



December 6th, 2022

Location: <https://zoom.us/j/94542479249?pwd=QmE3bExzRi9rTExDZ21MK1VQU1VJQT09>

Attendance: Aditi Sapra, Alex Cadena, Angela Rhodes, Angelica Martinez, Carley Mitchell, Cynthia Lewis, Dave Lindy, Dianna Reyes, Diana Valladares, Diego Silva, Dorali Pichardo-Diaz, Erin Irwin, Farrah Nakatani, Fran Cummings, Frank Accardo, George Kimber, Gerson Montiel, Jeannie Liu, Jorge Huinquez, Juana Mora, Katie O'Brien, Kelly Lynch, Kevin Smith, Libby Curiel, Margaret Griffith, Marina Markossian, Marissa Berru-Licon, Matthew Pitassi, Michael Koger, Mike Hinze, Mutsuno Ryan, Patricia Hughes, Razvan Stoian, Rebecca Green, Robin Babou, Rudy Rios, Shari Herzfeld, Sheila Lynch, Shelly Spencer, Shirley Isaac, Steve Johnson, Tanja Baum, Tyler Okamoto, Victor Kowalski, Viviana Villanueva, Wendy Carerra, William Curington

Ad Hoc Members Present: Diana Valladares, Elizabeth Ramirez

Members Absent:

Guests: Adam Wetsman, Don Miller, Hyunh Kim, Julio Flores, Lydia Gonzalez, Maribel DeLeon, Marilyn Flores, Michael Saakyan, Steven Yee

1. Call to order
 - a. Meeting called to order at 1:02pm
2. Approval of Minutes from
 - a. Moved by D. Lindy/Second by P. Hughes
 - b. No changes to Minutes
 - c. Minutes approved (30 aye/0 nay/0 abstain)
3. Public Comment: Persons wishing to address the Academic Senate on any item on the agenda or comment on any other matter are allowed three minutes per topic. Pursuant to the Brown Act, the Academic Senate cannot discuss or take action on items not listed on the agenda. Matters brought before the Academic Senate that are not on the agenda may, at the Senate's discretion, be referred to the Senate Executive Council or placed on the next agenda.
 - a. No public comment
4. Committee Reports
 - a. Senate Committees
 - i. Academic Rank, Frank Sotelo (Appendix A)
 - ii. Curriculum, Elizabeth Ramirez
 1. No report
 - iii. Distance Education, Jill Pfeiffer

1. No report
- iv. Guided Pathways, Lydia Gonzalez
 1. This is Lydia's last semester as the Guided Pathways faculty liaison. A student success team retreat was held and best practices were shared
 2. Lisa Chavez, Alice Mecom, and Adam Wetsman will be points of contact in the Spring
 3. PFC will be discussing bringing on a new Pathways director
 4. Friday is the last meeting of the semester
- v. Instructional Technology (ITC), Dana Arazi
 1. No report
- vi. Open Educational Resources (OER), Patricia Hughes
 1. Last meeting of the semester has been held. ZTC Chancellors Grant is currently in development
- vii. Outcomes, Sean Hughes
 1. No report
- viii. Staff Development/FLEX, Katie O'Brien
 1. The final RIO Talk of the semester was held and featured a panel with Libby, Patricia, and Wendy Lai discussing full-time faculty collaboration and the relation to OER
 2. The finalized Equity and Culturally Responsive course will be rolling out and co-facilitated by LACCD. This course, however, is designed for Rio Hondo. 30 hours of Flex Credit or a \$500 stipend are available. Spots are limited, but the course will be offered on a rolling basis
- b. Planning & Fiscal Council Committees
 - i. Facilities, TBD
 1. No report
 - ii. Institutional Effectiveness (IEC), Julio Flores
 1. No report
 - iii. Planning and Procedural Council, Rudy Rios
 1. No report
 - iv. Program Review, Marie Eckstrom (Appendix B)
 - v. Safety, Brian Brutlag
 1. No report. More faculty representation is needed. Those who are interested should contact A. Rhodes. February 24th and April 21st (Fridays) at 10am will be the meetings in Spring
- c. Additional Committees
 - i. Enterprise Systems Advisory, Colin Young
 1. No report
 - ii. Foundational Skills & Instructional Support, Tyler Okamoto
 1. No report. Final meeting of the semester is tomorrow
 - iii. Online Education Initiative (OEI), TBD
 - iv. ASCCC Open Educational Resources Initiative (OERI), Sheila Lynch

