

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, November 8, 2016, 2:30 p.m., Board Room

Members Present: Dr. Joanna Schilling (VPAA & Co Chair), Robert Bethel (Co-Chair and President, AS), Myeshia Armstrong (VPFB), Sheila Lynch (2nd VP, AS), Michelle Bean (Secretary, AS), Katie O'Brien (Parliamentarian), Dr. Adam Wetsman (Past President, AS), Dr. Sergio Guzman (President, RHCFA), Jeannie Liu (Faculty), Robin Babou (Faculty), Sandra Rivera (CSEA), Lisa Sandoval (CSEA), Dr. Jim Sass (CSEA), Dr. Vann Priest (Mgmt. AA), Dr. Jennifer Fernandez (Mgmt., SS)

Members Absent: Henry Gee (VPSS), Dorali Pichardo-Diaz (1st VP, AS), Mike Dighera (ASCCC Rep.), Mark Littrell (Faculty), Sandra Rivera (CSEA), Andrew Gonzalez (President, ASRHC), Robert Ruiz (ASRHC), Linda Parra (ASRHC)

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

- I. **Call to Order** – Robert called the meeting to order at 2:36 p.m.
- II. **Acceptance of Minutes** – The Minutes of October 11 & October 25, 2016 were accepted as presented.
- III. **Co-Chair's Report** – No report.
- IV. **Unfinished Business**

BP/AP Review (1 Returning item)

- AP 3501 Campus Security and Access – [Consensus with edits](#) - JoAnna and Robert to wordsmith the first paragraph so it reads more like a procedure. Should be procedure.
- ~~AP 3430 Prohibition of Harassment~~

V. New Business

- **Report on Strong Workforce** – JoAnna presented on the Strong Workforce Funding that RHC has received. Lynn Shaw a faculty member at Long Beach City College has been working on this with the Statewide Academic Senate. There is \$200 million being allocated to the state of California this year. The focus is to develop a pathway out of poverty including Basic Skills, SSSP and Student Equity funding. Focus on certificates and CTE. This will also meet the needs of the state and will require some college or a bachelor's degree. JoAnna will be attending the Strong Workforce Development meeting tomorrow.

We as a consortium would like to develop another Net Lab through Coastline College and all of the colleges would be able to access this technology. We can share software and our students would also have access and be able to work from home. If some of you are using software that would be something we can incorporate into this project. Another idea is investing in the software programs to see student's progress in certain competencies if employers are part of the consortium. That being said, this project is estimated to cost about \$2-\$3 million.

The following questions were asked:

- 1.) Is there a vision to develop joint projects for example to build spaceships?

JoAnna responded that all parties are interested in collaborating. To answer the question regarding shared resources, we are looking at creating a Cyber Security Program. DSN Bruce Noble is sharing curriculum now where students can go between colleges but who would get the FTES is another question. We have to create a scaffolding so we are not competing for the same certificate. This would address the needs in LA/OC as well as San Bernardino County too.

- 2.) Can we use this money to work closer to the high schools to develop the skills base before students come to RHC?

JoAnna responded yes this is a wide net that we are casting. One thing we talked about was not spending too much on equipment because we don't want enrollment to suffer. We will be spending some on equipment. Staff outreach will work out in the community and if you have a proposal or idea she encourages faculty to bring that forward. There is \$1.2 million now for 16-17.

- 3.) Is the allocation based on a different formula?

JoAnna responded that the formula is the same if the FTEs go down then we get less funding. It is based on the jobs labor market and the FTES generated. Next year there will be an outcomes piece that will need to be reported.

Myeshia reported that typically, the allocation is based on P2 prior year and the numbers get recalculated in February. Then the with the re-adjustment we can make changes.

- 4.) Since we are now half way through the fiscal year will be able to roll over this years' funds to next year?

