

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING AND FISCAL COUNCIL MINUTES
Tuesday, February 25, 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, Marie Eckstrom, Dr. Gisela Spieler-Persad, Sandra Rivera, Suzanne Frederickson, René Tai, Valeria L. Guerrero, Phillip Chau, Darinka Becerra, Kathy Pudelko, Julius B. Thomas, Judy Marks, Dr. Mike Muñoz.

Staff Members Present: Howard Kummerman, Reneé Gallegos (recorder)

- I. Call to Order – Dr. Pierson called the meeting to order at 2:31 p.m.
- II. Acceptance of Minutes – The minutes of December 10, 2013 and February 11, 2014 were accepted as presented.
- III. Co-Chair's Report – No report.
- IV. Superintendent/President's Report – No report.
- V. New Business – *(Rollover from February 11, 2014)*

Revised Board Policies / Administrative Procedures

- BP 3410 Nondiscrimination – Return after clarification on V. regarding District Compliance Officer. Is the Affirmative Action Officer/Compliance Officer Yolanda Emerson or Dr. Foster? If it is the Director of Human Resources then the title in the policy should be updated to reflect Director of Human Resources in place of Director of Personnel. It was noted that due to updated legislation Assembly Bill 556 is the reason why Military and Veterans has been added to the policy. This is perfect timing for the change.
 - BP 5050 Student Success and Support Program - **Consensus reached**. VP Gee clarified that the Student Success Initiative (SSI) Act changed the focus of Matriculation but core services are still there. There used to be eight focus areas and now there are three. The other main shift is that students are mandated to take advantage of services.
 - BP 5130 Financial Aid - **Consensus reached**. A question was raised regarding development of an AP to complement the BP. VP Gee reported that he has met with Counseling in regards to Financial Aid issues and development of an AP is in the early stages of discussion.
 - BP 5140 Disabled Students Programs and Services - **Consensus reached** with correction adding the ampersand to the DSP & S title throughout the policy.
 - AP 3435 Discrimination and Harassment – Return after incorporating VPAA's edits of grammar and punctuation, adding "ethnicity" in the paragraphs. The AP only references race and both should be consistent. VPAA will work with Dr. Foster on incorporating the use of race and ethnicity in the policy. It was also
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suggested to add Military and Veteran's in light of new legislation and to be consistent throughout our APs and BPS listing the same protected classes which have to be spelled out. It was suggested to take recently recommended language from BP 4030 and insert that into section twenty that outlines Academic Freedom so there is consistency in language.

VI. Unfinished Business

BPs & APs Awaiting Further Revisions - Unfinished policies and procedures returning through process (Roll over from 11/26/13, 12/10/13) considered on February 25, 2014:

- BP 2710 Conflict of Interest – Concerns were raised regarding the Student Trustee not having to give up employment with the District should they be elected to the Board. Dr. Muñoz reported that there is a separate BP and AP for the Student Trustee and that should be linked in the body of this BP as a reference.
- BP 2730 Board Member Health Benefits - [Consensus reached.](#)
- BP 2735 Board Member Travel - [Consensus reached with minor formatting edits.](#)
- BP 2740 Board Education - [Consensus reached with minor grammar and formatting edits.](#)
- AP 2320 Board Meetings: Special and Emergency Meetings - [Consensus reached.](#)
- AP 2435 Evaluation of Superintendent/President - A few questions arose. Senate Exec brought up the issue of timing of survey and confidentiality issues. There was a discussion about the requirements of the evaluation being completed 6 months ahead of the contract date. The upcoming evaluation of the Superintendent/President is not 6 months ahead. The evaluation of the CEO should be six months prior to the contract date which is July 1 of each year. So the evaluation needs to occur sooner and needs to be completed before January 1st of every year. A sub-committee of Dr. Wetsman, Sandra Rivera and VPAA was formed to research and discuss what has occurred in the past so we can move forward.
- AP 2710 Conflict of Interest - Return when AP comes back so they come together for review. Investigate reference that this AP/BP excludes the Student Trustee.
- AP 2740 Board Education (New- No CCLC) [Consensus reached with minor grammar and formatting edits.](#)
- AP 5010 Admissions (New) - [Consensus reached with minor edits.](#)
- AP 5520 Student Conduct Procedures (PFC reached consensus on an incomplete version; additional pages added) - [Consensus reached with one minor edit.](#)
- AP 5700 Athletics - [Consensus reached with minor edit of changing Physical Education and Athletics to Kinesiology, Dance and Athletics due to division name change.](#)

