

## **RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING AND FISCAL COUNCIL MINUTES**

**Tuesday, October 8, 2019, 2:30pm-4:00pm, Board Room**

---

**Members Present:** Laura Ramirez (Co-Chair and VPAA), Henry Gee (VPSS), Kevin Smith (Co-Chair and President, AS), Stephen Kibui (Acting VPFB), Doralí Pichardo-Díaz (1<sup>st</sup> VP, AS), Angelica Martínez (Secretary, AS), Adam Wetsman (ASCCC Rep, AS), Michelle Bean (Past President, AS), Rudy Rios (President, RHCFA), Brian Brutlag (Faculty), Juana Mora (Faculty), Michelle Pilati (Faculty), Sandra Hernández (CSEA), Lisa Sandoval (CSEA), Jim Sass (CSEA), Ruben De Paz (ASRHC designee), Haily Hernández (ASRHC designee), Diana Laureano (ASRHC designee)

**Members Absent:** Alice Mecom (Mgmt, AA), Melba Castro (Mgmt, SS)

**Additional Individuals Present:** Dr. Arturo Reyes (Superintendent/President), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA), Mark Yokoyama (Dean, Public Safety and Interim Dean, Behavioral and Social Science), Caroline Durdella (Dean, Institutional Research and Planning), Dr. Grant Linsell (Dean, Arts & Cultural Programs), Mike Slavich (Dean, Career and Technical Education), Dr. Vann Priest (Dean, Mathematics, Science, & Engineering), Gita Runkle (Dean, Business)

- I. **Call to Order** – The meeting was called to order at 2:34pm.
- II. **Approval of Minutes** – The September 24, 2019 minutes were accepted with minor revisions to reflect Mark Yokoyama's additional title as Interim Dean of Behavioral and Social Science.
- III. **Superintendent/President's Report** – Superintendent/President Dr. Arturo Reyes attended an all-counselors meeting on September 26, which provided him an opportunity to meet and greet the many faculty from the Student Services area. At this meeting, he presented the idea of a 15-unit per semester initiative to facilitate student success and promote completion, a recommendation that was endorsed at the California Guided Pathways Institute #6. Dr. Reyes asked Río Hondo counselors to set higher expectations for our students, maximize student time with us, and to encourage students to complete their community college journey in a shorter period of time. After answering questions and listening to all concerns and comments, Dr. Reyes left with a clear indication that the counselors are willing to consider all approaches to help students succeed and have an open mind toward changes to best serve our students.

Rich discussion ensued regarding the idea of encouraging students to enroll in 15-units per semester. Some felt that it may be asking too much of our students, while others felt it is the counselors' professional responsibility to show students what it would look like to complete in two years. The longer it takes a student to complete their goals, the more opportunities life has to intervene and get them off track. By setting the bar high, counselors may initially recommend 15 units and account for each student's unique circumstances on a case-by-case basis.

**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** – On Thursday, 10/10, Arts & Cultural Programs in conjunction with the Queer Initiative will be hosting National Coming Out Day from 10am-1pm in the Campus Inn. The event will begin at 10am with Planned Parenthood presenting. Planned Parenthood's presentation will be

followed by a lecture (11:30am-12:30pm) and art workshop (12:30pm-1:30pm) with Julio Salgado. On October 15, there will be a VIP Movie and discussion at 10:30am in the Student Union. There will also be a showing of the movie Blue Planet on October 16 at 10:30am in the Student Union.

**VI. Co-Chair's Report** – Dr. Laura Ramirez discussed the enrollment management group that has now met twice. The group is looking at our former enrollment management plan to assess what has been done, what still remains to be accomplished, and to identify future goals. Dr. Ramirez will update PFC regularly on their progress. Dr. Ramirez also reminded the group that she is working with HR to prepare a list of reassigned time and will bring it to the next PFC meeting. Finally, the co-chairs would like to provide PFC with more frequent reports on the budget, building and bond updates, etc.

**VII. Unfinished Business** –

**A. PFC Guidebook** – The PFC Guidebook is still under review by the Policy and Procedure Council (PPC) and will be brought back to PFC at a later date.

**B. Policy and Procedure Council** – The PPC is meeting on the first and third Thursday of the month from 2:30pm-4:00pm in the CTE Conference Room (T143). Once the bylaws have been created, they will be brought to PFC for final review. The group identified a process by which it plans to review all former College Procedures (CPs) to either retire them, ensure relevant content is included in a current AP/BP, or create a new AP/BP, as needed. Additionally, the group was given an inventory of BPs, APs, and CPs that includes last revision date(s). This document will be used to track what the committee has looked at, what has been forwarded to PFC, what has returned to PPC, etc. After reviewing the CPs in their entirety, the group will move on to the 5000s in the cycle. CCLC updates and/or ad hoc requests from constituency groups will also be considered as they occur.

