

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, October 13, 2015, 2:30 p.m., Board Room

Members Present: Kenn Pierson (Co-Chair and VPAA), Robert Bethel (Co-Chair and President, AS), Henry Gee (VPSS), Myeshia Armstrong (VPFB), Dr. Kevin Smith (1st VP, AS), Katie O'Brien (2nd VP, AS) Michelle Bean (Secretary, AS), Dr. Adam Wetsman (Past President, AS), Dr. Sergio Guzman (President, RHCFA), Julius B. Thomas (Faculty), Jeannie Liu (Faculty), Mark Littrell (Faculty), Sandra Rivera (CSEA), Suzanne Frederickson (CSEA), William Ashby (ASRHC), Sean Burton (ASRHC), Herzon Alfaro (ASRHC), Dr. Vann Priest (Mgmt. AA), Loy Nashua (Mgmt. SS)

Members Absent: Sheila Lynch (Parliamentarian, AS), John Frala (ASCCC Rep, AS), René Tai (CSEA)

Staff Members: Howard Kummerman (Dean, IRP), Reneé Gallegos (Recorder)

Special Guest: Gary Mendez (RHC Board of Trustees) arrived 2:28 pm

I. Call to Order – Kenn called the meeting to order at 2:33 pm

II. Announcements - Kenn announced that items on the agenda have been moved out of order to accommodate Trustee Mendez's announcement and report on the Puente Hills Landfill - Regional Park Project. A handout was shared with the PFC members with nine items:

1. SEA Extension
2. New Community Course Opportunity
3. Enhance Current Courses
4. Link Park trails and walkways to RHC
5. Observatory Access for Community Courses
6. Improve Schabarum Trailhead and Parking
7. Rio Plaza Transit Center as an Access Point
8. View from Rio Hondo College
9. Rio Hondo Conference Center

Trustee Mendez reported that we don't want to be up there 10 years from now regretting that the park could have had links to the college. He envisions a task force of two members from each constituent group. When the County mentions the surrounding neighbors, RHC was not mentioned among them who were invited to sit down to discuss planning with the County.

Trustee Mendez left at this point of the meeting (2:40pm).

Julius reported that he was not clear in terms of what needs to be done by faculty, students, and administrators to help ensure that something happens. Julius thought that this would be land that the college could use in the future.

Mark reported that the hills and what happens to them in terms of development can end up being a headache for RHC if the County does what they want. There are several parks in the region that are notorious for illegal gatherings etc. These are things that must be considered.

Robert reported that today is the first meeting that has been organized with the Count to be held at 3:30pm in LR128. Trustee Mendez has been successful in having some vocal support so the County knows that we are interested in having input.

Katie reported that All Staff Retreat is fast approaching on Friday, November 13, 2015. Please respond even if you attended last year. We want to ensure that your name is on the list.

III. Acceptance of Minutes – September 22, 2015 – Vann had one correction to the minutes on page three regarding Recommendation #3 and AP 4105. Kenn will rewrite the language to give credit to the Academic Deans as well as the Academic Senate who both worked on revisions. Jo Anna Downey started the work on this AP long before Kenn became VPAA and we must acknowledge all parties.

IV. Co-Chair's Report – Robert reported that it is appropriate now that we revisit our values and the way that we function in PFC. That is why we asked you to bring your handbook. Kenn followed up from the last PFC meeting where there was an item brought up along with a discussion that became heated. This item was not on the agenda. Robert went over the purpose of PFC and our goals when Kenn was out on medical leave. Please refer to page three of the PFC handbook. Specifically, the RHC Code of Ethics. There are a few bullet points here that guide our discussion. We do value open communication and honesty. We want you to feel free to communicate. We do have to be mindful of how we conduct ourselves at the PFC meetings. We value goals and teamwork. PFC strives to reach consensus. Please review the points and the values statement. Items addressed should be placed on the agenda. Members are free to bring items forward to the co-chairs. Henry will have a follow up report at the end of the meeting on our last discussion.

Adam asked if we are speaking in code here. Is this about the discussion on the medical doctor? Was it inappropriate for René to bring this item up? Was there hostility in the conversation? Kenn reported that there was feedback from some PFC members that their responses, rational and opinions were not valued.

When that discussion took place, both Kenn and Robert were surprised because this item was not on the agenda. If items are brought forward it allows for time to conduct research prior to the meeting. In general, the message here is we should treat each other with mutual respect, raise issues before hand so that the process is followed.

Katie reported that it would be helpful to have more information and that will result in knowledge and buy in when there are items of concern. Hiring is a good example even with categorical positions so that we as PFC members can carry the message to others among our respective constituent groups. This could be a solution so that we are all on the same page even if it comes before this body as an information item. Kenn made note of this for future and reported that the co-chairs have ongoing discussions about PFC's function, limitations etc.

