PLT reviewed the following information topics:

- **Guest: Monica Esqueda - Interim Director Risk Management, Safety and Police**
  Interim Director, Risk Management, Safety and Police Monica Esqueda gave an update on District emergency management. She explained the role of the Emergency Response Team and encouraged PLT to establish group notifications as a way to communicate with their respective teams. She provided a demonstration of the emergency notification system and discussed external resources and subscriptions as options for receiving local notifications. A component of the Emergency Operations Plan is to assign building and floor captains at the colleges. VP West will provide PLT with a list of the current building & floor captains.

- **#RealCollege survey**
  Dean, Institutional Effectiveness Wendy McEwen provided a preview of the #RealCollege survey. Administered by the Hope Center, this survey is the nation’s largest annual assessment of basic needs insecurity among college students by evaluating students struggling with food and housing insecurities and homelessness. The #RealCollege survey was distributed to enrolled students during the fall semester. The Hope Center will deliver President Anderson the final survey results this week, after he will share them with the college community.
PLT considered the following policy items:

- **Coronavirus and Travel Ban Impact on International Students**
  VP Carter reported that the Office of International Students and Programs is in constant contact with students who traveled during the winter break. The safety and well-being of our students, faculty, and staff remains a top priority and we continue to monitor developments related to the Coronavirus. The virus has directly impacted our students who visited China and are trying to return for the Spring semester. These students are facing challenges entering the United States and the delays may impact their schedules for spring as well as their educational success. The goal is to minimize disruption to teaching and learning. VP Carter will continue to update PLT on the status of this topic.

- **Institutional Priorities, Goals, and Objectives**
  Interim VP Di Memmo provided an update to the Institutional Priorities, Goals and Objectives. Each strategic goal has been reviewed and revised to incorporate SMARTIE (Strategic, Measurable, Achievable, Relevant, Time-Bound, Inclusive and Equitable) principles. These principles were shared as a part of the Equity Retreat discussions on January 24. Modified goals will be presented through the participatory governance structures for approval.

PLT took action on the following items:

- **Volunteers for Ask Me Booths**
  VP Carter reported that the Caring Campus ambassadors, in collaboration with the Office of the Vice President of Student Services, are seeking volunteers to work the Ask Me Booths the first week of the Spring semester, February 18 – 21. The need is to fill time slots from 7am to 7pm at various locations (Kane Admin, Digital Library, Quad, Wheelock Gym, Student Center, Business Ed, Auto Tech, Tech A Patio and Lovekin). VP Carter encouraged the PLT to communicate with their respective units to ensure all areas are represented. “Ask Me” stickers are available for those unable to work the booths. To volunteer or obtain a sticker, please contact Vevesi Save at vevesi.save@rcc.edu.

- **International student recruitment**
  VP Carter was asked by the Director of International Students and Programs to participate in EducationUSA 2020 an international recruitment fair in Southeastern Europe. Intentions are to increase leadership involvement in international recruitment efforts. PLT provided full support of this request and is pleased that VP Carter will be the first college leader to join the effort.