

Rio Hondo College Academic Senate

Minutes

February 4, 2014

Board Room

1:00 p.m.

Present: Alan Archambault, Robin Babou, Robert Bethel, Brian Brutlag, Fran Cummings, Marie Eckstrom, Juan Fernandez, John Frala, Theresa Freije, Sergio Guzman, Dianne Holcomb, Steve Johnson, Steve Koelle, Sheila Lynch, Jim Matthis, Barbara Mikalson, Greg Miller, Gail Modyman, Steve Moshier, Russell Muir, Katie O'Brien, Tyler Okamoto, Sally Olivas, Vann Priest, Kathy Pudelko, Dianna Reyes, Kevin Smith, Adam Wetsman, Jon Whitford, Colin Young, Mariano Zaro

Guests: None in attendance

Call to Order

Meeting was called to order at 1:02 p.m

I. Approval of Minutes

Minutes of the meeting of December 3, 2013 were approved as presented without correction.

II. President's Report

- A. The President presented a review of the SSI Workshop of Jan. 8, 2014. The same presentation has been shown in FLEX-day Breakout sessions and will be presented to PFC, the Board of Trustees and to the SSSP. As improvements are suggested, they will be incorporated into the presentation which will ultimately be sent to the SSI Task force Committee. The President asked for specific suggestions of how to implement the proposals in the presentation.
- B. The President asked for nominations for the Fellow of the College and the Distinguished Service Award. The nominations will be finalized as part of the agenda of the next meeting.
- C. There is a need for Departments to complete their Minimum Qualifications and Equivalency statements and send them to HR.
- D. Senate Officer elections will be held on March 18, therefore nominations need to be finalized on March 4. This also means that anyone running for office needs to be assured of their Senator status for the following year (2014-15).
- E. A committee should be formed to develop common information to be included in faculty syllabi in order to ensure the information gets to all students. Such items should particularly include information regarding academic integrity, equal access, active SLOs, etc.
- F. Accreditation self-study work has been progressing and a draft is to be finished on March 21. A suggestion was made that there be a workshop to allow proper and consistent editing.
- G. There continue to be unresolved problems with the hiring and evaluation of administrative officers. This is an issue that is particularly troubling in light of

- the upcoming Accreditation visit. The suggestion was made that a committee be formed to work with the Administration and the Board to resolve these issues.
- H. The Accreditation self-study has brought up areas of concern which include the under-staffing of HR and the fact that there is an empty Dean position that doesn't seem likely to be filled. These issues are concerning since they seem to represent problems with our planning process.

III. New Business

Governance Issues

A motion from the Exec. Committee:

The Academic Senate president is directed to forward the following resolution to the District, including the college president and the president of the Board of Trustees. (see attached)

The motion was passed without opposition.

Committee Reports

- Academic Rank: postponed until next meeting
- Bookstore:
- Curriculum:
- Distance Education: the committee is in the process of developing its certification procedures.
- IEC:
- ITC:
- MIS/Enterprise:
- Professional Development/FLEX:
- Program Review:
- Safety: the dates for upcoming safety drills are Feb 26, in the daytime and Mar 12 for the evening classes
- SLO:

VI: Announcements:

- Nominations are still open for the Distinguished Faculty Award.
- The "Coaches vs. Cancer" basketball game is tomorrow (Feb 5), proceeds go to cancer research.
- Curriculum deadline for the Fall catalogue is Monday, Feb. 10.
- The Art Gallery has a new exhibition "TRANSITWAY" , opening is Thursday, Feb. 6.

VII: Public Comment: None

VIII: Adjournment: Meeting adjourned at 2:10 pm.

Attached Documents:

**Governance Ambiguities
February 4th, 2014**

The purpose of this information item is to:

- 1) Update members of the Academic on the status of various ambiguities in the college governance processes*
- 2) Vote on how to proceed with addressing these matters*

Background – The District and the Academic Senate, along with other constituency groups, have worked to clarify governance processes in order to make them clearer. However, many ambiguities remain, resulting in a few problems. These are outlined in the resolution below. In light of our upcoming accreditation visit and in the spirit of building a strong foundation for the future, addressing these concerns now would be beneficial to the college.

Vote on How to Proceed – The following motion comes from the Senate Executive Committee.

The Academic Senate president is directed to forward the following resolution to the District, including the college president and the president of the Board of Trustees.

Whereas, clearly defined processes are central to the governance of Rio Hondo College; and
Whereas, the ACCJC's Standard IV requires institutions to have effective decision-making and governance processes; and

Whereas, the governance processes at Rio Hondo have multiple ambiguities as described below:

Governance Manual

- The timeline for making changes to the Governance Manual is not clear. A timeline is provided in the Manual, but it does not specify when proposals should be submitted, when the proposals are reviewed, and when they become adopted.
- The process to make changes to the Governance Manual is not clear. While there is a form for changes in committee descriptions, there is no direction for how other changes to the Manual are to be made. Beyond a listing of councils and committees, the Manual includes general principles of governance and how individuals are appointed to committees. There are no forms, provisions, or instructions for how these components of the Manual can be changed.
- How the various constituency groups contribute to proposed changes in the Governance Manual is not clear. The Manual does not specify if, for example, the college president alone can prevent or mandate proposed changes or if a representative of a constituency group can prevent or mandate a change.
- The Manual does not specify what role the Board of Trustees plays in changes to the Governance Manual.
- The Manual does not specify a timeline for responding to changes to the Manual proposed by constituency groups or whether a response is required at all.

Board Policies and Administration Procedures

- How the various constituency groups contribute to proposed changes to Board policies or administrative procedures is not clear. The policies and procedures do not specify if, for example, the college president alone can prevent or mandate proposed changes or if a representative of a constituency group can prevent or mandate a change.
- The Board policies and administrative procedures do not specify a timeline for responding to changes to policies or procedures proposed by constituency groups or whether a response is required at all.

Reassigned Time

- The procedures relating to reassigned time positions that were imposed by the District in 2013 do not specify how new positions are created or whether the procedures for filling positions can be changed.

and Whereas, these ambiguities create uncertainties as described below:

Governance Manual

- At the January 2014 Board of Trustees meeting, the Board voted on a change in the Governance Manual. The District did not respond to a written request by the Academic Senate president made the very next day asking to clarify if the change was a suggestion by the Board, whether the change would go through the governance process, or when the change would take effect.

Board Policies and Administration Procedures

- In September 2013, the Academic Senate forwarded a proposed change to Administrative Procedure 2510 relating to shared governance. The proposal was sent to administration. The Academic Senate president inquired twice about the status of the

proposal, but the District has not responded.

- In September 2013, the Academic Senate forwarded a proposed change to Administrative Procedure 4030 relating to academic speech. . The proposal was sent to the administration. The Academic Senate president inquired twice about the status of the proposal, but the District has not taken any action on the matter.
- In December 2013, the Academic Senate forwarded a proposed change to Administrative Procedure 1500 relating to an award for distinguished faculty. . The proposal was sent to the administration. The District has not responded to the proposed change by even indicating that it was received and would be going through the governance process.

Reassigned Time

- A few months after implementing a procedure relating to reassigned time, the District violated its own policy two times by creating new positions and by not following its own established procedures for filling the positions.

therefore, be it RESOLVED, That Rio Hondo College immediately form a plan to address these ambiguities in governance; and

that it be further RESOLVED, That Rio Hondo College should identify other ambiguities in governance processes not included here; and

that it be further RESOLVED, That Rio Hondo College include all constituency groups in resolving these ambiguities.