

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING AND FISCAL COUNCIL MINUTES Tuesday, February 11, 2020, 2:30pm-4:00pm, Board Room

Members Present: Laura Ramirez (Co-Chair and VPAA), Kevin Smith (Co-Chair and President, AS), Henry Gee (VPSS), Chris Hawken (Interim VPFB), Caroline Durdella (Dean, Institutional Research and Planning), Doralí Pichardo-Díaz (1st VP, AS), Matt Pitassi (2nd VP, AS), Angelica Martinez (Secretary, AS), Sheila Lynch (Parliamentarian, AS), Adam Wetsman (ASCCC Rep, AS), Michelle Bean (Past President, AS), Rudy Rios (President, RHCFA), Brian Brutlag (Faculty), Juana Mora (Faculty), Dana Arazi (Faculty), Sandra Hernandez (CSEA), Jim Sass (CSEA), Lisa Sandoval (CSEA), Christina Almanza (ASRHC President), Haily Hernandez (ASRHC designee), Diana Laureano (ASRHC designee), Alice Mecom (Mgmt, AA), Melba Castro (Mgmt, SS)

Additional Individuals Present: Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA), Lisa Chavez (Dean, Counseling), Grant Linsell (Dean, Arts & Cultural Programs), Vann Priest (Dean, Mathematics, Science, & Engineering), Rafael Gutierrez (Director, Facilities Services), Catherine Page (Dean, Health Science & Nursing)

- I. **Call to Order** – The meeting was called to order at 2:33pm.
- II. **Approval of Minutes** – The November 26, 2019 minutes were accepted with minor grammatical edits.
- III. **Superintendent/President’s Report** – Dr. Arturo Reyes thanked everyone for their work on the budget and resource requests. Before next year’s budget is sent to the Board, the intention is that it will come to PFC for review. Dr. Reyes also thanked those that have volunteered to assist with the accreditation process.

On Wednesday, January 29, the President’s Office was informed that moisture was found on a wall behind filing cabinets in the Veterans Service Center in the Student Services building. Dr. Reyes immediately asked Vice President of Finance & Business, Chris Hawken, and Director of Facilities Services, Rafael Gutierrez, to identify and mitigate any risk and to relocate staff. Dr. Reyes thanked those who alerted us about the mold and also those who have worked to remedy the situation.

Rafael Gutierrez provided an update on deferred maintenance efforts on campus. This weekend, a vendor will begin repainting the back wall of the Administration building, which was chosen for the first phase of the project because it is often the first building candidates see when they arrive on campus for an interview. A color palette that had been previously approved through the shared governance process was shown to the group.

- 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** – Christina Almanza, ASRHC President, has rejoined PFC for the Spring term. Club Rush is currently ongoing and has been modified this term to include co-curriculars and programs such as Forensics, Hope Scholars, EOP&S, etc. Club Rush will continue tomorrow, Wednesday, 2/12 from 10:30am-2:00pm.

VI. Co-Chair's Report – The Accreditation Leadership Team will be meeting soon to determine who will be serving on a number of committees. Dr. Laura Ramirez encouraged everyone to keep an eye out for e-mails to participate.

VII. Unfinished Business

A. Role of IEC – Mission, Vision, Values Statement – Last November, we had a consultant (Diane White) on campus with the intent of fast tracking the educational master plan. After meeting with all of the deans, Vice Presidents, and faculty and CSEA leadership, the consultant wrote up basic themes that emerged from the discussions. The Institutional Effectiveness Committee is now intent on reviewing the College's Mission, Vision, and Values Statement in preparation for the development of the new comprehensive educational master plan. Dr. Caroline Durdella said that when she reviewed the Governance Manual, it seemed appropriate that IEC would be the body to undertake this work. PFC agreed that IEC should be charged with starting the process of looking at the Mission, Vision, and Values Statement.

B. PPC Bylaws – The Policy and Procedure Council (PPC) developed a set of bylaws that were forwarded to PFC for approval. A recommendation was made to add "for consideration" after statements related to items being forwarded to PFC (in I and VI). PFC reached consensus to approve the bylaws and to update the Governance Manual to include PPC.

