

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING FISCAL COUNCIL MINUTES
Tuesday, April 23 2013, 2:30 p.m., Board Room**

Members Present: Dr. Kenn Pierson (co-chair), Dr. Adam Wetsman (co-chair), Teresa Dreyfuss, John Frala, Mike Javanmard, Jim Matthis, Julius B. Thomas, Beverly Reilly, Marie Eckstrom, Sandra Rivera, Suzanne Frederickson, Rene Tai, Irina A. Barajas, Emilio Nunez, Colin Young, Judy Marks, and Dr. Robert Holcomb.

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 March 12, 2013 were accepted as submitted.
- III. **Superintendent’s Report** – No report.
- IV. **Co-Chairs Report** – Dr. Pierson reported that there is more discussion at the state level on the budget and Governor Browns original budgetary proposal to have community colleges take over adult school education from the K-12’s.. He just finished a meeting with President Dreyfuss and the Superintendent of the Whittier Union High School District Sandra Thorstenson, where the group discussed Adult Education. It was good that we talked to each other today and we will continue the dialogue in the coming months, regardless the outcome of the Governor proposal.

We did not have a meeting at the beginning of April, and this spring PFC has focused attention on items that the subcommittees have been working on as well as the Governance Process. Consequently, Dr. Pierson reported that Reneé Gallegos should not be held responsible for getting BPs and APs to you in a timely manner. The Presidential Search and the 50th Anniversary have taken time away from timely notifications about PFC matters. Dr. Pierson also reported that VP Gee will not be attending PFC today because he is off to the airport to attend a conference. VP Pierson read the following statement from VP Gee regarding the move of the Census date:

I wanted to update the PFC regarding the concern brought forth by the Academic Senate with the 30%/75% versus the 20%/60% change. As you may or may not know, the college administration had made the change in late fall semester in order to be in compliance with the Chancellor’s Office expectation. The Senate was concerned about the lack of protocol and process in implementing this change. Due to the Senate concern, Interim Superintendent/President Dreyfuss had the percentages changed back to the original for the summer session and also asked Vice President Gee to facilitate a sub-committee of the PFC to review this matter.

After the sub-committee meeting and input, Vice President Gee, along with A & R Director Judy Pearson and Financial Aid Director Elizabeth Coria, made a presentation to the Academic Senate regarding this matter and there was a subsequent vote on the two percentages. Both the reduction from 30% to 20% and the 75% to 60% were approved by the Senate, and Judy Pearson was given direction to re-implement that beginning with the summer session and from this point forward.

There will be an email sent out to all full-time and part-time faculty regarding this permanent change along with the specific dates for this summer. Thanks to all who participated in the sub-committee and also to the Senate for their swift action to assist the college to be in compliance.

Dr. Wetsman stated that the District will have to revise AP 5075 Course Adds and Drops which will be out of compliance as a result of this change. Issues related to the Student Success Task Force regarding these types of matters should be in consultation with the Academic Senate.

- V. **Superintendent's Report** – President Dreyfuss reported that she appreciated the efforts of the faculty, staff, and honored guests who attended the 50th Anniversary Celebration last Friday. It was a great success with over 400 attendees! The Presidential Search is moving forward. President Dreyfuss is monitoring the budget, staying abreast of news from Sacramento and keeping an eye on our cash flow. This is the lowest she has experienced in the 20 plus years at the District. The state deferrals are plenty, which directly impact the budget. The placement of Adult Education is still a hot topic of discussion in the legislature.

Question was raised on how the Presidential Forums would be handled. President Dreyfuss responded that it is a structured process with one hour designated for each a candidate. A moderator will ask three standard questions and the audience members will have an opportunity to submit questions through the moderator. A schedule will be sent out this afternoon. Response cards will be collected and the consultant will prepare the notes for the Board of Trustees that evening in preparation for the Special Board Meetings scheduled for Thursday and Friday.