JoAnna responded that she heard that there is a rollover in the works. We don't even have our plans yet so it will probably be similar to SSSP and Student Equity. Our funding for next year is based on enrollment which is flat but JoAnna anticipates that we will see an increase because of the BA degree. Many schools throughout the state are flat or below. At one of the presentations from the Chancellor's Office we asked when the CO is going to fund us and if we will have more integrated planning with SSSP, Student Equity etc. It is confusing because there are different requirements and deadlines that determine resource allocation. Sometimes this forces us to work in silos because of the requirements.

- 5.) Does the state look at funding and outcomes?

JoAnna reported yes, the problem here is all the other groups that come in to play; the legislature, Accreditation and how should be integrate all these pieces. There is so much infrastructure that has to be in place. An email that went out this morning to the CIOs for colleges that are further along to share the collective wisdom in reporting practices. Many of us are experiencing reporting fatigue.

6.) What is the deadline, the end of January? Do you have what you need yet?

JoAnna responded that there is a second training date on November 10th at 2:30 in room T-143. Mike Slavich will be the point of contact. Proposals are due on Friday November 18th. Perkins meets as a group and will prioritize requests then it goes forward to the Regional group. JoAnna's goal is to bring the approved projects back to the body to share.

- **Academic Division Counselor Schedule** - JoAnna distributed the schedule for the Counselors who are embedded in the Academic Divisions. This was in response to Michelle's request at the last PFC meeting to have the schedule.

Robert requested that faculty have the full schedule including the Nursing, Athletics and all of the specialty programs like Puente, Honors and Pathway to Law. Can we place this schedule in a logical place on the college website?

It was suggested that the schedule be placed on the academic division homepages, the master list could reside in Counseling with links embedded in the Divisions. JoAnna will follow up with Rachel Garcia on this item.

- **Update on the Sub Committee – Academic & Student Services Initiatives** – JoAnna reported that she was recently invited to come to an Academic Senate meeting where we had a lively conversation on regarding Academic and Student Service Initiatives. We have been working every month at our Joint Deans meetings. There are four categories that we have focused on.

Robert reported that the Academic Senate has created a committee to discuss these initiatives.

Sheila requested that the entire sheet of initiatives be sent out.

JoAnna responded that she had not shared the list prior too because she wanted ideas to be organic and not prescribed.

Katie asked if there has been any thought to have this list shared with SSSP, Student Equity and the Basic Skills committees. Perhaps this can be part of the integration process.

JoAnna responded that this is part of the conversation at joint deans in terms of how we collectively integrate these initiatives. If we took these four categories and if there is an existing chart that identified the grants initiatives that would help.

Michelle reported that Juana has the list of Student Equity activities.

Sergio responded that maybe the Academic Deans are not aware of the Student Equity Initiatives. Before we start changing things we should make sure that the campus community is informed. There have been changes in reporting regulations and there are many things going on that maybe haven't been shared at the Division level. We should focus on collaboration and connection.

JoAnna will talk to Juana to see if she has a template that can be shared with the various committees on campus. This is how momentum starts to build if we all understand what we are doing.

Adam reported that the Student Success workshop nearly three dozen faculty got together and collected a huge amount of suggestions of what to do. Adam can share these suggestions so that the faculty can help drive the message to students. IT is about connecting the faculty to this information so we know the resources are available.

JoAnna responded that there are a million different reasons why students do not utilize services. It is not solely for being uninformed.

Robert responded that it is about getting services to students. We also have a professional development issue in terms of faculty need. Faculty need as much help as the students do in understanding and developing awareness.

Lisa asked how many in this room visit other division/department webpages internally? The information is there, we have to take the time to look at it, read it and share it. That is half of the battle. Many people feel it is not relevant to their areas. We are all students when new things come out.

JoAnna responded that the videos that Adam created twice last year were great snippets of campus activities. Wendy Carrera is going to take up this initiative with her students. It is helpful. We have to continue the dialogue how do we embed information into new and continuing employees in the campus community. We talk about student services and we have to look at it from the student's perspective, where barriers exist and try to help them move through the process.

