

**RIO HONDO COMMUNITY COLLEGE DISTRICT  
PLANNING FISCAL COUNCIL MINUTES  
Tuesday, April 22, 2014, 2:30 p.m., Board Room**

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**Members Present:** Dr. Kenn Pierson (co-chair), Dr. Adam Wetsman (co-chair), Henry Gee, Philip Luebben, Sheila Lynch, John Frala, Robert Bethel, Brian Brutlag, Dianna Reyes, Marie Eckstrom, Dr. Gisela Spieler-Persad, Sandra Rivera, Suzanne Frederickson, René Tai, Valeria L. Guerrero, Philip Chau, Darinka Becerra, Kathy Pudelko, Judy Marks, Dr. Mike Muñoz.

**Members Absent:** Julius B. Thomas and Don Mason.

**Staff Members Present:** Reneé Gallegos (recorder)

- I. **Call to Order** – Dr. Wetsman called the meeting to order at 2:35 p.m.
- II. **Approval of Minutes** – March 11, 2014 minutes were accepted as presented.
- III. **Co-Chairs Report** – Dr. Pierson reported that we did not meet on April 9<sup>th</sup> because there was not one single item that was ready for review so we opted to cancel. We have a few items on the agenda now.

The Writes of Spring has been around since 2000 when it was known as the Festival of the Arts before. This is an opportunity for student writers to be exposed during this type of venue. The event is open to the entire campus. Headlining the event this year is Deogratias Niyizonkiza who is the featured speaker tomorrow in the Wray Theater. Deo comes from the country of Burundi. He was born on April 5, 1972 he survived war and genocide. Deo as overcome many adversities in his life including personal loss and has done some remarkable things. Deo studied to be a medical student and wound up in New York City where he lived in Central Park. He worked as a grocery courier. Homeless and broke, an elderly couple took him in. Went to Columbia to complete his degree. Since that time he has built a hospital in his home country. The name of the book written about his story is called Strength in What Remains by Tracy Kidder.

Dr. Wetsman had no additional comments.

- IV. **Superintendent/President's Report** – No report.

V. **New Business**

Listed below are the Board Policies and Administrative Procedures that PFC consensed upon for a total of 10.

AP & BP Review

- BP 1200 District Vision, Mission, Values Statement – [Consensus reached.](#)
  - BP 3250 Institutional Planning – [Consensus reached](#) with one minor edit changing EOPS to EOP & S/C.A.R.E. in paragraph IV.
  - BP 3900 Speech, Time, Place and Manner – [Consensus reached.](#)
  - BP 7700 Whistleblower Protection – [Consensus reached.](#)
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- AP 3900 Speech, Time, Place and Manner – Consensus reached with edits. Capitalizing C in college in Paragraph II and Paragraph III change the word “check in” to “register” for non-student participants.
- AP 4100 Graduation Requirements – Consensus reached. Dr. Wetsman to provide wording recommended by Academic Senate. The paragraph referencing item 1. Successful completion of English 101 or ESL 198 or a satisfactory score on the CSU English Equivalency Exam (to be determined by the Division of Communications and Languages) shall remain in the AP. The strikeout should be removed.
- AP 4240 Academic Renewal – Consensus reached.
- AP 4250 Probation – Consensus reached with one edit in paragraph II. Updating the Dean of Counseling, Matriculation and Outreach to Dean of Counseling and Student Success.

## VI. Unfinished Business

- **Returning BP/APs to PFC (2)**

- BP 2710 Conflict of Interest – Consensus reached with clarification that the Superintendent/President or designee is the filing officer.
- AP 2710 Conflict of Interest – Consensus reached.

- **Verbal Updates on Outstanding BPs/APs (15)**

Dr. Pierson reported that Dr. Wetsman will need to meet with VP Gee to review his recommendations to the 5,000s APs listed below. VP Gee stated that Rachel will schedule this meeting.

- AP 5013 Students in the Military
- AP 5040 Student Records, Directory Information and Privacy
- AP 5045 Student Records – Challenging Content and Access Log
- AP 5070 Attendance
- AP 5130 Financial Aid
- AP 5510 Off Campus Student Organizations
- AP 5520 Student Conduct Procedures – Dr. Pierson reported that the Sub-committee will be meeting on April 24, 2014.
- AP 5500 Standards of Conduct – Dr. Pierson reported that Fran Cummings was looking at the catalog and caught some discrepancies. There is a disconnect with the language in the AP and the College Catalog specifically under the Academic Dishonesty section on page 25 & 26. The language is not contained in the BP or AP so Fran is deferring to Senate to check into this. This is yet another sign of the great work coming out of the Catalog Committee.
- AP 3435 Discrimination and Harassment - Dr. Pierson reported that Dr. Foster and Dr. Wetsman collaborated and made vast changes to this AP which were recommended by Academic Senate. VPAA wants to take more time to review with Dr. Foster so the sub-committee on AP 3425 will need to be reconvened. Sandy Sandello will schedule.

- AP 7700 Whistleblower Protection Dr. Pierson reported that AP 7700 was simply overlooked in the December preview packet. Return to May 6<sup>th</sup> PFC.

