

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING AND FISCAL COUNCIL MINUTES
Tuesday, February 12, 2013, 2:30 p.m., Board Room**

Members Present: Dr. Kenn Pierson (co-chair), Dr. Adam Wetsman (co-chair), Teresa Dreyfuss, John Frala, Jim Matthis, Mike Javanmard, Beverly Reilly, Marie Eckstrom, Dr. Gisela Spieler-Persad, Lisa Sandoval (for Sandra Rivera), Suzanne Frederickson, René Tai, Emilio Nunez, Julio Flores, Colin Young, Judy Marks, Dr. Robert Holcomb, Dr. Mike Munoz

Staff Members Present: Howard Kummerman, Reneé Gallegos (recorder)

- I. **Call to Order** – Dr. Wetsman called the meeting to order at 2:34 p.m.
- II. **Approval of Minutes** – The minutes of November 27, 2012 were consensed upon with one minor edit in punctuation.
- III. **Co-Chairs Report** – Dr. Wetsman reported that he attended an accreditation meeting over the past weekend and will be meeting with Dr. Pierson and Howard Kummerman to debrief after the PFC meeting. Dr. Wetsman also announced that there is a special PFC meeting on May 7th. This will be in addition to the May 14th meeting at the end of the semester due to finals week. Reneé will send out the meeting notice.

Dr. Pierson clarified that attachments for the PFC meetings are included in the meeting notice. There may be some confusion in that the notices are set directly from Dr. Pierson's calendar and not from Reneé. Once you accept the meeting notice in outlook all you need to do is click on the date to find the attachments that will be discussed at the PFC meeting.

- IV. **Superintendent's Report** – President Dreyfuss thanked everyone for the smooth start to the Spring semester. There have been very few issues with the Drop for Non-Payment. President Dreyfuss invited all to attend the 50th Anniversary Celebration on Friday, April 19 at the City of Industry Expo Center.

A question arose about section cuts this spring in relation to how the college is doing with FTES. Are we currently above cap in terms of calculations? President Dreyfuss responded that she believes that we are still above cap.

V. **New Business**

- **Program Review Executive Summary** – Dr. Pierson announced that members of PFC received a portion of the Program Review documents. There were a total of 15 Program Reviews and PFC members received 9 which was an oversight. You will be sent all of the program review documents in their entirety. For now we will address any questions that you have on the documents that you did receive.

Dr. Wetsman had some general questions regarding program review. One of the questions is the relationship with institutional recommendations and the overall planning process. Can you explain the linkage? Howard gave an overview of the process. One of the documents that Marie prepares during program review is the Executive Summary report. The institutional recommendations come from the overall program review process. There are themes that come forward from program review. Marie makes recommendations at the higher level in the Executive Summary. For example, in the

Math Department, there is a need to update technology. Will that request go to the Resource Allocation Technology Committee? The Dean of the Division should reference this request in his/her unit plan and also when making the case to the committee who will be considering all requests. This will help strengthen the case.

The committee considers the program review as part of the process. It is not automatic. The IEC is looking at the way voting and ranking occurs in the staffing committees as well as in the Technology Committee. The process is continually being refined. It needs to be fair, accurate, less biased, more objective and the recommendations that are made in Program Review should carry more weight. Howard reported that there is a need to have outcomes be more data driven and there needs to be more components to the ranking which is what IEC is now discussing. John Frala asked about program level recommendations and institutional ones, are these determined by the committee too? Howard responded no they have to be espoused and addressed by the institution at large. For example, retrofitting a classroom, that should come out of the college's institutional budget.

When the Staffing Committees meet, there is a rubric point allocation for program review. It has taken several years to develop the rubric criteria. Members of PFC were glad to hear this news regarding program review and the scoring. Mike Javanmard pointed out that as a faculty member here, we at Rio Hondo have always been proud that 75% of classes are taught by full time faculty. However, that mix is not spread out across campus. Some divisions are staffed with more part timers so it should be a goal of ours as an institution. Marie Eckstrom responded that sometimes it is not feasible to find full time faculty to teach a certain class, Reading is a good example of this.

