

## RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, May 7, 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), Mike Dighera (Parliamentarian, AS), 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), Rebecca Green (Mgmt, AA), Melba Castro (Mgmt, SS), Diana Lopez (Treasurer, ASRHC)

**Members Absent:** Jorge Huinquez (2<sup>nd</sup> VP, AS), Dorali Pichardo-Diaz (Secretary, AS), Gerson Montiel (ASCCC Rep), Matthew Mangoba (President, ASRHC), Tiffany Nunez (Secretary, ASRHC)

**Additional Individuals Present:** Heng Lim (CSEA Labor Relations Rep (Santa Fe Field Office)), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA)

- I. **Call to Order** – The meeting was called to order at 2:35pm.
- II. **Approval of Minutes** – The April 23, 2019 minutes were accepted as presented.
- III. **Superintendent/President’s Report** – No report.
- IV. **Public Comments** – Heng Lim, CSEA Labor Relations Rep (Santa Fe Field Office) read a statement during public comments on behalf of the CSEA related to AP 3510 – Prevention of Workplace Violence and Disruption:

*“The PFC embodies not only in law, board policy but also in practice the very core of shared governance. I mean look around this room, we have administrators, faculty, classified, and students. So, when this committee follows all the rules and implements a procedure shouldn’t the outcome be adherence?”*

*AP 3510 Prevention of workplace violence and disruption, was a response by the PFC to, as one member stated, “fear that the upper level administration would come in and administration would determine the outcome.” So, as a committee the members did the right thing in creating AP 3510.*

*But, in early February of this year CSEA filed a lengthy complaint as outlined by AP 3510 on behalf of five brave classified members who had been ridiculed, demoralized, and belittled in the workplace. Soon after our complaint was filed, CSEA was told that AP 3510 was somehow not the appropriate procedure to address disruptive behavior in the workplace, despite its title of prevention of workplace violence and disruption. Further, that HR would be the appropriate office to oversee the whole procedure. In other words, “upper level administration would come in and administration would determine the outcome.”*

*Before I go on I want you all to keep this question in mind, if this committee allows this policy to be changed, is this really shared governance?*

*In the Spring of 2016 this committee thoughtfully drafted, reviewed, debated and ultimately voted on AP 3510. On May 10<sup>th</sup> of 2016 eighteen (18) committee members voted to a consensus that AP 3510 would be implemented. Part of a consensus can be support, and support as defined by the PFC means that no group would undermine the PFC the decision of the whole. Yet, here we are.*

*Now, what makes this worse is that is the very first time that this policy since its creation is being used. But, before we could even get past the first step it's now being challenged. And, I'll say it, by the very office in which the AP was created for. I recently saw the proposed edits by the administration; basically it would gut the very purpose of this AP. These actions by the administration directly undermine the PFC's decision to implement AP 3510.*

*So, I go back to my question: if this committee allows this policy to be changed, is this really shared governance?*

*CSEA is asking that the committee move to vote on this AP as it stands today, with no edits. Because CSEA believes that you will all do the right thing as you did back in the Spring of 2016. Thank you."*

*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 will end the year with Puppy Therapy in the lower quad on May 15 from 12pm-2pm. They are also working on completing their legacy project which includes hydration stations in the gym and in the second floor of the science building.
- VI. Guided Pathways** – The final Guided Pathways Steering Committee meeting of the term will be on Friday, May 17. Moving forward, RHC will be working with Melinda Karp as a consultant.
- VII. Co-Chair's Report** – Michelle Bean discussed free Guided Pathways resources that may help scale up Guided Pathways on campus. She reminded the committee that we are required to submit a self-adoption assessment to the Chancellor's Office in order to receive a Guided Pathways allocation. She spoke about the new grant we received as a part of the California Virtual College Online Education Initiative (CVC-OEI) to improve online CTE pathways. The program, called *Career Technical Education Support for Teaching Robust Online New Programs for Gainful Employment (CTE STRONG)* will have a grant-funded Project Coordinator (DAP) starting in Fall 2019.

Michelle reminded the committee that accreditation is coming in 2022 and passed around a copy of the [ACCJC Formative/Summative Review Announcement](#).

She further thanked Robin Babou for serving on PFC, as her term is coming to an end. She also thanked Dr. Ramirez and Markelle Stansell for their work on PFC during her time as Academic Senate President.

