

**RIO HONDO COMMUNITY COLLEGE DISTRICT  
PLANNING FISCAL COUNCIL MINUTES  
Tuesday, November 27, 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), Yulian Ligioso (VPFB), 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), Robert Bethel (Past President, AS), Jill Pfeiffer (President, RHCFA), Michelle Pilati (Faculty), Brian Brutlag (Faculty), Robin Babou (Faculty), Sandra Rivera (CSEA), Jim Sass (CSEA), Lisa Sandoval (CSEA), Matthew Mangoba (President, ASRHC), Rebecca Green (Mgmt, AA), Melba Castro (Mgmt, SS)

**Members Absent:** Gerson Montiel (ASCCC Rep), Tiffany Nunez (Secretary, ASRHC), Diana Lopez (Treasurer, ASRHC)

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

- I. **Call to Order** – The meeting was called to order at 2:33pm.
- II. **Approval of Minutes** – The November 13, 2018 minutes were accepted as presented.
- III. **Superintendent/President’s Report** – No report.
- 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** – No report.
- VI. **Guided Pathways** – No report.
- VII. **Co-Chair’s Report** – The OER subcommittee of Academic Senate approved a motion to remove the Zero-Textbook-Cost (‘ZTC’) as a filter (aka searchable feature) in the online class schedule, although the ‘ZTC’ symbol will remain in the displayed search results.  
  
The Student Equity Summit will be held on December 11 from 9am – 3pm in the Campus Inn. Dr. Frank Harris III will be presenting on Men of Color at Community Colleges, and Dr. Adrian Huerta and Dr. Eligio Martinez will guide us through their co-authored report that is specific to Rio Hondo College.
- VIII. **Unfinished Business** –
  - A. **IEC – Institutional Goals** – The draft of the Institutional Goals and Objectives was presented to the Board of Trustees at the November 14 meeting. They provided final input and made minimal changes. They will be presented again on Wednesday, November 28, 2018 as an information item.

## IX. New Business –

- A. IEC – Committee Evaluation Tools** – One committee evaluation tool being explored is a self-evaluation by each committee member. This tool would give each member the opportunity to provide feedback online with the hopes of encouraging more forthcoming and honest responses. Committee members would have from February 8 until February 22 to complete the survey. IRP would then produce a summary report to committee chair(s). The summary report would be used to facilitate discussion within the committee. Committee evaluations are required on an annual basis.
- B. PFC Subcommittee – Instructional Equipment Taskforce** – The charge and makeup of the Instructional Equipment Taskforce will be clarified with the Superintendent/President and brought back to a future PFC meeting for discussion.

## X. Committee Reports

- **Safety/Facilities** – No report.
- **IEC** – No report.
- **Program Review** – No report.
- **Staff Development** – No report.
- **Basic Skills** – No report.
- **Outcomes** – At the last meeting, the Outcomes Committee discussed data entry moving forward. Training sessions will be offered to faculty on an ongoing basis. There was also discussion regarding the need for implementing a process to ensure SLOs are developed along with the introduction of new or updated course outlines of record.
- **Online Education (OEC)** – None.
- **Student Equity** – Next week faculty and staff will participate in Finals Food Distribution, which has also been expanded to the South Whitter Educational Center, El Monte Educational Center, Educational Center at Pico Rivera, and the Santa Fe Springs Regional Training Center.

The Student Equity Summit will be held December 11, 2018 from 9am-3pm in the Campus Inn.

- **SSSP** – January 18, 2019 is the regional Counselor Breakfast.

- XI. Announcements** – Vice President of Student Services Henry Gee sent an e-mail to the campus community today regarding an anti-Semitic message that was discovered on a window in the Campus Inn on the morning of November 27, 2018. The message was likely written sometime between 5:05pm on the 26<sup>th</sup> and 7:30am on the 27<sup>th</sup> when it was first discovered. Local sheriff's deputies were dispatched to campus to complete a report. Staff, faculty, and students are asked to remain vigilant and if they see something, say something.

The library will be open extended hours until 10pm this week and next week in support of finals.

- XII. Adjournment** – The meeting was adjourned at 3:13pm. The consensus was that there is no need to hold a special meeting on Tuesday, December 4, 2018. Meetings will resume in the Spring semester beginning on Tuesday, February 12, 2019.