

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, March 22, 2016, 2:30 p.m., Board Room

Members Present: 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), Sheila Lynch (Parliamentarian), Dr. Adam Wetsman (Past President, AS), Dr. Sergio Guzman (President, RHCFA), Julius B. Thomas (Faculty), Jeannie Liu (Faculty), Sandra Rivera (CSEA), Sean Burton (ASRHC), Dr. Vann Priest (Mgmt. AA), Dr. Mike Muñoz (Mgmt. SS)

Members Absent: JoAnna Schilling (Co-Chair and VPAA), John Frala (ASCCC Rep.), Mark Littrell (faculty), Suzanne Frederickson (CSEA), René Tai (CSEA), William Ashby (ASRHC), Javier Cano (ASRHC)

Staff Members: Reneé Gallegos (Recorder)

- I. **Call to Order-** Robert called the meeting to order at 2:35 pm.
- II. **Acceptance of Minutes** – The minutes of March 8, 2016 were consensed upon as presented.
- III. **Co-chairs Report** – Robert reported that JoAnna is attending a conference today. We will move on to new business.
- IV. **New Business**

BP and AP Review (6 Items)

- BP 2010 Board Membership - [Consensus with minor edits.](#)
- BP 3410 Nondiscrimination - [Consensus with minor edits.](#)
- BP 3501 Campus Security and Access - [Consensus with minor edits.](#)
- BP 6200 Budget Preparation - [Consensus with minor edit.](#)

- AP 2712 Conflict of Interest and Disclosure Code - [Consensus with minor edits \(Robert Bethel requests to clean up the document replacing "agency" with "the District" in multiple places within the AP\).](#)
- AP 3250 Institutional Planning – this item was pulled for further study.

Sergio questioned the list of designated positions in the “new position” category. Is this in case we get some positions in the future? He also asked about the Risk Manager position.

Sandra reported that Jim Alcala is the current Risk Manager and he is a consultant. As specified in the AP consultants have to file the conflict of interest form. There are different numbers assigned for the Risk Manager and the consultant.

- V. **Unfinished Business** – No items.
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VI. Committee Reports

PFC Sub-Committees

- Safety – Report below.
- Staffing – Report below.
- IEC
- Program Review
- Facilities
- Equipment & Technology

Other Committees

- Staff Development
- Basic Skills
- SLO
- Distance Education (DEC)
- Student Equity

Safety – Myeshia reported that while she is not an official member of the Safety Committee, she has some information to report. The Safety Committee met last Friday, March 18, 2016. An Evening Emergency Drill was conducted on March 17th and went well. Myeshia also provided the following update on security cameras on campus. The contractor is conducting the initial opening that involves ordering equipment and developing a timeline. The staff for the contractor will be properly identified when installation begins. The Contractor has a comprehensive plan addressing what the District's needs are. We have a target time for completion that is contingent upon receiving the required equipment. A facilities alert will be sent out to the campus when work begins. Myeshia also reported that the safety committee discussed pets on campus. Apparently, there has been multiple reports of an increase of dogs on campus. The Facilities staff will address the recent increase of joy riding on District golf carts on campus. Many of the carts can be easily started even without the proper key.

Julius reported that there is an increase of students bringing pets on campus. He had to meet with a student that brought a python with her so it is not specific to dogs alone.

Vann reported that while we have both and BP and AP on service animals, we do not have anything written about bringing pets on campus.

Adam reported that this is a problem with pets. While service dogs are allowed on campus, anyone can go on the internet and get a certificate. If someone is in need of a disabled placard, one must get authorization from a licensed physician. We need to research Ed Code to see if there is any language to revise our current BP/AP or create a new one.

Staffing – Robert reported that the Staffing committees met March 9, 10, 16 and 17. Grade submissions are due tomorrow for both faculty and classified positions.

IEC – Vann reported that the IEC is planning the Leadership Retreat scheduled for Friday, April 15, 2016, 8-3:30 pm, Whittier Radisson.

