

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, February 13, 2018, 2:30 p.m., Board Room

Members Present: Laura M. Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Yulian Ligioso (VPFB), Jorge Huinquez (2nd VP, AS), Doralí Pichardo-Díaz (Secretary, AS), Shelly Spencer (Parliamentarian, AS), Mike Dighera (ASCCC Rep), Robert Bethel (Past President, AS), Jill Pfeiffer (President, RHCFA), Brian Brutlag (Faculty), Jim Sass (CSEA), Martin Covarrubias (President, ASRHC), Jesus Colin (Secretary, ASRHC), Rebecca Green (Mgmt, AA), Mike Muñoz (Mgmt, SS)

Members Absent: Juana Mora (1st VP, AS), Robin Babou (Faculty), Michelle Pilati (Faculty), Sandra Rivera (CSEA), Lisa Sandoval (CSEA), Bailey Garcia (Treasurer, ASRHC)

Additional Staff Members: Howard Kummerman (Executive Dean, Institutional Research & Planning), Markelle Stansell (Senior Administrative Assistant to VPAA / Recorder)

- I. **Call to Order** – The meeting was called to order at 2:33pm.
- II. **Approval of Minutes** – The December 5, 2017 minutes were approved as presented.
- III. **Superintendent/President’s Report** – None.
- IV. **Public Comments** – None.
Persons wishing to address the Planning and Fiscal Council on any item on the agenda or comment on any other matter are allowed three minutes per topic. Pursuant to the Brown Act, the Planning and Fiscal Council cannot discuss or take action on items not listed on the agenda. Matters brought before the Planning and Fiscal Council that are not on the agenda may, at PFC’s discretion, be placed on the next agenda.
- V. **ASRHC Report** – Today and tomorrow (February 13 and 14), Club Rush will be held from 11am-3pm. This event not only solicits participation in clubs from the student population but also serves as a fundraising effort for established clubs on campus. A healing circle for undocumented students was also recently held in the Student Union, sponsored by ASRHC Legislative Affairs.

Coffee with AS will be held on Thursday, February 15 from 10am-4pm in the Student Union and is open to all students, staff, and faculty. The event is an open forum for those who have questions, comments, or concerns, or those who simply wish to know how things are run on our campus.

There will be a Food Pantry fundraiser from 11am-2pm on Tuesday, February 20, although individuals are always welcome to donate food or snacks to the Food Pantry at any time. Dunkin Donuts has agreed to donate donuts that ASRHC will be able to sell on campus at a full profit; proceeds will go to the Food Pantry.

Finally, February 21 is Black History Day. ASRHC Cultural Diversity in collaboration with the Black Student Union will be hosting events on campus. There will be a movie shown in the Student Union, as well as a tent in the quad that will be decorated with posters of inspirational African Americans throughout history that highlight their accomplishments.

Dr. Ramirez mentioned one suggestion from the recently convened Educational Centers Taskforce is to have ASRHC representation at the Ed Centers during certain times of the year (e.g. finals week). Individuals who attend classes at the Ed Centers may not be aware of all the great things that ASRHC is doing in support of our students.

VI. Co-Chair's Report

- A. Guided Pathways** – The Guided Pathways leadership team just returned from the third Guided Pathways Institute which focused on transfer and aligning what we do in the Guided Pathways framework with getting students to their end goals. On campus, we are still working on identifying meta-majors. Data was collected from Spring 2018 FLEX Day which the leadership team will review and share back out with the campus. They are also trying to develop a mechanism by which they make their final decision on those meta-majors and what they will be called. We also need to work on the mapping process for our degrees. We are starting to look at templates and identifying what kind of faculty leadership we will need campus-wide. A District Assigned Personnel position (DAP) for a Guided Pathways Coordinator was created at 40% release time and interviews will be held soon.

The question arose as to whether or not we might be limiting our applicant pool since the DAP position is starting in Spring and faculty already have their schedule set for the term. Dr. Ramirez agreed that the timing is not ideal and that we are likely to revisit this in the Fall. As the leadership team continues to attend the CAGP Institutes, they are finding out what needs to be done and how that correlates to what's already happening on our campus (e.g. degree mapping in Roadrunner Connect, etc.). This presents unique challenges as it relates to the planning process and often necessitates that we move forward quickly to get ahead of things. It is likely that there will be short term assignments for the semester and this will be revisited in the Summer and Fall. As we move forward with Guided Pathways implementation, we will need more faculty to take on leadership roles.

VII. Unfinished Business – None.

VIII. New Business –

- A. AP 2000s** – PFC's past practice for reviewing BPs and APs has been to do so during the meeting, editing them on the spot. Michelle Bean suggested an alternate method in which the AP 2000s are parceled out to teams of volunteers who will have seven days to review them, make edits, and provide them to Michelle for compilation. The group agreed that this would make the review process less time consuming and cumbersome. Michelle will bring the compiled edits back to PFC at the February 27 meeting for final review. Since CCLC language does not always align with the way our BPs and APs are written, Michelle will put together some helpful hints and things to consider when reviewing the documents. It was also suggested that content experts outside of PFC are welcome to join a group for editing the APs to help judge their accuracy from a procedural point-of-view. The APs were divided amongst PFC members for initial editing as follows:

