# RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING AND FISCAL COUNCIL MINUTES
Tuesday, October 22, 2013, 2:30 p.m., Board Room

Members Present: Dr. Kenn Pierson (co-chair), Dr. Adam Wetsman (co-chair), Henry Gee, Phil Luebben, Sheila Lynch, John Frala, Robert Bethel, Brian Brutlag, Dianna Reyes, Marie Eckstrom, Dr. Gisela Spieler-Persad, Sandra Rivera, Suzanne Frederickson, René Tai, Valeria L. Guerrero, Alejandro Ramirez, Darinka Becerra, Kathy Pudelko, Julius B. Thomas, Judy Marks, Don Mason, Dr. Mike Muñoz.
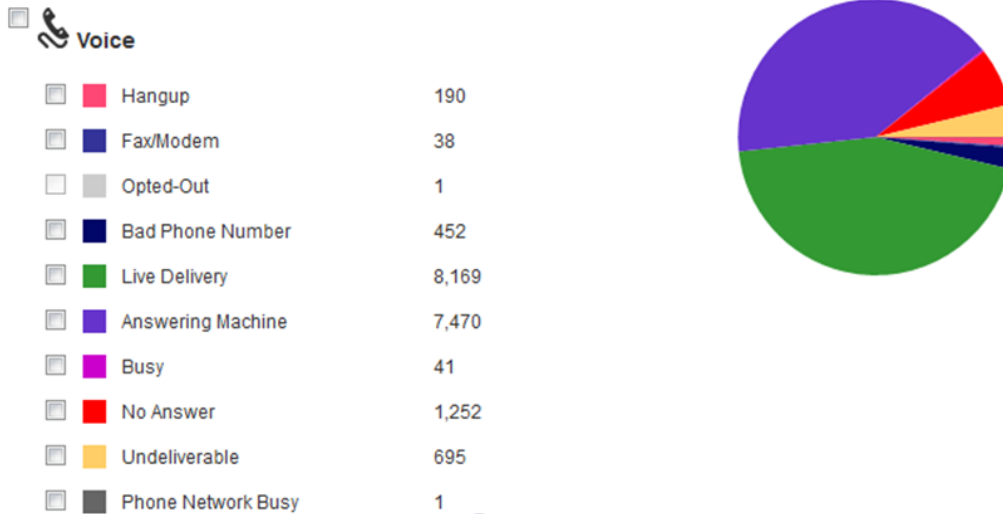
Staff Members Present: Howard Kummerman, Reneé Gallegos (recorder)

I. Call to Order – Dr. Wetsman called the meeting to order at 2:32 p.m. Dr. Wetsman thanked members of PFC for attending meetings and for active participation.

II. Approval of Minutes – Dr. Pierson noted that the minutes of October 8, 2013 will be submitted for review at the November 12, 2013 PFC meeting.

