

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING FISCAL COUNCIL MINUTES
Tuesday, May 6, 2014, 2:30 p.m., Board Room**

Members Present: Dr. Kenn Pierson (co-chair), Henry Gee, Philip Luebben, Sheila Lynch, John Frala, Brian Brutlag, Marie Eckstrom, Sandra Rivera, Suzanne Frederickson, René Tai, Valeria L. Guerrero, Philip Chau, Darinka Becerra, Kathy Pudelko, Julius B. Thomas, Judy Marks, Don Mason, Dr. Mike Muñoz.

Members Absent: Adam Wetsman, Robert Bethel, Dianna Reyes, Dr. Gisela Spieler-Persad, Dr. Mike Muñoz.

Staff Members Present: Howard Kummerman, Adele Enright (Presenter), Robin Babou (Presenter), Reneé Gallegos (Recorder).

- I. **Call to Order** – Dr. Pierson called the meeting to order at 2:35 p.m.
- II. **Approval of Minutes** – April 22, 2014 minutes were accepted as presented.
- III. **Co-Chairs Report** – Dr. Pierson reported that we will hold one more PFC meeting to take care of remaining business for the semester, on May 13. As students gear up for commencement, faculty members are preparing for finals, so the end of the semester is a busy time. Dr. Pierson thanked everyone present for showing up today and for their work during the semester.
- IV. **Superintendent/President's Report** – No report.
- V. **New Business**
 - Information Item – Full Time Faculty Position Hiring List

Recommended Hiring Timeline for FT Faculty – Dr. Pierson reported that the Planning Process is now complete for staffing. He reviewed the process how requests for faculty and classified positions funnel upward from the program and unit plans to the area plans. In December 2013/January 2014, area plans were submitted, and requests for positions went to the Staffing Committees to consider in March. Faculty and staff served on this committee. There were 15 positions that that were submitted this year to the Faculty Staffing Committee. Each position was reviewed in great detail and ranked through a voting process. We are now at the point where this information is being shared with PFC in draft form as the recommended timeline for hiring. After discussion with President Dreyfuss, we want to move forward to start the hiring process. At the same time, we are proposing a timeline for filling the positions that have become vacant since December 2013. These recently vacated positions would not have been included in the unit or area plans. In total, there are 20 full-time faculty positions to be hired over the course of the next three semesters (Fall 2014/Spring 2015/Fall 2015) per the proposed timeline.

After the Staffing Committees ranked the 15 positions, it was determined by President Dreyfuss to fund the top13 positions. The position rankings are indicated on the

timeline. The first cluster includes those positions that are proposed to begin the hiring process this semester (Spring 2013) for a Fall 2014 start date. These were identified after discussion with faculty and deans in the affected divisions, reflecting the availability of faculty and administrators who could commit to the hiring timelines during the Spring 2013/Summer 2013 semesters. We are breaking this into three phases of hiring to assist Human Resources, as well as those who serve on the hiring committees, to address the challenge of hiring 20 new faculty members. Some divisions did not want to begin recruiting and hiring new faculty for Fall 2014 start dates because the Fall schedule is almost final. The concern was that we did not want to create new positions that would disrupt the scheduling process.

The next cluster will be recruited and hired in Fall 2014 with a start date of Spring 2015. The last cluster will be recruited and hired in Spring 2015 with a start date in Fall 2015. With the exception of the Accounting position, which was ranked # 13 on the ranked positions, all of the positions to start in Fall 2015 are replacements for vacancies since December 2013. They launch the automatic backfill process under the new guidelines that President Dreyfuss instituted. This process follows a similar practice for hiring classified positions that are vacated for various reasons.

Kathy Pudelko raised the issue of automatic replacement in a situation such as the Women's Basketball coach retiring when the program is struggling. VPAA responded that the process allows for a review of student needs and vitality of the program during program review. He mentioned he has been tasked with creating a statement to describe that very instance to be included in the next edition of the Governance Manual. The statement will address position vacancies occurring that will trigger replacements, with the disclaimer that it depends on the satisfactory condition of the program.

VPAA clarified that every position from this point forward when vacated will be automatically filled and the planning process will reserved for any new positions that are created and requested, which will go through the process and continue to be ranked.

Sheila Lynch posed the question about what would happen in the event of a funding freeze. What would be the result?

