



Academic Senate 2016-17

Minutes

March 7, 2017

Board Room

1:00 p.m.

- I. **Senators present:** Lupe Alvarado, Robin Babou, Michelle Bean, Robert Bethel, Gina Bove, Brian Brutlag, Michael Dighera, Marie Eckstrom, Juan Fernandez, Raquel Flores-Olson, Theresa Freije, Alonso Garcia, Anna Grygoruk, Jose Gutierrez, Kathleen Hannah, Yunion Hernandez, Juei Hsiao, Jorge Huinquez, George Kimber, Matt Koutroulis, Sheila Lynch, Jim Matthis, Greg Miller, Carley Mitchell, Juana Mora, Katie O'Brien, Tyler Okamoto, Amelia Ortiz, Dorali Pichardo-Diaz, Tracy Rickman, Jose Rodriguez, Stephen Smith, Shelly Spencer, Irma Valdivia, Viviana Villanueva, Adam Wetsman, Jon Whitford. **Others present:** Ryan Bronkar, Sergio Guzman, Elizabeth Ramirez

- II. **Call to Order:** 1:03 p.m.

- II. **Approval of Minutes:** February 21, 2017 approved with no corrections.

- III. **President's Report**
 - A. Guided Pathways—application was submitted for pilot program. We are one of 40 colleges who applied, and we must now get interviewed to be one of the final 15.
 - B. Campus Safety Info—received a list of campus safety issues that the AS President will take to the RHC President. Senators reminded Senate Executive Officers to push “safety” as our +1.
 - C. RHC Planning Retreat—save the date: March 17.
 - D. New Senate Members—New Senators should start attending in the fall, but are welcome to observe meetings in spring; newly elected Senators are eligible to run for Senate Executive Officer positions.
 - E. Senate Awards and Committee—president called for committee; please email Dorali by Friday at 5:00 p.m. to be on Distinguished Faculty Award Committee. No recommendation for Fellow of the College this year.

- IV. **Unfinished Business:** None

- V. **New Business:**
 - A. AP 1500 and BP 1500
Motion: To send AP and BP 1500 back to Senate Executive Officers for revision of details before going to PFC (motioned by Adam; seconded by Lupe; motion passed unanimously)-- see Addendum A and B.
 - B. Writing Proposal Taskforce—postponed.
 - C. Student Success Plan Taskforce—postponed.
 - D. Academic Rank Proposal—postponed.
 - E. Senate Executive Officer Nominations—verbal nominations collected; nomination process will be open till Tuesday at 12 p.m.; please email Katie after conferring with possible nominee. All standing Senators must vote by Monday, March 20 at 12 p.m.; an online will be link sent by parliamentarian. Paper ballots will only be given if a run-off is needed—must be present to cast a paper ballot.



Academic Senate 2016-17

Nominations:

1. President: Michelle Bean
2. 1st VP: Brian Brutlag; Juana Mora
3. 2nd VP: Jorge Huinquez; Sheila Lynch
4. Secretary: Doralí Pichardo-Díaz
5. Parliamentarian: Shelly Spencer; Tyler Okamoto
6. ASCCC Representative: Mike Dighera

- F. Program Review Presentation—Marie Eckstrom
1. Reviewed the last six years—RHC completing twice as many program reviews.
 2. Highlight Sheet handed out—see Addendum C.
 3. More part-timers teaching than full-time faculty.
 4. Need to invest efforts into Continuing Education and Contract Education.
 5. Facility needs are at the forefront of many program reviews.
 6. Leasing technology and music equipment should be considered to keep up with needs.

VI. Committee Reports

- A. Academic Rank—no report.
- B. Basic Skills—updates given from math, English, and Reading departments regarding curriculum redesigns. Math will offer Pre-Stats class in the fall. English is in discussion regarding curriculum redesign--Angela Rhodes is the team lead. Reading is thinking of combining two courses.
- C. Bookstore—new bookstore is great.
- D. Curriculum—no report.
- E. FLEX/Staff Development—second New Faculty Seminar was held and went well.
- F. ITC—no report.
- G. SLOs—ACCJC Accreditation workshops coming up in April.
- H. Student Equity—Wed., March 15 will be showing *No Mas Bebés* in the Wray Theater at 1pm; template given from the Chancellor's Office to integrate planning--due Dec. 15; RHC will have draft by Sept. 15.
- I. OEC—no report.
- J. OER—faculty workshop this Friday in LR128 for stipends.
- K. IEC—getting closer to TK20.
- L. Program Review—see Addendum C.
- M. Safety—no report, but a Senator recommended we review policies with faculty regarding procedures for new immigration procedures.
- N. MIS/Enterprise—no report.