III. Superintendent/President's Report – No report.

IV. Co-Chair's Report – No report.

V. **New Business**

- Blackboard (BB) Connect Update (rescheduled from 10/8/13) – Gary Van Voorhis gave a presentation on Black Board Connect: Emergency Notification Protocol. A PowerPoint was shared to demonstrate the way BB Connect operates.
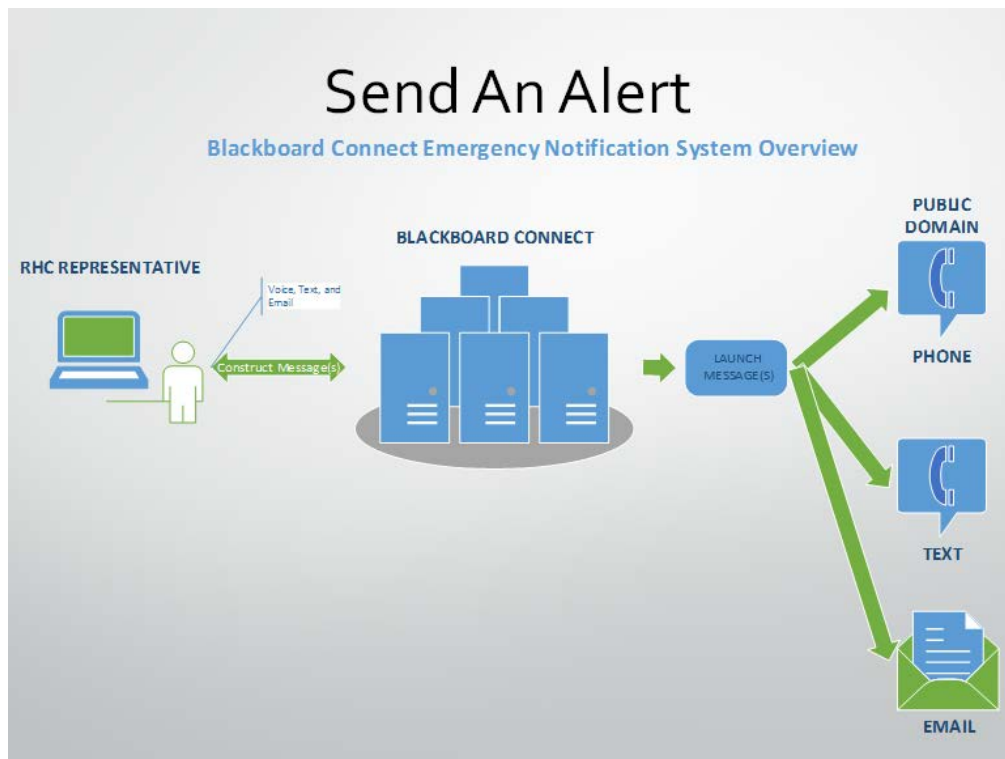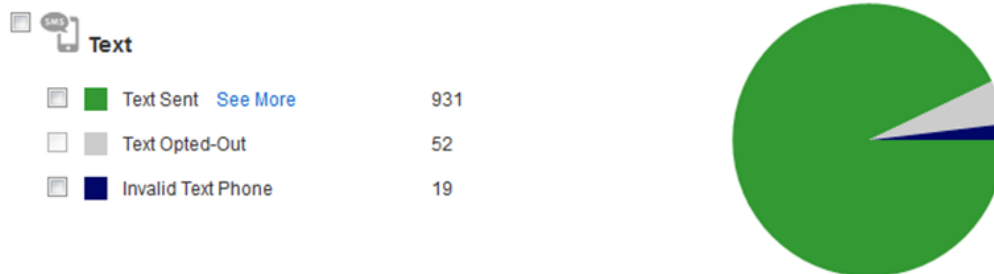
Gary clarified that BB Connect should not be confused with Black Board Learning Systems or the colleges existing Berbee System. There are three modalities of communication; Voice, Text, and Email type messages that reach out to the campus community. When VP Pierson was the Dean of Communications and Languages, he crafted a series of templates that address power outages, bomb threats, earthquakes, hazardous spills, active shooter, etc. Stats from the last test of the system on 10/17/13 were referenced below:

Voice Messages – 18,309

		Voice	
	■	Hangup	190
	■	Fax/Modem	38
	■	Opted-Out	1
	■	Bad Phone Number	452
	■	Live Delivery	8,169
	■	Answering Machine	7,470
	■	Busy	41
	■	No Answer	1,252
	■	Undeliverable	695
	■	Phone Network Busy	1