Jennifer reported that Rio Source went by the wayside because there was no one to maintain the has to maintain the site. To address this need they are about to hire a student success coach from Student Equity funds to bring things up to date. Our staff at the off-site centers are so valuable and have become very knowledgeable about programs and services.

VI. Information Item – Instructional Equipment Sub-Committee – JoAnna Schilling, Jeannie Liu, Vann Priest, Sandra Rivera, Michelle Bean, Belen Torres-Gil, Melissa Rifino-Juarez, Adele Enright, Linda Parra, Gary Van Voorhis, Carlos Monteros

A meeting notice was sent for the following date;

Tuesday, November 15, 2-3:30 PM in B119

JoAnna reported that Jeannie Liu has been invaluable during this process as the excel guru. It looks like we are not \$40,000 under budget but it was recommended by Myeshia Armstrong that we keep those funds in reserve to cover unanticipated shipping/taxes. If we still have a surplus after all funds have been allocated, the recommendation was that we would put this in the 10% reserve (for emergency items) and/or classroom inventory. Vann put a hold on his request for room renovations. Vann had 24 classrooms on the list to upgrade and we agreed to an 8-8-8 split over a three-year period. Vann has also placed this request in his Unit Plan. Jeannie also brought up the completion of renovating B119. That is not yet complete. We will need additional dollars to finish that room. We also have a small surplus allocation for the Library since the presentation rooms were removed from the list.

JoAnna emphasized that these recommendations are pending President Dreyfuss' review. The Academic Deans also conducting an inventory on classroom needs and that is not yet finalized.

Adam reported that the restrooms need to be looked at. Many locations on campus are in dire need of a deep cleaning and/or upgrading.

VII. Committee Reports

PFC Sub-Committees

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

Other Committees

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

Staff Development – Katie reported that the college did not received the Leadership Grant they had applied for. We have requested the committee notes and we hope to reapply next year. The RHCLA is moving forward in any case. Co-hort six is progressing nicely.

OEC - Sheila reported that the Canvas transition isn't going as smoothly as anticipated. JoAnna will connect with Michelle Pilati and Colin Young and ask if a survey is in the works to see how the transition is going. This way we can all better understand if there are issues and if we need additional staff development, but without having a better understanding of what might be the problem, it is difficult to address. It was also shared that Gabby Olmos and Zulma Calderon have been wonderful support for faculty during the migration to Canvas.

Robert announced that the Student Equity Summit is next month on Tuesday, December 13, 8:30-4pm at the Whittier Grand Hotel. Dr. Mora has sent an email with the details.

Next week is Jose Antonio Vargas in the Wray Theater is on campus if you are interested let Dr. Mora know.

VIII. Announcements – No Announcements.

IX. Public Comment – No public comments were made.

X. Adjournment – Robert adjourned the meeting at 3:53 pm. The last PFC meeting of the fall semester will be held on November 22, 2016, 2:30 – 4:00 p.m., Board Room

Fall 2016 Academic Division Counselor Schedule

Behavioral and Social Sciences

Location: A203

To make an appointment call: (562) 463-7008

	Monday	Tuesday	Wednesday	Thursday	Friday
Angelica Martinez x7069	9:30 am - 3:30 pm	3:30 pm - 7:00 pm	9:00 am - 1:00 pm 2:30 pm - 4:00 pm	9:00 am - 1:30 pm 2:30 pm - 7:00 pm	8:30 am - 1:00 pm

Business, Art & Culture Programs

Location: B100P

To make an appointment call: (562) 463-7008 or (562) 463-7357

	Monday	Tuesday	Wednesday	Thursday	Friday
Troy Flores-Olson x7357	10:00 am - 4:00 pm	10:00 am - 4:00 pm	10:00 am - 2:00 pm 2:30 pm - 4:00 pm 5:00 pm - 7:00 pm	8:00 am - 2:30 pm	9:00 am - 3:00 pm
Igor Daza	8:00 am - 9:30 am	8:00 am - 9:30 am 4:30 pm - 5:30 pm	8:00 am - 9:30 am	2:30 pm - 5:30 pm	

