

## RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, April 9, 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), Jorge Huinquez (2<sup>nd</sup> VP, AS), Dorali Pichardo-Diaz (Secretary, AS), Mike Dighera (Parliamentarian, AS), Gerson Montiel (ASCCC Rep), Robert Bethel (Past President, AS), Jill Pfeiffer (President, RHCFA), Brian Brutlag (Faculty), Robin Babou (Faculty), Michelle Pilati (Faculty), Sandra Hernandez (CSEA), Lisa Sandoval (CSEA), Jim Sass (CSEA), Matthew Mangoba (President, ASRHC), Rebecca Green (Mgmt, AA), Melba Castro (Mgmt, SS)

**Members Absent:** Adam Wetsman (1<sup>st</sup> VP, AS), Diana Lopez (Treasurer, ASRHC), Tiffany Nunez (Secretary, ASRHC)

**Additional Staff Members Present:** Caroline Durdella (Dean, Institutional Research & Planning), Leigh Ann Unger (Director, Admissions and Records / Registrar), 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 March 19, 2019 minutes were accepted with an edit to show Lisa Sandoval as present.
- 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** – ASRHC is hosting Riopalooza on Wednesday, 4/10/19 from 11am-2pm in the Lower Quad. Festivities will include food, games, activities, and live performances. The Rio Olympics (specifically for students involved in clubs) will be held at same time. Next week are the ASRHC elections. Please encourage students to check their AccessRio portal from April 15-18 to exercise their right to vote.
- VI. **Guided Pathways** – Melinda Karp, who was the keynote speaker at Spring 2019 FLEX, will be working with RHC as a consultant to support faculty leadership and the GPS committee groups in developing a comprehensive, robust long-term plan for the college. She may potentially be here on Monday, August 12<sup>th</sup> for a kickoff meeting. Sandra Hernandez wanted to ensure that the GPS committee received CSEA’s recommendation for the classified IT representative. Gerson Montiel said that the recommendation had been received and he will follow-up with Sandra to ensure accommodations will be made.
- VII. **Co-Chair’s Report** – Dr. Ramirez noted that the Governance Committee Survey results have not yet been finalized, so the item was pulled from today’s agenda. She also mentioned that while BP 4225 is on today’s agenda, Leigh Ann Unger’s suggestions for the accompanying AP 4225 are included in the packet of materials but will be added to the agenda for the April 23, 2019 meeting.

Michelle Bean thanked PFC for their hard work on the revisions of APs and BPs this semester and welcomed recommendations on how to improve the process. One suggestion is the potential use of technology to track changes and see them live (i.e. Google Docs, etc.)

**VIII. Unfinished Business –**

**A. Revision of Board Policies (6) and Administrative Procedures (4) – (Total of 10) –**

*Revisions proposed by CCLC and/or Academic Senate*

- **AP 4102 – Career and Technical Education Programs** – **Bring back** to look at Title 5 language.
- **BP 4106 – Nursing Programs** – Michelle Bean reached out to Catherine Page (Dean of Nursing) and confirmed that BP accurately reflects their process. CCLC edits were accepted as presented. – **CONSENSUS**
- **BP 4220 – Standards of Scholarship** – CCLC edits were accepted as presented. – **CONSENSUS**
- **AP 4220 – Standards of Scholarship** – Group will review Leigh Ann’s suggested edits and **bring back**.
- **BP 4225 – Course Repetition** – Group will review Leigh Ann’s suggested edits and **bring back**.
- **BP 4240 – Academic Renewal** – CCLC edits were accepted as presented. – **CONSENSUS**
- **BP 4250 – Probation, Dismissal, and Readmission** – CCLC edits were accepted as presented. PFC recommended that the Academic Senate edits be reverted back to the singular. – **CONSENSUS**
- **AP 4250 – Probation** – PFC recommended that the Academic Senate edits be reverted back to the singular. Review CCLC language and **bring back**.
- **BP 4260 – Pre-Requisites and Co-Requisites** – CCLC and Academic Senate edits were accepted as presented. – **CONSENSUS**
- **AP 4260 – Prerequisites and Corequisites** – Academic Senate edits were accepted as presented. – **CONSENSUS**

**IX. New Business –**

**A. Grants Update** – Michaela Brehm provided an overview of the work being done by the Grants Office. update on the state of grants at RHC. The Grants Office is instrumental in identifying potential funding sources in alignment with institutional needs. They coordinate across college constituencies and support proposal composition and editing based on information provided by the institution’s content experts. Additionally, they ensure proposal adherence to institutional policies and priorities, support development of accurate budgets that align with the funder’s guidelines, provide guidance on the completion of pre-award forms, support the award team post-award, and coordinate with the RHC Foundation if applicable.

From FY 16-17 to FY 17-18, the number of proposals submitted nearly doubled (from 25 to 46).

|   | <b>FY 2016-2017</b> | <b>FY 2017-2018</b> |
|---|---------------------|---------------------|
| Proposals Submitted                                     | 25                  | 46                  |
| Funded  | 9                   | 31                  |
| Not Funded  | 10                  | 15                  |
| Pending (Submitted & awaiting notice or in development) |                     | 6 (\$6,545,000)     |
| Amount Funded – new \$                                  | \$5,042,860         | \$6,262,517         |

|                                  |             |              |
|----------------------------------|-------------|--------------|
| Grants Tracked by Grants Office  | 24          | 42           |
| Dollars Tracked by Grants Office | \$8,184,154 | \$15,330,249 |

Programs funded through grants include Mental Health Services as well as MESA-STEM. We have also had major successes with grants such as the Child Care Access Means Parents In School (CCAMPIS) Grant for the Child Development Center, as well as a National Science Foundation Grant for our Alternative Fuels program.