1. Sheila Lynch will email information to all full-time and part-time faculty with news about a new round of funded projects to create course-specific OER. Projects must be collaborative, created by faculty teams from at least three CCC districts.
 2. OERI's deadlines for proposal submissions: Jan 9 - Feb 22, 2023.
 3. OERI will hold informational webinars in December and January.
 - v. Student Equity, Juana Mora
 1. A. Rhodes noted that the Student Equity plan was submitted and will be communicating with Student Equity regarding timeliness in reviewing the plan
 - vi. Student Success and Support Services Program (SSSP), Bill Curington
 1. No report
5. President's Report
- a. Volunteer Request: Committee for Faculty Positions (3 needed)
 - i. This is for ranking hiring needs and providing the President/Superintendent with recommendations. Those who are interested should contact A. Rhodes as soon as possible
 - ii. Meeting dates are:
 1. Wednesday, February 22nd 1pm-2:30pm
 2. Wednesday, March 8th 1pm-2:30pm (with scoring due by March 1st)
 - b. Announcement: Institutional Research and Planning will be rebranded as Institutional Effectiveness
 - c. Announcement: The college will go through an inclusive rebranding process and the RHC website will be updated by September 2023
 - d. Announcement: A request for the Student Equity Plan data to be disaggregated has been submitted. It will be ready for Academic Senate review in Spring
 - e. Announcement: Senate Exec Election Timeline; Senator Timeline
 - i. This will be one of the first orders of business in February for Senate. Open seats for Senate Exec will be available for nominees. Senator seats are 3-year terms and Senate Exec terms are 2-years
 - ii. A census will also be held to ensure proper Division representation for Senate in the Spring
 - iii. Senate Exec board needs to be determined and in place by March
 1. M. Koger encouraged newer Senators and those who were not sure that joining Senate Exec is a great opportunity to learn about the college and how it works
 - iv. S. Lynch asked for clarification dates
 1. The end of February is when Senators need to be elected by their Divisions
 - f. Announcement: Trauma-Informed Leadership Practices in Education, February 15th and 16th from 9am-12:30pm on Zoom
 - i. Cost is \$99/person but a \$2400 FLEX Grant Application is in process

- ii. K. Lynch mentioned that she is in the process of writing the Grant application and is planning to finish it this week
 - iii. K. O'Brien asked if faculty are teaching during this time, will they need permission from Deans?
 - 1. A. Rhodes said yes, faculty would need approval from their Dean before attending the conference
- g. Announcement: Human Resources "Right-Sizing"
 - i. "Right-sizing" refers to ensuring staff and faculty levels are "right" (i.e. appropriate). As a new administrator, President Dr. Flores has purview in asking questions regarding staffing and procedures. VPs and Deans were asked to look at their areas and identify any personnel needs
 - ii. Requests are submitted through PFC
 - iii. VP Kupermann requested one HR Services Technician
- h. Announcement: Student Services "Right-Sizing"
 - i. VP. Dixon-Peters requested "many changes". A. Rhodes expressed concern. There are multiple directors, supervisors, increased percentages and other changes were requested for over a dozen positions. Some of these positions were previously faculty release-time and will be converted to staff positions
 - ii. Faculty are encouraged to attend PFC today at 2:30 where Dr. Dixon-Peters will be addressing questions and concerns
 - iii. K. O'Brien asked for faculty who are not able to attend, how can they submit questions/comments?
 - 1. A. Rhodes responded that questions/concerns/comments may be sent to Senate Exec to be shared
 - iv. S. Lynch asked for clarification that "it's good some positions that were previously granted release time are being turned into 100% positions". Wouldn't these additional duties just be assigned to a director in addition to their already assigned duties?
 - 1. A. Rhodes clarified that these are "new" positions and will not be added to existing duties of directors
- 6. Vice President's Report
 - a. 1st Vice President, Kelly Lynch
 - i. No report
 - b. 2nd Vice President, Angelica Martinez
 - i. The last meeting of ASRHC was held and various Roadrunner relief events have been held on campus
- 7. Unfinished Business
- 8. Guest Report
 - a. Board of Trustees and Presidential Goals, Dr. Marilyn Flores
 - i. President Dr. Flores met with the Board of Trustees to establish goals with the Board of Trustees and to develop her own goals during a planning retreat. Discussions were had about the reality and feasibility regarding previous goals

and goals they were seeking. Goals were aligned with College/Institutional Goals.

1. RHCFA and ASRHC will also receive presentations to be looped into the process
- ii. Goals included:
 1. Review, revise and monitor implementation of BPs and Aps on hiring. The college wants to increase faculty and staff understanding of practices
 - a. In the past, a consulting group was brought in to inform how DEI might be implemented throughout the process. Faculty and staff asked to revisit these policies to ensure balance and representation
 - b. An ad-hoc subcommittee will look at the relevant BPs and APs
 - c. Recommendations will go through relevant groups (Senate, RHCFA, CSEA, etc.)
 2. Review and approve a five-year action plan to increase college-level English and Math completion and success
 - a. The Board will have a study session in the Spring reviewing data. Math and English faculty may be invited to share their changes and experiences with the Board and make recommendations to provide input and feedback on direction
 3. The Board will adopt definitions for DEI as well as “educational justice, social justice, and anti-racism”. This is intended to help increase student completion and employment as well as develop faculty and staff in these areas
 4. The Board will review and approve an action plan related to the current Facilities Master Plan and Technology Master Plan that address sustainability and meeting the needs of the college
 5. The Board will review, revise, and approve BP 2410/AP 2410 and monitor its implementation
 - a. These are policies regarding timeline and implementation of BPs/Aps
- iii. A. Rhodes asked for clarification regarding the Board writing its own policies
 1. A. Rhodes pointed out that policies are supposed to be reviewed along a timeline that is already established. President Flores isn’t sure if the timeline is realistic because we’re behind on updating BPs and APs.
- b. FON Update, Dr. Marilyn Flores and Dr. Don Miller
 - i. Dr. Miller provided a brief overview of the FON
 1. In the report sent to the State, there are currently 222 FTEF with 60.1% of the 222 being full-time faculty. The obligation is 221.8 and Rio Hondo College is in compliance with the state required FON