Text – 1,002

		Text	
	■	Text Sent See More	931
	■	Text Opted-Out	52
	■	Invalid Text Phone	19

Email – 32,613

☐ 🖂 **Email**		
☐ 🟥 E-mail Not Sent	3	
☐ 🟩 E-mailed	32,610	
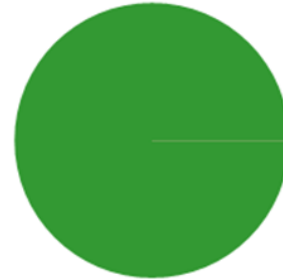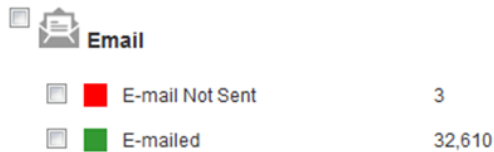
Gary explained that once messages are sent through BB Connect the college has no control on when messages are received by individuals. This may cause confusion to the receivers, but if you understand the way the system operates you can use your better judgment to navigate what is occurring during an incident. Once messages are put in the queue, if the line is busy, the system will make multiple attempts to connect. Once three attempts are made, that person's contact info returns to the queue to try again later.

Authorized users of BB Connect are located in the President's Office, Security, and Evening College Office. Staff has been trained to use the system. It can be accessed via the internet and by an 800 number, should the facilities become damaged. Students can make updates to their emergency information through the portal. Staff can contact Human Resources to update their information.

A question was asked regarding the notification system the college has used in the past where messages are sent out via the loud speakers and on computer screens. Gary clarified that the Berbee System was not utilized for this drill. The choice to use BB Connect was made because it reaches a larger audience, as well as those staff and students located at the off-site centers (SFS Regional Training Center, EMEC, and SWEC). Every time a drill is conducted, we learn new things from each test. We have made significant improvements in the past few years based on feedback we receive. We will continue to make necessary adjustments.

- **Staffing Committee Score Sheet** – Rescheduled from 10/8 meeting. Howard Kummerman presented on the work completed by the IEC over the summer. Consensus to accept the revised Score Sheet for Faculty and Classified Staffing.

Questions arose regarding the process for hiring administrators and if a faculty member submits a retirement letter in Spring semester. The system needs to have some flexibility built in for life events. Who reviews and makes recommendations for hiring Administrators? VP Pierson responded that PFC had this discussion last spring, and these questions should be asked when President Dreyfuss is in attendance at PFC. President's Cabinet reviews the lists and proceeds with recommendations.

Marie Eckstrom complimented Howard and the IEC for their ability to narrow down all of the information that was gathered during this revision process. The new guidelines are manageable and easy to follow. Kudos!

There was further discussion on the composition of the staffing committees and how to include the revised guidelines since the deadline for the manual has since passed. It was clarified that there are five faculty reps from Academic Senate and five from Planning and Fiscal Council. After much discussion is was recommended that an addendum be publishes for the *Governance Manual* similar to the *College Catalog*. Many felt that it would be unfortunate to have new scoring and not have the ability to use it this spring during the resource allocation process.

- **Student Services Reorganization – VP Gee**

   VP Gee will return to PFC on 11/12/13 with a proposed Student Services organizational chart after making the rounds in his area and conducting a review process. VP Gee will receive input from SSPLC to align responsibilities under Student Services leadership positions.

- **Timeline/Deadline for PFC Sub-Committees – VP Pierson**

   VP Pierson stressed the importance of progress for the PFC Sub-committees. The turnaround time and reporting out from sub-committees is lagging and causing delays. The Board would like to move forward in the review process. We have a built-in process when coming back to PFC. If we do not achieve consensus, then a written report will be generated. It was the consensus of PFC that a report be given to the Board quarterly on November 15, February 15, and May 15 of each year on the status of any subcommittee work that PFC is conducting. It may vary, depending on the nature of the AP/BPs.

   After a short discussion it was consensed upon by the members present that the co-chairs will deliver a quarterly report to the Board of Trustees on or about November 15, February 15 and May 15 of each year. This will assist the Board in understanding the status of BP/APs that are in the process. This report will include work that is currently in PFC subcommittees.

New Business

Revised Administrative Procedure

- AP & BP Review

   - BP 2210   Board of Trustees Officers - Consensus reached with grammar changes of "shall" and "will." Copy of Policy with proposed edits attached.

   - BP 2315   Board Meetings: Closed Sessions - Consensus reached with the following revisions:

      Paragraph II. Strike out of letter D.- "Consequence if confidentiality of closed session is violated (Refer to BP 2715)" and minor punctuation edits. Copy of Policy with proposed edits attached.

