

## RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, September 11, 2018, 2:30 p.m., Board Room

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**Members Present:** Laura Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Adam Wetsman (1<sup>st</sup> VP, AS), Jorge Huinquez (2<sup>nd</sup> VP, AS), Doralí Pichardo-Díaz (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), Lisa Sandoval (CSEA), Matthew Mangoba (President, ASRHC), Diana Lopez (Treasurer, ASRHC), Rebecca Green (Mgmt, AA)

**Members Absent:** Yulian Ligioso (VPFB), Michelle Pilati (Faculty), Tiffany Nunez (Secretary, ASRHC), Melba Castro (Mgmt, SS)

**Additional Staff Members Present:** Cecilia Rocha (Acting Dean, Institutional Research & Planning), Alyson Cartagena (Outcomes Coordinator), Jeannie Liu (Faculty), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA)

- I. **Call to Order** – The meeting was called to order at 2:34pm.
- II. **Approval of Minutes** – The August 28, 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 a special meeting to officially appoint new members but were one Senator short. They will continue their efforts to fill this position. This past weekend, ASRHC held a retreat which focused on team building activities, orienting new members to the team, etc.  
  
Club Rush (Tuesday, 9/4 and Wednesday, 9/5) was a success. There were opportunity drawings in which students could win TI-84 calculators, a tablet, etc.  
  
Upcoming events include:
  - September 17, 11am-12pm, Lower Quad: Constitution Day – hot dogs and freedom fries
  - September 18, 11am-12pm, Lower Quad: LatinX Heritage Day
  - September 19, 4pm in Student Union: Open Mic
  - September 26, 11am-2pm, Lower Quad: Coffee with AS (Meet the ASRHC)
- VI. **Guided Pathways** – The Guided Pathways Steering Committee will be meeting for the second time this Friday from 10:00am-12:00pm and will be further discussing meta majors. They will also be discussing whether our institution will fully implement mapping of GEs. Additionally, they plan on setting goals for the year.

The RHC Guided Pathways Leadership Team attended CAGP Institute #4 from September 6 – September 8 in San Francisco. This Institute primarily focused on the topics of onboarding and student services.

On September 27, Randy Beach, a member of the ASCCC Executive Committee will be on campus to answer questions and help get information out about Guided Pathways. The forum will be held from 1:00pm-2:30pm in the Board Room (A102). Gerson Montiel is working on an informational flyer to promote the event.

Finally, Gerson and Dr. Ramirez will be presenting to the Board of Trustees on September 12 regarding where we are with Guided Pathways and what we hope to accomplish in the future.

**VII. Co-Chair's Report** – At the August 28 meeting, Dr. Ramirez and Michelle Bean 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 is still working on firming up the dates for these presentations and will bring the calendar to the September 25 PFC meeting for review.

**VIII. Unfinished Business** –

**A. AP 3720 – Computer Network Use** – Currently, a “pop-up” screen installed on all District systems reminds users that this policy is in effect whenever they log into computers physically located at the Rio Hondo main campus and its offsite locations. The addition of CCLC language indicating that employees physically sign a computer network use agreement at their time of hire needs to be reviewed by HR, as the current practice is to provide this AP to new hires as an informational item only. In addition to a handful of grammatical changes, revisions to this policy will be brought back to PFC at a later date once HR has had the opportunity to review and make edits.

**IX. New Business** –

**A. Outcomes Committee Update** – The mapping of Outcomes is nearly complete. There have been weekly training sessions offered to faculty, in addition to one-on-one sessions, specialized workshops, etc. Alyson Cartagena, the Outcomes Coordinator, has also been visiting a number of Division meetings, in addition to fielding phone calls and e-mails about the process. Overall, we are making great progress, and are shooting for a deadline of October 19.

The Outcomes Committee has been working on increasing accessibility to and visibility of Taskstream, since some faculty did not know how to log in. Alyson demonstrated four different ways to access the system: 1) On the RHC homepage, by clicking on the Faculty & Staff dropdown, users may navigate to the ‘Institutional Research and Planning’ link under the ‘About RHC’ heading. 2) Also under the Faculty & Staff dropdown, there is an ‘Outcomes’ link under the ‘Academics’ heading. 3) Faculty can also log into Access Rio and find login link on their Faculty tab. 4) The link is also located on the Employee tab through the Institutional Research & Planning link.

Weekly progress reports have been going out to faculty members and Deans. Alyson noted that there has been remarkable collaboration with IRP, holding trainings in their facility and making it a “one stop shop” where faculty can go for assistance and guidance. Michelle Bean thanked Alyson for her hard work in helping to streamline the process for faculty.

A concern was raised that the majority of classes are taught by adjuncts, and it may not have been communicated to them that that in Spring 2019, they will be expected to input last year's

data. A flyer or informational item will be given to Division Deans to disseminate at their Division meetings to inform faculty, and Alyson will clarify expectations to faculty.

**B. Planning & Fiscal Council Goals** – PFC members were asked about their overall expectations for PFC this year, as well as their expectations of the co-chairs and of each other. The point of this exercise was to clarify the committee’s role so that it may be reviewed at the end of the year.

Dr. Ramirez and Michelle Bean will compile feedback received from members into a chart to bring back to the September 25 PFC meeting, mapping the committee’s role to reconcile what’s been described in the PFC Handbook.

**X. Committee Reports**

- **Safety/Facilities** – None.
- **IEC** – None.
- **Program Review** – None.
- **Staff Development** – None.
- **Basic Skills** – A group of faculty will be attending the Supplemental Instruction conference in Kansas City and/or locally in Riverside.
- **Outcomes** – None.
- **Online Education (OEC)** – None.
- **Student Equity** – None.
- **SSSP** – None.

**XI. Announcements** – Matthew Mangoba clarified the ASRHC Open Mic event is open to staff and faculty as well as students.

**XII. Adjournment** – The meeting was adjourned at 3:58pm. The next meeting will be held on Tuesday, September 25 from 2:30 – 4:00 p.m. in the Board Room.