Regarding grants that were not funded, proposal reviewers' critiques indicate: programs and activities are not innovative/creative; programs are too broad/not focused; program outcomes/impact are not substantial enough in relationship to the amount of funding requested; sustainability plans (institutionalizing efforts) are weak; stronger logic models are needed; and partnerships are not established, but formed only to meet RFA requirements.

In 2019-2020, the focus will be to evaluate how we package our proposals, tightening them up and making them more competitive and innovative. By thinking outside the box, we hope to make our programs more impactful for students and the region as a whole. Additionally, we are looking to leverage our current partnerships with 4-year institutions and forge new partnerships with corporate sponsors such as Bank of America and Majestic Realty.

The Grants Office is also focused on improving infrastructure to support growth. To this end, they have implemented Grants Navigator (or RGMS – Rio's Grant Management System). The Grants website has been updated to include an online Launch Pad, tools and templates, and links to funder databases. Finally, in an effort to institutionalize administrative procedures, APs are being jointly developed between the Grants Office and Accounting and will be submitted to PFC in Fall 2019.

Michaela highly encouraged folks to reach out to the Grants Office. If you have a seed of idea but aren't sure how to explain it in proposal form, the Grants staff will be happy to brainstorm together. If you have a project in proposal form but don't know where to find funding, they have search tools to help find funders. Or, if you've never applied for a grant and are not sure where to begin, you are always welcome to come have coffee with the Grants staff.

**B. Online Education Update** – Dr. Jodi Senk and Dr. Grant Linsell presented on online education at RHC. They provided insight about the value of online education, where we are, what we need, and where we are going in order to create a shared vision for the growth and development for quality online education offerings. They also provided a review of online education and its definitions:

- **OE/DE:** Online Education/Distance Education
- **LMS:** Learning Management System
- **Canvas:** An LMS supported by Instructure; adopted by all 114 CCCs, UCs, and other colleges and universities across the country
- **OEI- Online Education Initiative:** Through a state grant, the OEI provides access to online courses to all CA students
- **Online:** 100% online instruction and resources with support of an LMS; no in-person instructor contact; can utilize both synchronous and asynchronous instructional methods
- **Hybrid:** Blended instruction meeting both in-person (>51%) and online
- **Enhanced:** In-person instruction, but utilizes the LMS to post announcements, resources, and other learning support

Online education is not the future; it is the present. While the research indicates some students do not have the self-management skills or motivation to do well in online classes, those who do tend to complete their educational goals faster due to the flexibility of online classes. This is particularly true for adult learners. And the gap is closing between in-person and online success.

Online education can dramatically increase access to education and the number of students earning community college credentials; it closes equity gaps. Online education also allows us to connect, open doors for the “introvert,” deliver knowledge, provide “social learning,” and build bridges, not walls. Online education also mirrors the four pillars of Guided Pathways.

OE accomplishments at RHC include: over 40 faculty, both FT and PT, completing training in 2017-2018; in-house training/certification (updated 2018): 250+ certified faculty; online counseling was implemented in Fall 2017; the e-education Newsletter was created as a resource for faculty; there has been an increased use of Canvas for on-ground classes, and has been integrated for hybrid and online classes for CTE; co-hosted New World of Work / Digital Badging with CTE faculty from Auto & KDA; six faculty and two OE staff attended the 2018 Online Teaching Conference; OE coordinator attended the national “InstructureCarn 2018”; “Tech Tuesdays” implemented Fall 2018; three faculty completed the Peer Online Course Review (POCR) training and certification; the Faculty Resource Center (FRC) was launched Spring 2019 and will host documents, training, and instructions for faculty needs such as Online Ed resources, curriculum, CBA, and a module for Outcomes; and a new OE Coordinator for 2019-2021, Jill Pfeiffer.

Online, hybrid, and enhanced offerings at RHC have been experiencing consistent growth, and it’s not just for online: use of Canvas to enhance on-ground classes has grown tremendously:

| <b>Course Format</b> | <b>Fall 2015</b> | <b>Fall 2016</b> | <b>Fall 2017</b> |
|----------------------|------------------|------------------|------------------|
| Online               | 191              | 224              | 288              |
| Hybrid               | 21               | 24               | 43               |
| Enhanced             | 574              | 601              | 910              |

Moving forward, there is a need for continuous training, professional development, and digital badging. In order to increase online and hybrid offerings, OE would benefit from: student support staff and workshops; additional faculty support staff and an accessibility reviewer; a sole, dedicated Dean of Online Education; and additional funding for IT support, video creation, Wi-Fi, and marketing.

## **X. Committee Reports**

- **Safety/Facilities** – None.
- **IEC** – None.
- **Program Review** – None.
- **Staff Development** – None.
- **Basic Skills** – The governance evaluation results were discussed at the last Basic Skills meeting.
- **Outcomes** – None.
- **Online Education (OEC)** – None.

- **Student Equity** – None.

- **SSSP** – None.

**XI. Announcements** – Vice President of Student Services Henry Gee reminded the group that A Taste of Rio is in 17 days. ASRHC President Matthew Mangoba again reiterated that students should go onto their AccessRio portal next week to vote in ASRHC elections.

**XII. Adjournment** – The meeting was adjourned at 4:03pm.