

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, August 28, 2018, 2:30 p.m., Board Room

Members Present: Laura Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Adam Wetsman (1st VP, AS), Jorge Huinquez (2nd VP, AS), Dorali Pichardo-Diaz (Secretary, AS), Mike Dighera (Parliamentarian, AS), Gerson Montiel (ASCCC Rep), Robert Bethel (Past President, AS), Jill Pfeiffer (President, RHCFA), Robin Babou (Faculty), Brian Brutlag (Faculty), Sandra Rivera (CSEA), Jim Sass (CSEA), Matthew Mangoba (President, ASRHC), Diana Lopez (Treasurer, ASRHC), Rebecca Green (Mgmt, AA), Melba Castro (Mgmt, SS)

Members Absent: Henry Gee (VPSS), Yulian Ligioso (VPFB), Michelle Pilati (Faculty), Lisa Sandoval (CSEA), Tiffany Nunez (Secretary, ASRHC)

Additional Staff Members Present: Cecilia Rocha (Acting Dean, Institutional Research & Planning), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA)

- I. **Call to Order** – The meeting was called to order at 2:35pm.
- II. **Approval of Minutes** – The May 15, 2018 minutes were accepted as presented.
- III. **Superintendent/President’s Report** – None.
- IV. **Public Comments** – None.
Persons wishing to address the Planning and Fiscal Council on any item on the agenda or comment on any other matter are allowed three minutes per topic. Pursuant to the Brown Act, the Planning and Fiscal Council cannot discuss or take action on items not listed on the agenda. Matters brought before the Planning and Fiscal Council that are not on the agenda may, at PFC’s discretion, be placed on the next agenda.
- V. **ASRHC Report** – ASRHC held its first Board meeting on Monday, 8/27. Five vacancies remain and they hope to drum up additional student support in order to fill these positions.

Club Rush will be held on Tuesday, 9/4 and Wednesday, 9/5 from 11am-2pm in the Lower Quad.
- VI. **Co-Chair’s Report** – The 2018-2019 PFC handbook was distributed. Dr. Ramirez made a point to reiterate to the members of PFC that all constituency groups have the opportunity to participate, voice their opinions, and influence decisions related to RHC planning processes, with the Board of Trustees having the final say. The planning process should be organized, collegial, and transparent. The group reviewed the Code of Ethics in the handbook and was reminded that PFC makes decisions by consensus.

Communication is a two-way process, and Dr. Ramirez urged members to bring forward the ideas and opinions expressed by their various constituency groups. It is equally as important that PFC members share and report back to their constituency groups regarding PFC’s topics of discussion and outcomes.

Dr. Ramirez proposed that PFC establish goals related to what we wish to accomplish for the year. At the Tuesday, September 11 meeting, members were asked to come to the table with ideas for potential goals.
- VII. **Unfinished Business** – None.

VIII. New Business –

- A. Guided Pathways Update** – The Guided Pathways Committee will meet for the first time this Friday, August 31. It includes representation across a number of campus constituency groups; its 25 members include: faculty representatives from each division, several deans, student representatives, Academic Senate President, Professional Development Coordinator, Outcomes Coordinator, Equity Coordinator, Distance Education representative, IEC Chair, Curriculum Chair, Articulation Officer, and Guided Pathways Liaison.

The goal of this committee is to make recommendations to the Superintendent/President to move us along in the implementation of Guided Pathways.

Between September 10 – 21, the Survey of Entering Student Engagement (SENSE) will be administered to students in 73 randomly selected math, reading, English, and counseling courses. SENSE is a national survey designed by the Center for Community College Student Engagement at the University of Texas at Austin. Classes were randomly selected by the University from those most likely to enroll entering students, as the survey is designed to provide a clear picture of both student behaviors in the earliest weeks of college and the institutional practices that affect students during this critical time. The survey data will be shared with PFC once it is compiled and analyzed.

On September 6-8, members of the Guided Pathways Leadership Team will attend the Guided Pathways Institute #4 in San Francisco, which will focus on the onboarding process for students. The conference will highlight and make recommendations regarding getting students involved in the Guided Pathways process. The main considerations are what the onboarding process looks like at RHC, in addition to things we have done well and potential areas of improvement.

PFC members agreed to add Guided Pathways as a standing informational item on future agendas.

- B. RHC Committee & Initiative Updates & Planning** – As a planning council, we would benefit from learning what other groups on campus are planning. The co-chairs proposed the idea of inviting leadership from various committees on campus to give us updates on what they plan to do over the following year. These reports will help us as a planning body. PFC members agreed that these types of updates would be beneficial, and suggested adding a budget update presentation. It was also suggested that the new funding model taskforce presentation should be done earlier rather than later.

Dr. Ramirez and Markelle Stansell will work on firming up the dates of the presentations and bring the calendar back to a future PFC meeting.

IX. Committee Reports

- **Safety/Facilities** – The committee has not yet met, but a new Director of Facilities, Felicia Johnson, has been hired and will start soon.
- **IEC** – The IEC met recently and went through the orientation process. They are beginning the process of reviewing Institutional Goals and Objectives and have already made suggestions for minor revisions. The next step in the adoption process is to bring the revisions to PFC at a future date.

- **Program Review** – A Program Review panel is scheduled December 3 – 6. Seventeen programs ([list available on IRP website](#)) will be going through the review process. Program Planning data is up on Tableau, and any feedback on the new dashboards would be helpful to IRP.

- **Staff Development** – None.

- **Basic Skills** – None.

- **Outcomes** – The Outcomes Committee has kicked off training sessions for faculty in labs; the [training schedule](#) is available on the Outcomes website. Taskstream has been made as user friendly as possible at this point.

- **Online Education (OEC)** – None.

- **Student Equity** – None.

- **SSSP** – None.

X. Announcements – Robert Bethel inquired about the changes in BSI, SSSP, and Equity and whether or not there had been any updates from Sacramento. Dr. Ramirez said that they have been consolidated into one allocation and that we will have common metrics across all three programs. The simplified metrics have not yet been released, but Dr. Sass indicated that they may be released sometime in October.

XI. Adjournment – The meeting was adjourned at 3:24pm. The next meeting will be held on Tuesday, September 11 from 2:30 – 4:00 p.m. in the Board Room.