PLT considered the following policy items:

**BOOKSTORE**
To support the online learning environment, Follet (Bookstore) is working on the following:
- Converting all books to an online order fulfillment.
- Continuing to receive shipments (FedEx, UPS, etc.)
- Coordinating excess book returns to publishers
- For Financial Aid students who have no other option but to come to campus, the Bookstore is coordinating clerk service
- Working on deep cleaning

**BUSINESS SERVICES**
VP West provided an update on the activity occurring in Business Services while college operations are suspended:

Business Services
- Coordinating contracts and requisitions for equipment/resources needed.
- Completing sponsored billing for students and submitting projects
- Closing up college cash operations
Facilities
- Custodial - systematically and thoroughly deep cleaning and sanitizing every building on campus
- Grounds - continuing to maintain external areas; cleaning all railings, elevators, outdoor spaces, and sanitizing exterior surfaces throughout campus
- Maintenance - completing outstanding projects, resolving scheduled maintenance issues and preparing campus for future rain/inclement weather

Food Services
- Deep cleaning all areas (kitchen, cafe, seating areas)
- Donating fruits/vegetables/perishables to the Hungry Tigers Program
- Cancelled existing food orders and deliveries for the coming two weeks

Safety
- Coordinating safety supplies and equipment for staff
- Continuing to be participate in District meetings and coordinating response/needs for RCC.
- Continuing to be participate in Riverside County Public Health meetings

Technology Support Services
- Working on VPN access lists (from each VP) for prioritization and implementation
- Coordinating equipment needs/lists (from each VP) for prioritization and implementation.
- Imaging 100 laptops for faculty use
- Coordinating technology support for the Board of Trustees meeting on Tuesday
- Deans and other supervisors are working with faculty and staff to address technology needs associated with remote access

ACADEMIC AFFAIRS
VP Farrar provided a report for Academic Affairs. Administrators and staff are working on the following:
- Science laboratories and CTE area staff are working to secure the safety of the lab spaces/instructional support spaces. Care is being taken to inform direct supervisors of ongoing time-sensitive needs during the college closure
- Deans and other supervisors are working with faculty to establish instructional needs

PLANNING & DEVELOPMENT
Interim VP DiMemmo discussed the following topic occurring in Planning and Development:

Counseling
- Required resources/technology (laptops and VPN access) have been identified for FT Counselors and staff, VPN’s to be configured based on district availability. Online services has been identified and students are being notified. Counselors are emailing and calling students to remain connected

Library
- To continue serving students and faculty, information has been distributed about online Library services. Additional resources are being identified to assist students

Academic Support
- Tutoring is being conducted online, and tutors/SI leaders were issued laptops in order to assist students remotely

Institutional Effectiveness
- Staff is continuing to work on research and grants projects remotely
STUDENT SERVICES
VP Carter provided an update on activity in Student Services, updates are as follows:

International Students
• Director of International Students and Programs Eyad Alfattal, his team and Amy DeArcos are calling every international student to check on their physical, mental, and emotional health and safety during the COVID-19 crisis. Two students, one from Qatar and one from Germany were asked by their countries to return home. VP Carter will continue to provide updates to PLT on students who have been asked to voluntarily return to the country to limit their risk of exposure in the United States.

Hungry Tigers
• Food Bags will be available for students with food insecurities. Times and locations for distribution will be posted and updated on the RCC website.

PLT took action on the following items:

SAFETY AND SECURITY
• Hand sanitizer and soap (bathroom) is adequate, but waiting on new shipment.
• Other supplies (e.g. toilet paper, paper towels, etc.) have plenty in storage.
• VP West confirmed that the cleaning supplies conform with CDC guidelines and that his team in custodial are employing practices outlined within the COVID-19 cleaning guidelines.
• VP West encouraged employees to practice social distancing while working on campus cleaning/sanitizing projects.

REDUCTION OF ONSITE ESSENTIAL EMPLOYEES
• When essential employees gather needed items from their workstations, they are encouraged to check with their direct supervisor and leave campus to work remotely, as directed.
• During this emergency District closure/curtailment, employees shall be available during regularly scheduled business hours to answer all work-related inquiries via email or phone should they be contacted by the District/College.