

## **RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING AND FISCAL COUNCIL MINUTES Tuesday, September 24, 2019, 2:30pm-4:00pm., Board Room**

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**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 Martinez (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 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:** Matt Pitassi (2<sup>nd</sup> VP, AS)

**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 2:31pm.
- 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 thanked everyone for the work that went in to his welcome reception and expressed gratitude to all who attended.

Rio Connections (formerly eMessenger) will be sent to all-staff every two weeks instead of weekly, and Dr. Reyes welcomed feedback on this newly branded communication.

Recently, Dr. Reyes has met with a number of superintendents/presidents of local districts and will continue to do so to strengthen our relationship in the surrounding communities.

Stephen Kibui has been appointed the Acting Vice President of Finance and Business until such time as interviews are held to identify an Interim VP. Dr. Reyes feels it is important to form a committee to vet the candidates rather than simply appointing someone. The committee will be comprised of Dr. Reyes, the Vice Presidents, CSEA President, and Academic Senate President. California Ed Code stipulates that a position may be filled on an interim basis for up to two years, and as such, the Vice President of Finance and Business will be hired as interim to avoid having to do a search between now and Accreditation.

Dr. Reyes discussed the unique challenges related to the way our institution uses time cards. Many assignments being submitted via timecard should actually be on a load sheet. It does not make sense to have a timecard that's separate from load since the two are never reconciled. Dr. Reyes has tasked Dr. Laura Ramirez (VPAA) and Henry Gee (VPSS) to look into the issue in consultation with HR.

The Request for Travel Authorization form has been revised and there is no longer a need to submit triplicate forms. Additionally, Dr. Reyes will only be signing out-of-state and international travel requests; approval for in-state travel will end with the appropriate Vice President's signature.

- IV. Public Comments** – Sandra Hernandez stated that there are plans to place photocopiers in a number of division offices and expressed CSEA's concern related to the workload impact on the secretaries as well as the purchase cost. The "need" to place photocopiers in the divisions begs the question: is more support needed in the Print Shop? If so, should the Senior Print Service Coordinator be increased from an 11-month, 80% employee to 100%? If the need for additional support exists, the Print Shop should be fully staffed. Dr. Ramirez advised Sandra to follow-up with Shawn Smith, Executive Director of Human Resources.

*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** – Success at Sunset will resume on October 2 from 4:30pm-6:30pm and is geared toward providing evening students with snacks, testing supplies, etc. The Health Fair will be held on October 7 in the lower quad. Study Jams are being held this week in the Student Union. In collaboration with the Forensics/Debate Team, ASRHC will be hosting a series of events called "Pizza and Politics" in which students will speak on issues of concern (student debt, abortion laws, global warming, sexual assault on campus, academic freedom, LGBTQ realities in America, etc.). These events are particularly relevant during election season. Finally, RIO-diculous Wednesdays are ongoing and all faculty and staff are encouraged to wear black and gold to show their support.
- VI. Co-Chair's Report** – Dr. Kevin Smith reminded the guests in the room that they are welcome to speak during any part of the discussion and are not restricted to only the public comment section of the agenda.

The group revisited the topic of consensus as defined in the PFC Guidebook (on pages 6 and 22) and the group discussed if that type of decision-making is still relevant for a body that intends to move things forward. Dr. Ramirez explained that if the body does not come to final consensus, the work of the body does not stop. Planning and Fiscal Council (PFC) forms recommendations to the Superintendent/President and if the group can't reach consensus, a report must be submitted outlining why consensus was not reached.

Dr. Ramirez informed the group that Stephen Kibui will be presenting on budget and enrollment at the October 8, 2019 meeting.

**VII. Unfinished Business** –

- A. PFC Guidebook** – The PFC Guidebook will be reviewed and revised by the Policy and Procedure Council (PPC) and brought back to PFC at a later date.
- B. Policy and Procedure Council** – The PPC will meet directly after today's PFC meeting for a brief orientation. Their first official meeting will be on Thursday, October 3 from 2:30pm-4:00pm in the CTE Conference Room (T143). The group will meet the first and third Thursdays of the month.
- C. Accreditation** – There is work being done related to the structure of the Accreditation Steering Committee and what the process will look like along with a timeline. Once these have been finalized (in consultation with various constituencies), they will be brought to PFC for formal recommendation.

## VIII. New Business

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

- **AP 4105 – Distance Education** – This AP needs considerable revisions and will be reviewed at the first PPC meeting on October 4. The PPC will also develop formatting standards for all policies and procedures.

### B. Integrated Planning Model

– Dr. Caroline Durdella returned with a revised draft of the Integrated Planning Model flowchart developed by the Institutional Effectiveness Committee (IEC). Feedback from various constituencies echoed the sentiment that the previous model appeared very hierarchical. This visual representation is an effort to reinterpret or reimagine the process in a more cyclical fashion. Once the conceptual process has been finalized, the calendar will be flushed out.

