

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, March 19, 2019, 2:30 p.m., Board Room

Members Present: Laura Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Yulian Ligioso (VPFB), Adam Wetsman (1st VP, AS), Jorge Huinquez (2nd VP, AS), Robert Bethel (Past President, AS), Jill Pfeiffer (President, RHCFA), Brian Brutlag (Faculty), Robin Babou (Faculty), Sandra Hernandez (CSEA), Jim Sass (CSEA)

Members Absent: Henry Gee (VPSS), Rebecca Green (Mgmt, AA), Melba Castro (Mgmt, SS), Dorali Pichardo-Diaz (Secretary, AS), Mike Dighera (Parliamentarian, AS), Gerson Montiel (ASCCC Rep), Michelle Pilati (Faculty), Matthew Mangoba (President, ASRHC), Diana Lopez (Treasurer, ASRHC), Tiffany Nunez (Secretary, ASRHC), Lisa Sandoval (CSEA)

Additional Staff Members Present: Caroline Durdella (Dean, Institutional Research & Planning), Marie Eckstrom (Program Review Coordinator, English Faculty), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA)

- I. **Call to Order** – The meeting was called to order at 2:36pm.
- II. **Approval of Minutes** – The February 26, 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 Guided Pathways Steering (GPS) Committee is working in individualized workgroups to come up with various activities and other connections on campus outside of the committee itself in order to fulfill the goals of the four pillars. The intention is to broaden the constituencies involved in the Guided Pathways implementation.
- VII. **Co-Chair’s Report** – Michelle Bean mentioned that at the last Board meeting, Felicia Johnson (Facilities Director) reported that Facilities staff are trying to be proactive rather than reactive related to work orders. They are focusing on power washing, gum removal, and deep bacteria cleaning, and are making a concerted effort to use less toxic chemicals. Michelle would like to give accolades to Felicia Johnson and her staff for their hard work.

There was also a guest speaker at the last Board meeting that spoke about the 2020 Census and the need to educate and communicate to our students that the census is coming; it is important that the students take back this information to their families and encourage them to be counted. Jill Pfeiffer suggested a student forum might be beneficial. Families might not understand how to report, so there have been millions of people not counted, especially young people. Census data has the potential to affect all types of allocations, including PELL grant funding, etc. Students interested in becoming a paid enumerator (aka census taker) are encouraged to visit www.2020census.gov/jobs to apply.

Dr. Ramirez reminded the group that per the PFC Guidebook (page 22), quorum is not required.

VIII. Unfinished Business –

A. Revision of Board Policies (4) and Administrative Procedures (2) – (Total of 6) –

Revisions proposed by the Board of Trustees

- **BP 4030 – Academic Freedom** – Brought back to PFC based on Board's recommendation. CCLC language in red. PFC's original edits are in green. PFC's subsequent edits are in purple. Paragraph I was revised as follows: ***Since Faculty are experts in course content and pedagogy, they should be who are free to evaluate the performance of their students, including assigning grades, without fear of reprisal for relatively higher or lower based on any measured success metric.*** – **CONSENSUS with edits.**
- **BP 2715 – Code of Ethics/Standards of Practice** – The Board edits (in red) were accepted as presented. – **CONSENSUS with no edits.**
- **BP 2431 – Superintendent/President Selection** – Board edits are in red. Paragraph I was revised as follows, with PFC edits in green: *In the case of a Superintendent/President vacancy, the Board of Trustees has established a search process to fill the vacancy. The process shall be fair and open, **and** comply with relevant regulations, **and conducted with the highest level of integrity.*** Paragraph II (added by the Board, in red) was accepted with minor edits by PFC (in green): ~~*Board members are prohibited from appointing a spouse, partner, significant other or relative on the search committee to*~~ ***To prevent any actual or perception of a perceived conflict of interest or breach of confidentiality, no Board member's spouse, partner, significant other, or relative shall serve on the committee.*** – **CONSENSUS with edits.**
- **AP 2431 – CEO Selection Process** – PFC edits in green. Same added language from BP 2431 was added to AP 2431 under paragraph VIII. – **CONSENSUS with edits.**
- **BP 6740 – Citizens Oversight Committee** – Board edits are in red. Paragraph II (added by the Board) was accepted with minor PFC edits (in green): ~~*Board members are prohibited from appointing a spouse, partner, significant other or relative on the search committee to*~~ ***To prevent any actual or perception of a perceived conflict of interest or breach of confidentiality, no Board member's spouse, partner, significant other, or relative shall serve on the committee.*** – **CONSENSUS with edits.**
- **AP 6740 – Citizens' Oversight Committee** – PFC edits in green. Same added language from BP 6740 was added to AP 6740 under paragraph V, item G.– **CONSENSUS with edits.**

IX. New Business –

- ### A. Program Review Update
- Marie Eckstrom, Program Review Coordinator, discussed categorized institutional-level recommendations and general trends in each category.

Campus Environment – Focus on general upkeep of the campus. There were strong recommendations that certain areas need repainting, etc. Also, some academic disciplines feel

that they don't have enough lab time and there are space constraints, leading to recommendations that the College look at how to use classroom space more efficiently or create more classroom space.

Technology – Maintenance of that technology needs to be attended to more regularly. All courses do not have Canvas course shells, and students may not have access to their most up-to-date grades throughout the term. One recommendation is that all courses should be enhanced at minimum to have students' grades available to them at any given time.