VPAA reported that the District needs to pay close attention to the Faculty Obligation Numbers (FON). President Dreyfuss reminded VPAA that the proposed hiring is out of need to balance full-time to part-time ratio. VPAA was also informed that the state will charge the District \$60,249 per position if we do not keep the FON balanced.

Student representative Darinka Becerra asked about the effects of decreasing enrollment and how that will affect hiring?

VPAA responded that we are working to achieve 3% growth. We have the opportunity in the state budget to grow, in terms of apportionment, and we have to take advantage of that. The 2011-12 year ended with 1700 FTEs over CAP in the non-sustainable range. When we subsequently cut sections for Spring 2013, we cut 263 sections. By

design the section cuts were targeted to bring down the over-CAP number. With decreasing enrollment in 2013-14, the number over CAP is much smaller. We have looked at better software strategies with the Deans. We have initiated a new social media campaign with our new Director of Marketing, by which we have experienced some success and we will pursue in the future as it is cost effective and efficient using mobile technology. VPAA personally also recently sat down with each Academic Dean to look at high-demand courses. When we are implementing the Student Success Initiative and the SSP plans, we will be gathering data from the Educational Master Plans that will assure funding but also inform deans of high-demand classes for more strategic scheduling. This is our attempt to be more strategic and base more decisions on data. All of these strategies are designed to drive up enrollment.

- Information Competency: Implementing an Institutional Plan

VPAA reported that he met with Standard II Co-chair Dean Koos, Dr. Wetsman, Howard Kummerman, and the Full-time Librarians on Thursday, April 17, 2014. In the course of the conversation, the group talked about the Information Competency and whether RHC has an Institutional Plan. The four full-time librarians came to PFC to talk about this to ensure that the previous discussion comes to fruition. The group decided to bring the topic of Information Competency forward to PFC today in light of Accreditation and to start the discussion about an Information Competency Plan. There is a need to have this conversation for the betterment of our students.

Adele Enright presented with Robin Babou a PowerPoint and shared some handouts. Members of PFC queried the group on the following points:

1. Can the information competency be made into a half-unit course during the summer?
2. Can we utilize the Counseling 105 course as a model for information competency?
3. This will help integrate portions required in the SSI plan.
4. Has anyone discussed this idea with the Articulation Officer?
5. Merced College has a good model of Information Competency that we can follow.
6. Perhaps we can combine the Counseling ½ unit course with a ½ unit orientation to address Information Competency?
7. What is the minimum number of hours the Librarians feel a student needs to complete?
8. Is there a possibility of attaching research and basic computer skills to a class similar to how we do workshops in modules A and B?
9. Is a credit/no credit approach something that can be looked at for Information Competency? This may take the stress off the student and the course would not count against student attempts.
10. Can we incentivize the modules so the students are attracted to the course?

Brian Brutlag commented that in terms of our student culture, there is an assumption that students already have a technology competency and this may seem unnecessary. However, when a student has to navigate the Library to conduct research, then it gets more complicated. He is thinking about persistence. Some students will think this type of course is fun while others will not. He also noted that many students do

research on their mobile devices, and that is also something that needs to be discussed.

VP Gee cautioned PFC that the Counseling 105 class is designed to focus on educational plans and counseling. This is conducted in a nine-hour time frame. We cannot assume that this class is a catch-all for everything. Yes, there are components in the Library as well as Financial Aid where sessions would be helpful for our students. However, we must defer to the Counseling staff to decide what should be added.

It was the consensus of the group that an ad hoc committee be formed under the purview of the Academic Senate to tackle this issue as well as address the assessment piece. It was also requested that the Articulation Officer be a part of this committee as she is also a part of Curriculum Committee. Brian Brutlag also volunteered to be on this committee, which will convene in the fall.

The link below accesses the Library Guide that has the information from the Librarians' handouts, as well as additional information about Information Competency:
<http://libguides.riohondo.edu/informationcompetency>

VI. Unfinished Business

Accreditation Update – VPAA reported that Dr. Wetsman, Howard Kummerman, Marie Eckstrom, and he had met with President Dreyfuss on May 5 to analyze the entire first draft of the Accreditation Self Evaluation report. We have made progress during the Study Sessions that have been held with the Board of Trustees, specifically on Standards I and IV. There will be two more Study Sessions on Standards II and III during the month of June. Marie also spent time with VP Gee and Rachel Garcia on Friday May 2, 2014, to focus on Standard II.b. There is still work to be done, but we are making progress.