   - BP 2350   Speakers at Board Meetings - Consensus reached with grammar with minor grammar and punctuation edits. Copy of Policy with proposed edits attached.

- BP 2725   Board Member Compensation - Consensus reached with minor grammar and punctuation edits.   It was requested that the Board define what "attendance" is in light of technology (i.e. Skype, phone conferencing, etc.)

- BP 5010   Admissions and Concurrent Enrollment - Consensus reached with grammar changes of "shall" and "will." Copy of Policy with proposed edits attached.

- BP 5700   Athletics - Consensus reached with minor punctuation edits.

- BP 7340   Leaves – Pulled until next meeting. Request clarification on letters L., M., N.: what do the asterisks refer to? If it is a state or federal law, it should be cited at the bottom of the policy. Paragraph II places restrictions on vacation accumulation. Are these terms and conditions negotiable?

VI.   Unfinished Business

Unfinished policies and procedures returning through process or awaiting further revision:

- BP 2015   Student Member of the Board (reached consensus; revised due to paragraph I.J (removal of Benefits) - Consensus reached with one edit in paragraph g. Correction to the word cetification should be "certification."

The BPs and APs listed below will be returned to the next PFC meeting on 11/12/13.

- BP 2340   Board Meeting Agenda (returned with Board comment from 10/9/13 adding paragraph V to be consistent with AP 2340) – Return to 11/12/13 PFC meeting.

- BP 2510   Participation in Local Decision Making – Returning with edits made at October 9th Board meeting addition definition of Participatory Governance and listing Participatory/Shared through policy) - Return to 11/12/13 PFC meeting.

- BP 2715   Code of Ethics/Standards of Practice – Returning with language change to Paragraph II - Return to 11/12/13 PFC meeting.

- BP 4020   Program, Curriculum and Course Development – Returning with language change to Paragraph III made by the Board - Return to 11/12/13 PFC meeting.

- AP 6850   Hazardous Materials (returning using CCLC Language) - Return to 11/12/13 PFC meeting.

VII.   Ongoing Topics for Discussion

- TEMP

  Taskforce for the Educational Master Plan (TEMP) is the term that was coined for this group. TEMP's work will lead to the creation of a meaningful document that will envision the next five years of Rio Hondo College. Dr. Pierson reported that there is a time commitment involved. There will be a lot of reading on this task force. The deadline for completion is March 2014. Much of the data and documents will be provided by Institutional Research & Planning.

Dr. Pierson requested volunteers for the TEMP. Howard will be a co-chair of the committee. Julius Thomas volunteered as co-chair. Dianna Reyes, Philip Luebben, and Don Mason also volunteered. VPFB requested that his title be corrected and listed as "interim." Dr. Wetsman will send a notice to faculty, and Howard Kummerman will recruit students through Student Services. Students will be meeting for the ASHRC meeting on 10/28.

- Planning Process
- Budgeting Process
- Institutional Set Standards

VIII. Committee Reports – No Committee Reports.
- Basic Skills
- Facilities
- IEC
- Program Review
- Safety
- SLO's
- Accreditation
- Staff Development
- Staffing
- Institutional Technology
- Technology

IX. Announcements

X. Public Comment

XI. Adjournment – Next meeting November 12, 2013 adjourned 4:00 p.m.

RIO HONDO COLLEGE

Educational Master Plan

Leadership

Executive Team – President's Council

- Teresa Dreyfuss – Superintendent / President
- Kenn Pierson – Vice President, Academic Affairs
- Henry Gee – Vice President, Student Services
- Philip Luebben – Vice President, Finance & Business
- Adam Wetsman – President, Academic Senate
- Sandra Rivera – President, CSEA

Task Force for the Educational Master Plan (TEMP) – Planning Fiscal Council (PFC)

- Co-Chair – Administrator
- Co-Chair – Faculty
- Faculty – Two representatives
- Administrators – Two representatives
- Classified Employees – Two representatives
- Students – Two representatives