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

- **AP 2410 – Board Policies and Administrative Procedures** – This AP was forwarded back to the PPC last semester with the request that an overarching equity statement be included. In the ensuing dialogue, the PPC determined that such a statement would be most appropriate in a Board Policy (BP) not an Administrative Procedure (AP). As such, no additional edits were made to the AP by the PPC.

It was noted that there are numeration errors that need to be fixed (e.g. every section starts with B instead of A). Additionally, there was concern about items being forwarded to PFC "for review" since this implies that there may no longer be an opportunity for dialogue or input. The recommendation was made to change the phrasing so items are forwarded to PFC "for consideration."

The AP references a three-month timeline during which the Superintendent/President must provide a written explanation as to why proposed revisions to a BP or an AP were not forwarded. At PFC's recommendation, the PPC will resume discussions about AP 2410 at their February 20 meeting, specifically to review the language regarding the three-month timeline.

VIII. New Business

A. Facilities Update – Chris Hawken and Rafael Gutierrez provided a number of facilities updates:

- Installation of additional phones as a recommendation for emergency preparedness is nearly complete.
- There will be a review of the sustainability and efficiencies of copiers and printers on campus.
- There will be a review of energy usage on campus.
- Efforts are underway to number the rooftops of campus buildings to aid in aerial defensible maps for law enforcement helicopters.

- The bleachers at the baseball field were demolished last weekend because they had reached the end of their service life. The College will be renting temporary bleachers until permanent ones can be installed.
- Facilities should receive a report from the environmental hygienist today or tomorrow regarding the mold in the Student Services building and whether or not it is permissible for staff to reoccupy the vacated areas.
- With assistance from our Wildland Fire Academy, brush clearance was undertaken behind Lot A on the trail leading up to the observatory. Facilities is also working with the new Director of the Fire Academy, Andy Grzywa, to contact L.A. County and Rose Hills to clear out the property lines on their end, as they are thick with brush, fallen trees, etc.
- The staircase leading up from Lot F to the Administration building was redone.

Dr. Ramirez expressed concern about the number of times classes were disrupted during the first two weeks of class by fire alarms. Smoking/vaping in the restrooms continues to be a problem. Increased signage is a possibility, although there was discussion among student representatives as to the effectiveness of signage as a deterrent. Dr. Reyes mentioned that another long-term possibility is a smoking cessation program on campus with support for all faculty, staff, and students, which would negate the need for smoking areas.

B. 2020 – 2021 Faculty Staffing Recommendations – In November, we were under our Faculty Obligation Number (FON) and had to pay a fee. Five faculty positions that were originally ranked and recommended for hire in 2018-2019 were finally flown. There was a concerted effort by the Administration and the Academic Senate to convene the Faculty Staffing Committee in January instead of March to get ball rolling for the 2020-2021 faculty hires. Of the ranked list that was forwarded by the committee to the Superintendent/President, ten positions were flown. As an institution, we had previously forecast that we would grow 500 FTES this year. Because of that prediction, the FON calculation from the Chancellor's Office necessitates that we hire ten full-time faculty. However, our own calculations currently indicate that we will *not* grow by 500 FTES, so we may not end up hiring all ten positions flown. We are trying to be cautious and strategic in our faculty hiring, making sure we are complying with the FON. We should be able to come up with our final FTES count by end of month, as census will have passed, the majority of students will be enrolled, etc.

This year's faculty staffing process highlighted the need to make the ranking rubric more robust. Dr. Kevin Smith is currently in the process of drafting bylaws for the Faculty Staffing Committee that will eventually come to PFC for consideration. The faculty staffing process also necessitates additional dialogue within IEC/IRP.

Dr. Reyes spoke briefly about our "policy" regarding replacing positions. When someone retires or resigns, should they be automatically replaced? There is a desire across campus to see if replacing a position is in line with the institution's strategic objectives and priorities. Dr. Reyes would like to see folks communicating what their needs are beyond their own department. Individual departments need to come together to prioritize positions across their entire division.