VI. **New Business**

- **Campus Wide Surveys** – Howard Kummerman reported that his office sent out the Campus Climate Survey to all staff. This year he is sampling the entire campus to gather a better sample. In the past we have used a random sample method. Paper surveys will be used. The Planning Process Survey can be found online and is meant to give feedback for improvements so we can discuss at IEC and PFC. One additional survey this year is the National College Health Assessment, part of the Health Grant the college received. The assessment is paid for by the grant and targets our students to complete. We have a large student population to sample, and it is voluntary. Dr. Foster and his staff will implement the Health Assessment in the classrooms and faculty will be notified. The Health Assessment will take 30 minutes for students to complete. There is one question asked on behalf of the Chancellor's Office, and we inserted one local question. Memos will go out this week, and surveying will start the following week.
- **Administrative Hiring Process** – Dr. Wetsman reported that this item grew out of discussion from Academic Senate. What is happening with Administrative positions when they become vacant? There is not a clear cut process, with the little consistency nor transparency. We have some situations where an Acting Administrator is named. We have cases where an Interim is hired for an unspecified period, of time and still other cases where positions are unilaterally filled with a Consultant. Instead of flying the Information Technology Director position right away, we have had an Interim for the past 2 or 3 years. Two years ago Dan Rubalcava retired, and then we hired Dr. Dyrell Foster. The Physical Education Dean retired, and then we went through an Interim, then we went back to the consultant again. This could become an issue during Accreditation, so should we bring this issue forward?

One question raised was, Why isn't the Administration bringing this up instead of faculty? Why should this be brought up by Academic Senate? Administrator hiring is a mess, and those in charge of the process should be held responsible. Dr. Wetsman responded that Administrative Positions have opened and closed and the status quo is not working because the process is ambiguous.

President Dreyfuss responded that this is an operational matter. The Administration will discuss this matter. With Interim positions, we fly a position internally to see if there is interest, which there usually is. There are other colleges where Interim positions run for 3 years. As for Consultants, because of the new pension reform legislation for PERS and STRS, employees can only work a total of 900 hours. Timing usually affects the planning and we have to have flexibility with this process.

Other issues of concern were:

General confusion over the process. The duration of assuming additional supervision duties of other Divisions/Departments. Why did Mike Slavich take over the Business Division? This has been an on-going additional assignment for years. When JoAnna Downey was hired she was given the additional responsibility of Continuing Education, and that has continued. It is difficult to understand because in reality there is no process.

Dr. Pierson responded that there are changing needs for the District. Budget, timing, and other factors perhaps need to be communicated to the campus community. That may help shed some light on the process itself. Another suggestion was made to look at other colleges to see how their hiring process functions. We all understand how the planning process is tied to the hiring of Faculty and Classified staff, but this is not the case with Administrators. How do those come through the pipeline? How does the campus know why a Dean of Counseling is hired vs. a Dean of Business? What is the rationale? Is there a ranking system similar to classified and faculty? The whole hiring/staffing process needs to be looked at because we do not know what the needs are.

Howard Kummerman clarified that the positions can be requested in the planning software and it goes forward for review. President Dreyfuss responded that we have not had money to fill new Administrative positions, but there are some requests. We are running very lean in terms of Administrators compared to other colleges that are comparable in size. Compared to Citrus, Glendale, and El Camino Colleges, we are low.

Marie Eckstrom responded that she sees parallels related to filling certificated positions. If an instructor is absent, the District can call in a substitute or an emergency hire if the instructor never returns. We get a substitute when a person leaves and then go through the process. This is like be an Acting Administrator who is basically filling in short-term. An Interim may be considered similar to a long term substitute. Sometimes the campus community is not aware of long and short term needs. Clarifying or communicating those may help.

President Dreyfuss was asked about the process for the IT Director. She responded that the hiring of the consultant was three years ago. There was no communication to staff, and she was not directly involved in that decision at the time. We are more conscious now and base decisions on the needs of the District, budget and time constraints. It takes time to change the culture from the way we used to do business. One step at a time, and that is what we need to focus on.

Dr. Wetsman raised the idea of forming a sub-committee to look at this issue before we move on. Those who volunteered are Dr. Wetsman, Sandra Rivera, Mike Javanmard, Dr. Robert Holcomb. President Teresa Dreyfuss will chair this sub-committee.

REVISED Board Policies & Administrative Procedure

- BP 2010 Board Membership - [Consensus reached](#).
- BP 2015 Student Member of the Board – [Consensus reached](#).
- AP 4227 Repeatability- Return to the next PFC meeting after clarification if there are specific classes that are designated and/or modified to accommodate Disabled Students, such as stand-alone courses in Math , English, and Reading. Most of the revision to this AP is to comply with Title V regulations. Fran Cummings will be contacted for a response.

