RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING FISCAL COUNCIL MINUTES
Tuesday, April 11, 2017, 2:30 p.m., Board Room

Members Present: JoAnna Schilling (Co-Chair and Interim VPAA), Robert Bethel (Co-Chair and President, AS), Henry Gee (VPSS), Dorali Pichardo-Diaz (1st VP, AS), Sheila Lynch (2nd VP, AS) Michelle Bean (Secretary, AS), Katie O’Brien (Parliamentarian, AS), Mike Dighera (ASCCC Rep), Dr. Adam Wetsman (Past President, AS), Robin Babou (Faculty), Jeannie Liu (Faculty), Jim Sass (CSEA), Andrew Gonzalez (President, ASRHC), Robert Ruiz (Secretary, ASRHC), Dr. Vann Priest (Mgmt. AA), Jennifer Fernandez (Mgmt. SS)

Members Absent: Dr. Sergio Guzman (President, RHCFA), Mark Littrell (Faculty), Sandra Rivera (President, CSEA), Lisa Sandoval (CSEA), Linda Parra (Treasurer, ASRHC)

Staff Members: Howard Kummerman (Dean, IRP), Markelle Stansell (Recorder)

I. Call to Order – Robert called the meeting to order at 2:34pm. Items have been rearranged on the agenda to allow the Committee Reports to be presented directly after Acceptance of Minutes to be respectful of guests’ time.

II. Acceptance of Minutes – March 14, 2017 – Consensus reached to accept the March 14, 2017 Minutes as presented.

III. Committee Reports

- **Safety/Facilities** – No report.

- **IEC** – Howard spoke about the review and evaluation of the IRP Retreat that was held on Friday, March 17, 2017. He will be sending out the results of the evaluation at a later date. The evaluations will be used to make directed decisions as to what will be done with the feedback. Howard also mentioned that the ACCJC required set standards have been finished and will be presented to PFC at an upcoming meeting. The midterm report for ACCJC is due October 15, so he reminded those in attendance that it is never too early to be saving minutes from committee meetings, as well as other documents to be used as evidence in our report. Accreditation should always be in the back of our mind.

- **Program Review** – No report.

- **Staff Development** – Katie reminded the group that her office is still accepting submissions for the Staff Development survey. All Managers, faculty, and staff are highly encouraged to complete the survey. Additionally, she spoke briefly about an upcoming Regional STEM Reading Apprenticeship Workshop, as well as the Reflection/Renewal Retreat that will be coming up on Friday, May 12 at the Mater Dolorosa Retreat Center in Sierra Madre.

- **Basic Skills** – No report.

- **SLO** – Adam attended a conference recently with a focus on Accreditation. He noted that it was informative to see what other schools in the area are doing. We are currently waiting for ACCJC to tell us that status of the disaggregation of student data.
• **Online Education (OEC)** – As a part of the Online Education Initiative (OEI), Net Tutor has gone to Senate and is now available to faculty for use in their classes. It is a 24/7 online tutoring service. As an OEI pilot school, RHC does not pay for this service. It was suggested that there could be a breakout session during the next FLEX Day regarding the use of this technology and how it may benefit our students. Sheila Lynch inquired how much money we have saved by switching to Canvas and no longer using Blackboard; she suggested that this money could be used for additional Professional Development opportunities for faculty. JoAnna will find out how much money is left, where it will be allocated, etc.

• **Student Equity** – We will have a couple of speakers on campus in May. One is Dr. Pedro Noguera, who will be hosting an equity talk on May 2 discussing how to best improve the life trajectories of Latino male students. Following the campus-wide talk, Student Equity is hosting a faculty and staff luncheon with Dr. Noguera. Dr. Manuel Pastor will be on campus on May 10 to discuss the shifting demographics in Los Angeles and what it means for us as educators.

• **SSSP** – No report.

**IV. Co-Chair’s Report** – JoAnna reported on the California Guided Pathways Grant. There will be 5-7 core members working on this project, with four or five summits throughout the year (the first one taking place in September). In May, they will release the task list to us. This project is exciting for RHC because we are one of twenty colleges chosen to participate. This project will allow us to take what we already have and integrate them across the campus so we are all informed of the pathways that will benefit students. In the proposed budget, $150 million will go to California Community Colleges. The allocation that each college receives will be based on FTES, and we will need to apply for this money. It may be used as funding for travel to symposiums, national conferences, etc. as well as to do fund work that is being done on campus. It was noted that the Academic Senate will need to be integrally involved in this project, as well as the new VPAA and the VPSS.