Staffing – Each academic division should have their own dedicated, full-time counselor.

Research – IRP will work with academic and operational programs to learn how to gather useful qualitative and quantitative data to help us analyze the way we operate and make improvements. Many non-instructional units need assistance with program review.

Other – Recommendations include focusing on what we are going to be doing to provide supplemental instruction, tutoring, drop in services, etc. Also, there is a need for training and staff development for all academic and non-academic staff related to students' mental health needs.

Institutional Level Standards – There is high degree of variation and a continuum of quality in terms of what people actually submit. IRP is trying to provide feedback for what they are really looking for and what they're hoping to accomplish. They will work to identify targeted areas that may need additional assistance with regards to establishing standards.

B. Revision of Board Policies (6) and Administrative Procedures (2) – (Total of 8) –

Revisions proposed by CCLC and/or Academic Senate

- **BP 4020 – Program, Curriculum, and Course Development** – CCLC edits in red. PFC edits in green. In paragraph III, change 'deletions' to '**discontinuances**.' Strike the last sentence and move it down to become paragraph IV. Strike 'Transfer Model Curriculums (TMCs)' and change it to '**Associate Degrees for Transfer (ADTs)**.' All subsequent paragraphs will increase in roman numeral by one. In paragraph V, strike 'when needed' and change it to '**as required**.' – **CONSENSUS with edits.**
- **AP 4020 – Program and Curriculum Development** – CCLC edits in red. PFC edits in green. In paragraph III, add '**Rio Hondo**' in front of 'College Board of Trustees.' Strike '**deletion**' and change it to '**discontinuances**.' In paragraph IV, change '**deletions**' to '**discontinuances**' and change '**sent**' to '**submitted**.' Strike '**for final approval**.' In paragraph VIII, add '**submission to and**' after the word 'Following.' Add '**(when required)**' after 'Chancellor's Office.' In paragraph XII, add '**Standard Formula: Credit Hour Calculation**' section. See attached edits for language. – **CONSENSUS with edits.**
- **BP 4025 – Philosophy and Criteria for Associate Degree and General Education** – CCLC edits in red were accepted as presented. – **CONSENSUS with no edits.**
- **BP 4100 – Graduation Requirements for Degrees and Certificates** – CCLC edits in red were accepted as presented. – **CONSENSUS with no edits.**
- **AP 4105 – Distance Education** – **Bring back to PFC after reformatting.**

- **BP 4300 – Field Trips and Excursions** – CCLC edits in red were accepted as presented. **CONSENSUS with no edits.**

Revisions proposed by a Special Awards workgroup

- **BP 1500 – Special Rio Hondo Awards** – PFC edits in green. Move the opening paragraph under item A up to roman number I. Change 'Each year, by March 1' to read '**Prior to the first regular April Board meeting**' and add '**President of the CSEA**' to the list of individuals on the committee. Add #2 under I.A. that reads: **The Fellow of the College Award will be presented at Commencement.** Change I.C. to become roman numeral II, and so on. – **CONSENSUS with edits.**

Revisions proposed by Bond Legal Counsel

- **BP 6323 – Debt Management** – PFC edits in green. In paragraph VIII. Source/References, strike the name of the Bond Counsel and replace with '**Rule 15c2-12 of the Securities and Exchange Commission.**'

X. Committee Reports

- **Safety/Facilities** – Safety/Facilities provided a written report. They are on track, meeting quarterly rather than two times per year (as in the past). Nursing is providing a “Stop the Bleed” training on 4/11/19 from 12pm-2pm, which will provide training on how to use tourniquets and how to stop bleeding in the event of a mass tragedy.
- **IEC** – We are in the ‘season of compliance,’ working on the ACCJC Annual Report and Vision for Success goals. We are also in the process of identifying disproportionately (DI) impacted groups and setting specific goals for DI groups. With regards to ACCJC standards, we will be moving into the direction of having an established culture of assessment of campus where there’s regular dialogue about outcomes, improvement, etc.
- **Program Review** – None.
- **Staff Development** – None.
- **Basic Skills** – The committee met the first Thursday of this month. Updates were provided on components of AB 705 and what departments are doing to be in compliance. Next month, the meeting will include representatives from Student Equity.
- **Outcomes** – The committee is meeting today (3/19) and is focused on wrapping up intensive lab activities for faculty members to get outcomes information into Taskstream. A matrix is being developed with all ACCJC eligibility requirements and standards that pertain to outcomes assessment. It looks at how we meet standards, any potential gaps, and also potential action steps. The matrix will be presented to the Outcomes Committee in May.
- **Online Education (OEC)** – Jill Pfeiffer recommended an article on page nine of the February 2019 Senate Rostrum entitled “Title 5 and Distance Education: Is Separate Course Review Enough?” She also mentioned there is a small team going to a conference over Spring Break to look at a District-wide plan for Distance Education. The goal is to create online degrees and certificates.
- **Student Equity** – The committee is working on data for the plan that is due later this semester.
- **SSSP** – None.

- XI. Announcements** – Dr. Ramirez noted that we have one graduate from our Bachelor of Science program in Automotive Technology and expect to have ten more by the end of the term.
- XII. Adjournment** – The meeting was adjourned at 4:03pm.