

Good afternoon, Mustangs,

We are nearing the end of the first full week in our online experience adventure and while we all have experienced challenges, I appreciate how you find ways to work through them. The can-do spirit of Norco College is contagious, and with each new hurdle cleared, we prove to ourselves and our students that together, we can do this.

STUDENTS WHO NEED LAPTOPS:

- Please come to the CSS drive-through for one last chance to check out a laptop today, March 26 between 12:00 - 2:00pm. Students must be registered in an RCCD Spring 2020 course to be eligible for a laptop.

FOR FACULTY/STAFF STILL IN NEED OF LAPTOPS:

- Please come to the Norco Operations Center this Friday (March 27) between 10:00am - 12:00pm. When you arrive, please park outside the gate and walk into the OC along the north-east side (near the loading dock). A Business Services manager will be waiting for you.

Below is an update from our Vice Presidents:

ACADEMIC AFFAIRS

- Faculty, if you have students who have not yet responded in Canvas, please request from your dean the personal contacts for those students and attempt to contact them by personal email or phone.

BUSINESS SERVICES

Please note the changes for Warehouse & Purchase Orders "Ship To" instructions during the College's COVID-19 campus closure.

Office Depot Orders:

Purchasing will change "ship to" from NC to RCC. RCC warehouse will deliver orders to Norco warehouse on Wednesdays.

For POs already issued and most likely in transit or in process of transit:

Requisitioners (end-users) are going to know best regarding their outstanding orders. If there are critical/essential orders, or deliveries that require special care, please notify Steve Marshall to ensure handling care is provided.

Note to Requestors: At this time, only essential products should be ordered and essential services should take place.

Current and Future Orders:

Purchasing will change the “Ship To” code on NC orders to RCC warehouse, so that RCC warehouse staff knows who the order really belongs to, they will add the correct “Ship To” code and department name in the Internal Notes on the PO. Once the PO is issued to the vendor, Purchasing will change the “Ship To” location.

Please be reminded:

Norco College will be receiving deliveries from the RCC warehouse on Wednesdays. The Norco Business Services team will document and receive the delivered goods, will be communicating with department managers, and will be available Fridays from 10am-12pm so managers can pick up the needed equipment and supplies at the Norco Operations Center Warehouse gate using sound personal protective measures.

STRATEGIC DEVELOPMENT

- The [NC Online website](#) continues to be updated with resources, support links, and updated information (e.g. updated internet provider options for students and employees, updated FAQs, and a new graphic layout for the [Online Student Services](#) page).
- Need to scan a document into a PDF but you don't have a scanner? Download the free “Adobe Scan Digital PDF Scanner” app to your mobile device.
- Consider adding this text, with hyperlinks, to your email signature:

Norco College is temporarily providing all services and instruction online to help prevent the spread of COVID-19. The health and safety of our students and employees is our top priority. Click here for [RCCD Updates](#) and for [NC online education support](#).

STUDENT SERVICES

- Updated Online Student Services Website is now available at <https://www.norcollege.edu/online/Pages/oss.aspx>
- Laptop Distribution will take place today, March 26th from Noon to 2pm at the lower level of the Corral.
- Grab-n-Go bags distribution will take place on Monday, March 30th from Noon to 2pm.
- Live Chat Stats
 - March 23rd – 292 Chats
 - March 24th – 260 Chats
 - March 25th – 122 Chats

The RCCD Foundation Scholarship Committee is completing its initial review of scholarship applications, and our college-based committees will soon begin their work. Faculty/staff committees have been given two additional weeks to complete their reviews in order to accommodate the time they needed to transition to online teaching. Due to the extension we've provided the college reviewers, the selection process will be delayed slightly and students will be notified of their awards a bit later in May than originally hoped. In addition, this delay will likely impact the colleges' abilities to hold their annual scholarship banquets as currently scheduled (several of these events have already been proactively cancelled).

Despite the slight delay in the process, scholarships will still be awarded this spring and disbursements will still begin in the fall as normal.

If you are in direct contact with students, please share this information with them. My deepest appreciation goes to our Financial Aid colleagues and all of the faculty/staff who take the time to review scholarship applications each year. We can only complete this important process with your help and I am so grateful to each of you. Scholarships have always been at the heart of the RCCD Foundation's mission, and this year is likely to be one of the most important in the history of our scholarship program.

Please reach out to me or your college financial aid office if you have any questions about the scholarship process or timeline.

UPCOMING WEBINARS

There are several resources provided here, please take some time to explore them and share with students and colleagues as appropriate.

NEW: [Ongoing Statewide Webinars](#)

Beginning Wednesday, March 25, 2020, the Chancellor's Office will host weekly webinars until further notice. Weekly webinars are on Wednesdays from 9:00 am to 10:00 am. Each webinar will be recorded and available on the Vision Resource Center following the event. California Community Colleges faculty, staff, and administrators will find resources and information within the Vision Resource Center. Visit visionresourcecenter.cccco.edu for additional responses to webinar questions. After logging in, under the "Connect" menu, visit "All Communities" and look for the "CCC | COVID-19 Resources, Tools, and Discussion." Select the community and then click "Join Community" to access the content. To join the live weekly webinar sessions, please connect here <https://cccconfer.zoom.us/j/299858221>.

[Active Minds Webinars](#)

Recognizing the challenges faced by students everywhere during these unique circumstances, Active Minds has created a [special online hub](#) for students to support their mental health during COVID-19.

Active Minds are offering two more free webinars this week, one of which are specifically designed for students. Please feel free to share widely with students who want to learn about

caring for their own well-being, want to continue their mental health advocacy online, and/or want to learn about how to navigate unique communication challenges that come with returning home, transitioning to online learning, and staying connected while practicing physical distancing.

Communicating in Quarantine: Tips to Encourage Mental Wellness in Close Quarters - Thursday, March 26, 7pm ET

Intended for: young adults, parents, remote workers, neighbors/community members

All over the country, families, communities, schools, and workplaces are facing feelings of isolation and challenges with communicating with others as a result of students returning home after school closures; individuals balancing multiple responsibilities in a shared space with each other and other family members or roommates; colleagues, students, faculty, and administrators continuing their work through online formats; and members of the community working to support their most vulnerable neighbors while practicing physical distancing. This webinar will share easy, practical ways we can start supporting each other better right now through active listening. Limited to 500 participants. [Register here](#).

Best,

Monica

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