

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING AND FISCAL COUNCIL MINUTES

Tuesday, October 22, 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), 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), Jim Sass (CSEA), Ruben De Paz (ASRHC designee), Haily Hernandez (ASRHC designee), Diana Laureano (ASRHC designee), Alice Mecom (Mgmt, AA), Melba Castro (Mgmt, SS)

Members Absent: Stephen Kibui (Acting VPFB), Dorali Pichardo-Diaz (1st VP, AS), Lisa Sandoval (CSEA),

Additional Individuals Present: 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 October 8, 2019 minutes will be approved at the next PFC meeting as concern was raised that they did not fully capture the spirit of the discourse as related to the students' concerns. Additional input will be solicited.
- III. **Superintendent/President's Report** – None.
- IV. **Public Comments** – Henry Gee introduced guest/observer Li Carithers, Doctoral student and staff member at Cal State LA.

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 Friday, 10/25 there will be a self-defense class from 9:30am-1:00pm. Trans Day of Resilience will be held on 11/6 from 10:30am-1:00pm. AIDS Awareness will be on 11/12 from 10:30am-1:00pm and there will also be an open mic event. From 10:39am-1:00pm in the lower quad, there will be a "What's your carbon footprint?" event.
- VI. **Co-Chair's Report**
 - A. **Budget – Building/Construction Update** – Dr. Laura Ramirez reported that the redesign of the Wray Theatre is moving forward and meetings have been scheduled with design architects. Moving forward, the new Interim Vice President of Finance and Business will provide updates on the overall process. Dr. Ramirez will follow up regarding the status of the water tank.
- VII. **Unfinished Business**
 - A. **Integrated Planning Workflow** – Dr. Caroline Durdella presented a revised version of the Integrated Planning workflow. After the October 8 PFC meeting, this document was taken back

to IEC with the group's recommendations. The mission/vision/values, which was previously at the top of the workflow, was moved to the middle because it's central to everything we do. It was decided that the educational/facilities master plan should not be the driving force behind the workflow. The suggestion was made that timeframes be removed from the workflow. Dr. Durdella will take the suggestions back to IEC for final revisions

VIII. New Business

- A. Public Safety Organizational Chart** – Dr. Ramirez presented a proposed reorganization in the Public Safety division, which is to take the vacant Associate Dean position and convert it into a Director of Fire Academy position. This would make it comparable to the organizational structure on the Police Academy side. The Dean of Public Safety as well as division faculty collaborated on this proposed reorganization, which will be presented to the Board.
- B. Reassigned Time** – PFC members expressed a desire to discuss aspects of reassigned time on campus, which totals to about 20 FTES. A list of reassigned time was distributed at the meeting, which will require some clean-up and reorganization (i.e. to distinguish local Academic Senate reassigned time from those serving at the statewide level). Dr. Kevin Smith suggested that a taskforce be convened to examine reassigned time and see if inequities exist. The taskforce shall be comprised of both faculty and administrators with the following members volunteering to serve: Dr. Melba Castro, Sheila Lynch, Angelica Martinez, Dorali Pichardo-Diaz, Michelle Pilati, Matt Pitassi, Dr. Laura Ramirez, and Dr. Kevin Smith.
- C. Committee and Team Structure for Accreditation** – Dr. Durdella presented a proposal to create an Accreditation Steering Committee, which will: monitor the accreditation process, including the preparation of the Institutional Self Evaluation Report (ISER) and other reports required by the ACCJC; coordinate and draft the ISER in conjunction with the Accreditation Leadership Team and other stakeholders; monitor progress in addressing standards of accreditation; prepare reports as necessary on college progress in meeting standards and set agendas for activities regarding accreditation; recruit committee and standards team chairs and organizers; and monitor trends and practices on issues within the committee's scope and communicates them to the college. The committee will use a tri-chair model, with the ALO, Editor, and CSEA President or designee serving as co-chairpersons. The remainder of the committee is comprised of the following: VP Academic Affairs, ASRHC President or designee, Standard I Faculty Organizer, Standard I Administrative Organizer, Standard I Classified Organizer, Standard II A – Faculty, Administrative, or Classified Organizer, Standard II B – Faculty, Administrative, or Classified Organizer, Standard II C -- Faculty, Administrative, or Classified Organizer, Standard III Faculty Organizer, Standard III Administrative Organizer, Standard III Classified Organizer, Standard IV Faculty Organizer, Standard IV Administrative Organizer, and Standard IV Classified Organizer. Dr. Adam Wetsman suggested that the Academic Senate President be included on the Steering Committee.

