educational experiences.

Accreditation

The College's accreditation liaison officer, VP Farrar, presented the tentative Accreditation Follow-up Report timeline. This timeline to produce and present the Follow-up Report to the college governance, District governance, and the Board of Trustees is being finalized and coordinated with Moreno Valley College.

PLT took action on the following items:

Meeting of the Managers

College managers will be meeting in October to discuss key topics such as: strengthening our commitment to equity, implementing Guided Pathways, the launch of the new College website, the new marketing campaign, the unified service desk, and budget planning.

Governance Committee

It was recommended that this meeting be scheduled in November. Interim VP Di Memmo will solicit topics from EPOC leaders and other key stakeholders.

Distribution of Hotspots

The College received 150 hotspots for students, purchased with CARES ACT II funds. It was decided that students in special programs be reached out to first, followed by an evaluation of those students who qualified for CARES ACT funds that indicated a need for Internet assistance. The conversion of the parking structure as a hotspot for students is slated to be completed by October 15.

DRC Technology Distribution Drive-through

The Disability Resource Center team will host a second drive-through event for approximately 20 students on September 10 from 10am to noon to hand out additional technology. Distribution will occur at the Warehouse area on the lower campus.

Umoja Drive-through

Umoja program was approved to host a drive-through event on September 11 to distribute school supplies to its students. The program will follow the guidelines:

- In-stock materials from their HOMEroom were distributed
- Students remained in their vehicles and must wear a mask
- Students were required to make a reservation
- Items were packaged and handed out by Umoja staff or faculty wore masks and gloves
- The drive-through occurred in front of the Quad

Pilates Materials Drive-through

Pilates materials were distributed to enrolled students at an approved drive-through event on September 11. The drive-through supported five faculty members and nearly 100 students. All participants followed CDC and Safe Return guidelines.

Approval for Marching Band Instrument, Photography Equipment and Musical Instrument Distribution

These three requests also received approval upon demonstration of compliance with safety requirements and critical program need.