- C. Graduation Date** – The Faculty Association will be voting next week on whether or not commencement should be moved to Friday. The meeting will be held on Thursday, February 20 at 12:45pm in the Board Room. Students are encouraged to attend to voice their opinion.
- D. Guided Pathways Scale of Adoption** – The Guided Pathways Scale of Adoption has been updated and edited by the Guided Pathways Steering (GPS) Committee and the Student Success team. It speaks to where we are in effecting the number of processes considered essential for implementing Guided Pathways. Feedback on the document is welcomed and can be sent to Dr. Ramirez in advance of the March 3 due date. Additionally, Dr. Ramirez will bring a

summary of the Guided Pathways allocation to a future PFC meeting and where the money has been spent.

E. Revision of Board Policies (1) and Administrative Procedures (1) – Total (2)

- **BP 3530 – Prohibition of Weapons** – Consensus was reached at PPC on 12/5/19 to forward this BP to PFC with suggested edits. The PPC consulted with legal counsel, CCLC, and other colleges to refine the policy to its current state. – **Consensus to forward to BoT**
- **AP 3530 – Prohibition of Weapons** – Consensus was reached at PPC on 12/5/19 to forward this AP to PFC with suggested edits. The PPC consulted with legal counsel, CCLC, and other colleges to refine the procedure to its current state. Most notably, the PPC recommended that Section II – Prior approval be removed, meaning that the Superintendent/President shall not be authorized to grant prior written approval to a person legally authorized to possess a firearm or other weapon at a District facility. – **Consensus to forward to BoT**

F. Retirement of College Procedures – Total (89)

- **CP 2153: Guidelines for Guest Speakers, General Meetings and Entertainment for Students to Implement Board Policy Number 2102** – **Consensus reached to recommend for retirement.**
- **CP 2155: Courses – New Modification or Revision** – **Consensus reached to recommend for retirement.**
- **CP 2157: Guidelines for Off-Campus Courses** – **Consensus reached to recommend for retirement.**
- **CP 2401: Procedure for Processing and Filing State and Federal Funding Applications** – **Consensus reached to recommend for retirement.**
- **CP 3000: Record Retention Policy** – **Consensus reached to recommend for retirement.**
- **CP 3005: Pledge of Allegiance to the Flag** – **Consensus reached to recommend for retirement.**
- **CP 3010: Procedure for Placing Long Distance Telephone Calls** – **Consensus reached to recommend for retirement.**
- **CP 3015: Employee Social Activities** – **Consensus reached to recommend for retirement.**
- **CP 3020: Guidelines for Use of the Rio Hondo Astro-Physical Observatory** – **Consensus reached to recommend for retirement.**
- **CP 3025: Guidelines for Use of the Rio Hondo Wildlife Sanctuary & Study Area** – **Consensus reached to recommend for retirement.**

- CP 3030: Use of College Pistol Range – Consensus reached to recommend for retirement.
- CP 3040: Small Tools and Apparatus – Consensus reached to recommend for retirement.
- CP 3045: Sale of Books, Materials, Food, and Fund Raising Projects – Consensus reached to recommend for retirement.
- CP 3050: Claims Against the College – Consensus reached to recommend for retirement.
- CP 3055: Purchase of Supplies, Equipment & Services – Consensus reached to recommend for retirement.
- CP 3056: Purchasing and Payment Procedure – Consensus reached to recommend for retirement.
- CP 3057: Purchasing Principles – Consensus reached to recommend for retirement.
- CP 3058: Purchasing, Open Account – Consensus reached to recommend for retirement.
- CP 3059: Purchasing, Emergency – Consensus reached to recommend for retirement.
- CP 3060: Budget Transfer Procedures – Consensus reached to recommend for retirement.
- CP 3065: Ticket Control and Procedures – Consensus reached to recommend for retirement.
- CP 3070: Associated Students' Body Funds – Consensus reached to recommend for retirement.
- CP 3071: Auxiliary Services Fund Administration – Consensus reached to recommend for retirement.
- CP 3075: Property: District and Personal – Consensus reached to recommend for retirement.
- CP 3076: Federal Excess Personal Property – Consensus reached to recommend for retirement.
- CP 3080: Mileage Allowance – Consensus reached to recommend for retirement.
- CP 3081: Evaluation of Equipment on Loan – Consensus reached to recommend for retirement.
- CP 3090: Los, Stolen, or Damaged Property – Consensus reached to recommend for retirement.