**VIII. Unfinished Business –**

**A. Revision of Board Policies and Administrative Procedures (3) – (Total of 3) –**

*Revisions proposed by Academic Senate and/or CSEA*

- **AP 4103 – Work Experience** – This AP still contains CCLC language. The committee agreed that it needs additional review. – **SEND BACK TO ACADEMIC SENATE; BRING BACK TO PFC IN FALL 2019**
- **AP 4026 – Philosophy & Criteria for International Education** – The committee agreed that this AP has conflated 'international students' with 'study abroad' and those are two very different things. The recommendation is that this AP is not relevant to our institution and that it be decommissioned. – **CONSENSUS TO DECOMMISSION (RETIRE) THIS AP**

- **AP 3510 – Prevention of Workplace Violence & Disruption** – Shawn Smith from HR added edits in order to bring this policy into what he believes is alignment with Federal and State law. He said the original CCLC procedure was vetted by attorneys. Furthermore, Title IX addresses misconduct and harassment in colleges at all levels (students, staff, faculty, administrators, etc.). Bullying, intimidation, and stalking (which were placed in this AP) are practical examples of harassing conduct and fall under Title IX. In any investigation we do under Title IX, we must take immediate action in the spirit of prevention and address the effect(s) of the behavior(s). It must be prompt, thorough, and most of all, impartial. We must take all reasonable steps to protect the rights of the claimant, the witness(es), and the respondent. Anything that is federal law supersedes our BPs and APs and HR would have to follow the law.

Lisa Sandoval said that “we can always do better than the law” and asked “who is protecting me from an administrator?” She said that the process has failed classified staff. She further added that CSEA members are the most vulnerable on campus and that they have more BPs and APs related to their behavior as employees than any other group on campus.

Sandra Hernandez suggested that we also step back and look at BP 3510, as HR’s edits are not in alignment with the BP. She said that she intends to take this to the Board of Trustees and considers it a slap in the face to Classified that is intended to “put us in our place.” She was also not appreciative that the edits were emailed to PFC only a few hours before the meeting.

Several members suggested that a workgroup be convened to look at the dynamics of the policy and what is legally required. Suggested representation may include Sandra Hernandez (CSEA), Adam Wetsman, Jill Pfeiffer and/or Rudy Rios (RHCFA union leadership), Shawn Smith (HR, Title IX Coordinator), Kevin Smith (Academic Senate President), Laura Ramirez (VPAA), Henry Gee (VPSS), Shaina Phillips (Title IX Advocate), and potentially an attorney for legal opinion. – **WORKGROUP WILL CONVENE; BRING BACK TO PFC IN FALL 2019**

## IX. New Business –

- A. **Student Equity Update** – Dr. Juana Mora and Cecilia Rocha provided the group with an update on Student Equity. The current expectation is that community colleges throughout the state will provide a three-year Student Equity Plan as SSSP, Basic Skills, and Student Equity have been integrated. The Student Equity Plan for 2019-2022 includes stressing activities that are targeted toward our DI (disproportionately impacted) groups. For example, if we intend to scale up our Gateway Tutoring, are Gateway Tutors being trained to work with black and Latino males?

In terms of budget, the same allocation will continue into next year; we have not yet seen what the funding formula will look like. It would be prudent to look at how the budget is developed now that SSSP, Equity, and Basic Skills have been integrated. While the Chancellor’s Office has said they’re all one, as far as budget is concerned, we are still largely working in “silos”. We need to consider how we want to strategize and mobilize those three bodies. Leadership from different groups (SSSP, Basic Skills, etc.) have been integrated into the Student Equity Committee. The Student Equity and Achievement plan is being developed in collaboration with multiple committees as it is vetted.

Equity is not something we ever truly “finish” and in that regard, there needs to be continued discussion about additional institutional support (i.e. evaluating the success of these interventions, which would require assistance from IRP, IT, etc.).

**B. 2019-2020 Instructional Equipment Requests** – This agenda item was added in error and should have been an update on the faculty staffing request process. A ranking of the 2019-2020 Faculty Resource Allocation Requests will be brought back to the first PFC meeting in the fall.

## **X. Committee Reports**

- **Safety/Facilities** – At 10:17 on 10/17 there will be an Emergency Preparedness Drill. In conversation with Felicia Johnson, Director of Facilities Services, there will be an Active Shooter Drill in September. Brian Brutlag will send an email once a date is confirmed.

- **IEC** – None.

- **Program Review** – None.

- **Staff Development** – The Needs Assessment Survey is out and is open until Friday, May

- **Basic Skills** – At their last meeting, the Basic Skills Committee talked about potential activities to support the new Equity Plan that could be funded through Basic Skills. They further discussed AB 705, instructional support in and out of classrooms, as well as having a common textbook for ENGL 101.

- **Distance Education** – The DE Committee is working to support moving the Distance Education program forward with additional support for faculty.

- **Outcomes** – There are still some issues with Taskstream. Before requesting modifications and changes to the platform, we need to figure out what RHC’s process is and what we want the software to do for us. Alyson Cartagena will be working on Outcomes over the summer and Outcomes will be a focus at Fall FLEX Day.

- **Online Education (OEC)** – The Online Education Committee went through the process of formally changing its name to Distance Education Committee. Their next meeting will be on May 13. They are working on submitting a grant proposal to the California Virtual Campus-Online Education Initiative (CVC-OEI) called *Improving Online CTE Pathways*. This grant funding is intended to support existing California Community Colleges in accelerating innovative online learning opportunities.

- **Student Equity** – None.

- **SSSP** – None.

**XI. Announcements** – None.

**XII. Adjournment** – The meeting was adjourned at 3:34pm.