

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING AND FISCAL COUNCIL MINUTES
Tuesday, August 27, 2013, 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, Marie Eckstrom, Dr. Gisela Spieler-Persad, Sandra Rivera, René Tai, Valeria L. Guerrero, Alejandro Ramirez, Darinka Becerra, Julius B. Thomas, Judy Marks, Don Mason, Dr. Mike Muñoz.

Staff Members Present: Howard Kummerman, Lydia González, Jim Poper, Reneé Gallegos (recorder)

- I. **Call to Order** - Dr. Wetsman called the meeting to order at 2:32 p.m. and gave a welcome to all. This is the biggest group of new members of the Planning and Fiscal Council that we have had in a long time. We have this initial meeting at the beginning of the semester as an orientation and also because there is so much going on with Accreditation that we want to get a jump on things. Thank you for your willingness to serve on this committee. This is Dr. Pierson and Wetsman's second year as co-chairs of the PFC, and we are more confident in our roles as well as how we will operate this year. President Dreyfuss's role on the PFC is now purely as President, and she will drop in from time to time to give updates.

Dr. Wetsman remarked that he had spent some time this summer with Kenn, Sandy, and Reneé to work on streamlining the process for the PFC, and we will continue to do so. We want to utilize the process for PFC. Dr. Wetsman is excited about the prospect of continuing this process, and hopefully we can hit all of the issues this year.

- II. **Approval of Minutes** – The minutes of May 14, 2013 were accepted as presented.
- III. **Co-Chair's Report** – None.
- IV. **Superintendent's Report** – President Dreyfuss introduced Mr. Phil Luebben as the Interim Vice President of Finance and Business.

President Dreyfuss addressed the concerns on enrollment. She is concerned with enrollment because every college around us is experiencing lower enrollment than last fall. Kenn is working very hard to see which classes we are going to keep, and I am working closely with Kenn so as not to cancel classes prematurely. We are using the 35% fill rate by FLEX Day and 70% by the second class meeting. Kenn is delaying the cut off to see if enrollment increases because we need the FTES. Fall is used as the comparison right now to see how we are doing and so we will have a better idea of where we stand. We want to have FTES because we want to grab some of the access money that was built into the budget. If you see students that want to drop, encourage them to stick it out until first census.

Dr. Spieler stated that she has many of her MESA students that are still looking to get into classes and they were filled during priority registration time. Is there a chance that we can add additional course offerings in the areas that these courses are in demand?

Shelia Lynch inquired about the impact of the drop for non-payment. Has this affected enrollment?

President Dreyfuss responded that she has thought about it, and next semester we may have a higher level of tiers before drops are instituted.

Sandra Rivera reported that in the *Whittier Daily News* article that was sent out to all staff today via Rio in the News, the article spoke that students are having difficulty getting classes. Can we have Russell Castaneda-Calleros or Sylvia Viramontes call the *Whittier Daily News* to speak on this matter? There are still classes that are open which students may not know about.

VP Pierson reported that Academic Affairs, in collaboration with VP Gee and Student Services, have developed a marketing campaign and have also posted some course listings throughout the campus and sent an email version to open classes to all students. Counseling staff have also been informed on the Student Services side so they can communicate the open classes to students when they are meeting them, steering students in that direction. It was reported that everything that was waitlisted showed as "open" in AccessRio. The glitches in the system cause confusion for the students and staff alike.

Julius B. Thomas reported that when we have classes listed in the schedule, we have some classes that say waitlisted, open, and then some classes that are Learning Communities in which students cannot enroll. It still says the class is open and students do not know what a Learning Community is. There is also an additional step where students need to receive clearance before they are even permitted to enroll in such a course.

All the Math classes filled a month ago, so we are adding students into the module in the MSC. There is no other option right now for students. English and Reading are all closed except for a few English 30 and 35 courses. The way the schedule reads now, it looks like the list that VP Gee sent is not for the students that we have. We need to have more Basic Skills, Math, and Science courses. Chemistry and Math 130 are both courses that are in high demand and short supply.

Dr. Wetsman reminded PFC that a little over and year ago, Administrators and the Academic Senate Exec worked together on identifying section cuts. Maybe we can reconvene this group again to discuss FTES, future enrollment, and strategic scheduling. The more brains in the room the more beneficial this strategy can potentially be.

- **PFC Membership/Meetings Dates (Distributed at PFC)**

Dr. Pierson reported that we are holding off on printing the *PFC Handbook* due to Board Policy 2410 and Procedure 2510 not completing the review process. We will be seeing these two items again with the suggested changes from the Board of Trustees. If implemented, these will impact the *PFC Handbook*, and that is the reason we have chosen not to print the handbook until the review process is complete.

