

**RIO HONDO COMMUNITY COLLEGE DISTRICT  
PLANNING AND FISCAL COUNCIL MINUTES  
Tuesday, October 14, 2014, 2:30 p.m., Board Room**

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**Members Present:** Dr. Kenn Pierson (Co-Chair and VPAA), Dr. Vann Priest (Co-Chair and President AS), Henry Gee (VPSS), Robert Bethel(1<sup>st</sup> VP, AS), Katie O'Brien (2<sup>nd</sup> VP, AS), Dr. Kevin Smith (Secretary, AS), Sheila Lynch (Parliamentarian, AS), Dr. Adam Wetsman (Past President, AS), Kathy Pudelko (President, RHCFA), Dr. Gisela Spieler-Persad (Faculty), Julius B. Thomas (AS), Jeannie Liu (Faculty), Sandra Rivera (President, CSEA), Suzanne Frederickson(CSEA), René Tai (CSEA), Alex Ramirez (President, ASRHC), Janira Colmenares (ASRHC), Don Mason (Mgmt., AA), Dr. Dyrell Foster (Mgmt., SS)

**Members Absent:** John Frala (AS), Andrew Carpeña (ASRHC)

**Staff Members Present:** Howard Kummerman (Dean, IRP/Support Staff), Michelle Yriarte (Recorder)

- I. **Call to Order** – Kenn called the meeting to order at 2:34p.m.
- II. **Acceptance of Minutes** – June 24, 2014, August 26, 2014, September 9, 2014 & September 23, 2014 – Kenn asked members of PFC if they needed more time to review minutes. The consensus was to return all four sets of minutes to PFC on October 28, 2014 allowing members more time to review.
- III. **Co-Chair's Report** – Vann greeted the group and had nothing significant to report today.

Kenn reminded the group of the last official word regarding Accreditation was shared at the last meeting. The campus has been informed regarding the outcome during the exit report. Transcripts have been created on the ten commendations and seven recommendations from the team. Please note these are preliminary items that were reported (emphasis on the word preliminary) that Will Llewellyn reported on October 2<sup>nd</sup>. More information will be shared once it is available to disseminate.

Adam reported that he heard different interpretations of the report out on Standards three and four. One report was the team had nothing about those standards and the other interpretation was that there was a conspicuous omission. Do you have any sense which one is correct?

Kenn reported that we were prepped in advance by Will and there was nothing on Standard three and four. That proved to be true. It appeared that Will was going to read something about Standard three and then he corrected himself and said no. We were certainly prepared in advance that there wouldn't be anything on those two standards.

IV. **New Business** – No items

V. **Information Item**

- Kenn reported that the Emergency Evacuation Drill - Duck and Cover will take place on October 23, 2014 @ 10:23 am. The Statewide "Great Shake Out," will be held on October 16<sup>th</sup>. The College is not observing the 10/16 date. We are doing our

emergency evacuation drill, duck and cover exercise on the 10/23 as consensed upon at the June 24<sup>th</sup> PFC meeting when Jim Poper brought this item forward.

- BEC/BEL Training is scheduled for October 14, 2014. This in an attempt to reach out to new BECs/BELs who will be participating in the drill.
- Program Plan Update-Extension of due date of one week to October 24<sup>th</sup>-

Howard passed out a 2015-2016 Program Review Meeting schedule and a sign- up sheet if anyone from PFC would like to participate. Howard suggested that it would be helpful for people who were more familiar with program planning to participate. He spoke with Vann in regards to having two faculty members participate. Howard hasn't had the chance to speak to Sandra regarding the openings for the two classified members. He normally sends the list to CSEA and Senate and they find representative for the committee. There is room for two faculty members and two classified members to sign up today. There is room for Administrator's, SLO committee representative, IEC committee representative, Curriculum committee representative. This is a day long commitment. If you sign up for 10/31/14, 11/14/14, or 12/5/14 you will serve all day long similar to being on a hiring committee. You are there for five or six program reviews. Snacks and lunch are provided. It's a great experience to be part of this process.

Gisela asked about the program "Equal Employment Opportunity," is this a program on campus? Howard clarified that this program is part of Human Resources.

Suzanne asked for clarification on desktop services? Howard explained that this program is part of Information Technology. Desktop is their support for software, support for people that are users of desktop programs.

Kenn- notified the group that it he has been informed by Howard that 39 programs have not been opened including 2 slated for program review at the end of the month. Kenn asked the group if they wanted to know if their program has not yet been opened he would be happy to share this information with them.

- October 31-First Program Review Meeting
- Unit Plan due date- Extended to December 10, 2014
- Area Plan due date- Extended to January 23, 2014

## VI. Unfinished Business

### AP & BP Review (2 Items Returning)

- AP 7346 Employees Called to Military Duty - Vann asked Sandra if she had follow up on this AP? Sandra responded that she emailed Kenn and Vann to request that this item be tabled. The CSEA contract will always supersede board policies. Vann asked if there were any other comments otherwise we can move forward with this BP.

