

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING AND FISCAL COUNCIL MINUTES
Tuesday, November 12, 2013, 2:30 p.m., Board Room**

Members Present: Dr. Kenn Pierson (co-chair), Dr. Adam Wetsman (co-chair), Henry Gee, Philip 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, Dr. Ygnacio Flores (for Don Mason), Dr. Mike Muñoz.

Staff Members Present: Howard Kummerman, Dr. Walter Jones, Dr. Dyrell Foster, Rebecca Green, Lydia Gonzalez, Dr. Jim Sass, Song Graham, Barbara Salazar, Doralí Pichardo-Díaz, Reneé Gallegos (recorder)

- I. **Call to Order** – Dr. Wetsman called the meeting to order at 2:31p.m.
- II. **Approval of Minutes** – October 8, 2013 & October 22, 2013 – Consensus to accept both sets of minutes for October 8 and October 22, 2013.
- III. **Superintendent/President’s Report** – No report today. There are other matters that the Vice President’s need to report.
- IV. **Co-Chair’s Report** – Dr. Wetsman thanked the PFC members for their commitment in attending today. He is impressed with this group as this speaks to the importance of the commitment of this group.
- V. **New Business**
 - **Academic Affairs Reorganization** – VP Pierson reported that he would like to revisit the Academic Affairs reorganization in light of some recent developments. At the October 8th PFC meeting VP Pierson had announced as an information item, the change of duties between Dean Mike Slavich and Dean Kats Gustafson and addressed questions from PFC. Under that recommendation, Kats was to assume on an Interim basis supervision of the Business Division. Mike will assume administrative supervision of Instructional Operations which includes; serving as advisory to Curriculum Committee for compliance with Title 5 and Education Code; recording articulation updates; preparing course and program proposals for local and state review and approval; filing state reports related to instructional data; setting the class schedule production timeline; overseeing publication of the course catalog; maintaining the class maximize size list; etc.

Less than a week ago Pierson received a resignation from Dean Gustafson in her capacity of Dean of Library & Instructional Support with an effective date of November 30th. Since then, Pierson and President Dreyfuss have looked at a plan to fill the gaps in light of the resignation.

Mike Slavich’s administrative supervision of Instructional Operations will be permanent. Dr. Ygnacio Flores will assume administrative supervision of the Business Division. Rebecca Green will assume administrative supervision of Virtual College and Dr. Robert Holcomb will assume administrative supervision of the Library, Office of Student

Retention and Success (Basic Skills), and the Title 5 Grant. Deans Flores, Green and Holcomb will assumed these duties on an acting basis.

VP Pierson and President Dreyfuss plan to meet with the Business, Library, Virtual College and Student Success and Retention staff tomorrow to inform them of the changes. These moves are all cost neutral and to fill gaps.

The following questions were asked by members of PFC;

- 1.) How long with this be for?
- 2.) Will this structure be in place through the Accreditation visit in October?
- 3.) Are these on a temporary basis?
- 4.) Will the position of Dean of Library and Instructional Support be flown at some point?
- 5.) Are the portions of the job that are being divided going to be pulled back when the position is flown?
- 6.) Is it possible for Senate to review this reorganization?
- 7.) Is there a chart available for us to review?
- 8.) What process is being followed here? Is this similar to an emergency hire situation?
- 9.) Can we take this back to the constituent groups to vet?

President Dreyfuss responded that we do not know the duration, but VP Pierson and she will discuss the options. The structure will be in place for the time being while we review and develop a plan for replacement of personnel and development of a timeline. There are many options that need to be reviewed. Instructional Operations will be a permanent change under Dean Slavich. There is no chart available at this time as this has been a quickly changing situation. This is under the purview of the Administration to address the immediate need and fill the gaps. It will not be going to each constituent group for vetting. PFC is the participatory governance body that has representation from each constituent group on campus. This will go forward to the Board of Trustees on November 18, 2013 for approval.

Dr. Pierson read a portion of the PFC Purpose Statement from the 2011-12 PFC handbook;

“The PFC will be an integral partner in the planning, development and implementation of the Educational and Facilities Master Plans. In adherence to the principles of governance as defined by AB1725 and BP2510, PFC will also facilitate dialogue among constituency groups in order to evaluate campus statistics, set goals, and to prioritize the human, physical, technological and financial needs of the College in order to improve the overall effectiveness of the College.”