Dr. Pierson has hard copies of the PFC Membership List and the charge is of the PFC. We are not the Planning/Fiscal Council we are Planning and Fiscal Council. Dr. Pierson read the following charge statement out of the 2012-13 *PFC Handbook*:

PFC Purpose Statement

The Planning/Fiscal Council (PFC) is established in accordance with AB1725, California Education Code, Title V, and the RHC Board Policy 1055 to make recommendations to the Superintendent/President regarding the development, planning, and budgetary needs of the College. The PFC will be an integral partner in the planning, development and implementation of the Educational and Facilities Master Plans. In adherence to the principles of governance as defined by AB1725 and BP2510, PFC will also facilitate dialogue among constituency groups in order to evaluate campus statistics, set goals, and to prioritize the human, physical, technological and financial needs of the College in order to improve the overall effectiveness of the College.

The PFC is charged with the following duties in accordance with AP 3250:

1. To assist in the development and to establish the criteria for a comprehensive Facilities Master Plan and Educational Master Plan.
2. To develop specific college objectives consistent with the College mission statement and Board of Trustee goals.
3. To make recommendations to the Superintendent/President of the college regarding budget development, augmentation, and/or adjustments consistent with the Educational Master Plan and the Facilities Master Plan.
4. To monitor the College's progress on accreditation recommendations and standards.
5. To monitor the annual institutional planning process.

<http://www.faccc.org/advocacy/bills/historical/ab1725.PDF>

(revised & adopted by PFC March 13, 2012 PFC Meeting)

Planning and Fiscal Council Membership is structured as defined in the Governance Manual which includes: 3 Vice Presidents Pierson, Gee and Luebben. Eleven faculty members, 8 representing Academic Senate, 3 faculty, 3 classified staff from CSEA including Sandra Rivera, Suzanne Frederickson, and René Tai, 3 students including Valeria L. Guerrero, Alejandro Ramirez who is taking over for Janira Colmenares, and Darinka Becerra. Don Mason and Dr. Mike Muñoz represent one Academic Dean and one Student Services Dean on this council.

Dr. Pierson began an ice breaker exercise. Each member of PFC introduced themselves, their role and provided their number of years working at the college. Collectively, we have 304 years and 6 months of knowledge and professional experience.

The discussion continued regarding why we are here and what do we do. Dr. Pierson circulated AP3250 Institutional Planning. Dr. Pierson read specifically from Roman numerals I., II, and III.

Drs. Pierson and Wetsman have assessed the operation of PFC last year and have made a pledge to be more streamlined and efficient. We hope to get items to the members of PFC at least a week ahead of time if not sooner. This calls for a lot of collaboration and cooperation between PFC, Academic Affairs and the President's Office. In PFC we like Sub-Committees. We will typically ask for volunteers to staff subcommittees and they will report back to PFC. An example of this will be the Mission Statement Subcommittee.

All PFC recommendations shall be reached by consensus.

Sandra Rivera reported that Roman numeral VIII is very important. In budgeting, there are specific tasks and responsibilities stated in the AP including:

“The Planning & Fiscal Council shall provide a budget process that includes broad campus participation in the development of recommendation to the Superintendent/President as follows:

- A. The Vice President of Finance & Business shall prepare a budget calendar and be responsible for scheduling activities in sufficient time for presentation of recommendations to the Superintendent/President. Tentative and Adopted Budgets shall be presented to the Board of Trustees according to the timeline of the California Code of Regulations.
- B. Divisional/departmental staff members will participate by making recommendations to the appropriate Vice Presidents and Superintendent/President under the same process as practiced in past fiscal years.”

Some members voiced concerns over the process of a budget calendar being submitted to the PFC. This responsibility falls under the Vice President of Finance & Business.

Dr. Wetsman reported that we are trying to emphasize this more instead of just AP and BP review. We are working hard to streamline the process so that we can spend more time working on issues such as budget, planning, and accreditation.

- **Ground Rules for PFC**

There are a lot of veterans here, but we also have many new people. If you are overwhelmed with terminology, we will walk you through. It takes a while to build up enough knowledge. When it comes to PFC, all of you need to be active participants. Kenn and I are trying to meet three weeks in advance of every meeting so the agenda is set. If any issues arise we can address them before. That is where you guys come in: be prepared, read the materials, and ask questions ahead of time if there are any concerns. You can contact Kenn or me via email or phone call. If there are significant issues, then we can pull that item. Kenn and I have reviewed 16 APs and BPs earlier this month and we will tackle 8 of them at our meeting on September 10th. We hope to have less to review because 52 went through the review process last year.

