

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES

Tuesday, September 10, 2019, 2:30pm-4:00pm., Board Room

Members Present: Laura Ramirez (Co-Chair and VPAA), Kevin Smith (Co-Chair and President, AS), Yulian Ligioso (VPFB), Doralí Pichardo-Díaz (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), 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: Henry Gee (VPSS), Adam Wetsman (ASCCC Rep, AS), Michelle Pilati (Faculty)

Additional Individuals Present: Dr. Arturo Reyes (Superintendent/President), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA), Mark Yokoyama (Dean, Public Safety), Caroline Durdella (Dean, Institutional Research & Planning), Michaela Brehm (Director, Grants Management), Catherine Page (Dean, Health Science & Nursing), Grant Linsell (Dean, Arts & Cultural Programs), Mike Slavich (Dean, Career & Technical Education), Vann Priest (Dean, Mathematics, Science, & Engineering)

- I. **Call to Order** – The meeting was called to order at 2:34pm.
- II. **Approval of Minutes** – The August 27, 2019 minutes were accepted as presented.
- III. **Superintendent/President's Report** – Superintendent/President Dr. Arturo Reyes acknowledged that historically, Planning and Fiscal Council (PFC) has not had much influence in the planning process and/or finances at the college. With that being said, Dr. Reyes' vision is that we will reshape PFC to be the group of leaders that informs which direction we go as an institution, particularly in planning and fiscal matters. PFC should be able to plan and forecast where the institution will be years down the road. PFC will drive the strategic planning process, refining goals and looking at activities and objectives. The group will measure our ability to implement said goals and ultimately assess whether or not we have met the mark. PFC will be the living, breathing, evolving piece in the planning process.
- 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 was held this week and was a success. The September 11th memorial will be held tomorrow, Wednesday, 9/11 from 8:45am-9:15am in the lower quad. The Latinx event will celebrate Latinx community leaders on Tuesday, 9/17 from 11am-1pm in the mid-quad. Dr. Juan Carlos Astorga will provide the keynote address, and there will be art activities, food, and more. On Saturday, 9/21 there will be a beach clean-up at the Belmont Shore Pier from 8am-2pm. Study Jams (both AM and PM sessions) will be held in the Student Union 9/23 – 9/26. Finally, ASRHC leaders are engaged in doing class presentations to discuss upcoming events, listen to students' concerns, etc.

VI. Co-Chair's Report –

- A. PFC Guidebook** – Dr. Laura Ramirez discussed the draft version of the PFC Guidebook, which will undergo additional revisions (specifically related to the AP/BP review process). She reminded the group of PFC's vision and mission, as well as the code of ethics. All members come to PFC meetings in good faith to work together toward a common goal. Members of PFC as well as members of the public should feel free to express their concerns and feel empowered to speak up. PFC is the main shared governance body at Rio Hondo College and our recommendations go straight to the Superintendent/President.

VII. 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 raw data from PFC's survey results were discussed by a small workgroup consisting of Dr. Ramirez, Dr. Melba Castro, and Lisa Sandoval and they came up with a draft of the governance committee report that will be submitted to the Institutional Effectiveness Committee (IEC).

Dr. Jim Sass expressed his concern over Action No. 4 in the document, which states that PFC will "review the definition of consensus and revise if necessary to facilitate the process for providing recommendations," particularly because in PFC's survey results, the only time consensus is mentioned is as a strength. The workgroup explained that in instances where not everyone agrees, we do not want the committee to become a stopgap and halt the process. It was suggested that we look at the definitions of consensus in the PFC Guidebook on page 6 vs. page 22 to bring them into alignment and differentiate between consensus vs. 100% approval.

- B. Policy and Procedure Council** – Dr. Ramirez and Dr. Smith presented a council/committee request form for the proposed Policy and Procedure Council (PPC). If approved by PFC, this form will be submitted for review by the President's Council for inclusion in the Governance Manual.

The PPC is a subcommittee of PFC. The committee would be charged with updating, creating, developing, and systematically reviewing Administrative Procedures and Board Policies. The workgroup will 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.

Proposed committee composition will include the following: Vice President, Academic Affairs (Co-Chair); Academic Senate President (or designee) (Co-Chair); Vice President, Finance and Business; Vice President, Student Services, RHC Faculty Association President (or designee); Faculty Representative (1); Classified Staff Representatives (3); and Student Representative (1). Support staff would include the Executive Director of Human Resources and the Senior Administrative Assistant to the Vice President, Academic Affairs.

