

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, August 27, 2019, 2:30pm-4:00pm., Board Room

Members Present: Laura Ramirez (Co-Chair and VPAA), Kevin Smith (Co-Chair and President, AS), Henry Gee (VPSS), Yulian Ligioso (VPFB), Dorali Pichardo-Diaz (1st VP, AS), Matt Pitassi (2nd VP, AS), Angelica Martinez (Secretary, AS), Michelle Bean (Past President, AS), Rudy Rios (President, RHCFA), Brian Brutlag (Faculty), Juana Mora (Faculty), Michelle Pilati (Faculty), Sandra Hernandez (CSEA), Lisa Sandoval (CSEA), Jim Sass (CSEA), Alice Mecom (Mgmt, AA), Melba Castro (Mgmt, SS), Ruben De Paz (ASRHC designee), Haily Hernandez (ASRHC designee), Diana Laureano (ASRHC designee)

Members Absent: Christina Almanza (President, ASRHC)

Additional Individuals Present: Dr. Arturo Reyes (Superintendent/President), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA)

- I. **Call to Order** – The meeting was called to order at 2:32pm.
- II. **Approval of Minutes** – The May 7, 2019 minutes were accepted as presented.
- III. **Superintendent/President’s Report** – Superintendent/President Dr. Arturo Reyes welcomed PFC members to the start of the fall term. Dr. Reyes mentioned that he continues to meet with many leaders on our campus to learn about the governance process, planning process, etc. His vision is to have PFC be a part of the strategic planning process. In this vein, he wants to make sure everyone knows where we are with the budget. Additionally, he plans to bring hiring policies through to PFC.

Dr. Reyes expressed his appreciation for the work that has already been done related to Guided Pathways and accreditation. He also commended the evaluation of our governance process that took place last year, as he believes self-assessment is vital for any institution.

- A. **Budget Update (Yulian Ligioso)** – Vice President Finance and Business, Yulian Ligioso, provided an update on the current state of Rio Hondo’s budget. He began by saying that the goal is to fold the institution into our budget development process and broaden our understanding of how District finances work. One step toward this goal was encouraging managers to update their budgets for 2019-2020. Based on these submittals, we are expected to have a more accurate budget rather than a rollover of what we’ve seen in previous years. Yulian and his team expect budget managers to take ownership over the budgets that they have submitted, which adds an additional level of accountability on their part, but also provides increased flexibility and discretion.

In the past, our budget has been presented in a way that has combined our unrestricted and restricted funds, giving us an overly inflated total that does not represent an accurate picture of our actual budget totals. For example, in fiscal year 2018-2019, our *combined* fund balance as a percent of expenditures was 11.06%, when in fact, our true fund balance (aka reserve) was 7.41%. Projections for fiscal year 2019-2020 show that our reserve will be approximately 5.58%.

Risks related to our budget include flat/declining apportionment revenues as well as a funding formula that is still in flux (“hold harmless” ends in 2021-2022). Additionally, there are concerns about economic growth and the potential of a looming recession. As we have seen during

previous recessions, this may be a time when people decide to go back to school in greater numbers. Thus, we could be faced with a situation in which we are serving more students with less funds. Another risk is that expenditures are expected to increase, particularly related to personnel. Aside from the usual step/column increases, expenditures such as health/welfare benefits, retirement, and statutory benefits are also expected to grow.

It is important to note that the Chancellor's Office reviews districts' quarterly and annual reports to ensure they are meeting the criteria for fiscal health. The primary criterion used by the CCCCCO is that districts maintain a minimum prudent balance of 5% of unrestricted funds compared to expenditures from those funds. This minimum prudent level is considered necessary to ease cash flow problems, deal with unexpected cost increases, and other fiscal uncertainties. If a district falls below this minimum prudent level, the CCCCCO will conduct further reviews. If the trends and patterns indicate that a district's finances are questionable, and that spending has or is projected to exceed revenues, the CCCCCO may take further action. Any specific follow-up actions depend on the overall assessment of the district's condition and the severity of the possible fiscal problems. CCCCCO follow-up may include fiscal crisis intervention if the district has not shown progress and is not in compliance with sound fiscal management, which could include direct oversight of the district by the CCCCCO.

Next steps include education/training on the student-centered funding formula, as all as convening the Enrollment Management Committee to identify strategies to maximize strong and sustained enrollment. Additionally, we need to continue to look at our expenditures and focus our institutional priorities.

Sandra Hernandez asked Dr. Reyes what the overall message will be for the campus following the budget forums. Dr. Reyes said he feels that looking closely at our budget is very timely. We need to be cautious about our expenditures and do everything we can to increase enrollments. The outcome measures and work that's being done to ensure students succeed is exceedingly important. He cautioned that there is no need to panic or start taking drastic actions, however knowing where we are at today gives us a couple of years to course-correct. The Board of Trustees will receive a similar briefing at the September 11, 2019 Board meeting.

Yulian will present a similar budget update at a campus-wide budget forum on Wednesday, 8/28 at 2:00pm in the Board Room. A second forum will be held the following Wednesday, 9/4 at 2:00pm, with a third forum held on Thursday, 9/5 at 5:00pm in the Board Room.

