

## **RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING AND FISCAL COUNCIL MINUTES Tuesday, November 12, 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), Dorali Pichardo-Diaz (1<sup>st</sup> VP, AS), Matt Pitassi (2<sup>nd</sup> VP, AS), Angelica Martinez (Secretary, AS), Adam Wetsman (ASCCC Rep, AS), Rudy Rios (President, RHCFA), Brian Brutlag (Faculty), Juana Mora (Faculty), Michelle Pilati (Faculty), Sandra Hernandez (CSEA), Jim Sass (CSEA), Lisa Sandoval (CSEA), Ruben De Paz (ASRHC designee), Haily Hernandez (ASRHC designee), Diana Laureano (ASRHC designee), Alice Mecom (Mgmt, AA)

**Members Absent:** Chris Hawken (VPFB), Michelle Bean (Past President, AS), Melba Castro (Mgmt, SS)

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

- I. **Call to Order** – The meeting was called to order at 2:34pm.
- II. **Approval of Minutes** – The October 8, 2019 revised minutes were accepted as presented. The October 22, 2019 minutes were accepted with minor revisions (adding Sheila Lynch and Matt Pitassi to members present).
- III. **Superintendent/President's Report** – Dr. Arturo Reyes discussed the Full-Time Faculty Obligation Number (FON) calculations and the potential that our institution will not meet the State's guidelines. The number of full-time faculty a district is required to employ each fall is mandated by the State, and if the FON is not met, the District will be penalized by the number of faculty positions to be filled in achieving FON multiplied by the average replacement cost of a FT faculty for 2019 (\$80,250). The Administration has reached out to the Chancellor's Office for clarification regarding our numbers/calculations. At this point, we don't believe that hiring FT faculty for the spring will count as the number is generated in the fall. The compliance report is due to the Chancellor's Office by November 15 and PFC will receive an update on the numbers at the November 26, 2019 meeting.

Related to hiring, the Faculty Staffing Committee has ranked FT faculty positions annually based on requests that were generated through the planning process, but historically there has been little movement on these requests over the past several years. Dr. Reyes recommended that these faculty staffing ranks be reexamined, and it was suggested that we go through the prioritization process again, since circumstances may have changed since the rankings were finalized.

Dr. Reyes updated the group on the potential for going out for a bond in March. The decision to go out of the bond in March is multifaceted, but the hope is that we can piggyback off the campaign that the Chancellor's Office is presenting for a statewide education bond. Furthermore, the city of Whittier has historically supported us at a lower rate than El Monte and Pico Rivera. Being that there will be a March election in Whittier, it may drive people to the polls. Another factor to consider is that if there is a downturn in the economy, as some experts predict, it will be harder to pass a bond. RHC has contracted with financial advisor Caldwell Flores Winters to take the lead during the bond election.

If the Board decides to include a bond measure on the March ballot, there will be a special Board meeting on December 3 to pass a resolution that speaks to our intentions, the amount of money we are requesting, what the money will be used for (a project list), etc. This is due by December 6. The Board of Trustees will be meeting tomorrow (November 13) at 6pm prior to the regular Board meeting to engage in a special study session. This will provide an opportunity for constituency groups to weigh in on the bond measure, facility needs, etc.

#### **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 – There are a number of ASRHC events in the coming weeks:**

- Open Mic – Tuesday, 11/12 from 5:00pm-6:30pm
- HIV Testing – Wednesday, 11/13
- Selena Quintanilla Appreciation Night – Thursday, 11/14 from 2:00pm-6:30pm (music, karaoke, dancing)
- Trans Remembrance Day – Wednesday, 11/20 (all day) in SU-201
- Friendsgiving – Monday, 11/25 from 5:00pm-7:00pm in Campus Inn (music, entertainment, games, and food)
- Animal Therapy/Roadrunner Relief (more animals instead of just puppies) – Tuesday, 11/26 from 10:30am-1:00pm in the lower quad

#### **VI. Co-Chair's Report – Dr. Kevin Smith reminded the group that Senate Exec has been organizing a food drive on campus to support the Rio Source Room (food pantry). He expressed gratitude to the folks from AJ for filling his car with items and also thanked the Deans in support of the project.**

Dr. Smith encouraged people to email him with any ideas or suggestions for the bond prior to tomorrow night's Board meeting.

#### **VII. Unfinished Business**

**A. Committee and Team Structure for Accreditation –** Dr. Caroline Durdella presented an updated narrative along with a committee request form to make this an official committee. Per PFC's prior recommendation, Dr. Durdella contacted four other single-college districts (Citrus, Long Beach City, Cerritos, and Pasadena) to ask how they manage reassigned time for faculty participating in accreditation. Typically, there is one position that is reassigned to facilitate the accreditation self-study.