Facilities – Kevin asked if there are any updates on the a/c? Robert talked to Jim Poper and Robert Marsh on this issue. Unfortunately, it is not just one problem. They have to deal with multiple issues and repairs have to be completed in stages. Myeshia reported that facilities staff is working on this now and the goal is to have units back online when we return from Spring Break. We are hopeful.

Staff Development – Katie reported that tomorrow is the deadline for the Leadership Academy applications. Katie sent out the feedback from Spring FLEX Day in a separate email to PFC members.

Tomorrow is the second Full-time Faculty Orientation series that Katie and Adam are hosting. This session will cover classroom issues including Program Review. There will be two more workshops, one in April and one in May. Adam reported that he is hosting a workshop for part-time faculty who wish to crossover to full-time faculty. So far there are 20 people signed up for this workshop. For future workshops, Adam will reach out to CSEA membership in case there are classified staff members who teach at other campuses. Adam may have missed some people this time around.

Katie reported that a First Year Seminar workshop “Habits of the Mind” will be held on April 22nd. This is a three-hour workshop with a guest presenter from Cerritos College. The workshop is open to everyone. The motive here is to develop the concept in order to streamline it in preparation for the First Year Seminar that will be rolled out in Spring 2018.

Katie also reported that the Annual Reflection and Renewal Retreat will be held on Friday, May 13 if anyone is interested. It will be held at the Mater Dolorosa Passionist Retreat Center in Sierra Madre. Also, the deadline for Staff Development Grants for Spring and Summer is Friday, April 8th.

Sandra reported that the first ever CSEA professional development day will be held on June 3rd for classified staff. Student Services has been a leader in this area holding a professional development day for the past few years. The committee made up of Teresa Martinez, Kathy Gomez, Gloria Reyes, Lisa Sandoval and Sandra have been working on the planning.

Basic Skills - Sergio reported that the Basic Skills Grant Application is due tomorrow. The amount of funding we are competing for is \$1.5 million.

SLO’s – Adam reported that there are some developments in SLOs that he will share at the next PFC meeting.

Student Equity & SSSP – Mike shared updates from the Student Success conference he attended last week. Areas of interest included the Chancellor’s Office’s new technology – we will have to decide if we will adopt this new software which will include a Student Services portal. Starfish a degree software and early alerts are part of this user friendly software. It is faculty driven where the instructor can see student’s activity when accessing services on a dashboard. It has helpful appointment setting technology as well. It also integrates Canvas and Common Assessment that we are already participating in.

Robert asked who will make the decision to make the change.

Mike reported that the degree audit software affects counselors so we would need a demo for that group, potentially, with PFC and other end users. Mike believes that Senate Exec and the Technology Committee would have major input into the decision making process. Degree Works in its current use is not meeting our needs. The question is do we want to invest in modifications or do we want to wait and see about this new statewide technology. We don’t use Degree Works the way the state does because it is not reliable. It will cost a significant amount to bring us up to where we need it.

Henry reported that we have to wait on Common Assessment so it may be another year or two but it would be helpful to get some demos on campus now so we can see how the software works. DSPS is doing demos now on software and we want to be careful so that we don’t have multiple platforms.

Mike reported that the state is phasing in software and it matters when the college is in the que. In theory, we could transition early so we are not left behind in terms of what makes the most sense for our campus.

Katie asked when are we going to hear about the results of the Student Equity applications.

Henry reported that he is hoping for Friday, March 25. Some of the proposals are still being vetted.

VII. **Announcements** – Sheila reported that there is an exhibit in the gallery from the late Richard Lopez who was a Painting and Drawing instructor here at the college. An opening was held on Friday evening to accommodate the Lopez family. Richard was the consummate artist.

VIII. **Public Comment** – No public comments were made.

IX. **Adjournment** – Robert adjourned the meeting at 3:20 pm. The next PFC meeting will be held on April 12, 2016, 2:30 – 4:00 p.m., Board Room.

Important Dates:

Friday, April 15, 2016, 8-3:30 pm, Whittier Radisson – Institutional Planning Retreat

Friday, May 6, 2016, 5:30 pm, Mid-Quad – A Taste of Rio