V. New Business

- No Items

VI. Unfinished Business

- **Accreditation Update** – Kenn reported that four visitors are part of the team that is coming on Friday October 16, 2015. Howard can elaborate further. Howard reported that our report was submitted last week. We have two Administrators and two Faculty members will arrive on campus at 8am. A tentative schedule is set with the focus on SLOs, Distance Education, Human Resources, Planning and Institutional Effectiveness. The team will be here for half a day. We do not know if there will be any afternoon meeting or a report out prior to their departure.

As a reminder we have full Accreditation. ACCJC will hold its next meeting in January, 2016. This is where they will accept the report or have conditions if deficiencies were found. Those are the types of responses we can expect. There were seven recommendations, of those seven; five were deficiencies that we were not meeting the standards. The recommendations were in 1,3,5, and 7. We should hear the results in late January or early February. After that action is taken we will start planning for the midterm report.

Kenn asked if by chance any of you are called in, he would urge you to focus on the processes that we have put in place. The Board will review our report tomorrow. You can view the report on the Accreditation website titled "2015 Follow up report." Please read the report it is short. Howard passed around his copy of the report. The theme of this report is that we have implemented processed that ACCJC called for. The report shows that we have been diligent putting procedures in place. This may not mean that we have reached capacity in every aspect. In terms of SLOs, Kenn is crunching the numbers now to see how it looks. We probably look better than we have in the past but that is not the goal here. Kenn is prepared to answer questions if called upon.

- **BP Updates**

- **BP 1100 – Rio Hondo Community College District** – Kenn reported that the addition here is the phone number for the EMEC and the addition of language in paragraph V.

Kevin stated if it is premature to add the Pico Rivera Educational Center at this point.

Kenn responded when we added EMEC we forgot the phone number. When the Pico Rivera Center opens we will have to revise this BP again. [Consensus reached.](#)

- **BP 1200 – District Vision, Mission, Values Statement** – Robert reported that this revision is a result of the Four Year degree and the ACCJC reference. [Consensus reached.](#)

VII. Committee Reports

PFC Sub-Committees

- Safety – See below.
- Staffing – No report.
- IEC – See below.
- Program Review – No report.
- Facilities – No report.
- Equipment & Technology – No report.

Other Committees

- Staff Development – See below
- Basic Skills – No report.
- SLO – See below.
- Distance Education (DEC) – No report.

Safety – Myeshia reported that she will bring forward any updates from Safety Committee. The committee is scheduled to meet on November 20th. They will be discussing the outcome of the emergency drill on Wednesday, October 21, 2015. Katie reported that last week we had the pop tart incident in the Student Services Building that set off the fire alarms and the building was evacuated. In talking to Jim Poper, many people are not clear about different protocols for fire emergencies, active shooter, etc. Are we to shelter in place or do we evacuate? We need some clarification on this. Mark reported that in his previous high school there was a sequence of bells to indicate a lockdown. Maybe that type of system would be appropriate.

Loy will follow up with Jim Poper and Jim Alcala to see how other campuses evaluate different scenarios and alarm sequencing.

Howard reported that we do not use the alarm for the shelter in place. Unless there is an error, we shelter and stay in place until directed. For active shooter the plan was to use Blackboard Connect only and stay in place. Clearly, we need more instructions on this matter.

Julius reported that when he is in the Counseling office the message is only displayed on his phone not on the computer. Howard clarified that the computer notification comes from the Berbee System. Julius also noted that many staff members do not get cell phone service/reception in the Student Services Building.

Robert reported that there is a problem here for those instructors in classrooms delivering instruction. They will never get the notification.

Adam reported that perhaps Myeshia can bring this issue back to Jim Poper. In light of the recent shootings it may be time to give the campus community a refresher on Active Shooter. We have a lot of new staff and he doesn't remember a lot from the last presentation. Perhaps we can have this at the Spring FLEX Day. It is very timely to review procedures.

Myeshia reported that Don Mason is going to address the Board on this very topic. Myeshia is sure that the Board will anticipate more training on this topic.

IEC – Howard reported that all the programs for program review have been scheduled. The peer review committee is in need of a few additional people to serve. This can be a great experience and there is also great food. Howard passed around the sign-up sheet looking for volunteers. It is nice when PFC members are involved in the Planning Process. Howard reported that the IEC is also working on the update to the Educational Master Plan. PFC should be more involved and should have a greater discussion regarding review of the Mission and Values. We have also established follow up on Institutional Goals at the last Planning Retreat where we worked on a planning schedule to fine tune the Goals and Objectives as well as action plans. Howard's office will be sending out invitations to members of the work groups.

