RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING AND FISCAL COUNCIL MINUTES
Tuesday, March 11, 2014, 2:30 p.m., Board Room

Members Present: Dr. Kenn Pierson (co-chair), Dr. Adam Wetsman (co-chair), Phil Luebben, John Frala, Robert Bethel, Brian Brutlag, Dianna Reyes, Sandra Rivera, Suzanne Frederickson, René Tai, Valeria L. Guerrero, Phillip Chau, Darinka Becerra, Kathy Pudelko, Judy Marks, Don Mason.

Staff Members Present: Howard Kummerman, Reneé Gallegos (recorder)

I. **Call to Order** – Dr. Pierson called the meeting to order at 2:38 p.m. There were quite a few PFC members missing. Dr. Wetsman clarified that PFC does not operate under a quorum because it is a recommending body. The meeting proceeded.

II. **Acceptance of Minutes** – Dr. Pierson requested that the minutes of February 25, 2014 be amended to strike comments made by the Student Trustee who had attended the meeting as a guest, due to privacy concerns, as well as to strike the comment "Hold for further review" on AP2435 because a sub-committee had been formed at the last meeting. Two minor spelling and punctuation edits were noted, as well.

III. Co-Chair's Report – Neither co-chair offered a co-chair's report.

IV. Superintendent/President's Report – Dr. Pierson reported that President Dreyfuss was attending an off campus meeting and would not provide a report today.

V. New Business

- Budget Calendar – Phil Luebben, Interim VPFB, presented the budget calendar for 2013-2014. The last budget calendar was shared in 2008-2009. His thought is to make this presentation on an annual basis to document the process in budget development. He will have to meet with Howard to align with the planning timeline. He has not yet completed a full budget cycle since he has been with the District only seven months. He mentioned the steps that the college goes through to address staffing, IT, and Facility needs, with the Staffing Committee meeting this month, and resource allocation outcomes shared with PFC in May, he believes. VP Leubben reported that he will need to reopen his Area Plan to make some adjustments to the timeline and will attach the revised timeline to the PFC minutes.

  A question arose regarding Classified participants on the Staffing Committee this year. VPAA responded that Lisa Sandoval and Sandra Rivera are representing the Classified on this year's Committee.

  Robert Bethel commented that in the future when this budget calendar gets done on an annual basis, what will be the primary influences? Is IRP going to influence the budget timeline, or is it the other way around in regards to resource requests, etc.? VPFB responded that he is not aware of one influencing the other, or vice versa. Resource requests are driven upward from the program and unit plans. We are now going through the presentation of all the information that facilitates the process. Once it is decided by the respective committees, we will forward a budget and deadlines that we have to meet. The IRP team has to get this process complete between January and

April, which has been the process for the last few years. This gives Finance and Business approximately one month to pull the budget together to present and have the Board approve by June of every year. The timeline facilitates the process. We are limited in resources from the state, and the budget is driven by apportionment. We are looking at FTEs and, currently, we are a little behind from where we want to be. Allocation of funds is determined by labor costs, facilities expenditures such as utilities, etc., which are recurring. Then we have discretional funding to make the budget work. In some years, there has not been much available. As a matter of fact in 2010 and 2012, the District had to pull back and reduce budgets for supplies, etc.

Dr. Wetsman responded is there value in these dates on the Budget Calendar. Could we not put generic dates—such as, "during the second week of May each year, the resource allocation requests will be shared at PFC." Dr. Wetsman asked this because ACCJC wants a process in a set order. It doesn't have to be super-prescriptive but at least a functional calendar that would better serve us in the future.

VPFB responded that he did not know the answer to that question, but as things stand, it is not too difficult to meet the dates on the timeline. We know when the PFC meetings are, we know when IEC meets and that it is cyclical, and we know when the state is supposed to approve the budget. VPFB can pose the question to President Dreyfuss. The budget calendar was an attempt to project 2013-14 and 2014-15 to give us a longer timeline. If we are setting it on an ongoing basis and ACCJC see that we are ahead of the game, he thinks we are accomplishing the same thing.

Dr. Wetsman recommended that we have a tentative calendar locked in so ACCJC knows that we have a plan on how we are working towards the future.

Dean Kummerman reported that his area and Finance & Business deal with similar things, so it may be of some benefit to create a chart of the planning and budget process dates together to show when things are happening.