How many full time faculty are in Accounting? Marie responded that there are two full time faculty members, Mercedes Martinez who had been out on reduced workload in the fall and Jeannie Liu who impressed the Program Review Committee with her work updating Accounting courses. Jeannie instituted the Tax Preparation course resulting in a certificate. You see signs throughout campus to students and the community who can have their taxes completed for free under the auspices of this program. Marie gave personal accolades to Jeannie her for all of her hard work.

Colin Young asked if the District is revisiting how much we spend on marketing specifically with the VMA contract? Colin specified that this is related to brochure development. He brought it up because we should address this question to the co-chairs of PFC. Dr. Pierson responded that our internal Marketing department is currently working with all of the Academic Divisions through Dean Green to develop marketing pieces for degrees and certificates supported by Academic Affairs.

Admissions & Records – In their program review it seems everything is top heavy. In order to get anything done we have to work through the Director of A & R. With scheduling difficulties, this becomes a cumbersome process. Is anything being done to address this problem? President Dreyfuss stated that VP Gee should have the opportunity to respond and he is out ill this afternoon.

The Program Review committee was impressed with the Math Department, their level of participation as well as the way their program was developed. You can view all of the program reviews on the 2013-2014 planning software and the responses to the executive summary can be found on the P:Drive.

A question was asked of Dr. Spieler regarding the mentoring program for new Calculus instructors. A mentoring program currently exists. When someone comes to teach at RHC as a full time instructor, they are not teaching the higher levels of math right off the bat. Instructors are phased in and start with Calculus I move up to Calculus II, Calculus III and so on. Calculus is the hardest subject to teach and it is a huge effort to get this course taught well. We are now offering multiple sections and could use more room. The mentoring program operates in an informal manner.

A question was asked regarding the CDC Lab School and how many students does the center serve? Marie responded that she believed that it is operating under capacity. They are trying to grow the program and there are a lot of mitigating factors that impact the CDC program. They are working on strengthening relations in CDC courses and so is our Nursing program who also utilizes the center for observations.

Colin Young asked what our transfer rate is and he can't seem to locate actual numbers. Howard responded that the data is listed in the new fact book and in the ARC 2.0 which included the state MIS data. Dr. Spieler added that the problem with the transfer data is the denominator. Not every student comes back and that is why the denominator is fluid. It is a moving target. The state uses completion rates and they call it a variety of things.

Marie had a comment to make on Program Review. She took the responsibility to talk about success and retention rates. It is a good outcome that this college started a discussion on FLEX day it was a good talk to clarify the issue. I questioned the reliability and validity of the success and retention rates that were in program reviews. When I started asking questions of faculty if they drop or carry students I received different answers. We have accreditation coming up and this is why I asked the question. What concrete things can you show me that resulted from the program review process? It was in its infancy at this time seven years ago. The Articulation Officer came out as a trend. It rose to the top and we hear over and over again how can we help our teachers become better teachers?

- Process for Reviewing Governance

Dr. Wetsman opened the discussion on Governance. Members of PFC were asked to bring their PFC handbook and governance manual. We will discuss the eight questions that were formulated at the November 27, 2012 PFC meeting.

1. Disagreement over an AP that falls within Academic Senate's purview.
2. An AP that does not fall under Academic Senate's purview.
3. A Board Policy that is under Academic Senate's purview.
4. A Board Policy that does not fall under Academic Senate's purview.
5. Distinction between Administrative procedures and Board Policies.
6. Changes to the Governance Manual.
7. Changes to the Organizational Chart.
8. What Is the role of President's Cabinet/Council.