**V. New Business**

• **IT Infrastructure Upgrade Projects** – President Dreyfuss reported that we were able allocate funds to replace pieces of RHC’s IT infrastructure. As a result, we anticipate that our servers will be much quicker. After the Board Approval and requisition process, the hope is that the projects will be completed within 1 year.

• **Budget Development Calendar – FY 2017-2018** – President Dreyfuss presented the Budget Development Calendar to PFC. It will go to the Board for approval at the May 11 meeting.

• **AP 7330 – Communicable Disease** – There has been a change in state law regarding mandatory tuberculosis tests. JoAnna and Robert will clean up the language in the AP and bring it back to PFC at the April 25 meeting.

• **Spring 2017 FLEX Day Evaluation Summary (Katie O’Brien)** – Katie’s office does a review after every FLEX Day and a committee looks at the results. She noted that the response rate is slightly down, but that overall satisfaction was on par with what is typically reported. Some of the recommendations that were received were to make sure that the agenda is accurate in terms of the time allotment for the opening ceremony. Because opening remarks ran over, this had far-reaching implications for breakout sessions and lunch. Additionally, the Wray Theatre can’t hold everyone, so it was suggested that technology upgrades take place that would enable Rio Café to receive a live feed of the Wray Theatre to accommodate the overflow. There is some question as to whether or not this is feasible due to lack of Internet.
access/reliable WiFi in the Rio Café. One suggested topic that would benefit faculty across disciplines for Fall FLEX Day might be *Writing Across Curriculum*.

VI. **Public Comment** – No comments were made.

VII. **Adjournment** – The meeting was adjourned at 3:51 p.m. The next meeting will be held on April 25, 2:30 – 4:00 p.m., Board Room.

**SUPPORTING DOCUMENTS**

**Summary of Flex Day Spring 2017 Evaluation & Survey**

- Out of a total of 162 responses, 57% (92) were full-time faculty, 38% (62) were adjunct, 5% were staff and management. The number of responses in Spring 2016 was 225.

- 94% of respondents either strongly agreed or agreed that the configuration for this spring’s FLEX Day effectively met their needs.

- 90% suggest a Spring 2018 configuration that includes a keynote of some type, breakouts, and department meetings.

- **In terms of the Breakout sessions:**
  - 87-93% believed that valuable/useful information was provided
  - 92-93% thought the presenter was knowledgeable & engaging
  - 79-86% stated they could implement what they learned in their work

**FLEX Committee Analysis & Recommendations:**

- Keep in contact with all presenters for the general morning session to ensure the scheduled time frame is accurate and adhered to. This spring, the morning session ran approximately 25 minutes over the scheduled time and this took away a great deal of time from those who presented in the first breakout and led to confusion over the timing of the remainder of the morning schedule.

- As Wray Theater cannot hold everyone who is required and desires to attend the FLEX morning session, it is suggested that technology upgrades take place that would enable Café Rio to receive a live feed of the Wray Theater to accommodate the overflow.
## IT Infrastructure Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Wireless Replacement and Expansion</td>
<td>$471,000.00</td>
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<tr>
<td>The current wireless infrastructure was purchased in 2007-08 and needs to be updated to improve speed, coverage, and density. The new wireless access points operate at a much higher speed, they have more powerful radios to cover a larger area, and this project would add 86 new access point to improve the density of wireless support throughout the campus.</td>
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<tr>
<td>Network Replacement</td>
<td>$886,000.00</td>
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<td>At the &quot;core&quot; of the RHC network is a series of switches that control the flow of information from one place to another, both within the campus and to destinations outside the campus. These switches reside in the large, densely networked buildings throughout the campus. This equipment was purchased in 2007-08 from bond funds and has reached end of support.</td>
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<tr>
<td>UPS Replacement</td>
<td>$55,000.00</td>
</tr>
<tr>
<td>All network gear and server systems at RHC have battery backup to maintain a continuous flow of power in the event of a power outage. Many of these batteries have reached their end of life, can no longer hold a charge, and need to be replaced.</td>
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<tr>
<td>Server/Storage Replacement and Expansion</td>
<td>$350,000.00</td>
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<tr>
<td>There is a need to replace aging server equipment and increase server capacity to support ongoing and new business applications. This project both retires aging equipment and expands RHC's server infrastructure to meet the demands for new applications.</td>
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<tr>
<td>Security System Upgrades</td>
<td>$186,000.00</td>
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<td>The College's network security devices have aged and are no longer effective at protecting RHC's valuable data from the types of attacks organizations currently face. This equipment upgrades and modernizes the College's network defenses.</td>
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<tr>
<td><strong>Total with Tax</strong></td>
<td><strong>$1,950,000.00</strong></td>
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Budget Development Calendar
FY2017-2018