VPFB reported that his goal is to increase the transparency and to prepare for accreditation. Director of Accounting Chedva Weingart and he are trying to make the budget process more transparent. With that said, there is a new project in the works to grant every Dean and Director as well as the appropriate staff to have access to see their budgets electronically. We will get the software installed and conduct training so administrators have use of this valuable tool.

VPAA commented that he is very glad to see this layer of transparency and to further develop some sort of "super calendar." We have challenges at this College in building master calendars. This is a reality, as it also impacts enrollment management that all the Deans are currently engaged with in conjunction with the 320 Report. The VPAA, Dean Kummerman, IT Director Gary Van Voorhis, and A&R Director Judy Pearson are meeting—with several deans—to monitor P1 and P2 reports, which are the true picture of our enrollment and what determines the apportionment the District receives.

Dr. Wetsman stated that one of the items ACCJC is focusing on is budget and budget processes, but there is not a lot of budgeting that we see in this budget calendar document. There is reference to area and unit plans but that does not speak to budget development.   For example, would it be helpful to see where the decisions are made, how much of the general funds are allocated to full-time faculty and to part-time faculty? Where are those budget decisions made? We are supposed to tie resource requests to budget and the mission, but that process is not clear. He said he was deferring to the

subject matter experts here so when ACCJC comes in, are they going to be ok with what we have in place? That is the question.

VPFB responded that ACCJC will be looking at Standard III along with this budget calendar. He is not in a position to answer the question. VPFB will carry this comment back to President Dreyfuss.

Sandra Rivera reported that at last year's planning retreat, the focus was on resources in Facilities. It was organic and that came from the bottom and funneled up to the top.

VPFB responded that we are in the process of developing the Facilities Master Plan now. We cannot magically come up with money to fund the growing needs in this area. He thinks it is out of the purview of PFC at this point to decipher where dollars go. We are in the development stage right now.

Kathy Pudelko reported that, for purposes of Accreditation, we should check into this. When the site team visits they are going to want to see details. If the team wants more details, they are going to want it readily available. If we are right on and transparent, that may serve us better.

VPFB responded that he believes that the College did very well in the area of Finance during the last accreditation. As far as budgeting, we have to assess where we are as an institution at any given time, based on the metrics similar to the other accreditation standards. We can assess once or twice per year. We have looked at five years of data. It is close to the median. We have had these discussions with other colleges. All reports are not going to be the same. Some schools have gone above and beyond, while others respond only according to the ACCJC standard level.

- Institutional Set Standards – Howard Kummerman shared the Institutional Set Standards, which he described as an opposing measurement in regards to the Scorecard. Projecting three years out is a really good indicator to measure whether students are achieving their goals. This information will be listed in the annual report for ACCCJC, and we will monitor it on an annual basis. When we put the standards out in final form, they will not have all the numbers presented on the document before PFC (see attached). The standards will show where we are for the current year. The standards have been aligned with the College's new mission statement; however, Dean Kummerman reported that ACJC is not mandating measurements for lifelong learning. There are two new standards that ACCJC will require: licensure pass exam rates and placement rates for students completing degrees and certificates. We have not seen this before.

  Robert Bethel suggested that retention rates be removed from the report. Traditionally, persistence and retention are two different things. These mean something different to faculty. What do the remedial numbers mean?

  Dean Kummerman responded that the remedial numbers relate to the Scorecard metrics. He can brief PFC at a later time if there is a need to go into more detail on the report. Remedial English refers to the student who has started to take a percentage of courses that are remedial that placed them in a cohort.

  Dr. Wetsman stated that his thinking was that the Institutional Set Standards were not indicators but demonstrated the minimum level that the college would hit. If it falls

below 60%, we should be concerned. Shouldn't we always be exceeding this? The data does not show this is the case.

VI. Unfinished Business

- TEMP Update – Dean Kummerman reported that we are now in the writing phase of the Educational Master Plan (EMP). We have asked that people in Student Services and Academic Affairs write portions of the Strategic Directions of the plan. Institutional Research and Planning is coming up with the data to start populating the report and moving the process forward. This EMP is a five-year plan, but we are projecting in increments of one, three, and five years. Dean Kummerman anticipates that the plan will be completed by the time of the site team visit.

