

**RIO HONDO COMMUNITY COLLEGE DISTRICT  
PLANNING FISCAL COUNCIL MINUTES  
Tuesday, May 13, 2014, 2:30 p.m., Board Room**

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**Members Present:** Dr. Adam Wetsman (co-chair), Henry Gee, Philip Luebben, Sheila Lynch, Robert Bethel, Brian Brutlag, Dr. Gisela Spieler-Persad, Sandra Rivera, Suzanne Frederickson, René Tai, Valeria L. Guerrero, Darinka Becerra, Janira Colmenares, Kathy Pudelko, Julius B. Thomas, Judy Marks, Don Mason

**Members Absent:** Dr. Kenn Pierson, John Frala, Dianna Reyes, Marie Eckstrom, Philip Chau, Dr. Mike Muñoz

**Staff Members Present:** Howard Kummerman, Reneé Gallegos (Recorder)

- I. Call to Order – Dr. Wetsman called the meeting to order at 2:33 p.m.
  - II. Acceptance of Minutes – May 6 and May 13, 2014 – (rollover to 6/24/14)
  - III. Co-Chair's Report – No report.
  - IV. Superintendent/President's Report – No report.
  - V. New Business
    - **Shared Governance Committee Review Surveys** – Russell Castaneda Calleros reported that the Office of Institutional Research & Planning (IRP) sent out a governance committee review survey on March 31, 2014. The purpose of this survey is for a select group of governance committee members to assess the effectiveness of their respective governance committees, identify areas of governance committee strengths, and identify areas of improvement in the overall governance process. In mid-April, a preliminary summary was provided to Russell. IRP will be providing further analysis of the data. The next step will be to move forward to President's Council to review the results and comment. Following President's Council, the results will be shared with the constituent groups. Results are expected to be available in late summer 2014, and a brief summary will be included in the Accreditation Self Study.  
  
Russell departed at this point of the meeting (2:40 p.m.).
    - **Accreditation Update** - It was requested that PFC meet once during the summer to focus on Institutional Goals/Objectives and Accreditation. It was the consensus of the members present to hold a Summer PFC meeting on Tuesday, June 24, 2014, 2:30-4:00 p.m. in the Board Room.
    - **TEMP Update** – Howard Kummerman reported that the Educational Master Plan is getting close to finalization. The EMP will go through the vetting process similar to the Accreditation Self Evaluation Report in a blog format.
    - **BP & AP Review**  
Listed below are the Board Policies and Administrative Procedures for review.
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- BP 1500 Special Rio Hondo Awards - [Consensus reached.](#)
- BP 2315 Board Meetings: Closed Sessions - [Consensus reached.](#)
- BP 2330 Quorum and Voting - [Consensus reached.](#)
- BP 3430 Prohibition of Harassment - [Consensus reached with the inclusion of ethnicity which is missing in paragraph one.](#)
- BP 6250 Budget Management - [Consensus reached.](#)
- AP 3410 Nondiscrimination - [Consensus reached with minor edits in spelling and grammar.](#)
- AP 5013 Students in the Military - [Consensus reached.](#)
- AP 5040 Student Records, Directory Information, and Privacy - [Consensus reached with correction of numbering that is out of sync.](#)
- AP 5045 Student Records-Challenging Content and Access Log - [Consensus reached.](#)
- AP 5130 Financial Aid – [After a lengthy discussion, consensus reached with the inclusion of minor edits and addition of language in number three. All required documentation will be reviewed by the Financial Aid Director in consultation with the Financial Aid Appeals Committee made up of 3 Counselors, 3 Classified Staff from Financial Aid. It was not clear if this committee should be designated in the Governance Manual.](#)
- AP 5510 Off-Campus Organizations and Activities - [Consensus reached.](#)

- Summary of Accomplishments from PFC for 2013-14 – Dr. Wetsman shared the list of PFC accomplishments for the 13/14 academic year. Members of PFC were commended for their participation and work during the year.

## VI. Unfinished Business

## VII. Committee Reports

- Basic Skills
- Facilities – Emergency Drills – Jim Poper presented proposed dates for the Emergency drills for the 2014-15 academic year. One drill will be held in the fall during the morning, and the spring drill will be held in the evening. PFC consented upon the dates and times listed below for the emergency drills for the next academic year.

### **Daytime Drill:**

October 23, 2014 at 10:23 a.m.

### **Evening Drill:**

March 17, 2015 at 7:30 p.m.