January 10, 2017     Governor released FY2017-18 Budget Proposal
January 20, 2017     Final submission of Area Plans
February 7, 2017     President’s Cabinet reviews resource allocation requests
February 16-23 2017  Resource Allocation Committees score/prioritize resource requests
February 24, 2017    President and VP Finance & Business reviews prioritized resources requests
March 17, 2017       Institutional Planning Retreat – Participant Receive Resource Allocation Requests
March 28, 2017       Budget Development Calendar presented as information item to PFC
April 12, 2017       Budget Development Calendar presented as information item to Board of Trustees
May 15, 2017         Governor’s May Revise State Budget update to Board of Trustees
June 8, 2017         Tentative Budget FY2017-18 approved by Board of Trustees
July 1, 2017          State of California budget enacted
July 1-August 31, 2017 Finalize closing of FY2016-17
September 13, 2017   Adopted Budget FY2017-18 for approval by Board of Trustees
I. New Employees: Certification of Freedom from Communicable Disease

A. Prior to employment, new employees are required to provide the District with a medical certificate, which provides evidence of freedom from active communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students. For purpose of this procedure, “communicable disease” refers to tuberculosis. This A tuberculosis risk assessment and, if risk factors are present, an examination is a condition of initial employment. All newly hired employees must show, that they have been examined within the past sixty (60) days to determine that they are free from active tuberculosis within the last sixty (60) days they have submitted to a tuberculosis risk assessment developed by the State Department of Public Health and the California Tuberculosis Controllers Association, and if risk factors are present, an examination to determine that he or she is free of active tuberculosis, by a physician.

B. “Certificate” means a certificate signed by the examining physician or a notice from a public health agency or unit of the American Lung Association that indicates freedom from active tuberculosis.

C. This requirement is waived if the employee has previously been employed in an academic institution in the State of California and can produce a certificate that shows that he or she has produced a medical certificate demonstrating evidence of examination within the past four (4) years had a tuberculosis risk assessment that showed no risk factors were present or was examined and was found to be free of communicable tuberculosis, as provided for in Section 121525 of the Health and Safety Code.

D. A tuberculosis risk assessment, and if determined necessary, An intradermal tuberculin skin test may be obtained from the Rio Hondo College Health Center at the expense of the employee (Recommendation made by the Budget Reduction Task Force). A tuberculosis risk assessment, An intradermal tuberculin skin test or a chest X-ray may be obtained from other certified medical locations at the employee’s expense.

E. A contract of employment may be offered to an applicant subject to the submission of the required medical certificate. The Human Resources Director, or designee, may exempt, for a period not to exceed sixty (60) days following termination of the pregnancy, a pregnant employee from the requirement that a positive intradermal tuberculin test be followed by an X-ray of the lungs.

F. The medical certificate must be submitted to Human Resources within ten (10) days of the offer of employment.

G. The medical certificate shall become part of the personnel record of the employee and shall be open to the employee or his/her designee.
II. Continuing Employees

A. All continuing employees shall be required to undergo a tuberculosis risk assessment and, if risk factors exist, an examination within four (4) years of initial employment with the District and every four (4) years thereafter to determine that they are free of active tuberculosis. The Human Resources department will notify employees when they are due for a re-evaluation.

B. A tuberculosis risk assessment, and if determined necessary, an intradermal tuberculin skin test may be obtained from the Rio Hondo College Health Center at the expense to the employee (Recommendation made by the Budget Reduction Task Force). A tuberculosis risk assessment, an intradermal tuberculin skin test or a chest X-ray may be obtained from other certified medical locations at the employee's expense.

C. An employee who has a positive TB tuberculosis skin test must obtain a full chest X-ray, which shall be interpreted by a physician as authorized by Education Code Section 87408.6.

D. After-examination. If risk were present at the tuberculosis risk assessment and an examination occurs, after the examination, the employee shall cause to be on file with the District a certificate from the examining physician showing the employee was examined and found free from active tuberculosis. "Certificate" means a certificate signed by the examining physician or a notice from a public health agency or unit of the American Lung Association that indicates freedom from active tuberculosis.

E. The Human Resources Director, or designee, may exempt, for a period not to exceed sixty (60) days following termination of the pregnancy, a pregnant employee from the requirement that a positive intradermal tuberculin test be followed by an X-ray of the lungs.

F. The medical certificate shall become part of the personnel record of the employee and shall be open to the employee or his/her designee.

III. Source / Reference

Education Code Sections 87408, 87408.6, and 88021