PLT reviewed the following information topics:

Meeting Student Needs
VP Carter provided an update on the Hungry Tiger food distribution.
- Hungry Tiger volunteers have been preparing and distributing food to students with food insecurities.
- On Wednesday March 18th more than 300 bags were provided to students.
- A distribution will be held on Friday, March 20th from 1-3pm in parking lot G.
- Ongoing distribution will occur Tuesdays and Thursdays from 1-3 pm, while supplies last.

Technology
- College and District teams are working to address increased load on computing networks and asking everyone to be patient.
- Laptop distribution and computer imaging is ongoing.
- College and District IT are contacting identified essential staff providing instructions on distributing laptops and/or imaging computers. Requests are being managed in batches. The first batch was ready yesterday and will continue to be distributed and serviced until requests are completed.
- IT is identifying staff needing VPN in order to work remotely.
- Sheila Pisa, interim dean of Distance Education is providing ongoing resources for faculty instruction.

Status of the College Closure
- By order of the Riverside County Public Health, all schools in the county of Riverside will remain closed until April 30th. Employees and students are to remain off campus.
- For exceptions in case of an emergency contact your supervisor or dean.
- Essential employees already authorized to be on campus will receive appropriate identification.
PLT considered the following policy items:

**Communication and Support**
As faculty prepare for the transition to online instruction, academic support functions including library, counseling, student services and other departments are gearing up to assist in providing support.

**Embedded Tutors and Supplemental Instruction**
- A system has been adopted to provide uninterrupted access to students using the Zoom platform so embedded tutor and SI sessions can continue meeting.
- To facilitate this plan, a request has been sent to Distance Education for embedded tutors and SI to be added to canvas course.
  - For SIs: SIs will disseminate the links to the zoom session during the designated times by adding the link to the course discussion tab.
  - For Embedded tutors: Embedded tutors will be booked via appointment by [https://riverside.mywconline.com](https://riverside.mywconline.com) for their existing tutoring schedule.
  - Please note that SIs and embedded tutors will not be able to continue in this role if there is not a canvas course to add them to.

**Counseling/Transfer and Career Center**
Counseling – Resources can be found on the Counseling webpage: [https://www.rcc.edu/services/counseling/Pages/home.aspx](https://www.rcc.edu/services/counseling/Pages/home.aspx)
- Contact Pathway Counselor via Counselor email
- Scheduling Counseling Appointments is temporarily on hold – information will be sent out as soon as available
- Student Educational Plans can be accessed and viewed in EDUNAV
- Counseling Email: criverside@rcc.edu Counseling Educational Advisors will monitor and reply to counseling related questions
- Call (951) 222-8440 for additional counseling information

Transfer Center - Resources can be found on the Transfer Center webpage: [https://www.rcc.edu/services/counseling/Pages/Transfer-Center.aspx](https://www.rcc.edu/services/counseling/Pages/Transfer-Center.aspx)

Career Center – Resources can be found on the Career Center webpage: [https://www.rcc.edu/services/career-center/Pages/career_center_home.aspx](https://www.rcc.edu/services/career-center/Pages/career_center_home.aspx)

**Library**
- Reference librarians - A reference librarian is available via online chat.
  - Monday - Thursday: 7:30am- 8 pm
  - Friday 7:30am - 4pm
  - Saturday 11am - 4 pm
  - Students can still ask a question and submit a ticket, the next available librarian will answer.
- Databases
  - Access to library databases will continue to be available 24 hours a day, seven days a week. Resources include newspapers, magazines, journals, genealogical and primary sources. Students can access these off campus with a username (their student ID) and a password (first letter of their first name, and first six letters of their last name). Steve Harrisburg’s password=sharris
• **Ebooks**  
The library has three ebook collections that help students with research: Gale, Ebsco, and Springer. They may be accessed with the same username and password as above.

• **Streaming Videos**  
Videos are available through Films on Demand and Intelecom. They can be accessed with the same username and password as above.

**Enrollment Services**

• **Web Advisor** – For questions and issues to WebAdvisor, send an email to admissionsriverside@rcc.edu.

• **Password Resets** – To reset student passwords, email admissionsriverside@rcc.edu or call (951) 235-0292, (951) 235-0320 or (951) 235-0971.

• **Transcript request** – Visit the college website to order Forms. Most forms can be completed online and submitted through RCCD student email.

• **General Admissions & Records Information Line** (951)-222-8600 (leave a message and you will receive a call back)

• **Financial Aid questions** use the ChatBot

**Disability Resource Center**

• For Accommodations email drc@rcc.edu.

• For ASL Interpreting, call (951) 801-5675 or Patti Carpenter (951) 222-8825.

**Categorical Programs (CalWorks/EOPS/TRIO)**

• Counseling appointments/workshops will be conducted using Zoom online. To schedule an appointment, Call (951) 222-8045 or email eops@rcc.edu.

• CalWORKs mid-semester check-in appointments will be completed by phone. Staff will call to schedule a phone appointment. For more information call Katie Toler at (951) 328-3701.

**Foster Youth**

• Visit the Guardian Scholars website for information.

• Laptops will be checked out to students as needed.

• A flyer is available with free local Wi-Fi zones in the area.

• Counseling appointments are available through Zoom online.

• Staff are using the Group Me account for immediate communications/announcements.

• For questions contact Jeremy Johnson Jeremy.johnson@rcc.edu or call (951) 222-8251.

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

**Reduction in On-site Essential Employees**

Following the County’s directive, the number of on-site staff has been limited to a minimum. Most essential staff are continuing to work remotely.

• All full-time faculty, part-time faculty, managers, and classified professionals designated as essential employees have been communicated with regarding hardware/software needs to be able to work remotely.

• During this transition, employees shall be available during regularly scheduled business hours to answer work-related inquiries via email or phone should they be contacted by the District/College.
• Employees who are exempt from this are those who have sought an accommodation and have been relieved of their duties 100%.
• Current RCC staff counts:
  Essential On-Site    68  The numbers reflect headcount. Admins, Safety Coordinator, Information Support, IT Analysts, Athletic Caretakers, Custodians, Grounds, and Maintenance Mechanics (scheduled with rotation and reduced time on site).
  Essential Remote    291
  Standby           61
We will continue with daily updates to keep everyone as informed as possible.

Laptop Distribution to Students
• Laptops for students are available on a first-come, first-served basis on Friday, March 20th between 10am - 2pm in the Kane Administration building (CAK) lobby. PLT will be distributing 250 laptops.
• Students will be verified and required to sign an agreement to be issued equipment.