

# President's Leadership Team Report

## May 13, 2020

**FeRita Carter**  
*Vice President, Student Services*

**Carol Farrar**  
*Vice President, Academic Affairs*

**Kristine Di Memmo**  
*Interim Vice President, Planning & Development*

**Chip West**  
*Vice President, Business Services*

**Gregory Anderson**  
*President*



**Guest:** Wendy McEwen, Dean, Institutional Effectiveness

Dean McEwen [presented](#) an overview of the Guided Pathways survey [results](#), which included qualitative findings associated with student need.

- Survey data will continue to assist the College as we move forward with the Guided Pathways framework.
- VPs will share data and use it to inform and strengthen work throughout the College

## **PLT reviewed the following information topics:**

### **Student Support survey, the RCC Stakeholder survey, and the RP Group statewide surveys**

Over the next few weeks, several surveys for students, faculty, staff and administrators will be disseminated from both internal and external sources.

- While we recognize that our students are surveyed through a number of different avenues, we appreciate the valuable data received.
- Feedback from faculty, staff and administrators is appreciated and essential to ensure well-balanced decision-making.

### **Foster Nation Meal Plan**

As of May 13th, 56 RCC Guardian Scholars students have signed up to receive the Foster Nation Meal Plan to receive one meal a day for 30 days.

### **Accessibility Project - Spring 2020**

Accessibility is a matter of equity for RCC. VP Farrar shared that faculty continue to accomplish amazing work not only moving courses online, but also ensuring that content is accessible.

- With support from the District Distance Education team, faculty mentors, department chairs, a team of administrative assistants, and division deans, College faculty have made great progress in making their materials accessible, averaging 13 sections per week.
- Aiming for May 22nd, the College seeks to make the overwhelming majority of Spring online course offerings accessible.

## **PLT considered the following policy items:**

### **Preliminary Tentative 2020-21 Budget**

The tentative 2020-21 budget provides a financial operating source for the college beginning July 1, start of the fiscal year.

- The tentative budget period (July – September) provides additional time for closing out the previous year's financial activities, while allowing the new fiscal year to begin.
- The budget planning process continues to move forward, and in light of the current state budget situation, Strategic Planning councils and committees will receive updates as we move forward.
- With the conclusion of the fiscal year-end closing by the District, final expenditure and revenue numbers will be then known, accurate beginning balances can be used as a starting point for the new year's adopted budget.
- At this time revenue projections are becoming more focused and expenditure budgets confirmed.
- The final budget will be prepared and presented to the Board of Trustees for adoption.

### **Grants**

Throughout the college every effort is being made to maximize resources and secure additional revenue streams to support the integrity of college programs and strengthen our ability to innovate.

#### **CARES ACT**

- CARES ACT (Part I) is the student emergency allocation and is dedicated to providing direct aid to students. Distribution is being managed by the District team.
- CARES ACT (Part II) is the second allocation dedicated to the institution and is led by Interim VP Di Memmo and VP Farrar. The focus of these funds is on the Guided Pathways framework, teaching and learning, technology, access, success and equity, and will be aligned with College goals and priorities. The plan for these funds will be made by a representation from faculty, classified, administrators and students. The deadline for completion of the plan is June 5.
- CARES ACT MSI - Minority Serving Institution (Part III) is the third allocation and focuses on institutional support. A plan for these funds has not yet been developed, as the focus has been on Part I and Part II. Additional information is forthcoming.

#### ADDITIONAL GRANTS SUBMITTED

- CARES ACT (NEH) with a Humanities emphasis, focused on COVID-19 stories that align with focus on social justice (\$168,000 - submitted on 5/11/20).
- DOL- Apprenticeship Grant with a focus on the regional LAUNCH project (District-wide) and our projects supporting a total of 400-500 total apprentices, ages of 16-24 (\$2 million - submitted 5/6/20).
- First Response Healthcare Student Support Fund - emergency grants for Nursing students (\$4,500 - submitted 5/7/20).

#### OTHER GRANTS WAITING FOR AWARDS OR UPDATES

- SSTEM (Broadening Participating in Engineering with Special Populations), SSS-TRIO, Title V-HSI, ATE Cybersecurity, Upward Bound, and DOC/Economic Development - Entrepreneurship focus with training formerly incarcerated students.