- **Student Services Reorganization** – VP Gee reported that he brought his plan forward to PFC on October 8th. Since that here is a summary of the process he followed regarding the re-organization:

October 16 - presented a draft proposal to the SSPLC (Student Services Program Leadership Council);

October 30 - conducted a SSPLC workshop to work collectively on realignment and reorganization; came to a tentative draft org chart; 13 SSPLC members of 16 there (2 funerals that day and one medical leave account for the absences);

November 4 - conducted a division-wide meeting to review the tentative org chart from the SSPLC, 25 persons in attendance;

November 5th - conducted a second division-wide meeting to review the tentative org chart from the SSPLC, 39 persons in attendance;

Nov. 12 - presented to the PFC the draft realignment and reorganization

The 64 persons attending the two division-wide meetings did have some duplication; the unduplicated constituency attendance was as follows:

Faculty	- 13
Classified	- 33
Administrators	- 8

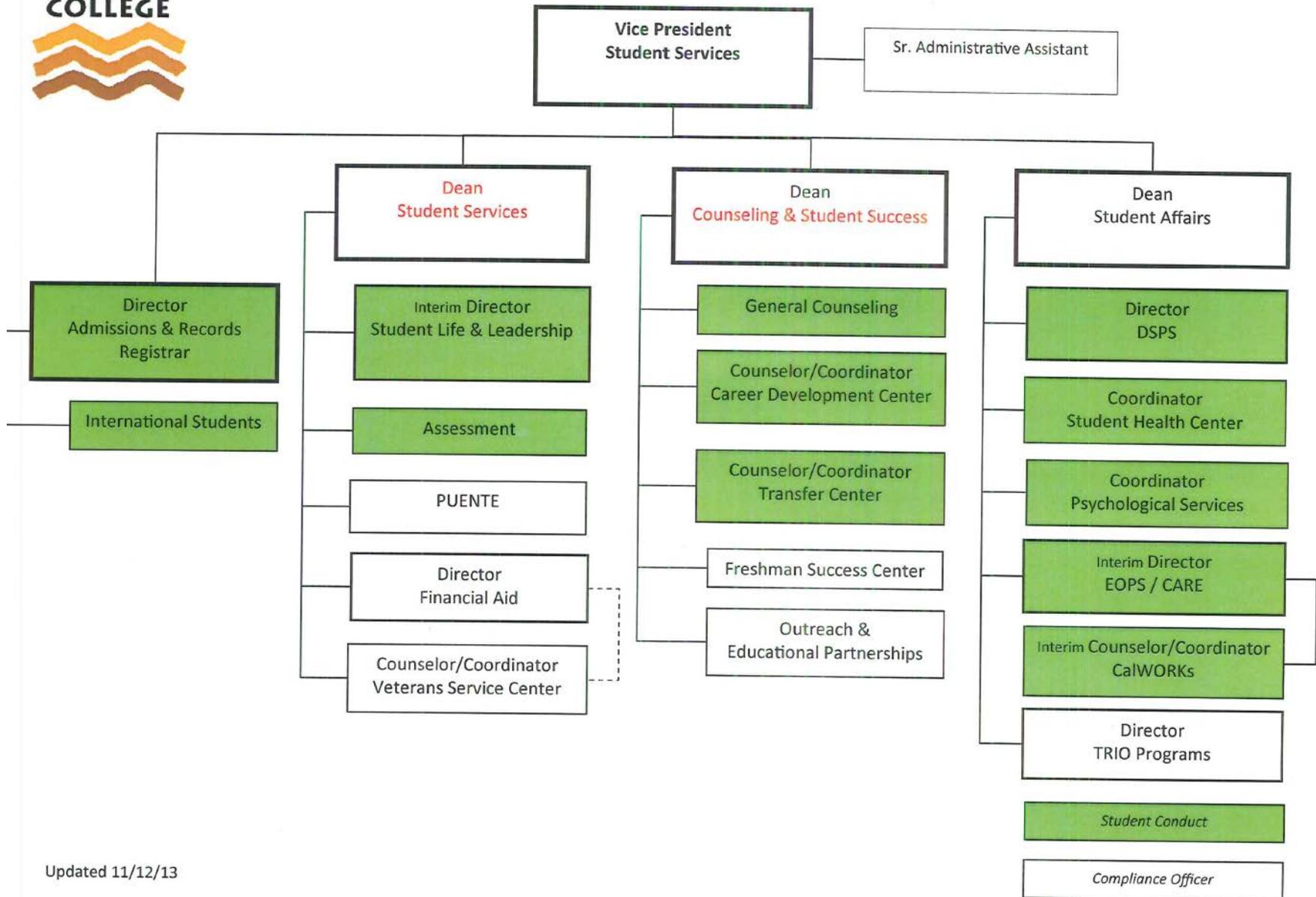
VP Gee has done his due diligence regarding the constituency within the SS division, and is very comfortable that what we have is representative of our work, aligns our services to better meet the Student Success Initiative, and will better serve our students overall (a proposed organizational chart provided). The green boxes on the chart represent agreement for those positions in relation to the reorg. The white boxes were areas that were changed since the division meetings. Financial Aid, Freshman Center and TRIO were agreed upon by the groups. Puente, Outreach, and Veterans were areas that have been moved. This is not cost neutral but the costs will come from categorical funds per President Dreyfuss.