AP 2105 – Election of Student Members – Martin Covarrubias / Mike Muñoz

AP 2340 – Agendas – Rebecca Green / Shelly Spencer

AP 2360 – Minutes – Rebecca Green / Shelly Spencer

AP 2430 – Delegation of Authority to the Superintendent/President – Laura Ramirez / Robert Bethel / Yulian Ligioso

AP 2431 – CEO Selection Process – Jim Sass / Laura Ramirez / Mike Muñoz

AP 2435 – Evaluation of CEO – Brian Brutlag / Henry Gee

AP 2170 – Conflict of Interest – Brian Brutlag / Yulian Ligioso

AP 2172 – Conflict of Interest Code – Brian Brutlag / Yulian Ligioso

AP 2735 – Board Member Travel – Dorali Pichardo-Diaz / Jill Pfeiffer / Jorge Huinquez

IX. Committee Reports

- **Safety/Facilities** – The Director of Facilities position will be reposted, as the last candidate that was extended an offer ultimately declined.
- **IEC** – IEC's priorities this year will be coordinating the Institutional Planning Retreat, which will be Guided Pathways themed. Another priority will be updating the Institutional Goals and Objectives to include the Integrated Plan Goals and Objectives, Guided Pathways, etc. IEC will also be updating the Institution Set Standards. Additionally, the governance committee evaluation process will be implemented this semester. Finally, work is being in Taskstream to update templates along with program level outcomes and course level outcomes within the system.
- **Program Review** – The Program Review Cycle finished in December. Marie Eckstrom will be sending out executive summary to the committees for final input. The Program Review executive summary documents will then be placed in Taskstream in the beginning of March. Howard noted that as we continue to improve the Institutional Planning process, one area for improvement is to find a better way to integrate program review findings and process with our overall institutional goals and objectives and with our plans at the Area Plan level. The next cycle for accreditation is our self-evaluation report, which is due Spring 2022.
- **Staff Development** – A written report was provided by Katie O'Brien and is available on the PFC website as a supporting document to the February 13, 2018 meeting.
- **Basic Skills** – There has not been a meeting since PFC last met.
- **SLO** – We are in the process of incorporating SLOs into Taskstream and the goal is to have Taskstream set up by the end of the semester with program- and course-level outcomes already populated. Shelly Spencer mentioned that at the Annual SLO Conference, a vast majority of participants were using Canvas for SLOs and wondered why the decision was made to use Taskstream at RHC. Howard said that he was unfamiliar with the SLO capabilities within Canvas, but it is something that could be looked into.
- **Online Education (OEC)** – There is \$1,200 in stipend money left over from the online education trainings and OEC is discussing what to do with the funds. It is likely they will be used for professional development for faculty.
- **Student Equity** – Student Equity will be hosting the Region 8 Student Equity Coordinators Meeting at the end of the month.
- **SSSP** – SSSP discussed the implementation of Assembly Bill 19, which is the California College Promise that was included in the Governor's budget released in January. AB 19 will allow colleges to make the first year tuition free for first-time, full-time community college students.

There are participation requirements that RHC must meet in order to be eligible for the California College Promise, including engaging in K-12 outreach and establishing an Early Commitment to College Program. This would include going out to school districts and having students sign pledges that they will commit to go to college, making them aware that the California College Promise is an option. We must also establish partnerships with K-12 schools, which we are already doing. Additionally, there must be full adoption of assessment

and placement reform, fully implementing AB 705. Finally, we must participate in Guided Pathways. All of these participatory requirements must be met in order to receive funding. The California College Promise now extends the California College Promise Grant (formerly known as the California College Promise Grant) to first-time, full-time students in college.

The California College Promise provides tuition-relief, but the Rio Hondo Promise has additional support, like priority registration, guaranteed spots in Summer Bridge, etc. One challenge will be how to best communicate this to students without confusing them. The tuition relief previously provided by the Rio Promise will be fully covered by the California College Promise, but our Promise program includes wrap around services and extends beyond just tuition. These specific institutional enhancements and benefits have added value and may help frame the discussion in the community when students are choosing between the two Promise programs.

Another potential point of confusion is that the Board of Governors Fee Waiver (BOGW) has been renamed the California College Promise Grant. One way to think of it is that the California College Promise is the umbrella financial aid program for California community colleges, and within it you have the BOG component (California College Promise Grant) and the tuition relief for first-time, full-time students for 1-year. This tuition relief is intended for students *not* income-eligible for the BOG but who are still extended 1-year of tuition relief.

Whereas the Rio Promise is a local pipeline program, the California College Promise has portability and we need to prepare ourselves for the possibility that we may lose students to other community colleges in the surrounding areas.

- X. Announcements** – Henry Gee announced that Diego Peña, author of *Anatomy of Autism: A Pocket Guide for Educators, Parents, and Students*, will be speaking on campus on Thursday, March 15 at 11am in the Campus Inn. Diego, currently 10-years-old, was only 9 when he published his book. He will be on campus with his mother, along with his communicator, as he is non-verbal and uses a keyboard to speak.

- XI. Adjournment** – The meeting was adjourned at 3:34 p.m. The next meeting will be held on Tuesday, February 27, 2:30 – 4:00 p.m., Board Room.