Dr. Pierson addressed decorum and how we conduct ourselves at PFC. I know from the past we have had some members who are now happy to be gone from PFC because it was not a good experience. Both Adam and I want to ensure that you feel respected and that you can air your concerns as we try to make recommendations. PFC sets the tone for the campus. Do your prep, read the materials, and do not expect to come in here sit down and read. You have agreed to serve on this committee. Listen well, ask good questions, and be strategic. Adam and I will do our best as co-chairs to facilitate. The schedule of meeting dates was handed out. Meeting notices have been sent in Outlook as a hold. Materials can be found when Assistant Reneé Gallegos sends the meeting reminder. If members send Dr. Pierson an email, he requested that Reneé be copied.

- **Mission Statement**

Howard Kummerman handed out the timeline for accreditation which was not included in the original materials. This timeline includes the timeline for the revision of the Mission Statement. Work has been done over the summer by the sub-committee including; Dr. Kenn Pierson,

Marie Eckstrom, Valeria L. Guerrero (ASRHC), Beverly Reilly, Gina Bove, Dr. Jim Sass, JJ Magallon (ASRHC), Lydia Gonzalez, Mike Munoz, Sandra Rivera, and Howard Kummerman. We met three different times. We now have an ambitious timeline because we want approval by the Board of Trustees in November. The mission statement will coming back to you for review as the planning body for the campus. Once released to the campus, it will be vetted through the constituent groups. Everyone should provide input for the Mission statement.

Lydia Gonzalez reported that the Mission Statement subcommittee looked at Standard I. ACCJC will look at the educational purposes the intended students and how do we show a commitment to student learning. We started off and looked at the feedback from the retreat and looked at recurring themes. We had several versions. This is a mission statement that PFC needs to react to. We do not want to wordsmith now but want feedback.

After much discussion on the rationale behind the development of the revised Mission Statement, consensus was reached to include the word "education." The committee felt strongly that the statement should highlight educational outcomes and that was missing in our previous statement. The emphasis on success and educational outcomes pair nicely. While there is still some controversy in regards to the Student Success Initiative, we are listing outcomes that lead to an AA degree, Basic Skills Proficiency and Life Long Learning. There is positive and negative feedback either way. This statement is broad.

Proposed Draft Mission Statement

"Rio Hondo College is committed to the success of its diverse students and community by providing dynamic **educational** opportunities and resources that lead to associate degrees, certificated, transfer, career and technical education, basic skill proficiency , and lifelong learning."

Other concerns include the Institutional Goals and Objectives and how they tie in, not addressing an engaging and rewarding campus life. If a student is not going after a degree or certificate, then they are at the end of the line and lifelong learning and accessibility may lock out the community at large. Gone are the days of flexibility to come up to campus and get a class. We are moving away from being inclusive, yet when seeking Bond funding we look to our community. Accessibility should remain in the statement.

Howard Kummerman reported that this will be returned to PFC. His office will initiate a survey via Survey Monkey. We can have members of the PFC try the survey before it is launched to the campus community in October.

- **Institutional Goals and Objectives**

Howard also reviewed the Institutional Goals and Objectives. A 10-page document was circulated. The first level of edits was completed at the Institutional Planning Retreat, and then the IEC updated the language. The online version shows the original wording, blue was first round of edits, red edits were the IEC.

Dr. Wetmsan asked about Item 1.d. The 5% number of FTES is approximately how many degrees? Are we hitting that number? Howard responded yes we are hitting the 5%. 2.b is similar to 1.b. Should these two match?

Julius B. Thomas commented on 2.b, 5% is the number of certificates. Are we hitting the target with the offerings in CTE or are we offering more programs, for instance Welding, that was

suspended a few years ago? If we are increasing certificates he is not sure we can meet this number.

John Frala responded that we have to take our existing certificates to get Chancellor's Office approval. Currently, we do not have a department that is dedicated to trades. We have one person in CTE who deals with the Carpenter's Union. Objective 2.e: the college will increase CTE transfer means that the Chancellor's Office is making us do this where this would come up on the student's transcript when they transfer to a Cal State school.

Dr. Muñoz commented on Objective 5.d. The Student Success Taskforce Initiative requires one year to achieve educational plans for freshmen and the way he understands it am reading this we now have one semester to get 6,000 students on an educational plan. It should read prior to the end of the second semester. Freshman Student Center was created in response to meeting this goal. We have a cohort of students who by the end of spring will have to declare a program and/or a major and have an educational plan completed.

V. Unfinished Business

VI. Committee Reports – No committee reports.

- Basic Skills
- Facilities
- IEC
- Program Review
- Safety
- SLO's
- Accreditation
- Staff Development
- Staffing
- Institutional Technology
- Technology

VII. Announcements – No announcements.

VIII. Public Comment

IX. Adjournment – Dr. Pierson adjourned the meeting at 3:35 p.m. The next PFC meeting is scheduled for September 10, 2013, 2:30 p.m. in the Board Room.

KP/AW/rdg