- VII. **Announcements**—new RHC sport: beach volleyball. RHC in a new tougher conference. Please go see an athletic event.

- VIII. **Public Comment:** none

- IX. **Adjournment:** 2:02 p.m.



Academic Senate 2016-17

Addendum A:

RIO HONDO COMMUNITY COLLEGE DISTRICT

Board Policy

SPECIAL RIO HONDO AWARDS

BP No. 1500

Board Adopted: 6/29/77; 1/10/79; 3/13/02; 11/12/03; 5/13/09; 9/10/14

- I. In recognition of the contributions of many citizens to the growth and development of the Rio Hondo Community College District, and unselfish services for the good of the community at large, the following special awards programs are established.

A. Fellow of Rio Hondo College Award

~~Each year, by March 1, a committee composed of the Superintendent/President of the College, the president of the Board of Trustees, the president of the Academic Senate, and the president of the Associated Students of Rio Hondo College will meet to recommend, if appropriate, to the Board of Trustees an individual or individuals who may be presented with the Fellow of Rio Hondo College Award at the next following commencement, subject to the approval of the Board.~~ JS1

This award is reserved for those who have made outstanding contributions to the District (e.g., employees, Board Members, and others) for the progress and development of Rio Hondo College. An appropriate plaque containing the Rio Hondo College seal will be presented to the recipient of the award, and a permanent plaque will be kept at the College honoring each of the "Fellows."

B. Distinguished Service Award

The Distinguished Service Award will be conferred by vote of the Board of Trustees upon members of the Rio Hondo Community College District who have made outstanding contributions to the community which the Board feels should be recognized. The award may go to political office holders, non-partisan public office holders, or other distinguished members who have made unusual efforts to serve the community. This award is not necessarily restricted to those who have made specific and direct contributions to the **District** College, but to those who have benefited the community, and ~~presumably,~~ **directly or** indirectly improved Rio Hondo College.

A unanimous vote is required for bestowal of the Distinguished Service Award.

~~The Distinguished Service Award will be commemorated with an appropriate scroll, permanently mounted with a brief legend indicating that the award is for distinguished service.~~

~~The award may be bestowed at any Board meeting either by recommendations of the staff and approval by the Board or motion by a member of the Board and subsequent ratification by the entire Board.~~

C. Classified Employee Award

1. The Classified Employee Award is established through the Board of Governors along with the System **Chancellor's** Office and the Foundation for California Community Colleges. ~~and~~ **This**



Academic Senate 2016-17

award will be conferred by vote of the Board of Trustees to recognize outstanding **C**lassified employees throughout the community college system.

2. This award honors community college **C**lassified employees who demonstrate the highest level of commitment to professionalism and community colleges. ~~Recipients are nominated by their colleagues and endorsed by the local Board. No later than March 10 each local Board may forward the information for one nominee to the California Community Colleges Chancellor's Office.~~

1. ~~The following guidelines are to be used in making the selection of nominees and finalists:~~
 - a. ~~The nominee should be committed to the fundamental principles of the California Community College mission as well as the mission of the local college District.~~
 - b. ~~The nominee should be committed to high standards of job performance and exemplify professionalism. The essay response and supporting letters should reflect this commitment.~~
 - ~~Is motivated and interested in the job~~
 - ~~Demonstrates high skills, competence, and knowledge on the job~~
 - ~~Plays a leadership role in employee/management collaboration~~
 - ~~Promotes collaboration within the work environment~~
 - ~~Is committed to high standards of performance~~
 - ~~Exemplifies professionalism at all times~~
 - ~~Steps up to cooperatively work through problems~~
 - c. ~~The nominee should be committed to serving the institution through participation in Ccollege, professional, and/or community activities. There should be evidence of this participation.~~
 - ~~Is involved in Ccollege and/or District activities~~
 - ~~Organizes others within the work environment~~
 - ~~Promotes open communication among work groups~~
 - ~~Is willing to take the extra step (to be identified)~~
 - d. ~~The nominee should be committed to serving as a leader beyond the local institution through service in local, statewide, and/or national activities. There should be evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations.~~
 - ~~Is involved in professional and/or community volunteerism/activities~~
 - ~~Organizes others within the community~~
 - ~~Shows acts of service above and beyond the call of duty (to be identified)~~

D. Distinguished Faculty Award

This award ~~from faculty to faculty~~ recognizes those **faculty** who have consistently demonstrated excellence in, and outstanding dedication to, teaching and/or counseling, their discipline, and service to the ~~college~~ **District** and the larger community.