There was concern that if the process is truly integrated, when you make a change in one area, it may affect other areas that need to be on the same cycle. Dr. Durdella explained that the items are staggered so that whatever is done prior will inform the next piece.

Dr. Reyes suggested changing ‘Board Directions’ to ‘Board Priorities’ to make it less prescriptive.

Dr. Durdella asked the group to email any additional feedback to her attention for IEC’s consideration.

### C. Governance Committee Evaluation

– Dr. Durdella provided the group with a summary of the 2018-2019 Governance Evaluations. During 2018-19, the college implemented an evaluation of its governance committees. The evaluation consisted of an audit of committee websites to determine whether complete sets of meeting agendas and minutes were posted as well as a survey of the membership of each committee to determine appropriateness of charge, committee support, and action items for the coming year. Fourteen committees were part of the evaluation process. Of the fourteen, nine returned the requested Governance Evaluation Committee Report. The document Dr. Durdella provided outlined the results of the website audit as well as those committees who turned in an evaluation report.

Overall, constituents identified collegiality, organization, focus, and dedicated support staff as strengths of committees. Issues identified centered on voice in campus decision-making processes, adequate support for committee work, resources, and/or release time.

Suggested actions for the coming year included more training, requesting additional resources, clarifying best practices, roles, and expectations, and discussing relevance of the committee(s) in light of changes. IEC is working to come up with templates to share with committees (i.e. templates for goals, best practices for conducting meetings, how to operate consensus models, etc.).

Some of the campus governance committees are tied to the resource allocation process and only meet once per year. For these committees, a survey of how the committee functioned may not be the best method to assess whether the resource allocation process actually functions well for the College. IEC recommends that evaluations for committees linked to resource allocation either be tied to a broader evaluation of the campus planning and resource allocation process or be integrated into the PFC committee evaluation. The evaluation for resource allocation

committees could focus on making improvements to tools and the overall process rather than perceptions of committee function.

IEC recommends that the governance committee evaluation process take place once every three years and that it be tied to an overall evaluation of the planning and resource allocation process, which would also occur once every three years. IEC also recommends that surveys of the committee be conducted during the spring term, and that dialogue occur in the spring with the final report submitted to PFC in the fall term.

Sheila Lynch asked for clarification regarding how and when committee chairs and coordinators receive release time. Dr. Ramirez will prepare a document that lists the release time for each committee, how it's apportioned, and identify gaps, etc.

## IX. Committee Reports

- **Safety/Facilities** – The next meeting is tentatively scheduled for October 18 at 11:00am. The hiring committee for the Director of Facilities met for the first time yesterday for their orientation. The position will close on the September 28 and the committee will start screening applications on October 4.
- **IEC** – None.
- **Program Review** – The committee is trying to get a schedule finalized for people to come in to present their reviews. There are still several spaces open for individuals to serve on the review panels and Dr. Durdella asked PFC members to encourage their stakeholders to participate.
- **Staff Development** – The committee will meet tomorrow, Wednesday, September 25 to review fall grant applications. They discussed the need for a full-time coordinator not only for faculty but also classified.
- **Basic Skills** – The Basic Skills meeting will be held next week.
- **Distance Education** – The Distance Education committee is talking about moving Distance Ed courses through the approval process, working with the curriculum committee chairs for clarification. There is a lot of movement in the Distance Ed area, particularly with the CVC-OEI grant.
- **Guided Pathways** – The Guided Pathways Steering Committee met last week and are working on bylaws and realistic goals for the year. The committee is currently focused on reinvigorating the work that came from Academic Senate last year. On October 24, there will be a Guided Pathways Student Success Team Summit facilitated by Dr. Melinda Karp.
- **Outcomes** – At the last Outcomes Committee meeting, they talked about the cycle and dialogued about various business processes related to Taskstream. They also discussed guides that were generated to help and support in the Program Review process.
- **Student Equity** – The Rio Teaching and Learning Institute had their second meeting which included a guided syllabus review and a discussion on how to build authentic relationships with students. The Café con Libros discussion is well under way on Canvas, with one in-person meeting to take place on November 15. Finally, the Student Equity Summit will be held on December 10 and will focus on the student-centered funding formula as a question of equity.
- **SSSP** – The next meeting is on October 4.

- X. **Announcements** – Dr. Reyes informed the group that Rio Hondo received a cease-and-desist letter from Mt. SAC advising us not to offer classes in their district. The issue is on their board agenda this week and Mt. SAC has hired an attorney. Dr. Reyes and VP Ramirez and VP Gee will have a conversation with Dr. Bill Scroggins (President of Mt. SAC) and come to a resolution.
  
- XI. **Adjournment** – The meeting was adjourned at 3:35pm.