

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING FISCAL COUNCIL MINUTES
Tuesday, October 27, 2015, 2:30 p.m., Board Room**

Members Present: Kenn Pierson (Co-Chair and VPAA), Robert Bethel (Co-Chair and President, AS), Dr. Kevin Smith (1st VP, AS), Katie O'Brien (2nd VP, AS) Michelle Bean (Secretary, AS), John Frala (ASCCC Rep, AS), Dr. Adam Wetsman (Past President, AS), Dr. Sergio Guzman (President, RHCFA), Julius B. Thomas (Faculty), Jeannie Liu (Faculty), René Tai (CSEA), William Ashby (ASRHC), Sean Burton (ASRHC), Dr. Vann Priest (Mgmt. AA), Loy Nashua (Mgmt. SS) Mark Littrell (Faculty) Sandra Rivera (President, CSEA)

Members Absent: Myeshia Armstrong (VPFB), Sheila Lynch (Parliamentarian, AS), Suzanne Frederickson (CSEA), Herzon Alfaro (ASRHC)

Staff Members: Reneé Gallegos (Recorder)

I. Call to Order

Kenn called the meeting to order at 2:33 pm.

II. Acceptance of Minutes – The minutes of October 13, 2015 were accepted with one edit on page 5 regarding lifelong learning and CCC Apply.

III. Co-Chair's Report – Robert reported that he asked for the membership lists for PFC Committees so he can be aware of faculty serving on committees. Robert is always for faculty participation and this will help filling vacancies. Robert reviewed the Distance Education, Basic Skills, IEC, SLO, Staff Development and the Safety Committee. If there is anyone that we are missing please let Robert or Kenn know.

Kenn reported that he was thinking about what a busy time of the year this is. Take a step back to see what everyone is working on we have the CBT Consultants assessing our enrollment strategies, the follow up to accreditation, on-going initiatives such as the participation in the OEI, CAI, and many other statewide endeavors. We are involved in 3SP, we received late breaking announcements on Student Equity and the Title V Grant, in addition to all the work that we are all involved in. We are in the midst of the annual planning process so it is a very busy time of year. Kenn appreciates all the activity that is going on.

IV. New Business

BP/AP Review

- BP 3200 Accreditation - Concern was raised by members regarding the connection between the District and ACCJC. After clarification that ACCJC is the current accrediting body at this time [consensus was reached](#) with one minor edit.
 - BP 3250 Institutional Planning - [Consensus reached](#) with the strikeout of the asterisk on the Student Equity plan as there is no footnote or definition linked to the asterisk. It was clarified that the Educational Master Plan name is now called the Long Range Educational Master Plan an impetus to ACCJC.
 - BP 3410 Nondiscrimination - [Consensus reached](#).
 - BP 3540 Sexual and Other Assaults on Campus - [Consensus reached](#) with one clarification to check on Ed Code section 67383 which is not mentioned in the new language in red (attached). Is it relevant?
 - BP 4040 Library and Learning Support Services - [Consensus reached](#).
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- BP 4050 Articulation - [Consensus reached](#) with one minor edit adding a colon after Sources/References.

Sandra requested that we return to the practice of placing the CCLC language of “legally required, legally advised or insert local practice,” at the top of the draft APs/BPs. That was most helpful during the review process. Reneé will follow up with Sandy Sandello on this item.

V. Unfinished Business

- **Debriefing on Accreditation Visit** – Kenn reported on what occurred on Friday, October 16, 2015 when the Team was on campus for their visit. They were fast in and out. The first meeting at nine is where Matt Koutroulis did an outstanding job along with Barbara Salazar on SLO software demonstration and reports. Kenn shared the form with the team on Course SLO Assessment Reports. Howard and Kenn were on site and Adam was available via telephone. Two of the recommendations were for SLOs to be accurate on course syllabi and to develop syllabi for non-credit courses. The ten o’clock meeting was with Howard and Lydia Gonzalez regarding Program Set Standards. The eleven o’clock meeting was with Kenn, Dean Green and Colin Young, DE Coordinator. Much of the focus was on substantive contact between instructor and student. Kenn elaborated further that it appeared to be a good sign that team members were focused on regular and effective contact vs. regular and substantive contact. One is a state level term and the other is federal language. ACCJC representing the Feds so they use regular and substantive contact. Kenn tried to use regular and substantive contact when speaking to the team. We are getting hung up on a word. We have put many processes in place including; The Course Expectations letter that the team was impressed with, the Faculty Online Training and Best Practices form. There was no discussion of Program Discontinuance. Recommendation seven was handled by Yolanda Emerson and President Dreyfuss regarding SLOS and the evaluation process.

We are planning to meet this afternoon to have a discussion on the feedback that we may be receiving. Certainly, there will be move to come in the near future. We will have an opportunity to respond to the team’s report before ACCJC takes action in January, 2016. There was no discussion of program discontinuance.

- **Instructional Equipment Sub-Committee** – The co-chairs announced that nearly \$600,000 of instructional funding has been made available to Rio Hondo College as categorical state funding, from the Chancellor’s Office. \$100,000 of this amount has been designated for the Library. After some concerns were raised it was clarified that this is a separate subcommittee (that does not run parallel to Facilities, Equipment & Technology Committees in Annual Planning) that will meet because the allotted funds are specifically for Instructional areas. This is also not to be confused with the Instructional Technology Committee.

A subcommittee of the PFC has been formed to prioritize funding requests, tied to our institutional planning process, and make recommendations accordingly. Volunteers for the subcommittee include; Sandra Rivera, Jeannie Liu, Vann Priest, Michelle Bean, a faculty member from the BSS Division (*Melissa Rifino-Juarez*), and Adele Enright upon her acceptance (*Adele confirmed*). It will also be most helpful to have Gary Van Voorhis, Carlos Monteros and Jim Poper on call as needed should the committee have questions as it nears finalization of priorities. The meeting schedule is yet to be determined. Howard will share the resource requests documents at the November 10 meeting.

Will departed at this point of the meeting (2:57 pm).

VI. Committee Reports

PFC Sub-Committees

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

Other Committees

- Staff Development – Report below.
- Basic Skills – Report below.
- SLO – No Report.
- Online Education (OEC) – No Report.

Staff Development – Katie reported that due to restrictions at the Clarke Estate, a new venue was selected at the All Staff Retreat will be held at Pico Park. We have a budget for 100 attendees. To date 85 staff members have responded. Tomorrow we are holding a New Faculty Orientation which is a springboard for the spring semester new hires.

Basic Skills – Sergio announced that the Basic Skills Annual Report was just turned in to the state.

Sandra asked how Canvas going? Sergio reported that Canvas implementation is going well. The agreement is set with the District and we are moving forward. We anticipate holding training sessions in January so staff can be trained before we go live. Robert asked if Canvas will run parallel to Blackboard until it is discontinued.

VII. Announcements

Henry reported that the Chancellor's Office released the allocations for the SSSP funding. Rio Hondo College received \$4,311,135.00, an increase of \$2,213,835.00 from 2014-15. We received one of the highest increases in the State of California. This is especially noteworthy given our FTES compared to other colleges in our region. We are 10th in enrollment but received the 4th largest allocation in funding. Henry gave special thanks to the Counselors and everyone else for their efforts.

VIII. Public Comment – No comments were made.

IX. Adjournment – The meeting was adjourned at 3:23 pm. The next meeting will be held on November 10, 2015, 2:30 – 4:00 p.m., Board Room.