PLT reviewed the following information topics:

**Technology Distribution**
VP West reported that the college IT team, in cooperation with District IT, configured, prepared, and distributed 375 laptops for students and employees.

- Faculty from STEM & Kinesiology, the vice presidents, and president Anderson issued over 250 loaner laptops to students.
- RCC faculty and essential staff working remotely received 120 laptops.

**Online Teaching and Learning**
VP Farrar provided an update regarding the transition of 2,000 classes to online instruction.

- College leaders and staff are doing everything possible to ensure faculty have tools needed to effectively teach online and students have resources to be successful in their courses.

Interim VP Di Memmo shared a draft of the Student Access to Technology survey developed to collect data about transitioning to online instruction.

- The survey is slated to be distributed within the week.
- Survey results may provide additional information identifying additional student needs.
Hungry Tiger Food Distribution
VP Carter reported that an average of 300 Hungry Tiger grab and go bags were handed out to students during the week of March 17.
- The goal is to provide 250 bags at each distribution which will occur on Tuesdays and Thursdays from 1-3 pm in parking lot G.
- President Anderson acknowledged administrators and staff that contributed to the food distribution during the first two weeks: FeRita Carter, Jim Wooldridge, Nicho DellaValle, Kal Stewart, Chip West, Eddie Quintero, Tomas Cruz-Soto, Pamela Starr, Mary Renteria, Greta Cohen, Dulce Alejandro, Jeff Cranfill, Cecilia Lusk, Anne Pattison, Liem Nguyen, and Katie Koler.
- Donations from Culinary Arts, Early Childhood Education Teaching Laboratory, and the Outdoor Plant Laboratory are greatly appreciated.

Academic Support, Library, and Counseling
Interim VP Di Memmo gave an update on the activities and services provided by academic support, library and counseling.

Academic Support
The following Academic support staff have been connecting with students since March 18:
- 52 tutors
- 40 Supplemental Instructors
- 39 peer mentors
- 9 study group leaders

Library
- Short tutorial videos have been posted on the library website to guide students in accessing online services.
- Librarians have connected with faculty in their courses, and librarians are connecting with students via the online chat feature.

Counseling
- SARS has been activated, and counseling appointments are being conducted via Zoom and phone calls.
- Counselors are implementing new and innovative tactics to connect with students.
- Student success depends on effective coordination with instructional faculty, counseling faculty, and other support staff.

Purchasing Update
VP West reminded PLT that purchasing deadlines are near. Only essential items are being processed at this time.
PLT considered the following policy items

Strategic Planning
Interim VP Di Memmo provided an update on strategic planning.
- The work of the VPs and president, along with their administrators, focused on transitioning support, courses, and students in an online environment.
- Now that the transition is complete, Interim VP Di Memmo will meet with faculty leaders to discuss how to effectively resume planning efforts.
- Leadership Councils and the EPOC/ASC workgroup will launch soon.
- VP West indicated that there have been increased requests for resources due to the current environment; therefore, it is essential that the requests continue to be aligned with the prioritized initiatives, and strategic goals. Both VP West and Interim VP Di Memmo will work together to bring these resource requests to PLT for consideration, ensuring they align with prioritization recommendations and college strategic goals.

Recruiting and Hiring
Recruiting faculty and staff remains a very high priority for RCC.
- Human Resources and Employee Relations has assured PLT that recruitments are their primary focus.
- VP West will research the status of open positions.

Critical Supply Inventory
The College was able to distribute a limited number of personal protective equipment (PPE) to local agencies in need. Other supplies have been inventoried for potential support of critical community need.

PLT took action on the following items:

Facilities Update
VP West reported that preparation for relocating the Career Closet to former modular #6, behind Landis Auditorium, is nearly complete.

President’s Updates to Campus Community and Students
President Anderson provided an update on communicating to the campus community.
- He has spoken directly to students through a video posted on the college website and shared through the college social media.
- A weekly President’s Message video will be produced and distributed every Friday going forward.
- RCC News, the monthly newsletter, highlights College and student accomplishments, initiatives, and events.

Distribution of Remaining Student Laptops
President Anderson discussed the laptop distribution and remaining supply.
- There are a few remaining laptops which will be issued to students on a first-come, first-served basis from requests received by division or program.
- Consideration will be given to students in special populations (DRC, EOPS, Guardian Scholars).
RCCD Foundation scholarships
President Anderson reported that the annual scholarship process is not interrupted.

- The RCCD Foundation scholarship committee is completing its initial review of scholarship applications.
- College-based committees were given an extension for reviewing.
- The selection process will be delayed slightly and students will be notified of their awards in May.