

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING FISCAL COUNCIL MINUTES
Tuesday, February 12, 2019, 2:30 p.m., Board Room**

Members Present: Laura Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Yulian Ligioso (VPFB), Adam Wetsman (1st VP, AS), Jorge Huinquez (2nd VP, AS), Dorali Pichardo-Diaz (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 Hernandez (CSEA), Jim Sass (CSEA), Matthew Mangoba (President, ASRHC), Rebecca Green (Mgmt, AA), Melba Castro (Mgmt, SS)

Members Absent: Gerson Montiel (ASCCC Rep), Lisa Sandoval (CSEA), Tiffany Nunez (Secretary, ASRHC)

Additional Staff Members Present: Caroline Durdella (Dean, Institutional Research & Planning), 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 November 27, 2018 minutes were accepted as presented.
- III. **Superintendent/President's Report** – Superintendent/President Dreyfuss welcomed the committee to the Spring 2019 semester and wished everyone a Happy Chinese New Year. She asked Vice President of Finance and Business, Yulian Ligioso, to provide an update regarding the heating issues that are affecting the campus.

The challenges faced in recent months are multifaceted and complex, compounded by the college's topography and age at some areas of the campus infrastructure. A hot water leak affected the boiler, resulting in its automatic shutdown. Heavy rains over the past month have slowed the progress of identifying and isolating the leak. Yulian sent an all-staff e-mail on Monday, 2/11 indicating that despite good progress being made turning the hot water back on in the North loop and heating many of our buildings, there was a second hot water leak discovered. The leak is near the entrance of staff lot B on Circle Drive. We should be receiving an estimate this week to open up the asphalt to make an assessment. Unfortunately, fixing this leak will require shutting off hot water to the North loop, although repairs are expected to go reasonably quickly. In coordination with Security, there will be a temporary road closure on Circle Drive in order to perform the work. Until the actual pipe repair work begins, the North hot water loop will remain open. Efforts to pinpoint the leak in the lower quad are ongoing.

- IV. **Public Comments** – Sandra Hernandez brought forward a concern about AP 3510 - Prevention of Workplace Violence & Disruption. A group of Classified Staff had an issue with bullying and put together a 40-page document that they took to Human Resources with the request and expectation that the portion of AP 3510 that calls for a cross-constituency committee to be convened would be honored to determine if the conduct meets the definition of bullying. This request was denied by HR and the staff were told that it was not a Title IX violation and it did not rise to the level of sexual harassment. However, nowhere in the AP does it say that instances of bullying *must* constitute a Title IX violation. Sandra noted that Heng Lim, the CSEA Labor Relations Representative, was present to listen to the discussion because it impacts CSEA's ability to dutifully represent their staff members.

Sandra is asking that this AP be formally reviewed by PFC to determine whether or not this is the avenue by which employees would take a complaint of bullying that is not sexual in nature. A review of AP 3510 will be added to the February 26, 2019 agenda.

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** – The first week of Spring semester, ASRHC helped students in the quad. Last week they finalized their legacy project. They will be funding another hydration station in the Science Building on the second floor as well as purchasing a new mascot costume. Superintendent/President Dreyfuss has agreed to fund another hydration station located in the gym.

Success at Sunset begins tonight, February 12 in front of the Student Union from 5:30-6:30pm. Next week, Spirit Day will be held on Tuesday, 2/19 from 11:00am-2:00pm in the lower quad. Students are asked to show their Roadrunner pride by wearing school colors, participating in activities, and engaging with campus clubs. This will coincide with Club Rush on the 19th and 20th. Also on February 20th will be Black Excellence. Students, staff, and faculty are encouraged to stop by the mid-quad from 11:30am-1:00pm to hear speakers and artists including Dr. Jonathan Higgins, LaSpeaks Volume, and Dr. Kirk Kirkwood. Finally, ASRHC will be hosting an open mic on Wednesday, February 27 from 4:00pm-6:00pm in the Student Union.

- VI. Guided Pathways** – The Guided Pathways Steering (GPS) Committee is moving forward with the development of a detailed action plan for implementation of Guided Pathways. The GPS Committee has identified 14 different work groups in areas such as the student onboarding process, student success metrics, professional development, and integrated infrastructure technology. The work groups are tasked to develop a multi-year plan with activities, benchmarks, and outcomes. The plan will be forwarded to the Academic Senate and ultimately the Superintendent/President for approval and implementation. In addition, the GPS Committee will be moving forward with the mapping of general education courses based on Academic Senate recommendation.

- VII. Co-Chair's Report** – Michelle Bean welcomed everyone back and thanked committee members in advance for their commitment to the volume of work we have ahead of us this semester.

VIII. Unfinished Business –

A. IEC – Committee Evaluation Tool – Caroline Durdella, Dean of Instructional Research and Planning, provided an update on the committee evaluation tool that will be sent out to campus constituents on either Wednesday or Thursday of this week. All committees in the governance manual are being evaluated. IRP is in the process of putting the finishing touches on the e-mail invitation. Individuals who serve on multiple committees will receive multiple invitations, using a dropdown list on the survey tool to select the appropriate committee. Members will have about two weeks to respond, and IRP will need roughly two weeks to analyze the data and provide a summary to the chair/co-chair so that (s)he may bring the information back to the committee(s).

B. PFC Subcommittee – Instructional Equipment – Robert Bethel, Mike Dighera, Robin Babou and Sandra Hernandez volunteered to serve on the Instructional Equipment Subcommittee. This subcommittee will review Instructional Equipment requests from the 2017-2018 planning cycle and rank them. An effort will be made to convene a meeting and finish the ranking process before our next PFC meeting on February 26.