The following questions and comments were fielded;

- 1.) Why is Veteran's Under Financial Aid?
- 2.) VP Gee had scheduled himself to come to Senate and that did not happen. Will VP Gee bring this proposal forward to Senate?
- 3.) What is the driving force behind the SS Reorganization?
- 4.) There are increased Administrative costs here, we just hired the Director of Student Activities this summer and now we are increasing the Associate Dean to a Dean level with no significant additional responsibilities or services being provided.
- 5.) The nuts and bolts of the proposal are not the issue. The concern is that this proposal is not cost neutral and has not gone through our regular planning process with resource allocation.
- 6.) There is concern about an upgrade to a new Dean position when staff have not received COLA for the last five years.
- 7.) Is it appropriate to vet this with each constituency group?
- 8.) There is concern about employees moving up the career ladder and not going through the process. Staff want to have a say in who their Dean is.
- 9.) Yes we need to respond, how urgent is this reorg? How we put the money to use is another issue. This is going to impact Counseling, are funds going to be allocated for increasing services there?
- 10.) Did EOPS decide what they wanted?



Rio Hondo College Student Services Division—Realignment and Reorganization [Proposed]



- 11.) In a categorical position, fictional reality here could this position lose funding, would it cross over to general funds? If not, what happens to the position?
- 12.) Why isn't Degree Works being used?

VP Gee responded that the SSI has a direct and major impact on Student Services area. While no one has complete ownership, it will affect the institution. There are perceived needs in Student Services because of SSI and changes need to be made. There are requirements and expectations for the SSI that we can no longer delay. Dr. Foster will remain as the Dean, Student Affairs, Dr. Jones will be the Dean of Student Services and Dr. Munoz will be the Acting Dean of Counseling and Student Success.

Julius Thomas commented that among the General Counselors, a vote was taken with 12 of his colleagues that were present endorsing the change to Dr. Munoz. Five voted to stay under the current leadership (Jones) and two abstained. The position will be opened up and Dr. Muñoz will have to apply. That is something that needs to be said.

Kathy Pudelko reported that from the faculty viewpoint, categorical funds are specific in terms of how and where they can be spent. We are growing the administration, yet as faculty we are all taking on additional duties; writing degrees, SLO's, accreditation, etc. "What I am wondering is why we are shifting to create a position what makes us be parallel to other institutions." Maybe we can't spend the money we need to get additional classes for students and that is where the success is going to happen. Look at the MESA program, this is done with hard work.

Marie Eckstrom cited the State of Massachusetts study that has placed this state number two in rankings world-wide for science. We should focus on work in the classroom, have ambitious curriculum, etc. If you want SLOs to be taken seriously this is what needs to happen. I don't see any focus on the classroom locally.

President Dreyfuss clarified that categorical funds cannot be used for faculty salaries. We cannot claim FTES under categorical funds. The increase from Associate Dean to Dean is minimal and will come from SSI funding. President Dreyfuss also stated that this change is out of necessity. As one can see from the objectives there are needs that we must address.

President Dreyfuss responded that when she and VP Gee met with Counselors, staff asked about filling counselor positions. We will use categorical funds for the vacant Counselor position. In response to the funding of the upgrade of the Dean position, should funding be eliminated, the position will going back to Associate Dean.

Robert Bethel reported that the nuts and bolts of this proposal are not what concern him. The concern is that these moved are not cost neutral and has not gone through the planning process with resource allocation. Robert is not quite sure that there is a desperate need to make changes without going through the regular process. Everyone is jumping on the SSI bandwagon. He doesn't see this campus developing a well thought out plan. The two concerns he has are with process.

Darinka Becerra reported from the student perspective that the Interim Director of Student Life and Leadership has been very helpful since the hiring this summer. While

Dr. Muñoz goes above and beyond, the office was understaffed and services were limited. We really needed a director and if that position was not there we would struggle.