Julius asked for confirmation regarding AP 7346 paragraph III. Which speaks to salary - "In addition Rio Hondo may provide, on approval of the Governing Board, for not more

than 180 calendar days as part of the employee's compensation all of the following." Is that saying that if somebody is in the National Guard or serving when they are called up for duty, they can only get their Rio Hondo salary for 180 days? Julius thought it was for the year. If someone was called into Faculty and Classified get their salary for six months. Julius shared with the group that Federal law states when a person received orders, he thought they are supposed to receive salary for one year.

Adam stated that this language came from CCLC and with the assumption that the law is followed. Adam suggests that the wording Governing Board should be changed to Board of Trustees in this paragraph three for consistency.

Sandra questioned if the 180 days of compensation is on top of the military pay?

Julius stated when you are in the military and are called to active duty, you don't get your salary right. He thought active military were supposed to receive salary for the entire year. Julius is basing this on being a Veteran himself and through his own personal experience. Julius will inquire and this item will be postponed for further study.

Vann stated that AP 7346 states that active military only receives pay 30 days. Julius pointed out that the AP states that with approval of the Board an employee can get 180 calendar days of pay.

- BP1400 Acknowledged Employee Organization Rights-

Vann shared with the group this BP will be deleted from the Board Policies. Katie shared that Senate Exec spoke with President Dreyfuss at their last meeting and the thought was there is not a process for deleting Board Policies.

Kenn reported that this is the reasoning for returning this item to PFC. This is the first time we are formally deleting a BP. At one point it found its way onto the Board Agenda and it was pulled. That is why it's coming back here. Vann reminded all that the BP seems to pre date the existence of unions. It's simply obsolete. Kenn reported that it was the original language in section two that drew our attention to this, that the Superintendent/ President as the Chief Executive Officer of the Board, shall represent the Board in all relations other than to "meet and negotiate" matters.

Sandra asked why? If the Board is acknowledging the exclusive representative is it because that is already covered in contract? Why do we not need to keep this? If deleted, who would meet with the employee organizations to meet and negotiate? There are other items pertaining to bulletin board and items of that nature. Are those covered elsewhere?

Kenn asked if either Sandra or Senate has spoken to President Dreyfuss on this matter? Sandra stated that she has not and was under the impression that faculty was going to bring this forward to her. Katie reported that Senate was concerned because they did not know who was talking to the President on this matter.

Kenn reported that he understood that CSEA had spoken to Teresa about this.

Sandra reported that CSEA has not talked to Teresa about this.

Henry explained that he listen to the conversation between President Dreyfuss and Trustee Pacheco. This BP preceded the unions being on campus. That is why this policy was instituted. Now that there are unions on campus, the CBA's supersede this. So it's not necessary to have this board policy.

Rene reported that we had unions back in 2003 when this policy was revised. The date prior to 2003 was back in 1977. Why wasn't it deleted in 2003.

Kevin asked the co-chairs if there are PFC minutes available from 2003 to find out what the conversation or idea could have been back then. It was kept for some reason. This information would be helpful.

- Instructional Support Equipment Funds- Approximately \$ 425,000

Kenn reminded the group that this is the item President Dreyfuss brought to PFC at our last meeting. We created a sub-committee charged with reviewing past funded and unfunded requests for instructional equipment. Keeping in mind that deducted from this figure is the \$50-75,000 allocated for library subscriptions. Vann and Kenn discussed process at their last standing meeting. As reported at the last PFC meeting Howard is to assist us in identifying past resource requests in an easy to read fashion. We agreed it was more feasible to proceed with a representative subcommittee of this group to look at these previous requests rather than the entire PFC. Vann and Kenn agreed on this process to meet the deadline prior to Thanksgiving. Kenn reported that this will also be timely with the October 31<sup>st</sup> deadline of 15-16 Program Plans. The Subcommittee on Instructional Support Equipment Funds includes; Kenn Pierson, Howard Kummerman, Robert Bethel, Gisela Spieler, Jeannie Liu, Shelia Lynch, Suzanne Frederickson, and Alex Ramirez

## VII. Committee Reports

- Basic Skills – No report.
- Facilities – No report.
- IEC – No report.
- Program Review – No report.
- Safety – No report.
- SLO's - Adam reported that he wants to begin work on some of the challenges that were reported out by ACCJC. We do not have SLO's for Continuing Education courses. Adam spoke to Chris Guptill who over sees all of the non-credit courses. He will also work with staff who are involved in the process including Mike Slavich who works with the vocational areas. We will start working on this to have the process started in case ACCJC comes back and says that this is something that we need to work on. One of the things the team reported out was they are concerned that the college does not have a mechanism in place to ensure that every single student receives a syllabus with every single SLO on it. One of the discussions that we have had and talked about in ALT and maybe even PFC is the idea of an automated process whereby we can get the information to students. In the interim, we can continue to encourage all faculty to put SLOs on their syllabi. The SLO committee will be meeting Thursday, October 16<sup>th</sup> at 2:30 to discuss some of those issues and continue work on the quality of the SLOs.