VII. Committee Reports

- Basic Skills – No report.

- Facilities – No report.
- IEC - Howard Kummerman reported that IEC addressed the Institutional Set Standards. We should place these on the next PFC agenda so we complete the review process. Howard will forward to Renee for inclusion on the next PFC agenda.
- Program Review – No report.
- Safety – Brian Brutlag reported the reminder for the Emergency Drill tomorrow at 10:30 a.m. A discussion ensued regarding faculty and staff being proactive during emergency drills. We need to model the behavior we want our students to follow during this drill. Julius Thomas reported that from the Counseling side we should be given more notice on when the drill are going to happen. It is unfair for us to book students not knowing when the drills will take place and then have to reschedule those who are affected. The emails notifying the campus come too late. The dates should be communicated to staff well in advance. Brian will work on that for next semester.
- SLO's – No report.
- Accreditation – No report.
- Staff Development – No report.
- Staffing – Howard Kummerman reported that all questions have been modified revamping the process but not the composition of the committee. The composition of the committee will remain the same as last year. The proposed committee make up will have to go through the formal review process for the 2015 Governance Manual. The paperwork did not get completed so it was determined must keep the current structure for this year. The PFC minutes even referenced that it was past the deadline in the Fall 2013. Next year we will have another review and update to the Governance Manual and this composition of the committee may change.

Robert Bethel stated there is a lot of inconsistency when we will hire people. When will this be codified? Has that issue been discussed in President's Council? When are we going to put in writing the changes regarding replacing faculty into policy? We have agreed to do it a certain way but have nothing in writing.

At this point the vacancy of a classified or faculty position going forward from this point on will be replaced Any other situation that is not a replacement will come forward through the regular planning process.

Robert Bethel asked for clarification because that was not his question. The question is when is that change going to be put in writing? In the last 4 or 5 years there have been changes in the hiring practices. It makes sense to him that it should be reflected in the BP/AP in regards to the way hire. Otherwise, every year is going to be inconsistent. This is not conducive to the Deans as they cannot plan accordingly.

Howard responded that the number of people is not a constant. The BP/AP for hiring is not under Howard's purview. On IEC we have the document that outlines the planning process and as of right now, this is the way we handle resource allocation. Now that we have made the change to the process, it is time to document and update procedures.

Kathy Pudelko stated that as RHCFA President, it is important to get this codified. We should have this written down, there should be automatic backfill and there is nothing in writing to back this up. This is what we are asking for. In the planning process does it specify the former process?

Howard responded yet. This is one of the places that we should modify as well as the AP on hiring. We can also not in the revision of the AP to reference the planning process document. That may help clarify for someone who is researching through our history down the road.

Robert responded the way we hire everyone should be in an AP. That seems minimally logical. He knows there is an AP for Classified and there is one for Deans. The rules change and we have nothing to fall back on. If it is rotational, it is written down and clear cut doesn't that make the most sense.

Howard replied it may be the personnel side vs. the planning process.

- Institutional Technology – No report.
- Technology – No report.

VIII. Announcements

Kathy Pudelko reported to be aware of a person of interest who has been known to frequent the fitness center area. He typically is on a bicycle, if you spot this person let campus security know as past behavior has been volatile.

IX. Public Comment – No comments were made.

X. Adjournment – adjournment 3:45 p.m. Next meeting March 11, 2014, 2:30 – 4:00 p.m., Board Room

KP/AW/rdg