- IEC – No report.
- Program Review – No report.
- Safety – No report.
- SLO's – No report.
- Accreditation- Reported above.

- Staff Development – No report.
- Staffing – No report.
- Institutional Technology – No report.
- Technology – no report.

VIII. Announcements

IX. Public Comment

- X. Adjournment – Dr. Wetsman adjourned the meeting at 3:46 p.m. A special summer PFC meeting is scheduled for June 24, 2014, 2:30 – 4:00 p.m., Board Room

KP/AW/rdg



# ACADEMIC AFFAIRS

**DATE:** May 29, 2014  
**TO:** Teresa Dreyfuss, Superintendent/President  
**FROM:** Kenn Pierson, Ph.D., Co-Chair and VP Academic Affairs  
Adam Wetsman, Co-Chair and Academic Senate President  
**SUBJECT:** **ACCOMPLISHMENTS FROM PFC FOR 2013-14**

Listed below is a summary of Planning Fiscal Council activity for 2013-14 academic year regarding Board Policy (40) & Administrative Procedure (26) review and additional accomplishments.

**NEW and/or REVISION to existing Board Policies (40)**

- BP 2015 Student Member of the Board - [Consensus reached – 9/10/13 & 10/22/13](#)
- BP 2340 Board Meeting Agenda - [Consensus reached – 9/10/13 & 11/22/13](#)
- BP 2716 Political Activity - [Consensus reached – 9/10/13](#)
- BP 3410 Nondiscrimination - [Consensus reached – 9/10/13](#)
- BP 2410 Board Policy and Administrative Procedure - [Consensus reached – 9/24/13](#)
- BP 2510 Participation in Local Decision Making - [Consensus reached – 9/24/13 & 11/26/13](#)
- BP 2210 Board of Trustees Officers - [Consensus reached 10/22/13](#)
- BP 2315 Board Meetings: Closed Sessions - [Consensus 10/22/13](#)
- BP 2350 Speakers at Board Meetings - [Consensus reached 10/22/13](#)
- BP 2725 Board Member Compensation - [Consensus reached 10/22/13](#)
- BP 5010 Admissions and Concurrent Enrollment - [Consensus reached 10/22/13](#)
- BP 5700 Athletics - [Consensus reached 10/22/13](#)
- BP 2340 Board Meeting Agenda (returned with Board comment from 10/9/13 adding paragraph V to be consistent with AP 2340) – [Consensus reached - 11/22/13](#)
- BP 2715 Code of Ethics/Standards of Practice – Returning with language change to Paragraph II – [Consensus reached – 11/26/13](#)
- BP 4020 Program, Curriculum and Course Development – Returning with language change to Paragraph III made by the Board - [11/26/13](#)
- BP 7340 Leaves – [Consensus reached - 11/26/13](#)
- BP 2110 Vacancies on the Board of Trustees - [Consensus reached - 11/26/13](#)

- BP 2310 Regular Meetings of the Board - [Consensus reached - 11/26/13](#)
- BP 2345 Public Participation at Board Meetings - [Consensus reached - 11/26/13](#)
- BP 2431 Superintendent/President Selection - [Consensus reached - 11/26/13](#)
- BP 2432 Superintendent/President Succession - [Consensus reached - 11/26/13](#)
- BP 2610 Presentation of Initial Collective Bargaining - [Consensus reached - 11/26/13](#)
- BP 5050 Student Success and Support Program - [Consensus reached 2/25/14](#)
- BP 5130 Financial Aid - [Consensus reached – 2/25/14](#)
- BP 5140 Disabled Students Programs and Services - [Consensus reached 2/25/14](#)
- BP 2730 Board Member Health Benefits - [Consensus reached 2/25/14](#)
- BP 2735 Board Member Travel - [Consensus reached 2/25/14](#)
- BP 2740 Board Education - [Consensus reached 2/24/14](#)
- BP 2735 Board Member Travel – [Consensus reached – 3/11/14](#)
- BP 3410 Nondiscrimination – [Consensus reached – 3/11/14](#)
- BP 1200 District Vision, Mission, Values Statement – [Consensus reached](#)
- BP 3250 Institutional Planning – [Consensus reached – 4/22/14](#)
- BP 3900 Speech, Time, Place and Manner – [Consensus reached – 4/22/14](#)
- BP 7700 Whistleblower Protection – [Consensus reached – 4/22/14](#)
- BP 2710 Conflict of Interest – [Consensus reached – 4/22/14](#)
- BP 1500 Special Rio Hondo Awards - [Consensus reached – 5/13/14](#)
- BP 2315 Board Meetings: Closed Sessions - [Consensus reached – 5/13/14](#)
- BP 2330 Quorum and Voting - [Consensus reached – 5/13/14](#)
- BP 3430 Prohibition of Harassment - [Consensus reached with the inclusion of ethnicity which is missing in paragraph one – 5/13/14](#)
- BP 6250 Budget Management - [Consensus reached – 5/13/14](#)