Dr. Muñoz responded that we have spent hours on SSI planning. There are multiple issues that need to be resolved. SSI is not exclusively Counseling. The funding implications and formula has changed which will greatly impact us. Gary Van Voorhis and he are looking at the issues identified in terms of plan implementation and tracking for data collection. There is a collaborative leadership team working through many of these issues. The success of the SSI is contingent upon that. This is a huge system shift for us in terms of funding. We have not required students to do comprehensive ed. plans before. There are a lot of people in the room from the Counseling perspective who can attest to the work that needs to be done. We need to resolve the issues and move forward. All students need to assess, complete orientation, declare a program of study and complete a comprehensive ed. plan. We have not been collecting MIS data on these students. We are folding in the Degree Works work group which includes three counselors, Rose Sanceda, Judy Pearson, Dr. Jones and Information Technology staff. A few of us will visit Mt. SAC in a few weeks to see their software enhancements.

Dorali Pichardo-Diaz reported that as a Counselor, we see a student for 30 minutes which is a short time to put together a comprehensive ed. plan. Degree Works is helpful but a counselor is an integral part of interpreting the data. Degree Works is not in use as of now, but there is a plan to utilize the software. Students should have access to the software to start their own planning.

Dianna Reyes stated that she would have liked to see the old organizational chart. That would have been very helpful. She is not sure when this vote in Counseling took place as she was not a part of it. She assumed it was at a general Counseling meeting. Obviously, 7 in support, 5 against and 2 abstentions, it would have been nice to get a tally across campus. One person does not speak for the rest of us. Some people were not able to attend VP Gee's "Post-it" meeting. Dianna is always questioning realignments. She recently went to Academic Senate Plenary and asked many colleagues if they have realigned their operations in support of SSI.

It's nothing against Dr. Muñoz. Dianna would like to see the money spent in the classroom. Creating a new Dean when a Dean is already there is not prudent. We have created a practice of a six semester ed. plan in EOPS which I will reiterate over and over again. There is a process in place we just need to add more bite to it. The money that will create the Dean position is huge. At PFC we find out about this recommendation and it comes forward as an information item which doesn't leave for very much input. A top heavy organization it is not going to work.

President Dreyfuss responded this is not a new Dean position. It is an upgrade reclassification from Associate Dean position. The planning process only deals with positions paid for by the General Fund. There are some times when we have to be flexible in the process. Both Howard and Kenn have approached with items. As an example, there was only one full time faculty member who taught Astronomy. This is a situation that necessitates an immediate response. Classified have automatic backfill. Management is the same way. If there is a vacant position and the budget allows we should fill it. Somehow in the process under the former President the backfilling of vacant positions did not work. In the future, we are discussing the process and wanting

it to be the same for classified, faculty and administrative positions. Right now as things stand they are not working, Counseling, Assessment, Degree Works etc. We need a point person to make things happen. Otherwise we may fall short and that will have more of a negative impact on this campus.

VP Gee stated that we created a team, a website and are having active dialogue. All SSI meeting minutes, documents are posted on the website. To say that we do not have a plan is misspeaking. We do have things in place yet it is in its infancy. There is a Student Equity plan that needs to be submitted. We are having all coordinators of the Governance committees meet today at 4:00 p.m. to figure out what pieces belong where. I invite you to see where the challenges are and provide input.

Alejandro Ramirez reported that other schools are not making changes because many have already implemented SSI. The state is making things mandatory so there has to be change. If we are not going to change we will not see a difference.

Brian Brutlag is troubled with the process. There are differences when it comes to general and categorical funding.

Sandra Rivera stated the following; I want to pose this for the group. Do we consense on this or not? If the answer is no then what do we want to do now? If we leave things the way they are we may need to scale up. There are still 15,000 students that need to come through the orientation, assessment and ed. plan process. I am not saying that this is not how these should be but where are we putting resources in classified staff to support the SSI effort. As things stand now we are receiving spillover from Financial Aid, Admissions & records who direct students to the Reading and Business labs to get technical support to do register and complete their FASFAs. She is not sure this realignment is going to help to meet the need. Is VP Gee going to move this forward anyway or are we going to work together? She doesn't know how Counseling is going to be any different under new leadership. We will have the same Counselors and the same Advisors. The bottom line is we all have to work together here.