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** – Club Rush will be held on September 9 and 10 from 10am-2pm. On September 10, there will also be a sex education event (LGBTQ resources, HIV testing, Planned Parenthood representatives, etc.) in the lower quad from 1pm-2pm. The 9/11 memorial will be held on September 11 from 8:30am-9:30am in the lower quad. ASRHC is also encouraging all faculty, staff, and administrators to show their Roadrunner pride every "RIO-diculous" Wednesday by wearing black and gold.

- VI. Guided Pathways** – Guided Pathways has been on the agenda as a standing item, but with consensus from the group, will be moved on the agenda under "Committee Reports."

Lydia Gonzalez (Guided Pathways Coordinator) recently sent out meeting reminders for the new semester and will be uploading content to the Guided Pathways website. On October 24, 2019, consultant Dr. Melinda Karp of *Phase Two Advisory* will be on campus to facilitate the Guided Pathways Student Success Team Summit. Student Success Teams include individuals from across campus to identify, develop, and monitor the strategies and interventions to support students and ensure each student has an equitable opportunity for success. This workshop will explore the development of a Guided Pathways Student Success Team framework. Faculty and staff leaders will dialogue about current practices that have proven successful and how we can expand our good work.

- VII. Co-Chair's Report** – Dr. Kevin Smith thanked everyone for the time they are going to put in this year and their commitment to the important work that PFC does. He also mentioned that he met with Dr. Laura Ramirez and Dr. Caroline Durdella about accreditation. Their general discussion involved plans to get more classified involved throughout the accreditation process at a leadership level. Additionally, they would like to see an increase in student involvement at a deeper level.

Dr. Laura Ramirez informed the committee that the PFC Guidebook will be distributed at the next PFC meeting.

VIII. Unfinished Business –

A. PFC Governance Committee Evaluation Results 18-19 – In 2018-2019, the Institutional Effectiveness Committee (IEC) was tasked with facilitating an evaluation of our college Governance Committees. The results of PFC's survey (to which every PFC member had a chance to respond anonymously) were provided for review. Dr. Laura Ramirez, Dr. Melba Castro, and Lisa Sandoval volunteered to convene a small workgroup to review and discuss the results of the survey and come up with a draft Governance Committee Report that will be brought back to the September 10, 2019 PFC meeting. After consensus, the report will be submitted to IEC.

B. Revision of Board Policies and Administrative Procedures (1) – Total (1)

- **AP 3510 – Prevention of Workplace Violence & Disruption** – A brief update was provided regarding AP 3510. A workgroup convened once over the summer to discuss the AP, but there has been no further action on this item. Discussion about the AP will be tabled until such time that the workgroup has met.

IX. New Business –

A. Policy & Procedure Council – Dr. Laura Ramirez and Dr. Kevin Smith brought forward the idea of creating a Policy and Procedure Council (PPC) as a subcommittee of PFC. The committee would be charged with updating, creating, developing, and systematically reviewing Administrative Procedures (APs) and Board Policies (BPs). The intention is to ensure a continuous evaluation of the APs and BPs and will create taskforces and invite subject matter experts (including students) when appropriate for input in the process. The committee will forward recommendations for changes to APs/BPs to PFC.

The hope is that the PPC will take the detailed work of reviewing and writing APs and BPs off of PFC's plate. Kevin stressed that PFC will still provide oversight and the need to consense on any changes and additions made by the PPC, thus protecting their role as a committee of shared governance.

Michelle Bean expressed concern about the idea of the PPC and would like additional time to consider the potential ramifications of this subcommittee. The co-chairs agreed to bring this item back for consideration at the September 10, 2019 meeting. At that time, they will have additional information related to the committee's charge, composition, term limits, etc.

B. Revision of Board Policies and Administrative Procedures (1) – Total (1)

- **AP 7211: Minimum Qualifications, Equivalencies, and Faculty Service Areas** – Dr. Adam Wetsman requested that this item be tabled for further review. It will likely be returned to Academic Senate and brought back to PFC at a future meeting.

C. 2019-2020 Faculty Staffing Requests Update – The faculty staffing committee met on May 3, 2019 and again on May 17, 2019. During the first meeting, the committee received the Faculty Resource Allocation Requests and scoring document. After reviewing the scoring document, the committee completed a brief norming session to facilitate the scoring process. The Faculty Resource Allocation Requests included narratives completed during the department program review process. In addition, the committee requested data elements for use during the scoring process, including: staffing information, enrollment data, completion data, and historical staffing data. Each committee member scored each staffing request and final scores were compiled for further discussion at the subsequent meeting.

During the second meeting, committee members further discussed each request and all supporting data and completed the prioritization process. Further, the committee recommended that a subgroup convene and work with the Office of Institutional Research and Planning for improvements to the faculty resource requests within the program review process.

The committee's recommendation of faculty hiring prioritization for the 2019-2020 academic year is as follows:

1. Business Management
2. Physics/Engineering
3. Volleyball/Kinesiology
4. English
5. Automotive Technology

After review by PFC, these recommendations will now be forwarded to the Superintendent/President for consideration.

X. Committee Reports

- **Safety/Facilities** – None.
- **IEC** – None.
- **Program Review** – None.
- **Staff Development** – None.
- **Basic Skills** – None.
- **Distance Education** – None.

- **Outcomes** – None.
- **Student Equity** – None.
- **SSSP** – None.

XI. Announcements – None.

XII. Adjournment – The meeting was adjourned at 4:06pm.