  VPAA reported that, in compiling the EMP, we are simultaneously keeping an eye on the Information Technology Master Plan and Facilities Master Plan. Gary Van Voorhis had approached him about the role of mobile technology and distance education in the EMP, and how that should concurrently be reflected in the Technology Plan. Dean Green, Director Van Voorhis, and he met to discuss the use of mobile devices in the future delivery of courses. Without this conversation, we are leaving out a big piece of the pie. It is imperative to have mobile learning be aligned with the long-term educational delivery.

- BPs & APs Awaiting Further Revisions - Unfinished policies and procedures returning through process (returned from President's Office due to further edits):

  o BP 2735 Board Member Travel – Consensus reached.
  o BP 3410 Nondiscrimination – Consensus reached.
  o AP 5010 Admissions (New) – Consensus reached.
  o AP 5520 Student Conduct Procedures (PFC reached consensus on incomplete version; additional pages added) – Pulled for reorganizing of content so the flow of the document is better. VPAA and Wetsman to work with Dr. Foster on rearranging text.

VII. Committee Reports
- Basic Skills – No report.
- Facilities – No report.
- IEC – Howard reported on two things we worked on at the last IEC meeting—the agenda for the Institutional Planning Retreat on April 11 and the Climate Survey that will launch at the end of the year. If PFC members have any input, it can be funneled up to the IEC. The Institutional Set Standards will be discussed further at the retreat next month.
- Program Review – No report.
- Safety – No report.
- SLO's – No report.
- Accreditation – VPAA reported that Marie Eckstrom, the Accreditation Writer/Editor, is working hard on the Self Evaluation Report draft. By the end of this week Standard one will be 100% completed. Dr. Wetsman and he will meet, along with Dean Kummerman, to develop a vetting schedule. We will probably tackle one standard at a time as they work their way through the vetting process. In addition to this, we also have the ACCJC annual report due on March 31. There have been many new questions added,

including five questions on SLOs with a 250-word narrative for each. To illustrate, VPAA read some of the questions to PFC members:

--"Effective practice to share with the field: Describe effective and/or innovative practices at your college for measuring ILOs, documenting accomplishment of ILOs in non-instructional areas of the college, informing college faculty, staff, students, and the public about ILOs, or other aspects of your ILO practice."

--"Please discuss alignment of student learning outcomes at your institution, from institutional and course to program level. Describe your activities beyond crosswalking or charting all outcomes to courses in a program (often called "mapping"), to analysis and implementation of alignment in the planning of curriculum and delivery of instruction. Discuss how the alignment effort has resulted in changes of expected outcomes and/or how students' programs of study have been clarified. Note whether the described practices apply to all instructional programs at the college."

--"Describe the various communication strategies at your college to share SLO assessment results for usage by internal and external audiences. Explain how communications take into account how the information is expected to influence the behavior or decisions of particular audiences. Discuss how communication of student learning outcomes assessment information and results impacts student behavior and achievement."

--"Explain how dialog and reporting of SLO assessment results takes place at the departmental and institutional levels. Note whether practices involve all programs at the college. Illustrate how dialog and reporting impact program review, institutional planning, resource allocation, and institutional effectiveness."

--"Please share with us two or three success stories about the impacts of SLO practices on student learning, achievement, and institutional effectiveness. Describe the practices which led to the success."

Regarding Accreditation, Dean Kummerman reminded the PFC members that the 2014 annual report is not to be confused with our Self Evaluation Report We have to be diligent with what is written here will align with everything else that we are working on.

- Staff Development – No report.
- Staffing – VPAA reported that he and co-chair John Frala met regarding the Faculty Staffing Committee. We will be finalizing the prioritized list of requested faculty personnel by March 31st when all the scoring will be completed. Sandra Rivera queried whose responsibility is it to make the change to the Staffing Committee in the Governance Manual? Dean Kummerman responded that the discussion held last year regarding the proposed changes to the membership was discussed after the deadline to submit changes to this year's manual. The form will be submitted to the President's Office for review and, if approved, will appear in the next revision. Kathy Pudelko reminded all that we have issues with BP 3410 that may be coming up soon. We need to get this BP finalized.
- Institutional Technology – No report.
- Technology – No report.

VIII. Announcements – VPAA reported that he met with Kathy Pudelko recently and they discussed the possibility of spending the last few minutes at each PFC meeting to summarize the key topics discussed at the meeting. This will remind PFC members of important topics to be carried back to their respective constituent groups.

IX. Public Comment

X. Adjournment – The meeting was adjourned at 3:35 p.m. The next PFC meeting will be held on April 8, 2014, 2:30 – 4:00 p.m., Board Room.