IX. New Business –

- A. AB 705 Update** – A collaborative AB 705 taskforce has been formed that includes various campus constituents, including individuals including faculty, staff, and administrators. The faculty from Math, English, and Counseling are very embedded in the taskforce. Recently, they have been looking at aligning placement levels as defined by the AB 705 memo. In an effort to update the placement tool, there is a lot of work that needs to be done in conjunction with IT. Systems need to be updates, new placement levels need to be programmed in Banner to provide or restrict access to enrollment in certain courses, and strategies need to be identified to code offerings with a specific symbol on the class schedule.

AB 705 states that if you are going to require co-requisites, you must have a challenge process in place. The structure of this challenge process requires additional conversation, and the taskforce is hard at work to identify potential strategies and recommendations.

As a requirement of AB 705, we will be collecting data and tracking success rates. A track record of data is needed in the event that we need to ask for revisions. Since we are adhering to the Chancellor's Office GPA cutoffs, our measures will be throughput, etc.

Matthew Mangoba, President of ASRHC, asked how changes related to AB 705 are being disseminated to students. Aside from updating the website and producing posters and brochures to advertise the new sequences and pathways, counselors will present in Basic Skills classrooms as to how students may update their placement. Additionally, placement labs will be hosted for students to take or retake the placement tool and update their educational plans. To inform new students, the online orientation will be updated, as well as materials provided in educational planning workshops and COUN 105 classes. Once informational material is finalized and distributed, all divisions and faculty need to be aware and assist in disseminating information campus-wide. Students with questions about AB 705 may be referred to the First Year Success Center, the Counseling Center, and/or the Assessment Center/Educational Planning Lab. It should be noted that we are phasing "assessment" out of the vernacular in favor of "placement."

- B. Revision of Board Policies (14) and Administrative Procedures (9) – (Total of 23)** – The co-chairs reminded PFC about the BP/AP revision process that worked well last Spring, which was to identify small workgroups and assign APs/BPs for review outside the meeting. The expectation is that the groups will reach out to committees, constituent groups, and/or subject matter experts when making edits. The revisions will then be brought back to PFC for consideration. The groups below volunteered to edit the following BPs/APs.

Revisions proposed by the Board of Trustees

- Group 1 – Matthew Mangoba, Yulian Ligioso, Jim Sass
- BP 2431 – Superintendent/President Selection
 - BP 2715 – Code of Ethics/Standards of Practice
 - BP 6740 – Citizen's Oversight Committee

Revisions by CCLC and/or Academic Senate

- Group 2 – Robert Bethel, Michelle Pilati, Melba Castro
- BP 4020 – Program, Curriculum and Course Development
 - AP 4020 – Program and Curriculum Development
 - BP 4025 – Philosophy and Criteria for Associate Degree and General Education
 - BP 4100 – Graduation Requirements for Degrees and Certificates
 - BP 4030 – Academic Freedom – Group 3 -Adam Wetsman, Brian Brutlag, Rebecca Green

- Group 4 – Mike Dighera, Laura Ramirez, Jill Pfeiffer
 - AP 4102 – ~~Occupational/Vocational~~ Career and Technical Education Programs
 - BP 4106 – Nursing Programs
- Group 5 – Dorali Pichardo-Diaz, Jorge Huinquez, Rebecca Green, Melba Castro, Tiffany Nunez
 - BP 4220 – Standards of Scholarship
 - AP 4220 – Standards of Scholarship
 - BP 4225 – Course Repetition
 - BP 4240 – Academic Renewal
- Group 6 -Michelle Pilati, Rebecca Green, Dorali Pichardo-Diaz, Melba Castro, Jorge Huinquez
 - BP 4250 – Probation, Dismissal, and Readmission
 - AP 4250 – Probation
 - BP 4260 – Pre-Requisites and Co-Requisites
 - AP 4260 – Prerequisites and Corequisites
- Group 7 - Sandra Hernandez, Jill Pfeiffer, Michelle Pilati
 - AP 4105 – Distance Education
- Group 8 -Robert Bethel, Michelle Pilati
 - AP 4230 – Grading and Academic Record Symbols
 - BP 4300 – Field Trips and Excursions – Group 9 - Yulian Ligioso, Diana Lopez
NEW – Recommended by CCLC
- Group 9 - Yulian Ligioso, Diana Lopez
 - AP 4022 – Course Approval
 - AP 4103 – Work Experience

Markelle will forward electronic copies of all the BPs/APs as well as a list of helpful hints and suggestions for editing the documents to PFC by tomorrow.

X. Committee Reports

- **Safety/Facilities** – Brian Brutlag met with Felicia Johnson (Director of Facilities) last week. A subsequent meeting is scheduled for March 15.
- **IEC** – None.
- **Program Review** – None.
- **Staff Development** – None.
- **Basic Skills** – This group is somewhat informally turning into an AB 705 implementation group. The most recent meeting focused on Math and English updates.
- **Outcomes** – There is a new Faculty Resource Center (FRC) via Canvas that is available to all faculty. It has a wealth of information about Outcomes as well as other helpful materials. The next Outcomes meeting will be Tuesday, February 19.
- **Online Education (OEC)** – Two faculty are going through the Peer Online Course Review (POCR) training. Once they graduate, they may start reviewing OEI courses. Nominations for Distance Education Coordinator are open.
- **Student Equity** – The first meeting will be later this month.
- **SSSP** – Working on AB 705 implementation.

XI. Announcements – A Taste of Rio is on Friday, April 26, 2019.

XII. Adjournment – The meeting was adjourned at 3:44pm. The next meeting will be on Tuesday, February 26, 2019 at 2:30pm in the Board Room.