We have APs and BPs here the question is how does a new idea or suggestion go through the governance process. How does this occur? ACCJC will look at how we are structured. I do not believe that we have lots of disagreements over content but we do over process. We may not be able to solve content but we can all agree on processes which right now are vague. Dr. Wetsman provided handout showing a diagram of all

constituencies that potentially could be involved in the governance process. There is discussion among all these groups then we have this cloud. We need to specify what happens in vetting and when it goes to the Board of Trustees for Board Policies and before things go into the Governance manual. How do APs and BPs get brought forward and in some form of recommendation? After something comes out of Academic Senate what happens? It goes to President's Cabinet. Who is part of President's Cabinet. The President, the two Vice Presidents, the Dean of IRP, the Director Marketing, Director of Facilities, Director of HR, Director of GCR. Do all of the constituent groups in the process have to agree before something moves forward? Ultimately, decisions rest with the President. The President who one way or the other decides if something will go forward or not. No one has the ability to place an item on the board agenda without it going through the President. Does this practice vary from school to school? Dr. Munoz clarified that BP 2410 and BP 2430 clearly outline the process of governance at this institution. We should be discussing APs which are operational. We do not have any purview over Board Policies. Dr. Wetsman clarified that we are not mixing up the processes between APs and BPs but we can have clearly defined steps for both.

The Board can't arbitrarily create policy. Beverly Reilly stated that we go over BPs. We go through this year after year. Items come forward to PFC and then moves on to the President who may not agree and then nothing happens. That is where the process stops. The question is what do we do next? We want to avoid a fight at this point in the process. So what if we come up with a solution and the incoming CEO ignores it? The President has the ultimate authority. Marie Eckstrom stated that maybe we should start there and work back to last spring when the Board wanted to change the make-up of the hiring committee of the CEO to 3-3-3-3. Academic Senate said no. Even so, I saw it was printed up in the Board agenda during the review with Senate and the President. Then it disappeared.

President Dreyfuss clarified that items are sometimes pulled from the Board Agenda. There are times when the Board President and the CEO confer and an item is pulled for further study before the agenda goes to print. Dr. Spieler stated that this is an example of when the process worked because the item was ultimately pulled and did not go forward to the Board. Some felt the process was violated because the change was not properly vetted. If some groups say they do not endorse the change in procedure and the President either blocks or moves something forward, despite groups objecting. What if PFC says no and that is not communicated to the Board of Trustees. Isn't that when the minority report is used? Does the PFC and Academic Senate have direct access to the Board of Trustees? The minority report should be delivered to the President and the Board of Trustees at the same time. This is where there is a break in communication and process. President Dreyfuss recalled that it is her belief that the minority report was a reflection of when PFC does not concur on an item and the report is sent to the President who will forward to the Board of Trustees. Dr. Munoz again read from the BP stating that all employee communication with the Board of Trustees needs to be coordinated through the President. In 2009, the Board changed the make-up of the Presidential hiring committee. The edit should have come through the vetting process. This was done because of the accreditation process under special circumstances. The policies and procedures do not spell out what "special circumstances" are.

Dr. Wetsman suggested that if a recommendation does not move forward we should ask the President to respond in writing back to PFC. That way communication is two way

and documented. The process is not stalled either. President Dreyfuss suggested that it would be helpful to establish a timeline of when the President should respond to items.

Beverly Reilly questioned the term of office for President Dreyfuss who will be serving as President until June 30, 2013. We should start this work now so it is in place prior to the start of the new president.

Dr. Wetsman suggested that we develop a written outline of process for PFC to review with the ultimately goal of revising policy. A subcommittee of President Dreyfuss, Dr. Pierson, Wetsman, Munoz, Sandra Rivera, John Frala and Beverly Reilly will meet to begin discussion process and where the actual fights have been in this process.

One of the big issues will be the drop and withdraw deadlines. We want to form a subcommittee in how we will move forward on this topic in the future. Trying to codify drop and withdraw deadlines. Dr. Spieler stated that the Governor is moving towards completion and success. It is a change that is fundamental in funding and should be part of the discussion. Jim Matthis stated that he would like to be part of the discussion only if he receives hard data from Financial Aid and Admissions and Records. Dr. Spieler, Jim Matthis, Henry Gee, Judy Pierson, Dr. Jones, Elizabeth Coria, Dr. Holcomb, Lisa Sandoval and Barbara Salazar should make up this committee. Dr. Munoz will ask Irina Barajas to appoint two students to his committee.