Faculty Staffing Resource Allocation Committee

Recommendations Committee Members and Meeting Process
• Should have consistent committee members for continuity between years. • Unit managers come to the committee to answer questions as a resource only, no speech. • Questions from the committee established at the first meeting, questions answered at the next meeting. Instructional Deans 4 Student Services Deans / Directors 2 Faculty – Academic Senate 5 Faculty - Planning Fiscal Council 5 Vice Presidents – 3

RIO HONDO COLLEGE

INSTITUTIONAL RESEARCH AND PLANNING
2013-2014 PLANNING PROCESS
FACULTY RESOURCE ALLOCATION REQUESTS

Planning
ROCKS

Position Title: «Position_Title»
Program: «Program» - **Unit:** «Unit» - **Position Cost:** $«Salary»

1. *Describe how the data provided justifies the requested position.*

   20 Scoring Worksheet
   0   1   2   3   4

   Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

2. *Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.*

   15 Scoring Worksheet
   0   1   2   3   4

   Score based on number of years position has not been replaced.
   7-8 years – Four Points (4)
   5-6 years – Three Points (3)
   3-4 years – Two Points (2)
   1-2 years – One Point (1)
   < 1 year – Zero (0) points

3. *What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain.*

   10 Scoring Worksheet
   0   1   2   3   4

   Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

4. *Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.*

   10 Scoring Worksheet
   0   1   2   3   4

5. *Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.*

   5 Scoring Worksheet
   0   1   2   3   4

6. *The top four unfunded, ranked positions in last year's planning process will automatically receive the following points.*

   1 Scoring Worksheet
   0   1   2   3   4

   Ranked 1 – Four Points (4)
   Ranked 2 – Three Points (3)
   Ranked 3 – Two Points (2)
   Ranked 4 – One Point (1)
   Ranked >4 – Zero (0) points

DRAFT 9-24-13

Classified Staffing Resource Allocation Committee

Recommendations for Committee Members & Meeting Process
• Combination of Deans/VPs/Management & Confidential employees, members of PFC and Classified leadership for the committee. • Classified representation should reflect knowledge about needs of various departments. • Unit managers come to the committee to answer questions as a resource only, no speech. • Questions from the committee established at the first meeting, questions answered at the next meeting. Instructional Deans 2 Student Services Deans / Directors 2 Non-instructional Deans / Directors 2 Classified – CSEA 8 Confidential - 1 Vice Presidents – 3

INSTITUTIONAL RESEARCH AND PLANNING
2013-2014 PLANNING PROCESS
CLASSIFIED RESOURCE ALLOCATION REQUESTS

Planning ROCKS

Position Title:
Program: - Unit: - Position Cost: - Assignment Percentage

This form is for NEW classified positions only, not for current vacant positions or to augment existing positions.

1. Based on program review or program plans – including SLO or SAO data and assessments, what are your most compelling reasons for this request? Please site specific information from these documents. Program review and program plans will be made available to the committee

   20 Scoring Worksheet
   0 1 2 3 4

2. How does this position directly and/or indirectly serve A: Students, B: Employees and/or C: the Institution? Please cite specific examples that demonstrate how this position contributes to student success and/or other measures of institutional effectiveness.

   10 Scoring Worksheet
   0 1 2 3 4

3. What tasks, duties or services will not be provided if this position is not filled? If unfilled, what is the impact on A: Students, B: Employees and/or C: the Institution?

   10 Scoring Worksheet
   0 1 2 3 4

4. Can this position be justified with federal/state mandates, or health and safety requirements? Please provide documentation.

   15 Scoring Worksheet
   0 1 2 3 4

5. Please rank this position compared to other classified positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

   5 Scoring Worksheet
   0 1 2 3 4

6. The top twelve unfunded, ranked positions in last year's planning process will automatically receive the following points.

   1 Scoring Worksheet
   0 1 2 3 4

   #1-3: 4 points

   #4-6: 3 points

   #7-9: 2 points

   #10-12: 1 point