

**RIO HONDO COMMUNITY COLLEGE DISTRICT  
PLANNING AND FISCAL COUNCIL MINUTES  
Tuesday, September 10, 2013, 2:30 p.m., Board Room**

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**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, Sandra Rivera, René Tai, Valeria L. Guerrero, Alejandro Ramirez, Darinka Becerra, Kathy Pudelko, Julius B. Thomas, Judy Marks, Don Mason.

**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. **Approval of Minutes** – Minutes for August 27<sup>th</sup> and September 10<sup>th</sup> will be presented at the meeting on September 25<sup>th</sup> meeting.
- III. **Co-Chair’s Report** – Dr. Pierson reported that this is the first working PFC meeting. We kicked off a few weeks ago when we held the PFC orientation meeting to review the charge of PFC and the ground rule. Today we will review ten BPs and APs that are under the review process. There are a few typos that we will correct. Dr. Wetsman had no report.
- IV. **Superintendent’s Report** – President Dreyfuss – No report.
- V. **New Business**

AP & BP Review

Attached are Board Policies / Administrative Procedures that have been revised (10 items):

**Revised Administrative Procedure**

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|---------|--|
| BP 2015 | Student Member of the Board - <b>Consensus reached</b> with the correction of one typo “certification” in paragraph G.   |
| BP 2340 | Board Meeting Agenda - <b>Consensus reached</b> .  |
| BP 2715 | Code of Ethics / Standards of Practice – <b>Item pulled</b> . The Board should review again. How are standards of Good Practice defined in policy? ACCJC has been looking to see if a Board is working as a group or whether the members working independently. Because of the whole focus of accreditation, this item was pulled for further study. |

Additionally, the question was raised regarding the exclusion of the following language referenced in the CLLC draft policy:

“Act only in the best interest of the District ~~entire community~~.” This language does not reflect inclusiveness of our stakeholders? Forward to the Board of Trustees for review before returning to PFC.

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- BP 2716 Political Activity - [Consensus reached](#).
- BP 3410 Nondiscrimination - [Consensus reached](#).
- AP 2340 Agendas - [Consensus reached](#) with the correction to the words “shared governance process” which was transposed in the body of the paragraph and “agenized” needs to be corrected to “agendized.”
- AP 3410 Nondiscrimination – [Item pulled](#). We need to be as inclusive as possible. A sub-committee of Kenn Pierson, Adam Wetsman, and Diana Reyes who is a Veteran, will convene to research the legal language. There is discrepancy with the use of the words “Vietnam Veteran” and “Veteran” in a general sense that would cover all veterans. Pregnancy, pre-pregnancy and post pregnancy, gender, age etc., should all be included in the AP if they are legally recognized as protected class categories. When the term “Veteran” is used, it is interpreted as those who have already served.
- AP 3500 Campus Safety – [Item pulled](#). The question was raised, who is in charge if the Director of Facilities or the Dean of Student Affairs are not available. Should the language be more specific instead of “designee?”
- AP 3515 Reporting Crimes - [Consensus reached](#) with the correction to include the word “proceedings” in paragraph XI.
- AP 6530 District Vehicles - [Consensus reached](#).

- **Educational Master Plan** – A proposed timeline for the development of the Educational Master Plan, compiled by Dean Howard Kummerman, was distributed. PFC’s role in preparing portions of the Educational Master Plan (EMP)—particular those sections dealing with academic programs—was discussed. It was mentioned that Accreditation is what we are focused on now but the EMP looks further into the future. The EMP is a blueprint, including not only what we are currently doing but where we are going from here and what the five year outlook will be. It provides a broader vision but should function as a realistic document with meaningful applications.

It was suggested that a Team for the Education Master Plan (or TEMP) should be formed to create the plan, and the TEMP will monitor progress on the document along with the Vice Presidents, Office of the President and Institutional Research and Planning. Data and information has to be collected and put into place. There is concern about meeting a March deadline. We want inclusiveness, and if there is only a little bit of buy-in we will have the “Where did this come from?” reaction from staff. Based on the info we have in place now through the annual program planning/review process, an EMP draft can be assembled and vetted. To start from scratch would be a huge job and unfair to the efforts put forth by those who have written program plans that make future projections. It will be the task of the TEMP to compile information from various sources.

## VI. Unfinished Business

- **Mission Statement** – Howard reported that he has reworded the survey. Members of the PFC will be the first group to complete the survey and give feedback on its ease of use, etc. The survey will be sent after the meeting, and all members should complete it. A revised Draft Mission statement was also circulated. [Consensus reached](#) with the draft.

## VII. **Committee Reports**

Basic Skills – Barbara Salazar to provide a report on 9/24.

Facilities - No report.

IEC – Howard Kummerman reported that IEC met today and discussed Accreditation today.

Program Review – There is an orientation scheduled this week for Program Review and there were meetings held last week as well.

Safety – Brian Brutlag reported that the campus is preparing for the Active Shooter Drill on October 17, 2013.

SLO's – No report.

Accreditation – Dr. Pierson reported that we are moving along preparing for the Board Meeting this month. Russell and Vann are preparing a timeline for specific tasks relating to Standard IV Governance. They will present in lieu of Dr. Pierson this month.

Staff Development – No report

Staffing - No report.

Institutional Technology – No report.

Technology – Howard Kummerman reported that the planning template now has the information piece we are seeking in SLO and SAOs has been greatly expanded in the software. This will help link SLOs to planning and resource allocation process.

Kathy Pudelko reported that the Fitness Center received all of their new equipment. Faculty and staff can sign up do the orientation, and may also sign up under the non-credit course category. Times the Center is open are M – Th., 6:00 am - 1:00 p.m., Fridays 4:00 – 8:00 pm., Saturdays 7:00 am – 12:00 pm. Consider doing something positive for your health. The college put its faith and investment back into the Fitness Center and Physical Education. It is a beautiful facility.

John Frala announced that the Automotive Program made the top 20 in the United States competition. RHC is still in contention for top 10 placement.

## VIII. **Public Comment**

Adjourned at 3:45 p.m. Next meeting will be held on September 24, 2013.

KP/AW/rdg