**B. Institutional Goals and Objectives - Recommendations from IEC –** IEC met today and spent quite a bit of time working on the Institutional Goals and Objectives. Last year's Fall Planning Retreat focused on Goal #1 and its associated objectives. The group tried to link each goal to the student-centered initiative from which it emanated.

Last spring, IEC spent a great deal of time looking at historical figures and comparing RHC to peer colleges in order to formulate the figures seen in each objective. The assumption is that the targets can be reached with the current-level of support. The Board asked that we be bolder in our targets since there is no sanction for not hitting the numbers.

#### **VIII. New Business**

**A. Retirement of College Procedures (4) – Total (4)** – The Policy and Procedure Council has cross-referenced the College Procedures (CPs) below to ensure that their content is either represented in a current BP/AP, or that the content is no longer applicable. The PPC met on November 7 and reached consensus to retire the following CPs:

- **CP 1000 – College Attorney** – PFC reached consensus to retire.
- **CP 1007 – Board Decision on Substantive Proposals** – PFC reached consensus to retire.
- **CP 1015 – Conflict of Interest** – PFC reached consensus to retire.
- **CP 1055 – College Planning and Fiscal Management** – PFC reached consensus to retire.

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

- **AP 3250 – Institutional Planning** – Aside from minor formatting and/or language revisions, the Policy and Procedure Council updated AP 3250 to include the Dean of Institutional Research and Planning as a formal member of the Planning and Fiscal Council. The PFC suggested further minor edits related to the use of semicolons in lists. PFC reached consensus to move AP 3250 to the Board as an information item.

## **IX. Committee Reports**

- **Safety/Facilities** – The next meeting will be held on January 17, 2020. The security report on behalf of the consultant will be presented at the Board meeting on Wednesday.
- **IEC** – The Institutional Effectiveness Committee finalized the objectives for Goal #1. There was also a discussion about revising campus-wide climate surveys. The goal is to bring a recommendation to the PFC on the revised climate survey before the end of the spring term, as IRP wants to deploy the survey during the next academic year.
- **Program Review** – Unit plans are due 11/15. All of the review panels are full except for a few faculty spots. The reviews will take place the first week of December.
- **Policy and Procedure Council** – The PPC is working on the CP 2000s as well as BP/AP 3530 – Prohibition of Weapons. These will be brought to a future PFC meeting.
- **Basic Skills** – The last Basic Skills meeting was cancelled in lieu of an AB705 workgroup. The group talked about plans moving forward, as well as an analysis of corequisite courses. They also discussed equity related to why students have dropped. Is it related to internal or external reasons? How does this inform our practices? How do we encourage students to use our support services? One institutional recommendation from program review last year was to increase faculty engagement with Canvas shells.
- **Distance Education** – The Distance Ed Committee will meet next Monday. There is ongoing Peer Online Course Review (POCR) training for faculty.
- **Guided Pathways** – The Guided Pathways Steering Committee met last Friday and formed three workgroups: 1) Website Workgroup – to provide feedback and recommendations for design and implementation of Guided Pathways principles on the RHC website. This includes targeted career

exploration, clearly mapped programs, course sequencing, gateway courses, and milestones. The workgroup will meet before the end of the semester and will potentially have some paid hours for faculty participation in January. 2) Student Services Software Workgroup – to make software recommendations for clarifying the path and staying on the path, including targeted career exploration, student cohorts and tracking, educational plans, and milestones. 3) Student Success Team Workgroup – to synthesize the three logic models from 10/25/19 into one logic model for our goals and next steps for student success teams. They will identify activities for rapid launch and establish next steps and an implementation timeline.

- **Outcomes** – The list of outstanding outcomes has gone out. Faculty who need help should reach out to their Dean and/or Alyson Cartagena.
- **Staff Development** – None.
- **Student Equity** – The Student Equity Committee is working to finalize the agenda for the Student Equity Summit on Tuesday, December 10, 2019.
- **SSSP** – Dr. Melba Castro shared a timeline of what Outreach does, along with their numbers for dual enrollment. At the next meeting, David Levy will present the Financial Aid timeline.

- X. Announcements** – We launched the spring schedule of classes earlier this semester and enrollments are steady. Faculty and staff are encouraged to remind students that registration is already open.

On Thursday, November 14 from 1:00pm-2:30pm there will be a screening of *Agents of Change* in the Wray Theatre. This film tells the story of how successful protest for equity and inclusion led to establishing the first Black and Ethnic Studies departments at San Francisco State and Cornell. There will be a conversation with the film's director/co-producer Frank Dawson directly following the screening.

- XI. Adjournment** – The meeting was adjourned at 3:49pm.