- CP 3091: Capital Outlay Budget-Property Use Fund-Special Reserve II – Consensus reached to recommend for retirement.
- CP 3100: Inventory and Replacement of Equipment – Consensus reached to recommend for retirement.
- CP 3105: A.V. Equipment Guidelines – Consensus reached to recommend for retirement.
- CP 3110: Labeling College Movable Furniture, Equipment and Materials – Consensus reached to recommend for retirement.
- CP 3120: Auto Parts – Ordering and Paying for Parts on Cars Repaired by Students – Consensus reached to recommend for retirement.
- CP 3125: Procedures in the Event of Physical Plant Emergencies – Consensus reached to recommend for retirement.
- CP 3130: Unusual Occurrence Report – Consensus reached to recommend for retirement.
- CP 3140: Accident-Injury Report – Consensus reached to recommend for retirement.
- CP 3150: Injury and Illness Prevention – Consensus reached to recommend for retirement.
- CP 3151: Inspections, Safety, and Maintenance – Consensus reached to recommend for retirement.
- CP 3160: Parking Gate Keys, Issuance Of – Consensus reached to recommend for retirement.
- CP 3161: Parking Permits, Guests – Consensus reached to recommend for retirement.
- CP 3162: Parking in Administrative Lot “G” – Consensus reached to recommend for retirement.
- CP 3170: Transportation, College Vehicles, Chartered Buses – Consensus reached to recommend for retirement.
- CP 3171: Transportation, Public Service – Consensus reached to recommend for retirement.
- CP 3180: Key Issuance Procedure – Consensus reached to recommend for retirement.
- CP 3190: Air Pollution Episode Emergency Plan – Consensus reached to recommend for retirement.

- CP 3200: Fire Department Inspection – Consensus reached to recommend for retirement.
- CP 3210: Fire Extinguisher Service – Consensus reached to recommend for retirement.
- CP 3220: Computer Systems and Programming Request Procedures – Consensus reached to recommend for retirement.
- CP 3230: Loans to Students – Consensus reached to recommend for retirement.
- CP 3240: Overtime – Classified Personnel – Consensus reached to recommend for retirement.
- CP 3250: Duplicating Services – Consensus reached to recommend for retirement.
- CP 3260: Security and Security Guard Service – Consensus reached to recommend for retirement.
- CP 3270: Collective Bargaining (Management Communications) Procedures – Consensus reached to recommend for retirement.
- CP 3275: College Seal, Logo, and Mascot – Consensus reached to recommend for retirement.
- CP 3280: Disaster Preparedness Plan – Consensus reached to recommend for retirement.
- CP 3285: Respiratory Protection Program – Consensus reached to recommend for retirement.
- CP 3600: Purchase and Contracting for Supplies, Equipment, Books, Instructional Materials, Services, and Public Projects – Consensus reached to recommend for retirement.
- CP 3650: Hazardous Substance Communication Program – Consensus reached to recommend for retirement.
- CP 4100: Registration – High School & Non-High School Graduates – Consensus reached to recommend for retirement.
- CP 4108: State Residency Determination for Tuition Processes – Consensus reached to recommend for retirement.
- CP 4120: Inter-District Attendance: Out-of-District Students – Consensus reached to recommend for retirement.
- CP 4130: Registration & Testing Clerks, Procedure for Hiring & Scheduling – Consensus reached to recommend for retirement.
- CP 4140: Academic Renewal Procedures – Consensus reached to recommend for retirement.