The Accreditation Leadership Team, on the other hand, is not a committee but functions to assist in guiding the development of the ISER and to keep the Superintendent/President informed as to the progress of the ISER. The Leadership Team works with the Steering Committee and other stakeholders to review and finalize the ISER, ensuring that an institution-wide perspective is presented. The Leadership Team will be comprised off the VP of Academic Affairs (co-organizer), Senate President or designee (co-organizer), ALO, CSEA President or designee, ASRHC President or designee, and Editor.

Dr. Smith would like to see DAP positions written out to say what the process is for reassigned time for faculty (i.e. is it an appointment or a selection process? What percentage of reassigned time is available for these positions?) This will be brought back to PFC at a future meeting.

D. Revision of Board Policies (1) and Administrative Procedures (1) -Total (2)

- **BP 2510 – Participation in Local Decision Making** – Reviewed at Policy and Procedure Council (PPC) and consensus reached on 10/17/19. Minor grammatical and formatting changes. – Consensus by the PFC on 10/22/19. Policy will be forwarded to the Board of Trustees.
- **AP 2510 – Participation in Local Decision Making** – Reviewed at Policy and Procedure Council (PPC) and consensus reached on 10/17/19. Minor grammatical and formatting changes. – Consensus by the PFC on 10/22/19. Procedure will be forwarded to the Board of Trustees.

IX. Committee Reports

- **Safety/Facilities** – A written report was provided and is available on the PFC website. First-level interviews for the Director of Facilities will take place on Friday, 10/25.
- **IEC** – The Institutional Effectiveness Committee met today and reviewed the planning cycle, in addition to discussing Institutional Goals and Objectives, which are nearly finalized. At their next meeting, they will discuss the survey research program. Previously, the college had a survey research program which included the campus climate surveys. The group is examining whether they want to continue with similar measures or revise them.
- **Program Review** – The Program Review rubric will now include “accepted with minor revisions” to “major revisions required.” Almost every program review that was required this year has been submitted.
- **Policy and Procedure Council** – None.
- **Basic Skills** – None.
- **Distance Education** – We received approval from the Chancellor’s Office Accessibility Center who will come out and do a full-day accessibility training. Jill Pfeiffer will send out additional information. The hope is to split the day up, with half of the time focused on Canvas accessibility (i.e. universal design from the ground up) and the second half of the day focused on creating accessible PDFs. Space is limited; more information to come.
- **Guided Pathways** – On Thursday, 10/24, Dr. Melinda Karp will be on campus for the Guided Pathways Student Success Team Summit. This workshop is important to determine how we want to move forward and what structures we have in place to do that. The Guided Pathways Steering Committee (GPSC) has been discussing capacity and what we can or can’t do. To that end, on Friday, 10/25, Dr. Al Solano will be on campus for a workshop called “Structures and Capacity for Guided Pathways Work.” One major topic of discussion amongst the GPSC is messaging to students, as well as improving processes so they are less onerous to the student (e.g. grad petitions).
- **Outcomes** – Meeting was cancelled.
- **Staff Development** – Committee meets tomorrow, 10/23.

- **Student Equity** – The Rio Teaching and Learning Institute meets this Friday, 10/25. Café con Libros discussions continue online, with an in-person meeting on 11/15. Planning is well underway for the Student Equity Summit on 12/10.
- **SSSP** – The last SSSP meeting focused on what we want to tackle this year. One recommendation was to reconvene the AB705 taskforce and look at how the implementation has progressed. We will be at a point soon where we can assess throughput, grades, etc.

X. Announcements – None.

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