**VIII. New Business**

**A. Budget Planning Update** – Stephen Kibui discussed our budget as it relates to apportionment and the new student-centered funding formula. A handout provided listed allocation totals broken down by category: basic (e.g. District type, FTES), supplemental (e.g. Pell Grant recipients, AB540 students, and California Promise Grant recipients), and Student Success (e.g. Associate Degrees for Transfer, Associate Degrees, Baccalaureate Degrees, Credit Certificates, Transfer Level Math and English, Transfer, etc.). Stephen is comfortable saying that although there's work to be done, our general fund cash balance will remain stable.

Stephen was asked to bring data related to how we compare to similar size institutions. Dr. Ramirez will present an enrollment update at tomorrow night's Board meeting, and at the November 13 Board meeting, there will be a follow-up presentation on budget projections for the next several years out.

The purpose of the budget presentation is to ensure everyone has a basic understanding of how RHC generates revenue. The discussion turned to what we can do collectively to support students through those success factors, which translate to funding for our institution:

- Campaign to promote ADTs (highest earners)
- Support faculty training, culturally relevant pedagogical approaches, and grading policies through an equity lens
- Analyze our capacity for growth by assessing our off-site centers, online offerings, classroom space and other efficiencies
- Professional development for faculty on how to retain students

- Additional resources at off-site centers
- Increased library hours
- Increase programming on Fridays, Saturdays, and during the evenings
- Look at programs we can scale up that have proven successful (e.g. cohort models)
- Identify how we can institutionalize student support services like Avance once categorical funds are no longer available
- As a part of the enrollment management plan, add a research component to find out: why do students leave? Implement interventions and strategies
- Offer support to faculty to find and curate Open Educational Resources (OER)

## IX. Committee Reports

- **Safety/Facilities** – The hiring committee for the Director of Facilities is currently in the process of screening applications, concluding on Friday and culminating in a consensus meeting on October 14. The next Safety meeting will be on October 18. Items of concern may be forwarded to Brian Brutlag.
- **IEC** – The Institutional Effectiveness Committee reconsidered the cycle that was brought to PFC at the September 24 meeting. They will soon begin working on a long-term, more detailed calendar. The calendar will be brought to PFC for review at a future meeting.
- **Program Review** – Program plans and reviews are due 10/17. Program review will occur the first week in December.
- **Policy and Procedure Council** – None.
- **Basic Skills** – None.
- **Distance Education** – DSP&S will no longer be reviewing online courses for compliance, so Distance Education is looking at hiring a consultant.
- **Guided Pathways** – On October 24, there will be a Guided Pathways Student Success Team Summit facilitated by Dr. Melinda Karp in the Campus Inn from 9am-3pm. The Guided Pathways Leadership Team is currently working to gather data from all participants to analyze what our campus does well and what efforts may need to be scaled up. Al Solano from the Chancellor's Office will be in attendance and will also be leading "Structures and Capacity for Guided Pathways Work" workshop on Friday, 10/25. There has also been collaboration with Student Equity regarding the December Equity Summit. The hope is to embrace a common vision moving forward, making the three big events 'seamless.'
- **Outcomes** – None.
- **Staff Development** – A written report was provided and is published on the PFC website.
- **Student Equity** – The Student Equity Committee drafted a student equity statement crafted as a tool to guide the work we do to support student success at Rio Hondo College:

*Rio Hondo College is committed to advancing educational justice, equity and opportunity. We are committed to confronting and eradicating racist and discriminatory policies and practices that perpetuate institutional barriers. We pledge to eliminate gaps in academic outcomes that hinder our disproportionately impacted students from realizing their full potential. We recognize our responsibility to engage in equity-minded practices to support*

*individual students, faculty, and staff. We hold ourselves and the College accountable for the academic success of disproportionately impacted student populations.*

- **SSSP** – The SEA report is due in January 2020. The Chancellor's Office will dictate two disproportionately impacted (DI) groups all colleges will report on, and each college will be given the opportunity to individually select three to five other DI groups.

**X. Announcements** – Michelle Bean reminded everyone that October 14 – October 18 is Undocumented Student Week of Action and encouraged all faculty and staff to include the butterfly logo in their email signature as a show of support.

**XI. Adjournment** – The meeting was adjourned at 4:02pm.