VI. **Unfinished Business** – None.

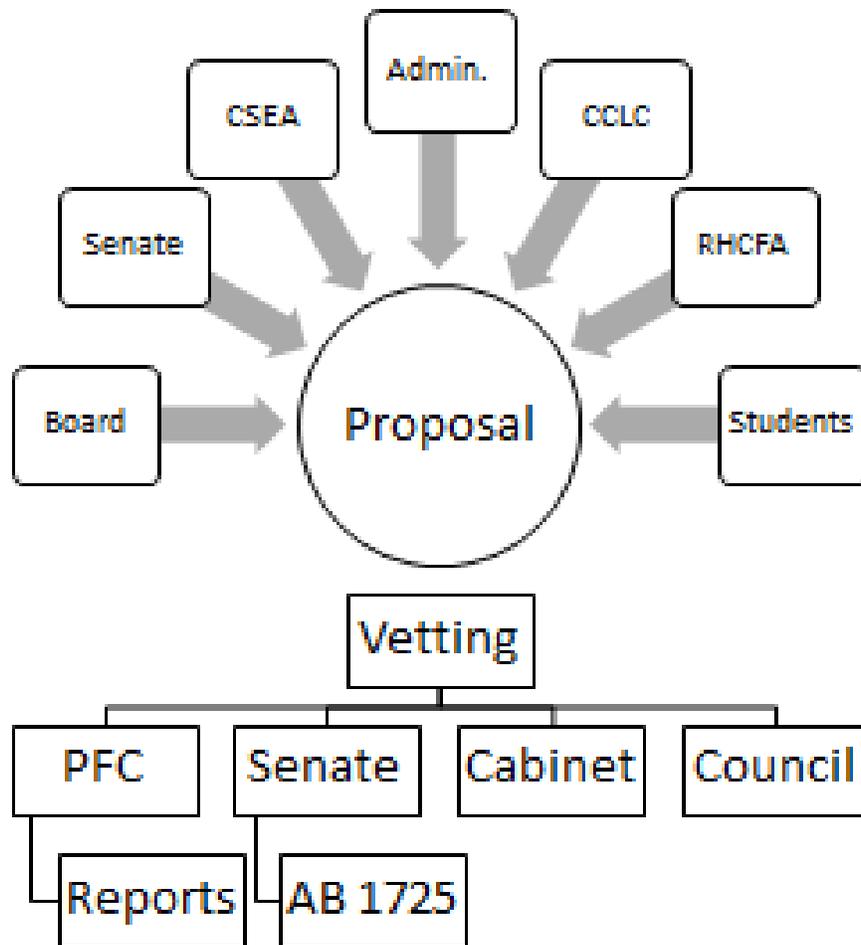
VII. **Committee Reports**

- Basic Skills – No report.
- Facilities – No report.
- IEC – Report given earlier in the meeting
- Program Review – Report given earlier in the meeting.
- Safety – Jim Poper came to the Academic Senate meeting and reported that he is working on updating procedures regarding active shooter on campus. He also discussed the incident and it provided opportunity for improvement which will be in place soon.
- SLO's – No report.
- Accreditation – No report.
- Staff Development – Dr. Pierson reported that Staff Development is looking to offer modules 5 and 6 of to complete the Unconscious Bias Training for the Cohort that participated in January.
- Staffing – No report.
- Institutional Technology – The ITC will hold its first meeting on Tuesday, February 19th.
- Technology – No report.

VIII. **Announcements** – Dr. Pierson held up a publication where John Frala was quoted in.

IX. **Public Comment** – No public comments were made.

X. **Adjournment** – Dr. Wetsman adjourned the meeting at 3:52 p.m. The next PFC meeting will be held on February 26, 2013.



Sadness or Euphoria

- President Recommendation**
- AP - Board review
 - BP - Board adoption
 - Manual - Publication