Communications & Languages

Location: A203

To make an appointment call: (562) 463-7008

	Monday	Tuesday	Wednesday	Thursday	Friday
Jorge Huinquez x3207	9:30 am - 2:00 pm	1:30 pm - 5:30 pm	9:30 am - 1:30 pm	4:30 pm - 6:00 pm	

Mathematics & Sciences - STEM

Majors: Chemistry, Math, Physics, Biology, Engineering, Environmental Science, Environmental Technology

Location: S 205P

To make an appointment call: (562) 463-7013

	Monday	Tuesday	Wednesday	Thursday	Friday
Viviana Villanueva x7013	8:30 am - 12:30 pm 1:00 pm - 7:00 pm	8:00 am - 12:30 pm	9:00 am - 12:30 pm 1:00 - 3:00 pm	8:30 am - 12:30 pm 2:00 pm - 3:30 pm	8:30 am - 11:00 pm

Career & Technical Education

Location: T123

To make an appointment call: (562) 908-3460

	Monday	Tuesday	Wednesday	Thursday	Friday
Claudia Romo x3213	5:00 pm - 7:00 pm	9:30 am - 12:00 pm 1:00 pm - 7:00 pm	8:30 am - 1:00 pm		10:00 am - 3:00 pm
Jill Anderson	12:00 pm - 5:00 pm			10:00 am - 7:00 pm	

NOTE: These schedules represent a typical weekly schedule for Fall 2016. However, depending upon department needs, schedules are subject to change.

Revised 10.27.2016



Joint Deans: Retention and Inclusion Initiatives

Customer Service/Personalized attention

- **Problem:** Too much bouncing students around from one office to the next
- **Solution:** One stop assistance
 - Training and reminders for all staff, faculty
 - More services in each division area -counselors in divisions will begin to help with this
 - Student friendly website
 - Accurate catalog
 - Create a routing form for each office to give to students identifying the issue, where to go, what to ask, who to speak to-follow up with MRM for template used previously

Early interventions (C grade, attendance alert)

- **Problem:** students keep falling further behind and don't know how to climb out
- **Solution:** Develop an Intrusive Model
 - Faculty reach out at the first sign of issues
 - Remind faculty to drop students who No Show
 - Embedded counselors in divisions
 - Get Senate Executive Board involved- AA
 - Require all students with a C grade to attend an office hour
 - Mandatory WRC, MSC, or LAC visit
 - Counselors in division will help with this too!
 - Implement Starfish early alert – not yet ready
 - Course progress reports- how to do this? (SS/AA)

First generation/Low income students less likely to seek help

- **Problem:** How to develop a successful college-going culture?
- **Solution:** Build a positive culture on campus where students can find help
 - Peer mentors and tutors
 - Student success coaches- request to add coaches in divisions
 - Online series of interactive college success videos required for every student – will also add for LAC, WRC, Nursing, Police Academy -Others?
 - Orientation by majors at the beginning of each semester with faculty and dean involvement
 - Marketing Efforts
 - Develop a RHC College Pride
 - Publicity kiosks/boards across campus

Poor Retention

- **Problem:** Students not staying or completing because of tuition or book costs
- **Solution:** Provide just in time retention grants and required financial counseling
 - Develop financial literacy workshops
 - Establish stable funding for textbook assistance
 - Develop welcome postcard to send to every student after they apply to CCCApply
 - Letters to students after declaring major welcoming them to the academic department and providing degree/certificate information
 - Emergency loans throughout the semester, not just in first 2 weeks

- Develop Environmental scan committee (including students) to assess college navigation and accessibility
- Communication text system needed
- IERP – data needed to analyze why students leave after 30 units – why/where are they going?