Kathy reported that faculty is asking if all SLOs need to put on course syllabi?

Kenn advised the group that they are expecting to see all SLOs on every syllabus. What we do internally to rotate certain SLOs for our assessment purposes doesn't have to affect the student. The student should be able to know all the SLOs for the entire course so they should all be listed.

- Accreditation- No report.
- Staff Development- Katie O'Brien reminded all about the All Staff Retreat on November 7, 2014. To date we have the following responses - 25 Management/Confidential, 32 Classified, 26 Faculty and 1 Board Member. The deadline for RSVP's is October 17<sup>th</sup> for planning and catering purposes. We may need to cancel our "Rio Got Talent" because we do not have enough acts. We may have an alternative activity.
- Katie also shared the Flex feedback: Summary of Flex Day Fall 2014 Evaluation & Survey-
  - Out of 209 responses, 48% were full-time faculty, 48% were adjunct, 3% were staff.
  - 97% of respondents either strongly agreed or agreed that the configuration of our fall FLEX Day effectively met their needs. 1% disagreed and 2% had no opinion.
  - 90% agreed that the "Campus Updates" session provided valuable information, 82% thought it was engaging and productive, and 77% agreed that it would enhance their work for the college. 4% disagreed or strongly disagreed that the updates were engaging and productive and 19% had no opinion on whether it would enhance their work for the college.
  - For the Preparing for the Accreditation Visit presentation
    - 91% agreed that this provided valuable information, .5% disagreed and 8.5% had no opinion.
    - 86% agreed that it was engaging and productive, 3% disagree and 11% had no opinion.
    - 80% agreed this would enhance their work for the college, 3% disagreed, and 17% had no opinion.
  - Combining the responses for the two breakout sessions
    - 89-93% thought the session provided useful information
    - 89-94% thought the presenter was knowledgeable and engaging.
    - 71-79% would suggest a follow-up or advanced session
    - 80-90% said they could implement what they learned in their work
  - over 90% agreed that department meetings were valuable and useful to their work.
  - For our Spring 2015 FLEX Day, 19% of respondents would prefer a full day of department/work group time. 81% would prefer some combination of morning key note, breakouts, and/or departmental meetings.

### 10/1/14 FLEX Committee recommendations based on qualitative comments:

- Consider putting speakers in the Lobby of the Wray or have a feed in Café Rio as the theater cannot accommodate the entire campus.
  - Continue to consolidate information to have as few speakers as possible.
  - Make an effort to include entertaining and informative segments similar to Mike Javanmard's piece to keep the audience engaged.
  - Improve Power Points and presentations to promote effective communication
  - Working theme for Spring 2015 Flex Day-  
Strengthen Basic Skills Across the Curriculum
- Staffing – No report.
  - Institutional Technology – No report.
  - Technology – No report.

VIII. **Announcements** – Kenn updated the group on Rebecca Green's presentation regarding Online Education Initiative (OEI). We did not find faculty to participate by the. At our last meeting Rebecca said that this deadline was impossible to meet. We had two faculty that were interested at the time but they were not able to complete the application on time. We had a conference call with Mike Munoz, Mike Javanmard, Virtual College Staff, Rebecca, Kenn, Belen and Bonnie Peters from Chancellor's Office who is connected to the OEI. Kenn requested and received an extension until October 24, 2014 to involve faculty to put their courses on the exchange for the spring pilot.

Kenn will be making personal appeals to faculty who have any inkling of interest in this project. This is an opportunity to experiment and if we don't like it we can pull it back. We really want to assist faculty in completing the application. There is compensation available from Title V. \$300 if the course is chosen for the exchange. Katie reminded the group that you still receive the stipend if you complete the application and it is not accepted. Shelia asked if there could be more incentives for this?

Kenn reported that he will be meeting with Rebecca and find out more about incentives and ways to reach out to faculty regarding this pilot program.

Kevin Smith announced that some of the questions were absurd on the application and it took roughly 3 ½ hours to complete.

Kenn thanked Kevin and praised him on a job well done!

Kenn encouraged the group to contact Kenn or Vann regarding BP's or AP's that may need to be addressed prior to each PFC meeting.

Shelia announced that Margret Griffith faculty in Arts will be interviewed on Art Bound by KCET. Shelia will send the link to the group.

Art gallery Installation – Artist in Residence: Rebecca Niederlander, What do I care? Part 1 @ RHC Art Gallery Oct 8 – Nov 6 all-day. Artist Talk and Reception will be held on November 9 at 7pm-8:30pm in the RHC Gallery

IX. **Public Comment** – None.

X. **Adjournment** – Kenn adjourned the meeting at 3:45 p.m. The next meeting is scheduled for October 28, 2014, 2:30 p.m., Board Room