Jeannie inquired about the discussion regarding the one time instructional monies.

Adam reported that S336 got a major overhaul. Myeshia added that there were some additional projects on the list that were not completed prior to the end of the fiscal year June 30, 2015. Some projects were completed during the summer. There was a lot of coordination with IT and Facilities staff. There is a classroom right over her office that she knew received an upgrade because she can hear the sound. The task stools have been ordered for the CTE area. Everything on the list was ordered and received. We went slightly over the \$425,000 budget due to overruns in installation costs in audio-visual. We would have to add additional funding to accomplish the items recommended.

Jeannie reported that the Business Division did not receive the six document cameras that were requested.

Myeshia responded that IT was responsible for ordering those items. She believes that Gary bundles many of the items to save on costs. Myeshia will check on the six document cameras and report back with a copy to the co-chairs.

Kevin asked is this is now replacing Resource Allocation?

Howard reported that last year's instructional dollars that were one time funds that were available. The President will be letting us know soon on the resource allocations.

Kenn reported that as people complete program plans the best advice is to review last year's program plan request. Deans may have changed the language if requests came in with a more precise quote use that version. If you just rollover plans year to year and there has been something that is complete, you want to ensure that information is updated. Kenn has the very same problem when the unit plan roll into the Academic Affairs Area plan. Research and offering concise costs will help in the overall process. Please ensure that you have the most recent information in your program plans.

SLOs – Adam reported that at the last committee meeting, we are trying to get to 100% of the written report for the 2014-2015 academic year. Our next task will be to complete the assessment reports for all programs. This should not be as challenging since we only have 90 programs which is more manageable. The end of the semester is our target for completion. We are now going through the process to ensure course level and program level SLOs are complete. Yolanda Ramirez spent all of last week compiling a list identifying the courses that still need a program level SLO. Notifications were sent to the Deans and faculty with a completion date of early spring semester 2016. We would like to move forward at a reasonable pace.

DEC- Suzanne reported that the Distant Education Committee is now the Online Education Committee which was agreed upon at their last committee meeting yesterday. Kenn clarified that the name change is going through the process now and will be finalized soon.

VIII. Announcements – No announcements were made.

IX. Public Comment

Henry reported that he was concerned and surprised when he heard about the discussion regarding the Health Office. He saw nothing on the last PFC agenda and was shocked. As it was stated earlier items can be brought forward but we as a group must agendaize items and also follow the Brown Act. This will allow for sufficient research.

The first item Henry has to report back on was the one that Katie brought forward regarding the application process and lifelong learning. Leigh Ann Unger came back from her statewide meeting to report back that CCC Apply does not customize their software and life-long learning is something we do not have the capacity to add locally. The state requires certain segments for MIS reporting. This is how they collect data. We can't customize the data.

The second item to report on is the Health Office. First and foremost, there is a personnel matter that is ongoing that Henry cannot discuss. The concern is that our students are not being served. For many years the Health Center has been operating in the red and the general fund has subsidized the Health Center. Until we hired the previous Coordinator, the Health Center was run by Anza Smith (former Health Office Coordinator) and a Registered Nurse. As we go through the process to find a doctor, two doctors interviewed and wanted \$200 – \$500 per hour. Our hourly rate is \$70 per hour and the candidates said "No thanks." We are going to try emergency room doctors who are willing to work on call.

Henry chatted with René briefly prior to this meeting that Dr. Sanchez is serving at a 100% position in Psychological Services now which is an increase from 50% when Dr. Itatani served in Psychological Services. We have an additional four interns to serve students as well. As for physicals for Public Safety Cadets and Athletes, we have not done this for the past two years. We found alternatives for them.

Jeannie asked if the physician position is being advertised.

Henry responded that we have advertised in Health Science circles and other health care outlets. We are looking for a physician for 5-7 hours per week. We are looking for someone perhaps a retired doctor.

Kevin asked if this is an opportunity that is similar to what Katie suggested that if PFC was aware that a search was going on things like this may not have happened. Senate Exec talked about the EOPS position and how it came through as tenured position, how we are not really sure. Maybe if PFC was just informed of such things we would all be better off because people would be informed.

Henry responded that he has no problem with sharing information. However, there is a difference between what comes before this body and what is deemed operational. He looks at finding a doctor as an operational issue. If you have questions always feel free to ask.

Howard asked if the recruitment is still open. Sandra wanted to know if Human Resources is coordinating the recruitment? Jeannie asked if the doctor is contracted out are they considered an employee of the District.

Henry reported that this is an unrepresented position. Some colleges have doctors who are on call only or come on campus on a scheduled day(s).

X.Adjournment – Meeting adjourned at 3:31 p.m. The next meeting will be held on October 27, 2015, 2:30 – 4:00 p.m., Board Room