Dr. Wetsman reported that the 4000s AP listed below has not yet been worked on at the Academic Senate level.

- AP 4105 Distance Education
  - AP 4106 Nursing Programs
  - AP 4222 Remedial Coursework
  - AP 4260 Prerequisites and Corequisites
  - AP 4610 Instructional Service Agreements
- **Accreditation Update** – VPAA reported that Accreditation is moving along as we are starting to see the light. As of right now we are down to the remaining two and a half standards. Within the next week we will have most of it pieced together. The next ALT meeting is on Thursday, April 24<sup>th</sup> and we will update and give insight on the status. The Standard four co-chairs along with President Dreyfuss, VPAA, Howard, Marie, Russell and Drs. Wetsman and Priest will be going to Mt. SAC to meet with Dr. Scroggins tomorrow who has been assisting us through this process. We have about eight or nine weeks before we finalize the entire report.

Howard Kummerman had held an initial meeting with Gary Van Voorhis regarding receiving feedback about the report. We are discussing doing this electronically. As we complete portion each standard we may be able to post on the web or provide a link and anyone would be able to give feedback and/or comment. It may be set up similar to a blog but again we are in the early stages of discussion.

Robert Bethel has two concerns. By the time you get that ready to happen half of the campus will not be engaged because it is summer. The other issue is will the blog be part of the evidence in the report? Will the team be able to see the comments? If they are not open to the visiting team you may run into problems. People are going to complain if they did not have an opportunity to give feedback. He has a concern on the mechanics with the vetting process with the machinery (using internet and email access) and he would think that the college would have to ensure that any blog would have to be accessible from off campus. Bethel also mentioned if ACCJC will accept this type of review? Is this is a valid way to vet the report?

VPAA responded that interestingly enough, ACCJC is rather silent on the vetting process and how colleges complete this is even less prescriptive.

Kathy Pudelko queried the group and asked if there is anything we can learn from other schools or from schools that were placed on warning?

VPAA responded that we used the college's internal P: drive the last time going through the vetting process. In speaking with other CIOs it has varied among campuses in terms of how they put their report through the vetting process.

Howard Kummerman assured all that the document will be readily available once it is finalized. Any constituent group can take it back to their respective group to discuss.

Dr. Wetsman reported that the Board of Trustees is holding a Study Session on May 3<sup>rd</sup> to review what is completed thus far. There is a lot of vetting that has gone on with Standard four. We are meeting tomorrow and there will be revisions by the end of the week. We

can discuss this at the ALT meeting this Thursday, April 24<sup>th</sup>. Two standards are complete and the other two will take several more weeks. The final report needs to be in the mail in mid-July.

Sandra Rivera asked if the constituent groups can receive copies of the report at the same time the Board of Trustees are given copies?

Dr. Wetsman responded that we do not want to have different versions out there so we will talk about this at the ALT meeting. Just so you are all aware the month of May will encompass reading and editing of the report. It will go to the Board in June and we will mail in July. The Last part of June allow time for Marketing to format the final product and beautify the report with picture, graphs etc.

- **TEMP Update** – Howard Kummerman reported that through the end of April everyone is finishing up sections of the template document that will make up the Educational Master Plan. Key components will be presented tomorrow night to the Board of Trustees. We have contacted a number of people to discuss the Educational Master Plan as we are extracting from items that have already been submitted. The Educational Master Plan and Accreditation Report will be sent out at the same time. VPAA also reported that the Educational Master Plan document will be one that will be reviewed on an annual basis.

BPs & APs Awaiting Further Revisions - Unfinished policies and procedures returning through process:

## VII. **Committee Reports**

- Basic Skills – No report.
- Facilities – No report.
- IEC- Howard Kummerman reported that the day of the retreat we completed the evaluation and will put it out to the group. We have updated the Institutional Goals and Objectives and those will come back to PFC. Strategic directions will go back to VPs and Superintendent/President for integration of all the ideas from the round table groups and case study. We will disseminate to the campus community soon. The Student climate survey will be coming out in the next week or so. A memo was sent to the Deans and faculty to allow for implementation of the Student Survey in classrooms. Last year we only had two faculty decline. The Employee Climate survey will be launched soon. Just to clarify there are two separate surveys one geared to students and one to staff. In addition, the Planning Survey to improve the planning process will also be going out soon.
- Program Review – No report.
- Safety – No report.
- SLO's – No report.
- Staff Development – No report.
- Staffing – No report.
- Institutional Technology – No report.
- Technology – No report.

## VIII. **Announcements**

Sheila Lynch showed the River's Voice in its 15<sup>th</sup> Edition. Those who contributed will receive a complimentary copy. At 1:00 p.m. tomorrow the River Deep Student Film Festival will host guest speaker and Adam Sedowski.

Dr. Munoz congratulated Valeria Guerrero who was accepted to UC Davis and UCLA!

IX. **Public Comment** – No public comments were made.

X. **Adjournment** – The next PFC meeting will be held on May 6, 2014, 2:30 – 3:30 p.m., Board Room

KP/AW/rdg