KP/AW/rdg

RIO HONDO COMMUNITY COLLEGE DISTRICT

BUDGET DEVELOPMENT CALENDAR
2013 – 2014 and 2014 – 2015

Jun. 12, 2013	Tentative Budget for 2013-2014 Approved by Board of Trustees.
Jun. 14, 2013	California Legislature Approved 2013-2014 State Budget as presented by Governor.
Aug. 23, 2013	Institutional Planning Kick-Off for 2014-2015 during Flex Day.
Sep. 3, 2013	Begin 2014-2015 Program Plans and Program Reviews.
Sep. 11, 2013	Public Hearing and Board of Trustees Approval of 2013-14 Adopted Budget.
Oct. 18, 2013	Completion of Program Plans and Program Reviews.
Oct. 21, 2013	Begin preparing Unit Plans.
Nov. 26, 2013	2013-14 Resource Allocation Requests Shared with PFC.
Nov. 27, 2013	Completion of Unit Plans.
Dec. 2, 2013	Begin preparing Area Plans.
Dec. 11, 2013	2013-14 Budget Augmentation Approved by Board of Trustees.
Jan. 17, 2014	Complete submission of Area Plans.
Feb. 18, 2014	President's Cabinet reviews Plans and Resource Requests (Personnel).
Mar. 4, 2014	President's Cabinet reviews Plans and Resource Requests (Facilities, Technology, and Additional Budget).
Mar. 10 & 12, 2014	Resource Allocation Committees review Resource Requests.
Mar. 19 & 20, 2014	Resource Allocation Committees score/prioritize Resource Requests.
Mar. 11, 2014	Budget Development Calendar Presented as Information Item to PFC.
Mar. 21, 2014	Appropriate prioritized Resource Request is reviewed by Vice President, Finance & Business.
Mar. 21, 2014	Progress of 2013-2014 Unit Plan Goals and Objectives evaluated.
Apr. 11, 2014	Institutional Planning Retreat.
May 13, 2014	Resource Allocation Requests Shared with PFC.
Jun. 11, 2014	Tentative Budget for 2014-2015 Approved by Board of Trustees.
Jun. 30, 2014 (approx.)	California Legislature Approves 2014-2015 State Budget as presented by Governor.
Sep. 10, 2014	Public Hearing and Board of Trustees Approval of Proposed 2014-2015 Adopted Budget.

ACCJC Institution-Set Standards	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	Median	RHC Std.
Successful Course Completion		69.6%	68.9%	68.1%	67.7%	68.1%	68.1%	68%
Student Retention Rate (3-Semester Persistence)		61.2%	9.7%	68.5%	71.2%	68.5%	68.5%	67%
Degree Completion		833	757	784	960	869	833	840
Transfer to CSU & UC	546	357	597	490	476		490	480
Certificate Completion		199	185	212	112	222	199	200

RHC Institution-Set Standards	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	IEC?	Std. II?	RHC Std.
Completion Rate	25.1%	6.3%	15.1%	2.8%	1.0%	Yes	Yes	15%
Persistence (3-Semester)	61.2%	9.7%	68.5%	71.2%	68.5%	Yes	Yes	67%
30 Units	45.4%	5.7%	48.9%	47.5%	9.4%	Yes	Yes	47%
Remedial (ENGL)	40.6%	34.6%	36.5%	39.5%	28.7%	Yes	Yes	36%
Remedial (ENLA)	39.1%	22.6%	40.5%	34.8%	38.0%	Yes	Yes	34%
Remedial (MATH)	25.7%	23.3%	30.0%	16.3%	4.6%	Yes	Yes	25%
Remedial (READ)	42.4%	40.7%	42.5%	47.7%	36.5%	Yes	Yes	42%
CTE (Completion)	39.7%	39.0%	34.5%	19.0%	7.6%	Yes	Yes	34%
Lifelong Learning						*Yes*		*Mission*

Rio Hondo College is committeed 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 profiency, and lifelong learning.

NOTES:

1) RHC changed to a new registration system for Fall 2009 and there appears to have been an error in coding students as "First Time College Students." This produced a greatly reduced count of "First Time College Students" and those included in this category had Scorecard results well below those for typical "First Time College Students."

2) Procedures for placing students into some cohorts were adapted in order to report on students who started less than six years ago.

3) RHC added a "remedial" progression rate for READ, which is not included in the Student Success Scorecard.