- CP 4145: Course Repetition Procedures – Consensus reached to recommend for retirement.
- CP 4200: Student Use of College Facilities and Participation in Campus Activities – Consensus reached to recommend for retirement.
- CP 4210: Materials and Supplies Furnished for Student Use – Consensus reached to recommend for retirement.
- CP 4220: Disciplinary Procedure – Major Violations – Consensus reached to recommend for retirement.
- CP 4230: Student Use of Facilities in the Absence of the Instructor – Consensus reached to recommend for retirement.
- CP 4240: Cash Collections Procedure – Putnam Center Recreation Machines – Consensus reached to recommend for retirement.
- CP 4250: Contracts, On-Campus Events – Consensus reached to recommend for retirement.
- CP 4260: Convocation Payment – Consensus reached to recommend for retirement.
- CP 4270: Student Representative on Board of Trustees – Consensus reached to recommend for retirement.
- CP 4300: EOPS Emergency Grant – Consensus reached to recommend for retirement.
- CP 4400: Student Loan Fund – Consensus reached to recommend for retirement.
- CP 4410: Student Scholarships – Consensus reached to recommend for retirement.
- CP 4420: Loans to Students – Consensus reached to recommend for retirement.
- CP 4430: ASB Emergency-Loan Policy – Consensus reached to recommend for retirement.
- CP 4440: Student Grants and Practices – Consensus reached to recommend for retirement.
- CP 4450: Law Enforcement Education Program (LEEP) – Application Procedures – Consensus reached to recommend for retirement.
- CP 4500: First Aid Procedure – College Nurse – Consensus reached to recommend for retirement.
- CP 4510: Eye Protective Devices – Consensus reached to recommend for retirement.

- **CP 4520: Student Referrals – Health Office – Consensus reached to recommend for retirement.**
- **CP 4530: Emergency Procedures – Accident or Illness: Employee or Student – Consensus reached to recommend for retirement.**
- **CP 4540: Blood Bank, Administration Of – Consensus reached to recommend for retirement.**
- **CP 4550: Care of Snake Bite – Consensus reached to recommend for retirement.**
- **CP 4590: EOPS Emergency Grant – Consensus reached to recommend for retirement.**
- **CP 4610: Procedure for Exceptions to Graduation Requirements – Consensus reached to recommend for retirement.**
- **CP 4710: Credit for Foreign Universities & Colleges – Consensus reached to recommend for retirement.**

IX. Committee Reports

- **Safety/Facilities** – The committee met on January 17 with the next meeting scheduled for April 3. Any issues or concerns may be emailed to Brian Brutlag for inclusion on the agenda.
- **IEC** – The Institutional Effectiveness Committee had its first meeting today. The discussed trying to come up with recommendations for the core set of data to support program review and resource allocation. They continue to review the Mission, Vision, and Values Statement and will have opportunities on March 9 and 11 to engage the campus in the work of the group.
- **Program Review** – Marie Eckstrom is currently in the process of reviewing the recommendations.
- **Policy and Procedure Council** – None.
- **Basic Skills** – In lieu of a Basic Skills meeting, a group convened to discuss AB 705. Dr. Jim Sass presented data on math and English completion. The participants then split up into discussion groups to address trends that they saw. The group will meet again on March 5 and will identify action items.
- **Distance Education** – We are still waiting on word from CVC-OEI about full implementation into the Exchange. We were recently informed that the State will continue to fund Canvas, NetTutor, and Cranium Café. We will be losing free access to Proctorio, a software which is designed to provide free remote test proctoring for online, hybrid, and in-person classes. In its place, CVC-OEI is expanding their CCC proctoring network. The network is free to join but requires us to sign a MOU. We are currently in the process of reviewing the MOU to establish Rio Hondo as a proctoring center.
- **Guided Pathways** – None.
- **Staff Development** – None.

- **Student Equity** – The next meeting will be on February 26.
- **SSSP** – Senior Preview Day is scheduled for February 20. The next SSSP meeting will be held on March 6.

X. Announcements – None.

XI. Adjournment – The meeting was adjourned at 4:05pm.