I. Call to Order – The meeting was called to order at 2:32pm.

II. Approval of Minutes – The September 25, 2018 minutes were accepted as presented.

III. Superintendent/President’s Report – None.

IV. Public Comments – None.

V. ASRHC Report – ASRHC hosted a Breast Cancer Walk-A-Thon in partnership with the CARE Program today from 11:30am-2:00pm in front of the Student Union. All proceeds from the walk will go to the Wigs Bank at PIH Health – Whittier Oncology.

On Tuesday, 10/11 from 1:00pm-3:00pm in Student Union, Room 201, Dr. Jon Higgins will be discussing “Making Safer Zones for Queer/Trans People of Color.” This coincides with National Coming Out Day. There will be a candy table and giveaways.

VI. Guided Pathways – The Areas of Interest list (formerly known as meta-majors) was recently forwarded to the national team for feedback. There were suggested edits that will be brought to the Guided Pathways Steering Committee this Friday, 10/12 and will be brought before Academic Senate on Tuesday, November 6. The CAGP website will be updated soon, after Gerson receives training on WordPress.

VII. Co-Chair’s Report –

A. Strong Workforce Update – Mike Slavich, Dean of Career & Technical Education & Instructional Operations, provided an update on RHC’s Strong Workforce funds. The overarching goal of the Strong Workforce program is to boost the number of skilled workers produced by community colleges. Funding is allocated to campuses by the Chancellor’s office through grants. To qualify, colleges must join or form regional partnerships that include...
business, K-12 districts, CSU campuses, civic groups, workforce development boards, and labor unions.

Funding is determined by a number of factors, including a community college region’s overall unemployment rate, the number of jobs in the region that are unfilled because of the lack of skilled workers, and the number of students already enrolled in career technical education programs. The funding is structured as a 60 percent Local Share allocation for each community college district and a 40 percent Regional Share determined by a regional consortia of colleges to focus on the state’s seven macro-economic regions.

Strong Workforce allocations must be spent within 30 months of the date expenditures are first authorized. Below is a graphical representation of the various allocations and how they overlap:

**STRONG WORKFORCE PROGRAM FUND MANAGEMENT**

<table>
<thead>
<tr>
<th>Year 1 Allocation</th>
<th>7/1/16 - 12/31/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2 Allocation</td>
<td>7/1/17 - 12/31/19</td>
</tr>
<tr>
<td>Year 3 Allocation</td>
<td>7/1/18 - 12/31/20</td>
</tr>
<tr>
<td>Year 4 Allocation</td>
<td>7/1/19 - 12/31/21</td>
</tr>
</tbody>
</table>

Programs and initiatives that have benefited from Strong Workforce regional funds include: Noncredit College & Career Readiness, L.A. Cloud Computing Consortium, Regional NETLAB Hub & Cybersecurity Project, Teacher Preparation Pipeline/STEM CTE Collaborative, Health Sector Career Pathway Project, Regional Biotech Collaborative, Transportation Industry Employment Partnerships, and many more.

Dr. Ramirez commended Dean Slavich for working with the regional partners and advocating for regional funding for RHC. She noted that doing so requires a lot of hard work, and at times can be very challenging and political.

B. **Integrated Plan** – The Integrated Plan and related resources are located on the RCH homepage at [riohondo.edu/integrated-plan](http://riohondo.edu/integrated-plan). You may also navigate to this page by going to the “Faculty & Staff” dropdown menu and selecting the “Integrated Planning” link under the “Information” heading.

VIII. **Unfinished Business** –

A. **PFC Roles & Outcomes (Update)** – Dr. Ramirez informed the committee that a review of the budget was added to our 2018-2019 outcomes, and a budget presentation will occur at an upcoming PFC meeting. Based on additional feedback from our last meeting, oversight of the annual planning process and resource allocation was also added as an outcome.

It was suggested that the PFC Roles & Outcomes document be condensed down to a single page, and be posted on the PFC website.

The group discussed the value of receiving input from constituency groups related to the program planning process. In order to accept feedback, it was suggested that a template be
created for groups to provide suggestions. Such a document would be helpful in identifying global issues (things that keep coming up). Additionally, members wish to develop an internal prioritization process.

B. AP 3720 – Computer & Network Use – AP 3720 was accepted with changes as presented. It was suggested that before the policy goes for Board review, an ACCJC reference should be added (if one exists).

C. Conduct Reporting Procedures – A draft of the Conduct/BIT Work Flow was disseminated. It was suggested that the document add a caveat indicating that despite our internal reporting procedures, mandated reporting procedures make college employees required by law to immediately report incidents of abuse involving vulnerable populations such as minors or individuals with disabilities. We will make this recommendation to Alisia Kirkwood, Interim Dean of Student Affairs/Student Conduct.

IX. New Business –

A. Update on SENSE survey – The SENSE survey was administered over a two-week period between September 10 and September 12. The purpose was to survey first-time students primarily in English, math, and counseling classes. Out of 73 classes identified, 69 participated. The administration of the survey took approximately 35-45 minutes. The surveys have since been returned to the University of Texas at Austin, who will produce a report with the results. Overall, roughly 1,500 RHC students were surveyed.

X. Committee Reports

• Safety/Facilities – Brian Brutlag met two weeks ago with Felicia Johnson, the new Director of Facilities. They agreed to take this semester to reconstitute the Safety Committee to convene in Spring. On another note, we will not be participating in the Great Shakeout this year.

• IEC – The Institutional Effectiveness Committee met today to go over institutional goals and objectives, and continued to assess how we align with the vision and success goals. IEC will bring the goals to PFC on October 23 for feedback. IEC is also working on a self-evaluation tool for committees which will be vetted by PFC before implementation.

• Program Review – Orientations have concluded and anyone who has a program review scheduled was oriented. The first open lab was held last Friday. There are ten computers set up for use in the Campus Inn.

• Staff Development – None.

• Basic Skills – None.

• Outcomes – The Outcomes Committee will be meeting next week. Nearly all of the mapping has been completed. Outcomes Coordinator Alyson Cartagena will be sending updates with any courses that still need to be mapped.

• Online Education (OEC) – None.

• Student Equity – The Student Equity Summit will be held on Tuesday, 12/11 from 9am – 3pm in the Campus Inn. Dr. Frank Harris from San Diego State will be here to speak on ways in which to we can facilitate student success for men of color in community colleges.
• SSSP – There will be a SSSP meeting Friday which will focus on the onboarding process and timeline. With Guided Pathways and AB-705, there is a need to operationalize what the onboarding process means for our campus in terms of placement.

X I. Announcements – None.

X II. Adjournment – The meeting was adjourned at 3:26pm. The next meeting will be held on Tuesday, October 23 from 2:30 – 4:00 p.m. in the Board Room.