#### **Open and Upcoming Classified and Management Positions**

Without question, the looming state budget reductions the governor is projecting will present significant challenges to the College and District.

- Through this challenging fiscal climate, RCC will respond with composure and courage to preserve the integrity of programs and the effectiveness of our institution.
- Employees form the basis of our ability to fulfill the College's strategic goals, which means the highest priority positions will be filled.
- PLT will continue to evaluate priorities for open positions given the latest and most accurate available data.

#### **Spring Sports Closeout**

With the cancellation of Spring sports, student athletes from the baseball and softball teams will follow COVID-19 safety protocols in order to retrieve their personal athletic equipment and apparel from their head coach.

#### **Summer and Fall Distance Education Blanket Addendum**

VP Farrar reported that districtwide collaboration to allow online instruction on an emergency basis during Summer 2020 and Fall 2020 is ongoing.

- College Academic Senate Presidents, Curriculum Chairs, Vice Presidents of Academic Affairs, curriculum support staff, with leadership and support of Vice Chancellor Mills' District team will prepare the District Education Blanket Addendum for both Summer and Fall.
- The Summer addendum will be submitted to the state chancellor's office next week.

### **Norco College and RCC Partnership Resource Team (PRT) update**

VP Farrar reported that Norco College is proceeding with its PRT that is designed to create a scheduling platform with a goal of multiyear schedule planning, improved room utilization, and projection of FTES, faculty load, efficiency, and budget.

- RCC and MVC will collaborate on the planning and design so that districtwide functionality can be built.
- RCC's initial PRT visit that was cancelled due to the COVID-19 emergency is being rescheduled for a virtual meeting in fall 2020. These dates will be set and announced soon.

### **Strong Workforce Program Regional Investments Round 2**

VP Farrar announced that the [final report](#) of the Strong Workforce Program Regional Investment for round 2 funding was recently released.

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

### **Overtime for classified professionals in participatory governance**

PLT reviewed a request for compensation for classified professionals in participatory governance councils and committees. VP West will work with CSEA Vice President Taylor to prepare a complete proposal. PLT recognizes and values the contributions classified professionals provide in governance and decision-making.

### **Accessibility Project "A-Team"**

PLT expressed great appreciation for the Administrative Assistants who have been extremely helpful in repairing documents. This critical support effort is supporting instructional faculty in their tireless effort to ensure accessibility of their teaching materials. President Anderson directed the vice presidents to remind managers expectations and obligations around overtime for A-Team members.

### **Emeritus Faculty Plaque Display**

VP West shared the final design for the Emeritus Faculty Plaque display which will be installed in the Quad.

- The new display will not only recognize more than 400 faculty emeriti, but also provide space for future faculty recognition for years to come.
- The Business Services Division has been working closely with Academic Senate leaders on this project for more than two years.
- Everyone is collectively excited to finally move this significant recognition project forward to completion this summer.

### **Laptop Checkout**

PLT reviewed and approved the [proposal/timeline](#) from Business Services to coordinate laptops for students for the Summer intersession.

### **Real Hope Survey**

Last year, the #RealCollege survey benefited from philanthropic support which enabled The Hope Center to offer results free of charge to most participating institutions.

- Although the results were helpful, RCC was unable to disaggregate the data to better inform decision-making.
- The Hope Center is charging \$14,500 to administer the survey this year.
- In light of the good work the Office of Institutional Effectiveness is doing to capture and disaggregate feedback and data from our students, PLT has opted not to pursue the purchase of this survey at this time.

### **Feeding Hungry Tigers Grab and Go - Summer**

Donations to the Hungry Tigers program continue to be accepted. James Hayes donated food, shampoo/soap, and face masks; Kelly Douglas, her mom, and her sister donated hand-made face masks for students; Wendy McEwen donated toiletries/ personal products; and Toni Rangel made arrangements with First Five in Riverside to donate diapers. The program will move to a once a week distribution during the summer intersession.

### **Distribution of College Promise stoles**

College Promise graduates are receiving commencement stoles. Managers will follow COVID-19 safety protocols to manage the distribution of the stoles to students. Information including distribution dates and times will be provided to eligible students.