VII. Unfinished Business

- AP 3510 Prevention of Workplace Violence and Disruption – Return to the next PFC Meeting. Clarify what the definition of disruptive behavior is. A training component needs to be addressed, which right now is not reflected in the draft AP. In section E. – District’s Response, clarification is requested in regards to the term “District Supervisor, department head or other appropriate official” to take action which may conflict with CBAs. If you have a faculty member involved in an issue, is their Dean and the VPAA eliminated from the process? These are items that should be spelled out in regards to the affected employee.

- **Governance Processes: Report from Subcommittee on Governance**

Governance Processes – Dr. Wetsman reported that the Subcommittee on this Governance met to make recommendation to the revised APs and BPs before the PFC. Keep the processes we have in place but codifies our practices. Included in 2410 is the delineation of the 10 + 1 where the District consults with the Academic Senate. It also clarifies the processes in how BPs and APs are revised. The others are related to governance including flow charts that should end up in the Governance Manual and the PFC Handbook for the next academic year, which will be worked on over the summer. This will be excellent for Accreditation. We must have governance processes in place. When we have questions, we now have a process written down showing “here is how we do things”. Many thanks to Beverly Reilly, Kenn Pierson, Teresa Dreyfuss, Mike Munoz, Adam Wetsman, and John Frala for their work.

Reneé Gallegos clarified the process of these items moving to the next step. The recommendations from the PFC Sub-Committee on Governance will be submitted to the President’s Office. The recommendations and revisions will be formatted to the current AP/BPs and sent out to the various constituent groups for vetting. These include President’s Council, Administrative Council, and PFC at the beginning of May. Just to clarify, these four items will come to the PFC on May 7th as new business. If PFC consenses, then the four documents will go forward to the Board of Trustees for approval. Board Policies will go to the Board for first and second reading with final adoption in July. The APs will go forward to the Board in June and will be implemented if accepted. It may feel repetitive, but we have to stick to our processes. Black type in the document is existing language and red is the proposed language.

Consensus reached to move these two APs and two BPs from the PFC Sub-Committee on Governance forward to begin the review process:

- BP 2410 Policy and Administrative Procedure
- AP 2410 Policy and Administrative Procedure
- BP 2510 Participation in Local Decision Making
- AP 2510 Participation in Local Decision Making

VIII. **Committee Reports**

- Basic Skills – No report.
- Facilities – No report.
- IEC -
- Program Review – On hiatus until the fall. This body discussed the quality of Program Review. More discussion and work needs to be done such as revisiting programs prior to the 6-year mark. If a program is not of quality do we insist on revision? It was suggested that the Program Review Committee come up with recommendations to discuss at a future PFC meeting.
- Safety – Classroom occupancy has been brought up many times in the past, and to date there is still no resolution. Schedule 25 does not show the correct number. Can Jim Poper come to PFC and update us? It is an academic issue in terms of knowing how many students to add in a classroom, as well as a safety issue if there is an emergency. President Dreyfuss will access the square footage report and share at a future PFC meeting.
- SLOs – Matt Koutroulis is reviewing past SLOs for quality.
- Accreditation – There was a special Board Study Session last Monday. Dr. Priest and Russell Castaneda-Calleros did a presentation to the Board. They are enthusiastic about Board education and their role in the accreditation process. It was a productive session, and another will follow soon.
- Staff Development – No report.
- Staffing – Lydia Gonzalez will establish a focus group to discuss and review the Staffing Process. This will be held in mid-May.
- Institutional Technology – No report.
- Technology – No report.

IX. **Announcements** – Dr. Wetsman is having an article on assessing accreditation published in the upcoming *FACCS Newsletter*.

X. **Public Comment** – Mike Javanmard commended the Sub-committee on Governance for their hard work. Rene Tai gave kudos to President Dreyfuss for the 50th Anniversary Celebration. It was an enjoyable event for all who attended.

XI. **Adjournment** – Next meetings are May 7, 2013 and May 14, 2013. Meeting adjourned at 3:59 p.m.