

## **RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, February 26, 2019, 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), Gerson Montiel (ASCCC Rep), Robert Bethel (Past President, AS), Jill Pfeiffer (President, RHCFA), Michelle Pilati (Faculty), Brian Brutlag (Faculty), Robin Babou (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:** Tiffany Nunez (Secretary, ASRHC), Lisa Sandoval (CSEA)

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

- I. **Call to Order** – The meeting was called to order at 2:30pm.
- II. **Approval of Minutes** – The February 12, 2019 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** – The RHC Guided Pathways Leadership Team recently attended Guided Pathways Institute #5 in Riverside. 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 fourteen (14) different workgroups in areas such as the student onboarding process, student success metrics, professional development, and integrated infrastructure technology. It is the intention to solicit the participation of faculty who are not part of the GPS Committee in an effort to increase overall campus involvement. Michelle Bean encouraged the GPS Committee to include a librarian, counselor, staff member, and student on each workgroup.  
  
The workgroups are tasked to develop a multi-year plan with activities, benchmarks, and outcomes. Regular updates will be shared with both Academic Senate and PFC. Once it is complete, the plan will be forwarded to the Academic Senate and ultimately the Superintendent/President for approval and implementation.
- VII. **Co-Chair’s Report** – Dr. Ramirez received an inventory of the committees on campus and issued a reminder that minutes and agendas should be posted online. A representative from Academic Affairs or IRP will reach out to groups that need to post their materials on the website.

## VIII. Unfinished Business –

- A. AB 705 Update** – Melba Castro brought back AB 705 materials to share with the group as a follow up to her presentation at the February 12 PFC Meeting. It is important to note that the informational materials are still very much in draft format and are being vetted. She noted that students can take courses below transfer-level, but the default is that they will be placed in transfer-level classes. Counseling expects to use a student's high school GPA as a starting point when making placement recommendations to students, leading to greater discussion about a student's holistic experience with both math and English. Rebecca Green recommended that PSY 190 – Statistics for Behavioral Sciences be listed as an alternate to MATH 130 – Statistics on the informational materials. Dorali Pichardo-Diaz recommended changing the suffix of the new math support courses from 'E' to 'S' (to mirror those in English) because on academic transcripts an 'E' typically denotes that a course has been 'Excluded'.
- B. PFC Subcommittee – Instructional Equipment** – The PFC Instructional Equipment Subcommittee met and ranked the list of 2018-2019 instructional equipment requests that were carried forward from the unit plans. After consultation with some of divisions, a number of the funding requests were adjusted based on what was determined to be the true cost or true need. It was noted that there could stand to be improvements to the process going forward, such as developing a rubric for use during the Program Review process to better identify the priority of each request as its being made. The list of ranked instructional equipment requests will be forwarded to the Superintendent/President for final approval, and Academic Affairs will reach out to the divisions to initiate purchase requests.
- C. Revision of Board Policies (4) and Administrative Procedures (1) – (Total of 5) –**

### *Revisions proposed by Board of Trustees*

- **BP 2431 – Superintendent/President Selection** – The workgroup determined that the added language is procedural and should be included in the respective Administrative Procedure (AP 2431). The workgroup will reconvene to include language in the AP instead of the BP and bring it back to the next PFC meeting for discussion.
- **BP 2715 – Code of Ethics/Standards of Practice** – The workgroup is unclear of the intent of the additional language: "Prevent breach of confidentiality or perception of breach of confidentiality." The workgroup in collaboration with PFC developed two questions for the originators of the recommendation:
  - a. Does this pertain only to closed session given that board meetings are open to the public?
  - b. What is the concern with the current language, "Maintain the confidentiality of closed session"? Adding confidentiality to open session may violate Brown Act, given Board meetings are open to the public.
- **BP 6740 – Citizen's Oversight Committee** – The work group determined that the added language is procedural and should be included in the respective Administrative Procedure (AP 2431). The workgroup will reconvene to include language in the AP instead of the BP and bring it back to the next PFC meeting for discussion.

### *Revisions by CCLC and/or Academic Senate*

- **BP 4030 – Academic Freedom** – No changes from the updated CCLC language and/or Academic Senate revisions. Consensus with no edits.

- **AP 4230 – Grading and Academic Record Symbols** – No changes from the updated CCLC language and/or Academic Senate revisions. Consensus with no edits.

## IX. New Business –

- A. 2018-2019 Additional Budget Requests – Facilities & Technology** – Yulian Ligioso provided the group with an update regarding additional Facilities and Technology budget requests that will be recommended for funding through the District Unrestricted General Fund.

### Technology

- Replace Network Infrastructure at SWEC as the equipment is no longer supported by the manufacturer – \$30,000
  - Disaster Recovery Cloud-Based Network Infrastructure to provide redundancy and expansion of RHC’s on premise network – \$30,000
  - Rio Café AV Safety and Accessibility. IT to work with Facilities to move the AV system out of the Rio Café sprinkler room to a dry and safe location – \$30,000
  - 5 laptops in President’s Office for Emergency Operations Center – \$5,000
  - New work order system for IRP – \$2,500
  - Printer for Pathway to Law – \$1,500
- Total – \$99,000**

### Facilities

- Dust collection system in Theatre scene workshop room (M103) to alleviate health and fire hazards – \$18,000
  - Dimmers in six classrooms (A-211, A-213, A-214, A-215, A-216, A-218) to allow for note-taking during presentations – \$15,000
  - 22 additional electrical outlets throughout study areas in the Library – \$5,000
  - Increase/enhance lighting in between book stacks in Library – \$17,000
  - Remodel adjunct office space (BSS/C&L) on second floor of Administration Building (A200) – \$8,000
  - Remove accordion room divider between A200 and A202 and install a permanent wall – \$5,000
  - Replace all lighting cables in Wray and Blackbox Theatres – \$12,500
  - Upgrade lighting control console in Wray Theatre – \$11,000
- Total of \$91,500**

These items will be submitted for approval at the March Board Meeting.

## **B. Administrative Procedures (1)**

- **AP 3510 – Prevention of Workplace Violence and Disruption** – AP 3510 was brought to PFC by Sandra Hernandez who explained that an allegation of bullying could not find redress within this procedure because it’s not a Title IX violation. According to the AP as it is currently written, “In cases of reported bullying, a subcommittee will be formed composed of the District’s Title IX officer, and a CSEA designee, RHCFA designee, and administrative designee, all of whom must be trained in Title IX requirements, to determine whether the action meets the definition of bullying. The Title IX Officer serves as a resource (non-voting member.)” Shawn Smith, Executive Director of Human Resources, briefly joined the meeting to explain that addressing the allegation via the methods outlined in this AP would pose confidentiality concerns. A workgroup was formed to review the AP and suggest revisions. The workgroup will include Adam Wetsman, Shawn Smith, Sandra Hernandez, Robert Bethel, Henry Gee, and Rebecca

Green. The group is encouraged to look at both CCLC language as well as corresponding APs from other colleges. The AP will be brought back to the next PFC meeting for discussion.

**X. Committee Reports**

- **Safety/Facilities** – None.
- **IEC** – None.
- **Program Review** – None.
- **Staff Development** – None.
- **Basic Skills** – None.
- **Outcomes** – None.
- **Online Education (OEC)** – None.
- **Student Equity** – None.
- **SSSP** – None.

**XI. Announcements** – None.

**XII. Adjournment** – The meeting was adjourned at 4:09pm.