1. Eligibility - All current and retired Rio Hondo College faculty are eligible with the exception of current members of the Senate Executive Committee. In addition, former faculty colleagues who are serving as administrators are also eligible.



Academic Senate 2016-17

2. Nominations -Any current or retired faculty member, or current student may submit nominations.
3. The final selection will be forwarded to the Board for final approval.

Nominators must complete the nomination form which consists of:

- a) A description of the nominee's excellence in and dedication to teaching and/or counseling (300 words maximum)
- b) A description of the nominee's enthusiasm for his/her discipline (300 words maximum)
- c) A description of the nominee's superb service to the College and the community (300 words max)
- d) Other materials the nominator wishes to submit (e.g., letters of support from students)

3. Nominators must submit the nominations to the Senate 1st Vice-President by noon on the third Friday in February.
4. ~~Selection Process - A subcommittee of the Academic Senate [RB2] will serve as the selection committee for the award. The Academic Senate Executive Committee Members will select the members of the selection committee. A subcommittee composed of the Superintendent/President of the College, the President of the Board of Trustees, the President of the Academic Senate, and the President of the Associated Students of Rio Hondo College will affirm the choice of the selection committee, which will then be forwarded to the Board for final approval. (Academic Senate)~~
5. ~~Award Presentation - The award will be presented at the first Board meeting in May. The awardee will be given a small plaque, and a permanent Distinguished Faculty plaque will be prominently displayed on campus.~~

- II. Source/References: Former Board Policy 1025.



Academic Senate 2016-17

Addendum B:

RIO HONDO COMMUNITY COLLEGE DISTRICT Administrative Procedure

SPECIAL RIO HONDO AWARDS

AP No. 1500

Board Reviewed: **NEW**

III. In recognition of the contributions of many citizens to the growth and development of the Rio Hondo Community College District, and unselfish services for the good of the community at large, the following special awards programs are established.

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Distinguished Service Award

The Distinguished Service Award will be commemorated with an appropriate scroll, permanently mounted with a brief legend indicating that the award is for distinguished service.

The award may be bestowed at any Board meeting either by recommendations of the staff and approval by the Board or motion by a member of the Board and subsequent ratification by the entire Board.

Classified Employee Award

1. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. No later than March 10 each Board may forward the information for one nominee to the California Community Colleges Chancellor's Office.
2. The following guidelines are to be used in making the selection of nominees and finalists:
 - e. The nominee should be committed to the fundamental principles of the California Community College mission as well as the mission of the local college District.
 - f. The nominee should be committed to high standards of job performance and exemplify professionalism. The essay response and supporting letters should reflect this commitment.
 - Is motivated and interested in the job
 - Demonstrates high skills, competence, and knowledge on the job
 - Plays a leadership role in employee/management collaboration
 - Promotes collaboration within the work environment
 - Is committed to high standards of performance
 - Exemplifies professionalism at all times
 - Steps up to cooperatively work through problems



Academic Senate 2016-17

- g. The nominee should be committed to serving the institution through participation in College, professional, and/or community activities. There should be evidence of this participation.**
 - **Is involved in College and/or District activities**
 - **Organizes others within the work environment**
 - **Promotes open communication among work groups**
 - **Is willing to take the extra step (to be identified)**

- h. The nominee should be committed to serving as a leader beyond the local institution through service in local, statewide, and/or national activities. There should be evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations.**
 - **Is involved in professional and/or community volunteerism/activities**
 - **Organizes others within the community**
 - **Shows acts of service above and beyond the call of duty (to be identified)**

D. Distinguished Faculty Award

1. Nominators must complete the nomination form which consists of:
 - e) A description of the nominee's excellence in and dedication to teaching and/or counseling (300 words maximum)
 - f) A description of the nominee's enthusiasm for his/her discipline (300 words maximum)
 - g) A description of the nominee's superb service to the College and the community (300 words max)
 - h) Other materials the nominator wishes to submit (e.g., letters of support from students)

Nominators must submit the nominations to the Senate 1st Vice-President by noon on the third Friday in February.