Howard Kummerman has reported in previous meetings that the Accreditation Report will be posted online in a blog format for campus review. The Educational Master Plan (EMP) will be vetted in the same manner. With the time constraints of the end of the semester, this seemed to be the most appropriate method to receive feedback. We are holding firm on the July 18 submission date with the incorporation of all the evidence before then. We have received constructive feedback from Dr. Scroggins, who came to an ALT meeting in December and has been working closely with President Dreyfuss to review the accreditation document. It is kind of unusual to have this type of high-level assistance. President Dreyfuss reported that Dr. Scroggins has experienced 19 Accreditation team visits (either serving on the teams or being reviewed by teams), so he offers a valuable perspective.

Sandra Rivera inquired if Mt. SAC—Dr. Scroggins' current college--has ever been put on warning by ACCJC? No one could recall.

VPAA reported that Vann Priest, Russell Castaneda-Calleros, Adam Wetsman, President Dreyfuss, and he had met in person with Dr. Scroggins, who gave very direct reader

based feedback. In his opinion, we have to answer the questions more directly and succinctly. Basically, we need to address the following:

- Do we have a process?
- Do we follow the process?
- Do we have a mechanism in place for fixing the process?
- Do we currently comply with the process?

We have already made a tremendous effort in terms of the work that has been produced. We are still trying to complete by the deadline.

VPFB left at this point of the meeting (3:27 p.m.).

Howard Kummerman reported that Gary Van Voorhis is working on the set-up for the Accreditation report as well as the EMP blogs. The blogs will be set up through the new website for the internal campus community. Each Standard will be set up on its own. A web form will be created with a drop down with a few questions that will allow users to leave feedback. This information will be pulled together for the co-chairs and ALT Team to review. The next ALT meeting will be held on May 22.

VPAA reported that a large of his time is being dedicated to completing the Academic and Vocational Programs portion of the EMP, along with VP Gee and Howard Kummerman on their respective sessions. VP Gee is handling the Student Services side of the report, and Dean Kummerman's Office of Institutional Research and Planning is compiling data for the introductory part, which includes the introductory section, then all the data components including student achievement and other District data. The data charts are much more integrated, and we can transport these into the Accreditation report. Once we have all these pieces together, Howard is hoping that by next week it can be uploaded online and we can begin the vetting process. We should be speaking to students next week. They will be leaving us soon to transfer, so we are on a very tight time schedule. The presentation to the Board on the EMP will be on June 19th. The Accreditation Self Evaluation Report will be presented to the Board in its entirety on Saturday, June 21, 2014.

VPAA restated his challenge to write a meaningful plan for the EMP. The last EMP, dated from 2002-12, had a 10-year span and focused highly on facilities and not academic programs and services. This EMP will focus more on divisions and offices. The report will capture only a 5-year projection. Every program will provide its current status and 5-year outlook. Unit and area plans are sources of a lot of projections because they are the closest documents that we have to long-term projections and strategic directions. The EMP will also be available to the Accreditation Team when they visit campus.

Kummerman and Lynch left at this point of the meeting (3:16 p.m.).

Returning BP/APs to PFC (2)

- AP 5520 Student Conduct Procedures – returned to PFC after sub-committee met and completed their task to revised order of the document - [Consensus reached](#).
- AP 7700 Whistleblower Protection - [Consensus reached](#).

VPAA announced that the college would like to be considered as one of the eight colleges in the state for the Statewide Common Assessment Initiative (CAI). It would be great to be a leader in this area.

Marie Eckstrom commented that one of the things she is interested in, with regard to her involvement in the CAI, is that reading is a critical part of the ESL, but English and Math work groups skirted the issue. We have reading advisories on many of our courses. However, not all colleges have Reading Departments. This can be integrated in the reading and comprehension, and that is what needs to be addressed here. The Senate was in favor of this. It was also noted that at some colleges, English is substituted for the reading requirement. VP Gee stated that we are hoping to be one of 20 colleges to pilot the CAI project for the Chancellor's Office. The timeline for the completion date of the Common Assessment Initiative is not set. VPAA responded that there are work group meetings that have been scheduled through the summer until the end of August.

