

**RIO HONDO COMMUNITY COLLEGE DISTRICT  
PLANNING FISCAL COUNCIL MINUTES  
Tuesday, September 9, 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), John Frala (ASCCC Rep, AS), Dr. Adam Wetsman (Past President, AS), Kathy Pudelko (President, RHCFA), Jeannie Liu, Sandra Rivera (President, CSEA), Joey Lujan (for Tiare Barrios, ASRHC), Janira Colmenares (ASRHC), Dr. Dyrell Foster (Mgmt., SS)

**Members Absent:** Dr. Gisela Spieler-Persad (AS), Julius B. Thomas (AS), Suzanne Frederickson(CSEA), René Tai (CSEA), Alex Ramirez (President, ASRHC), Tiare Barrios (ASRHC), Don Mason, (Mgmt., AA)

**Staff Members Present:** Howard Kummerman, Ruthie Retaña, Reneé Gallegos (Recorder), Michelle Yriarte (observer)

- I. Call to Order – Kenn called the meeting to order at 2:33 p.m. He welcomed Ruthie as a visitor.
- II. Acceptance of Minutes – June 24, 2014 and August 26, 2014 - Kenn announced that that both sets of minutes will be returned to PFC on September 23, 2014 after editing.
- III. Co-Chair's Report
- IV. New Business
  - Using Names and Professional Titles

The PFC discussed using informal names in recorded minutes to remove barriers. All were in agreement that formal names and titles will be at the top of the minutes and first names only will be used in the body of the minutes.

- 45% New Classified Audio/Visual Position

VPAA reported that an additional 45% Audio Visual position will be recruited in the near future. PFC discussed the ongoing need to have additional staff to assist the Audio/Visual Technician. Members of PFC brought up the fact that not having additional staff is a recurring health and safety issue for the employee who presently has difficulty utilizing vacation and sick leave. It was suggested that there should be an area in the planning process where items that impact the institution as a whole can be placed and ranked. Such items are not necessarily encompassed by any one division during the planning process. For sake of reference, these items were referred to as "No Man's Land" requests.

The following Policies and Procedures are going through the review process (4 items):

[http://www.flipdocs.com/showbook.aspx?ID=10006268\\_197356](http://www.flipdocs.com/showbook.aspx?ID=10006268_197356)

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- AP & BP Review

Attached are Board Policies that have been revised (4 items):

BP 2350 Speakers at Board Meetings – [Consensus reached.](#)

BP 2716 Political Activity - [Consensus reached with the following edits to paragraph I](#) that followed discussion regarding use of District facilities:

Members of the Board **of Trustees** shall not use District funds, services, supplies ~~or~~, [or any other District assets](#), to urge the passage or defeat of any ballot measure or candidate, including but not limited to, any candidate for election to the ~~governing~~ Board.

AP 3560 Alcoholic Beverages – Discussion ensued regarding inclusion of permission being granted by the Superintendent/President or designee. [PFC consented on the following revised language in Paragraph II:](#)

Alcoholic beverages on campus are permitted [with approval by the Superintendent/President, or designee](#), if:

AP 5530 Student Rights and Grievances - [Consensus reached.](#)

#### V. Unfinished Business

- Accreditation Update – At the last PFC meeting, Kenn briefed the council on the pre-visit by Accreditation Chair Dr. Willard Lewallen. As a follow-up to that visit Kenn, Vann, and Rebecca Green met to develop a list of online classes to submit for the visit. The classes represent a variety of departments. Academic Affairs is also developing a schedule of activities during the week the team is on-site.

Jeannie voiced her concerns as one of the online classes that was selected for a visit . She suggested that some guidelines to assist faculty in preparing for the visit would be helpful. Vann will be sending out an email to those faculty selected. (9/11/14 email from Vann attached.)

Kenn reminded all that the team is looking at the College as a whole, not at individual faculty. They will be looking for regular and substantive contact, which is what should already be happening in our online classes. The team will be looking to see if instructors are communicating with students regularly. Is the Course Expectation Letter posted on the Virtual College website? Is the course content outlined in the syllabus? Is dialogue occurring similar to an on-ground class. Since Kevin was co-chair of Standard II, he will forward the guidelines for what the team will be seeking, should they go into an online course.

Kathy reported that faculty members need to remember that the ACCJC visit will not be used for evaluation purposes. The faculty have a lot of support, and she hopes there is access granted to the team.

Adam reiterated that the team can't access classrooms without instructor approval. Kenn reported that, in years past, accreditation teams would frequently visit classrooms. Now with time at a premium, classroom visits are much less frequent.

Howard reported that ACCJC's stance on the matter is that they do not accredit unions, they accredit colleges. Therefore, they can have access to classrooms. The team completes much of their investigation prior to the visit. A draft report is constructed, and the time they are with us is the verification stage. During this time, the team fills in the gaps. We retrieve final evidence, and the team writes the final report.

#### VI. Committee Reports

- Basic Skills – No report.
- Facilities – No report.
- IEC – Howard reported that the IEC met, and the planning process was reviewed. The IEC is starting to review planning software to consider making a change and what the options will be. Howard also suggested that we place the Scorecard results on a future PFC agenda. This would explain the cohorts and what encompasses the terms “completion,” “remedial,” etc.
- Program Review – Howard reported that program review orientations have begun being scheduled. They will occur on the last Fridays of October, November and December. IRP is recruiting volunteers to be on the committees. It is strongly recommended that program review chairs sign up for an orientation session. IEC is also retooling the six-year planning cycle and will disseminate the schedule next month.

Howard, along with members of the IEC, will take up the charge of devising a plan for those areas that are not represented by a specific area. Since Howard has a wider oversight of the planning process, there is a specific area in the planning software that is not utilized that could cover situations such as the hallway of the 2<sup>nd</sup> floor Administration building needing to be painted, the need for greater Audio Visual support across campus, and copy room staffing, for example. These areas would be for those items that impact the institution as a whole.

- Safety – No report.
- SLOs – Kenn reported that Adam Wetsman is the new SLO Coordinator. However, during the Accreditation visit, Matt Koutroulis will remain on hand to meet with accreditation team members, and Adam will be there as support. Kenn requested that an SLO meeting be held prior to the September 28 visit. Adam was provided a list of members and will attempt to convene a meeting.
- Accreditation – Reported on earlier in the meeting.
- Staff Development – Katie reported that Staff Development is crafting a “Save the Date” for the All Staff Retreat. This will be held at the Clarke Estate and will include a “Rio’s Got Talent” segment.
- Staffing – No report.
- Information Technology – No report.
- Technology – No report.

VII. Announcements – No announcements.

VIII. Public Comment – No public comments

IX. Adjournment – Next meeting September 23, 2014, 2:30 – 4:00 p.m., Board Room.