Adam Wetsman had a suggestion. SSI is driving this change. We should get everyone involved. Over the summer, the SSI involved all Administrators many of whom have never been in the classroom. There have been a few faculty involved. Many have stated that faculty can contribute to this. Success is in the classroom. We have yet to tap into this resource. His suggestion is to we wait on this over the winter break, have a workshop to sit down together and brainstorm instead of bringing this forward in a rushed manner. This is the second time that we have seen an increase in salary in an Administrator. We have not gone through the same process in hiring. If we are talking about Student Success then we should be adding back sections that were cut in the fall. Instead of having additional administrators, we should add back to hourly Counseling or part time office hours. We should integrate all aspects. Adam urges the Administration to hold off and have these conversations. If we ask for a show of hands he could see that we would have a split vote. This is not good for planning or this institution. We have increased Administrators, but have not hired more faculty or classified. Everyone is overworked. Classified have taken on a lot more work especially with Banner. None of that seems to matter.

John Frala stated that he has sat on these meetings for years now. A proposed structure is just brought to us. Originally it was a Director, then an Associate Dean and

now a Dean. These moves are not cost neutral. It is puzzling to him that this comes forward. I am looking at Recommendation 6 of Accreditation. We need a process and need to have these in place. This is going to come back to bite us down the road. This is a concern to him and others.

Suzanne Frederickson stated that the feeling of Administration is that the increase is a minimal amount of money. However, to classified staff who have not had a raise in a while it is an issue as we have all had to take on additional work.

President Dreyfuss responded that this campus has not experienced furloughs or layoffs. We will be adding classes back during this summer. We have had minimal salary increase with SSI funding that restores our funding close to 2008-2009 levels. There is going to be a need for additional support staff. The District has supported classified staff through budget shortfalls. The general fund has supported categorical fund shortfalls since 2008. Check with Cerritos and other surrounding colleges. When their categorical funding was cut, their staff were laid off. This is the first year that we have received COLA. In years past we did not have COLA. We are currently in negotiations.

VP Gee made one last statement. With regard to this reorganization, Student Services had three deans when he arrived here ten years ago. That number went down to two deans as a result of a retirement (D. Rubalcava). Gee added an Associate Dean in 2010 and was criticized. The thing that comes up is the talk about additional costs. When money is flowing and we were 1700 FTES over CAP no one said a word. Now we are shifting. Can we put this off? The answer is no. The state is mandating many parts of SSI. He has tried to follow a process and be transparent. What is the difference between switching Slavich and Gustafson. No one is questioning the Academic reorganization. Why does Student Services get questioned every time?

Wetsman asked if there was consensus? Dr. Wetsman responded that he did not think consensus was reached. So there will be a report from Dr. Wetsman on behalf of Academic Senate regarding the reorganization.

- Funded Resource Allocation Requests for 2013/2014 – Howard Kummerman
(Rollover to 11/26/13 PFC meeting due to lack of time)
- New Web Design – Gary Van Voorhis
(Rollover to 11/26/13 PFC meeting due to lack of time)

VI. Unfinished Business

- TEMP – Howard Kummerman (No report)

Mission Statement (Attached)– PFC consensed on the proposed revision to the mission statement. Howard Kummerman thanked Lydia Gonzalez and Jim Sass as well as those who participated on the Mission Statement Taskforce.

- BPs & APs Awaiting Further Revisions - (Rollover to 11/26/13 PFC meeting due to lack of time)

Unfinished policies and procedures returning through process:

- BP 2340 Board Meeting Agenda (returned with Board comment from 10/9/13 adding paragraph V to be consistent with AP 2340)
- 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).
- BP 2715 Code of Ethics/Standards of Practice – Returning with language change to Paragraph II.
- BP 4020 Program, Curriculum and Course Development – Returning with language change to Paragraph III made by the Board.
- AP 6850 Hazardous Materials (returning using CCLC Language)
- BP 7340 Leaves – this is a return from October 22 – request for clarification on what the asterisks in L., M., N. The asterisks refer to state and federal Employment Law. Reference to “State and Federal Employment Law” has been added to the policy.

VII. Ongoing Topics for Discussion – No discussion.

- Planning Process
- Institutional Set Standards

VIII. Committee Reports – No reports.

- Basic Skills
- Facilities
- IEC
- Program Review
- Safety
- SLO's
- Accreditation
- Staff Development
- Staffing
- Institutional Technology
- Technology

IX. Announcements – No announcements.

X. Public Comment – None.

XI. Adjournment – Dr. Pierson adjourned the meeting at 3:58 p.m. The next meeting is scheduled for November 26, 2013, 2:30 p.m.



MISSION STATEMENT

Rio Hondo College is committed to the success of its diverse students and communities by providing dynamic educational opportunities and resources that lead to associate degrees, certificates, transfer, career and technical pathways, basic skills proficiency, and lifelong learning.