**New and/or REVISION to existing Administrative Procedure (26)**

- AP 2340 Agendas - [Consensus reached – 9/10/13](#)
- AP 3515 Reporting Crimes - [Consensus reached – 9/10/13](#)
- AP 6530 District Vehicles - [Consensus reached – 9/10/13](#)
- AP 3540 Sexual Assaults on Campus - [Consensus reached – 9/24/13](#)
- AP 5520 Student Conduct Procedures – [Consensus reached – 9/24/13](#)

- AP 3500 Campus Safety – [Consensus reached – 9/24/13](#)
  - AP 6850 Hazardous Materials (returning using CCLC Language) - [Consensus reached – 11/26/13](#)
  - AP 2320 Board Meetings: Special and Emergency Meetings - [Consensus reached - 2/25/14](#)
  - AP 2740 Board Education (New- No CCLC) [Consensus reached 2/25/14](#)
  - AP 5010 Admissions (New) - [Consensus reached 2/25/14](#)
  - AP 5520 Student Conduct Procedures (PFC reach consensus on incomplete version; additional pages added) - [Consensus reached -2/25/14](#)
  - AP 5700 Athletics - [Consensus reached - 2/25/14](#)
  - AP 5010 Admissions (New) – [Consensus reached 3/11/14](#)
  - AP 3900 Speech, Time, Place and Manner – [Consensus reached – 4/22/14](#)
  - AP 4100 Graduation Requirements – [Consensus reached – 4/22/14](#)
  - AP 4240 Academic Renewal – [Consensus reached – 4/22/14](#)
  - AP 4250 Probation – [Consensus reached – 4/22/14](#)
  - AP 2710 Conflict of Interest – [Consensus reached – 4/22/14](#)
  - AP 5520 Student Conduct Procedures - [Consensus reached – 5/6/14](#)
  - AP 7700 Whistleblower Protection – [Consensus reached – 5/6/14](#)
  - AP 3410 Nondiscrimination - [Consensus reached with minor edits – 5/13/14](#)
  - AP 5013 Students in the Military - [Consensus reached with correction of numbering that is out of sync – 5/13/14](#)
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- [All required documentation will be reviewed by the Financial Aid Director in consultation with the Financial Aid Appeals committee made up of 3 Counselors, 3 Classified Staff from Financial Aid\) It was not clear if this should be designated in the Governance Manual.](#)
- AP 5510 Off-Campus Organizations and Activities - [Consensus reached – 5/13/14](#)

**Other accomplishments include;**

- Vetted the high unit major exemption from the 100 unit limit issue – [8/27/13](#)
- Reviewed Institutional Goals and Objectives – [8/27/13](#)
- Ongoing Educational Master Plan discussion - [9/10/13 et.al.](#)

Ongoing Accreditation discussion – [9/10/13 et.al.](#)

Vetted review of the Mission Statement – [9/10/13](#)

Blackboard Connect Update with Gary Van Voorhis - [10/22/13](#)

Staffing Committee Scoresheet – [10/22/13](#)

Realignment/Reorganization of Academic Affairs and Student Service Areas – [10/8/13](#)

Student Services Reorganization – [11/12/13](#)

Consensus on the Mission Statement – [11/12/13](#)

Reviewed Institutional Set-Standards – [3/11/14](#)

Budget Development Calendar 2013-2014 and 2014-2015

PFC reviewed the information item on the recommended hiring timeline for FT Faculty Positions - [5/6/14](#)

Adele Enright and Robin Babou presented on the Information Competency: Implementing an Institutional Plan. It was recommended that an Academic Senate taskforce be established to include Faculty and Administrators to establish a plan of action - [5/6/14](#)

PFC consensed upon the dates and times listed below for the emergency drills for the next academic year.

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March 17, 2015 at 7:30 p.m.

KP/AW/rdg