Term limits will be two years. The first cycle of representatives for faculty and CSEA will have at least one member with a one-year appointment to ensure that there are gradual changes in representatives and not all new representatives appointed every two years.

This committee is designed to remove the 'work piece' of APs/BPs from PFC. It will not take away any of PFC's power or oversight, but will help to streamline the process. In addition to reviewing and incorporating CCLC edits, the idea is that the PPC will become a body to which

constituent groups can bring things. If PFC does not agree on the edits that the PPC moves forward, the AP or BP will be sent back to PPC for additional review.

Michelle Bean suggested that the infographic in the PFC Guidebook should clearly state that policies may be brought to the PPC even when they are out of sequence/cycle. She stressed the importance of ensuring that there's a voice for each constituency group and that nothing is "blocked" from coming forward to the PPC. Also noted was that the PPC will follow the Brown Act and will need to allow for public comment.

The committee will convene and formulate bylaws, update the infographic and clean up the PFC Guidebook so it reflects the new workflow. They will also need to review any APs and BPs related to the review process and move them forward to PFC for approval.

VIII. New Business – None.

IX. Committee Reports

- **Safety/Facilities** – A hiring committee is being formed for the Director of Facilities. The water tank is a severe and threatening issue on our campus. Vice President, Finance and Business, Yulian Ligioso said that we will have a vendor on campus on 9/26 to look at the age and condition of the water tank and to discuss options.
- **IEC** – Institutional Effectiveness Committee (IEC) met today and talked about the integrated planning model which was developed over the summer. IEC welcomes feedback on the planning model and will continue to discuss at future meetings. Ideally, once the model has been finalized, there will be an integrated planning manual that will spell out timelines, etc. The IEC charge was also considered.
- **Program Review** – Due October 18. Training has been ongoing and well-attended. One-on-one training is also available.
- **Staff Development** – The committee received the professional development needs assessment. Faculty, classified, and management are reviewing their portions and will come back to the committee with overarching themes and an initial outline on how to allocate funds.
- **Basic Skills** – First meeting was held last week and focused heavily on AB 705. Everyone shared something that they have been doing to help advance implementation, and Haily Hernandez shared her thoughts from a student's perspective.
- **Distance Education** – First meeting was held yesterday. The committee is looking at trying to implement uniformity and quality control related to online courses. There is also a need for ongoing communication and training. To this end, there may be stipends and other opportunities available for faculty.
- **Guided Pathways** – First meeting will be held on Friday, 9/13. On 10/24, Dr. Melinda Karp will be facilitating a Guided Pathways Student Success Team Summit. This all-day workshop will facilitate exploring student success team models and what this would look like at Rio Hondo to support students in Guided Pathways. Seating is limited.
- **Outcomes** – Outcomes Coordinator Dr. Alyson Cartagena is working hard to develop materials to help faculty document outcomes process for program review/program planning.

- **Student Equity** – Over the summer, the Student Equity committee inaugurated the Rio Teaching and Learning Institute with Dr. Frank Harris. Participants left with culturally relevant pedagogical approaches. The Rio Teaching and Learning Institute cohort includes both full-time and part-time faculty. Their first meeting was on 8/30 to discuss syllabus redesign and equity minded approaches in the classroom. The cohort will meet three times this semester and three times next semester, finishing with a final talk by Dr. Frank Harris. The committee hopes to collaborate with IRP to develop a pilot on how to assess if the pedagogical approaches are making a difference in course completion. Café con Libros will feature *How to Be an Antiracist* by Ibram X. Kendi. There will be one in-person book discussion (Friday, November 15 from 10am-12pm) and ongoing dialogue via Canvas. Dan Sherry will facilitate the Student Equity Summit on Tuesday, December 10. This summit will feature a smaller, more targeted audience and will focus on the student-centered funding formula.
- **SSSP** – The committee is reflecting on the Student Achievement and Equity Plan (SEAP) as well as looking at the composition of individuals on the committee. They are also reflecting on the work that happened with AB 705 and where we're at.

X. Announcements – Yulian reminded the group that the campus-wide budget forums were streamed and at least 288 people attended/viewed the presentation either in-person or online. The general feedback has been that the forums were well-received and the level of transparency on behalf of the administration was much appreciated.

XI. Adjournment – The meeting was adjourned at 3:37pm.