2. Selection Process - A subcommittee of the Academic Senate [RB3] will serve as the selection committee for the award. The Academic Senate Executive Committee Members will select the members of the selection committee. A subcommittee composed of the Superintendent/President of the College, the President of the Board of Trustees, the President of the Academic Senate, and the President of the Associated Students of Rio Hondo College will affirm the choice of the selection committee, which will then be forwarded to the Board for final approval. (Academic Senate)

3. Award Presentation - The award will be presented at the first Board meeting in May. The awardee will be given a small plaque, and a permanent Distinguished Faculty plaque will be prominently displayed on campus.

Source/Reference:

Text taken from BP 1500



Academic Senate 2016-17

Addendum C:

Program Review Highlights 2017-2018 Institutional Recommendations

Professional Development: The College should provide ongoing, sustainable, meaningful, and differentiated campus-wide staff/professional development in all areas, including both academic and service programs.

Expand and institutionalize college-wide orientation and training for all new employees.

Full-time/Part-time Ratio: The College should support individual academic departments' need in achieving and maintaining an appropriate full-time to part-time faculty ratio.

Technology and Equipment: The College should develop, implement, and faithfully adhere to a technology rotation/replacement plan that is fair and equitable across campus, taking into consideration the intended uses of equipment and computers.

The College should consider leasing computers on a college-wide basis in order to keep up with technological advancements while reducing overall costs.

Audio-Visual: Increase the audio-visual staff to accommodate the increasing demand for its services: off-site service calls, repairing and servicing aging equipment.

Non-Credit Options: The College should explore non-credit options for expanding opportunities for students to work in collaborative settings.

The College needs to invest considerably in the Continuing Education program in order to make it relevant, viable, income-producing, and competitive. (2016-2017)

The College should seriously consider the future of the Contract Education program, and should it continue, the College should invest considerable energy and funds to bring the program into the competitive market with other community colleges. (2015-2016)

College should provide locations and extended hours for students to stay on campus to study and learn together, including nights, Fridays, and weekends.

Facilities: Increase support for facilities: increased custodial hours/personnel; upgrade, replace, and increase equipment; ensure health and safety standards of restrooms; and across campus.

The College should regularly review and inventory campus facilities to determine areas of need, i.e. repainting, re-carpeting, re-flooring, upgrading the restroom facilities, increased custodial services and staff.

The College needs to provide more custodial services to improve the appearance of learning spaces. (2015-2016)

The College should increase support to Maintenance & Operations in light of aging infrastructure and off-site responsibilities: additional full-time HAVC mechanic, locksmith, plumber, appropriate machinery, preventative maintenance provisions. (2013-2014)

SLOs/SAOs: The College should continue in its efforts of creation, collection, measurement, and data analysis of SLOs and SAOs.

Health and Safety

- Identify and attend to safety hazards throughout the campus.
- Repair the hole in the wall of the Physical Education Building. (2017-2018)
- Install/repair the air conditioning in the gymnasium, as the temperature can reach 115 degrees, a health and safety issue. (2017-2018)



Academic Senate 2016-17

- Maintain the walkway to the observatory, include signage and a guardrail. (2017-2018)
- Repair the boiler to provide heat to the campus. (2017-2018)
- Address safety issues at the warehouse, especially in the storage of paper. (2017-2018)
- Identify spaces on campus that need additional security and provide appropriate security. (2017-2018; 2015-2016))
- In light of recent and increasing violence on school campuses, the College should consider a blended security program, with a permanent armed security guard, who, in turn, would be responsible for training other campus security personnel. (2016-2017)
- Initiate campus-wide training to ensure all employees and students know the protocol for each emergency scenario, such as active shooter, fire, earthquake, loss of power, etc. (2016-2017; 2015-2016)
- Address the serious safety issues plaguing the Wray Theatre (i.e. fire code violations, student safety hazards, water damage, rigging system damage, etc.) (2016-2017)
- Ensure that chemical usage/storage meets appropriate standards. (2013-2014)
- Hire lab technicians as appropriate to ensure safety standards and increase student success. (2014-2015)