VII. Committee Reports

- Basic Skills – No report.
- Facilities – No report.
- IEC – No report.
- Program Review – No report.
- Safety – No report.
- SLO's – No report.
- Staff Development – No report.
- Staffing – Report listed above.
- Institutional Technology – No report.
- Technology – No report.

VIII. Announcements

Rene Tai reported that on Tuesday, May 13, 2014 CSEA will be hosting a Faculty Appreciation Day in SS 305 from 1:00-2:30p.m.

Kathy Pudelko announced that the End of the Year Luncheon will be held on the Pool Deck in the KDA complex on Thursday, May 15 from 12:30 -2:30p.m. The theme is Hawaiian, and participants can dress accordingly, which allows free admission to the luncheon. Otherwise the cost is \$5.00. Respond to Martha Carreon if you plan on attending.

CSEA Appreciation Day will be Thursday, May 15, 2014. Activities are planned for CSEA members.

VPAA reported that, in the spirit of the discussion today, it is important that leaders of the constituent groups take the following information back to their respective units:

- Recommended Hiring Timeline for FT Faculty Positions
- Information Competency Plan
- Update on Educational Master Plan

- Update on Accreditation Self Evaluation Report
- Common Assessment Initiative (CAI)

Sandra Rivera stated that she is really pleased with the full-time faculty hiring process, but as we continue to operate year-after-year and request more classified staff, none of those positions are being funded. To date, we have 16 custodians here to cover this campus and three off-site centers, including the fire academy. We are having issues with lunches and breaks. People are getting into accidents rushing back and forth. Our one audio visual staff person is running around like there is no tomorrow. We need to develop a master calendar. Planning has to be top notch. The concern is, for example, the requests for the Commercial Arts and Technology Instructional Assistant to be filled. There is concern that the new Digital Arts Instructor may end up doing Classified work. It would be nice to have both parts (Classified and faculty) of the planning process working together. We have secretaries that come in before shifts begin and stay late, so we have a problem on this campus with Classified staffing. Sandra understands that grants can pay for staff. We are working in silos with regard to the budget for staffing, and with the addition of these new faculty, they will need to be supported by Classified staff.

VPAA responded that some grants can help address these needs. When Academic Affairs began supervising the Grants Office, it was decided to that grant applications need to build in costs in support of Classified staff. We are expanding the off-site centers and are aware that we are running lean, in regard to staffing. It is a concern that we all have. Yes, we do have 16 custodians who do a heck of a job.

IX. Public Comment

- X. Adjournment – VPAA adjourned the meeting at 3:55 p.m. The next meeting will be held on May 13, 2014, 2:30 – 4:00 p.m., Board Room

KP/AW/rdg



ACADEMIC AFFAIRS

Recommended Hiring Timeline for FT Faculty Positions

(Revised May 6, 2014 by VPAA after consultation with President, VPSS, and deans in each academic division to review their fall scheduling needs and to determine the feasibility of summer involvement by their faculty members)

Recommended to hire in Spring/Summer 2014 for Fall 2014 start date:

Rank	Position
1	Library
5	Fire Technology
6	Commercial Arts/Digital Media
8	Nursing
9	Reading
3	DSPS Counselor/Specialist

Recommended to hire in Fall 2014 for Spring 2015 start date:

Rank	Position
2, 11	History (2 positions)
4	Astronomy
7	KDA Instructor/Head Coach Water Polo/Swim Coach
10	Drafting/Engineering
12	General Counselor (1 position)

Recommended to hire in Spring 2015 for Fall 2015 start date:

Rank	Position
13	Accounting
—	Automatic Replacement – Gen. Counselor (Rivera – Retired 12/13)
—	Automatic Replacement – Math (Esquivel - Retired 12/13)
—	Automatic Replacement – Photography (Mansolino – Resigned 12/13)
—	Automatic Replacement – Math (Hawley – Deceased 2/14)
—	Automatic Replacement – CTE/Auto Collision (Stein – Retired 3/14)
—	Automatic Replacement – Music (Brown – Retired 5/14)
—	Automatic Replacement – CTE/Auto (Anderson – Separated 5/14)

Rvsd. 5/6/14