- a. More information about state requirements can be found at <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/Fiscal-Standards-and-Accountability-Unit/Full-Time-Faculty-Obligation>
 - 2. Depending on funding, compliance may decrease in a few years, but it will be determined by funding
 - 3. This means the college is not required by the state to hire any more full-time faculty, but VP Miller is recommending hiring 3 full-time faculty members as recommended by the Faculty Hiring Prioritization Committee to start Fall 2023. This recommendation will then be handed to the President/Superintendent for final determination of hiring needs. If the President determines something other than the recommendation, it will be brought back to the relevant groups
 - a. A. Rhodes asked if the 3 FT faculty will be hired from the current recommendation list compiled by the Hiring Committee. VP Miller said it will be up to the President to determine which list the faculty staffing need is pulled from. VP Miller is concerned that if the committee work continues into Spring, it may be difficult to hire somebody to begin in the Fall
 - ii. Dr. Miller invited those who might be interested in the conversation to speak with Dr. Miller and Dr. Kibui
- 9. New Business
 - a. AB361 Motion (Appendix C)
 - i. Motion moved by D. Valladares/ Second by W. Carrera
 - ii. Motion passes (38 aye/0 nay/1 abstain)
 - b. Update: Got 60? Campaign, Dorali Pichardo-Diaz
 - i. The taskforce is currently working on finalizing details to increase awareness across the campus to petition for graduation (i.e., it's not an automatic process). This campaign was started pre-Covid and was delayed but is being reinstated for the Spring
 - ii. The deadline to petition for Spring 2023 is April 7th
 - c. Update: Part-time Students and Dean's List Taskforce, Libby Curiel
 - i. Research has been done and recommendations have been made and will be brought to Senate Exec. Admin will also be consulted before presenting to Senate in the Spring
 - d. Update: Senator Mentor Program, Shari Herzfeld
 - i. The taskforce held an orientation for new and "new-ish" Senators. Discussions have been had about ongoing support and mentorship. A Group Mentorship of "seasoned" Senators may move forward. Details are being hashed out, but the taskforce has determined to not pursue a 1-to-1 mentorship plan
- 10. Announcements

- a. A. Rhodes announced Dr. Dixon-Peters has requested two readers for scholarships. This would involve reading 30-40 scholarship applications with an estimate of 5-10 minutes per application. The work needs to be completed by next week
 - i. W. Carrera volunteered
 - ii. M. Markossian asked for clarification on the deadline. A. Rhodes will follow-up
 - iii. P. Hughes volunteered

11. Adjournment

- a. Meeting adjourned at 2:20pm
- b. A recording of this meeting can be viewed at the following link:
<https://us06web.zoom.us/rec/share/dlZZyRIDj7IWCP6OKcqRzYSAG0KSLu99Dwa3uPQXVGIX1WarvpnSRhMPk-2N804N.1VCGkf5GU0Byg7s3?startTime=1670360568000>

Appendix A

Report: Academic Rank

Applications are due on Thursday 12/8. The committee will be meeting on 12/12 to go over application review procedures and start the review process.

Submitted by Frank Sotelo

Appendix B

Report: Program Review

Program review peer review meetings will be held during Finals Week. Executive Summaries of the discussions will be sent to the respective committees in early February. Many thanks to all who are participating in the discussions this year.

Submitted by Marie Eckstrom

Appendix C

Pursuant to [Assembly Bill 361](#), if this committee reaches consensus that meeting in-person during the state of emergency would present imminent risks to the health or safety of attendees, the committee will be permitted to meet via remote teleconference under the provisions of AB 361 for a maximum period of 30 days. After 30 days, the committee will need to reconsider the items below and again reach consensus if it desires to continue meeting under the modified Brown Act requirements.

In order to renew the resolution, the committee must:

- 1) Reconsider the circumstances of the state of emergency; and
- 2) Determine that the state of emergency continues to directly impact the ability of the members to meet safely in person.

It is recommended that the committee authorize remote teleconference meetings pursuant to AB 361.