

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING AND FISCAL COUNCIL MINUTES Tuesday, February 11, 2014, 2:30 p.m., Board Room

Members Present: Dr. Kenn Pierson (co-chair), Dr. Adam Wetsman (co-chair), Henry Gee, Phil Luebben, Sheila Lynch, John Frala, Robert Bethel, Brian Brutlag, Dianna Reyes, Sandra Rivera, René Tai, Valeria L. Guerrero, Phillip Chau (replacing Alejandro Ramirez), Darinka Becerra, Kathy Pudelko, Julius B. Thomas, Judy Marks, Don Mason.

Staff Members Present: Howard Kummerman, Mike Javanmard, James Poper, Sandy Sandello (recorder)

- I. Call to Order – Dr. Pierson called the meeting to order at 2:32 p.m.
 - II. Approval of Minutes – December 10, 2013 minutes will be reviewed at the February 25th PFC meeting.
 - III. Co-Chair's Report
 - IV. Superintendent/President's Report
 - V. New Business
 - Facilities Master Plan – Peter Mitsakos of West Edge Architects presented on the Facility Master Plan for 2014. A link is provided below to access the PowerPoint presented at the PFC meeting:
http://www.flipdocs.com/showbook.aspx?ID=10006268_273615
 - Governance Committee Review Process – PFC members were provided with a draft of the “List of Questions for 2014 Governance Committee Review Survey.” This survey pertains to Standard IV’s response to “Matters Internal to Governance Committee,” providing a consistent review form for all governance committees at Rio Hondo to use for their annual self-assessment. Robert Bethel reported that the Standard IV Committee has received feedback on the quality of work from various committees or groups but determined it is logical to incorporate this survey form for a consistent review process. Brian Brutlag referred to Question 1 (“Please briefly describe the purpose of your particular governance committee in one or two sentences”) and wondered whether committee members would know their committee’s declared purpose. PFC members considered whether the official charge of each committee should be read from the Governance Manual in tandem with the survey. Sandra Rivera also asked whether there would be a consequence for a committee that didn’t feel it had been effective. Howard Kummerman concluded by saying that additional questions could still be posed for the survey by contacting him.
 - Academic Senate’s Student Success Workshop Recommendations – A link is provided below to access the PowerPoint presented by Dr. Wetsman that summarizes the Academic Senate’s retreat in January to consider faculty/counselor recommendations for implementation of the Student Success Initiative:
http://www.flipdocs.com/showbook.aspx?ID=10006268_353774
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The following feedback was offered:

- 1) Faculty should interface with Classified staff to expand this model and include the student contact concerns that staff have.
- 2) A mentoring program was suggested to be rolled into the SSI plan. Faculty in their disciplines could host workshops for students addressing careers in the specific area.
- 3) Faculty need to pay attention to patterns of behavior in our student population and bring them forward so we can develop plans to assist students. This includes faculty members, counselors, and Classified staff who all have to work together collaboratively.

Dr. Wetsman said if there are any further suggestions to the ideas reflected in this presentation, please bring them forward.

- Classroom Impact Committee - Dr. Pierson announced that there is now an added component to the SSI Task Force structure that is called the "Classroom Impact Committee." This group will synthesize recommendations from the Academic Senate faculty retreat in January and recommendations from other constituent groups contributing to the SSI implementation plan, and will then make their own recommendations on how SSI-related ideas can be implemented in the classroom and supported by classroom instructors. This committee will be composed initially of the following faculty members: Michelle Pilati, Michele Bean, Diana Reyes, Sergio Guzman, Adam Wetsman, and Katie O'Brien. After the initial meeting, more faculty members may be added to this group.
- Revised Board Policies / Administrative Procedure - No action was taken due to lapse of time (these BPs and AP will be rolled into the next PFC agenda for February 25th PFC meeting):
 - BP 3410 Nondiscrimination
 - BP 5030 Student Success and Support Program
 - BP 5130 Financial Aid
 - BP 5140 Disabled Students Programs and Services
 - AP 3435 Discrimination and Harassment
- Dr. Pierson took this opportunity to thank Sandy Sandello for recording minutes,

VI. Unfinished Business

- TEMP Update – Howard Kummerman provided an update on additional members who have been tasked with writing parts of the Educational Master Plan. Dr. Pierson further commented on some of the work that has been assigned to specific academic deans.
- BPs & APs Awaiting Further Revisions - Unfinished policies and procedures returning through process (rolled over from 11/26/13 / 12/10/13) – No action was taken due to lapse of time (these BPs and AP will be rolled into the next PFC agenda for February 25th PFC meeting):
 - BP 2710 Conflict of Interest
 - BP 2730 Board Member Health Benefits
 - BP 2735 Board Member Travel
 - BP 2740 Board Education
 - AP 2320 Board Meetings: Special and Emergency Meetings
 - AP 2435 Evaluation of Superintendent/President

- AP 2710 Conflict of Interest
- AP 2740 Board Education (New- No CCLC)
- AP 5010 Admissions (New)
- AP 5520 Student Conduct Procedures (PFC reach consensus on incomplete version; additional pages added)
- AP 5700 Athletics

VII. Committee Reports

- Basic Skills – No report.
- Facilities – No report.
- IEC – No report.
- Program Review – No report.
- Safety – Emergency drills will be conducted on Wednesday, February 26, 2014 at 10:30 a.m. for daytime classes and on Wednesday, March 5, 2014 at 7:30 p.m. for evening classes. It was suggested to have props in the future to make the drills more authentic since members of the campus community often don't seem to take these drills seriously. Jim Poper reiterated that staff need to guide students and be advocates delivering instructions that are disseminated for each drill. There are still some concerns with Security Personnel giving mixed messages that cause confusion, as well as conflicting messages between BEC's and BEL's. All of us have to model the behavior we wish to instill in our students and take emergency drills seriously. Additional training of BES's and BEL's will also be scheduled in the near future between the two drill dates.
- SLO's – No report.
- Accreditation – No report.
- Staff Development – No report.
- Staffing – No report.
- Institutional Technology – No report.
- Technology - No report.

VIII. Announcements

- VP Gee reported on the series of Financial Aid workshops that are taking place. The message communicated was that these are mandatory. They are highly recommended. The presentation will be put online for students to access. Financial Aid has been understaffed but have hired five new staff members in the last few months. We take four staff members to put the workshops on, which leaves us five. VP Gee asked for everyone's patience as we work to refine the process of addressing the needs of 3,600 student receiving 2.9 million dollars in disbursements. The Financial Aid staff is working very hard, and they are always trying to refine process. We still have to address some issues such as "pass/no pass," etc. The bottom line is that students are receiving their funds faster than ever before.

IX. Public Comment

- X. Adjournment – Dr. Wetsman adjourned the meeting at 4:00 p.m. The next PFC meeting will be held on February 25, 2014, 2:30 – 3:30 in the Board Room.

KP/AW/ss/rdg