

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING AND FISCAL COUNCIL MINUTES
Tuesday, September 24, 2013, 2:30 p.m., Board Room**

Members Present: Dr. Kenn Pierson (co-chair), Dr. Adam Wetsman (co-chair), Phil Luebben, John Frala, Robert Bethel, Brian Brutlag, Dianna Reyes, Marie Eckstrom, Dr. Gisela Spieler-Persad, Sandra Rivera, Suzanne Frederickson, René Tai, Valeria L. Guerrero, Alejandro Ramirez, Darinka Becerra, Kathy Pudelko, Julius B. Thomas, Judy Marks, Don Mason.

Staff Members Present: Howard Kummerman, Barbara Salazar, Sergio Guzman, Reneé Gallegos (recorder)

- I. **Call to Order** – Dr. Wetsman called the meeting to order at 2:36 p.m.
- II. **Acceptance of Minutes** – August 27, 2013 and September 10, 2013 – The minutes of August 27 were consensed upon with edits: include VP Gee and current ASRHC student members to the list of attendees, and minor grammatical corrections. The minutes of September 10, 2013 were consensed upon with the following edits: include the ASRHC Students and Don Mason to the list of attendees present as well as the correction to the report given by Brian Brutlag regarding the Safety Committee report preparing for the Active Shooter Drill on October 17th.
- III. **Co-Chair's Report** – Dr. Pierson reported that the agenda is rather short. He commended member Judy Marks on following the BP/AP review protocol established by PFC. Both chairs were contacted by Judy who posed a question early on about one of the APs. This helped the chairs to investigate and respond to Judy, which helped expedite things. This is what we would like to put into practice for PFC. The question had to do with Student Conduct for those who are no longer students at the College.

Dr. Pierson reported on the power outage earlier this morning. As VPAA, he got his first taste as the lead of the EOC since President Dreyfuss was in Sacramento. Dr. Pierson was holding interviews when the power outage occurred. Response was immediate. The EOC convened in the President's Office which included Kenn Pierson, Phil Luebben, Howard Kummerman, Jim Poper, Sandy Sandello, and Reneé Gallegos. As a coincidence, Vik Hovsepian and Dr. Adam Wetsman were also present in the office at the time. Status of the cause was unknown so it became a safety issue at that point and the decision to evacuate buildings was made. Sandy Sandello sent out the notification via Black Board Connect. After hearing from So Cal Edison, which was not aware of any power outages at the college, Edison only showed a neighborhood outage off of Beverly Blvd. We decided to evacuate to assembly areas because first time estimates of repairs were between 11:00 a.m. – to 5:00 p.m.

Dr. Pierson asked for feedback on the emergency response from those in the room.

Issues identified:

- Exams were being conducted.
 - Could some faculty remain in classrooms when there was natural light?
 - Text message delay in SS building and in some A Building classrooms.
 - Disabled Student Area is an issue; staff stayed with students.
 - BECs/BELs were congregating in one area, not spreading out to assembly points.
 - Who is trained on Stryker Chairs?
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- Shouldn't there be someone at the assembly points who has pertinent information as staff and students relocate to their assigned assembly point?
- Delay in getting the All Clear from BECs/BELs.
- Cars and traffic moving through assembly areas risked injury; this is a recurring issue reported specifically affecting Lot C.
- Late emails for the All Clear.
- Faculty need to take responsibility to help move students to assembly points during these types of incidents and take roll to account for their students.
- Communication breaks; do we stay or do we leave campus? BEC/BELs did not have a clear answer.
- There was a shared concern about glitches in the entire system; are drills producing the outcomes that we want?
- Someone needs to take initiative to stop traffic. Are the gates at the bottom of the hill closed automatically to incoming traffic?

Dr. Wetsman stated that this incident went very well from his perspective in the EOC. The EOC function went smoothly as events unfolded. We always take an opportunity to learn and refine our processes each time. We will be holding a debriefing meeting tomorrow with President Dreyfuss to review our operations. Dr. Pierson will forward the concerns from PFC to those attending the meeting tomorrow. Jim Poper will be a part of it as well. This is very timely input for the BEC and BEL training that is also taking place this week.

IV. **New Business**

AP & BP Review

- AP 3540 Sexual Assaults on Campus - **Consensus reached** with the following edits: Paragraph V under list of personnel, add "Evening College Supervisor and Weekend College Coordinator." Under paragraph VI the sentence should read: "The District Compliance Officer, or designee, should provide victims with information about the following victim assistance resources." Under the bullet Counseling by District Psychological Services, location needs to be changed to Student Services Building. Strike the room number in case the office happens to move in the future.
- AP 5520 Student Conduct Procedures – **Consensus reached** with the following edits: Paragraph I, add references to BP5500 and AP 5500. Paragraph III, remove I and J. Paragraph IV, capitalize "Due Process."

The following Board Policies went through the review process and were approved by the Board at the July 10, 2013 meeting for first reading. At the Board meeting of August 14, 2013, the Board made an amendment to the following policies which required them to return through the review process:

- BP 2410 Board Policy and Administrative Procedure - **Consensus reached** with the following edits: Paragraph IV, add in President's Cabinet. Language reference in AB 2510 should be the same language dropped into this BP for purposes of consistency. Dr. Wetsman also circulated an attachment that he created for additional language under Paragraph V:

Last sentence – "Should the Board wish to revise a Board Policy, an amended version will go through the review process and should return to the Board within three (3) months."

Paragraph VI – “Copies of all policies and administrative procedures shall be readily available through the Superintendent/President’s Office, the college website, and the campus Library.”

- BP 2510 Participation In Local Decision Making - **Consensus reached** with the following edits: any reference to the word “shared” within the policy should be listed as “shared/participatory.” In paragraph IIB1 under Staff, the correction to Classified School Employees Association should read “California School Employees Association.”

The word "participatory" is in the language in AB 1725. The Academic Senate believes that we should maintain this spirit so the word "shared" should remain. In paragraph II, AB1725 (commonly known as 10+1) should be inserted for clarity. AP 2410 and AP 2510 have already gone through the review process. Both had minor word changes.

The Board has the option to change PFC's recommendation because it is a Board Policy. The Board can direct President Dreyfuss to revise the policy should they not accept this language. Should questions arise, Dr. Wetsman volunteered to explain the recommendation to the Board should questions arise regarding BP 2410.

V. Unfinished Business

- AP 3500 Campus Safety – This AP is being returned to PFC after clarification was given by Jim Poper regarding who the best choice would be for a designee. ~~Jim has given designated Jim Alcalá as the Campus Safety Coordinator~~ who currently fills this position as the designee in this AP. **Consensus reached. Correction to designee in this AP shall not be the District Consultant, instead should be the Vice President of Finance and Business.**

VI. Committee Reports

- Basic Skills – Sergio Guzman gave an update on Basic Skills. The Learning Communities have emphasized working together and working with classroom faculty. The state BSI reports are due in Sacramento by October 10th and we are working to meet that deadline. The Gateway Tutoring program involves 13 sections this semester. Hopefully, we can increase each year even though funding has not increased. The Basic Skills Committee meets the first Thursday of the month at 2:30 p.m. The next meeting is October 3, 2013, which will be the Gateway Tutoring open house.

The District receives \$165,000 in funding from the state, which is not tied to Title V funds. We are hoping to reapply for funds, as well as the Title V grant. We currently involve students in English, Math, and Reading and are always looking for new paradigms to introduce. We are looking at a grant through the Chancellor’s Office called New Pathways to Deliver Basic Skills. This includes participation in a consortium which we will convene a group to meet next week. President Dreyfuss, VP Gee, and Dr. Mike Muñoz are in Sacramento attending the SSI Summit. There are a lot of things that need to be done in terms of tutoring to support the SSI. We need to find new revenues to support tutoring.

From the counseling perspective, there is some confusion on the Fast Track Math sequencing. Dr. Spieler responded that the Fast Track concept is dependent on the student, where they place after assessment, and how fast the student moves through the

material. There needs to be a culture change because our students need to put in time to move through the sequence.

There will be future discussion on the possibility of recommending institutionalization of the Basic Skills Initiative. There was additional discussion on budget development process. The Board of Trustees adopted the budget, yet there was no discussion at PFC. How were budget parameters set? In an ideal setting, there should be a process, and some feel this is not the case in terms of budget development.

- Facilities – No report.
- IEC – No report.
- Program Review – No report.
- Safety – No report.
- SLO's – No report.
- Accreditation – No report.
- Staff Development – No report.
- Staffing – No report.
- Institutional Technology – No report.
- Technology – No report.

VII. **Announcements**

No additional announcements were made.

VIII. **Public Comment**

Adjourned at 4:00 p.m. The next PFC meeting will be held on October 8, 2013.

KP/AW/rdg