

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, April 28, 2015, 2:30 p.m., Board Room

Members Present: Dr. Kenn Pierson (Co-Chair and VPAA), Dr. Vann Priest (Co-Chair and President, AS), Henry Gee (VPSS), Myeshia Armstrong (VPFB), Robert Bethel (1st VP, AS), Katie O'Brien (2nd 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), Dr. Gisela Spieler-Persad (Faculty), Julius B. Thomas (Faculty), René Tai (CSEA), Alex Ramirez (ASRHC)

Members Absent: Jeannie Liu (Faculty), Sandra Rivera (President, CSEA), Suzanne Frederickson (CSEA), Janira Colmenares (ASRHC), Juan Castellanos (ASRHC), Don Mason (Mgmt., AA), Heba Griffiths (Mgmt., SS)

Staff Members: Howard Kummerman (Dean, IRP), René Gallegos (Recorder)

- I. **Call to Order**- Kenn called the meeting to order at 2:36 pm.
- II. **Acceptance of Minutes** – April 14, 2015 – consensus to accept with edit.
- III. **Co-Chair's Report** – No report.
- IV. **New Business**
 - **Graduation, Transfer, and Certificate Initiative (GTC Initiative)** – Henry reported on the GTC Initiative which came from PFC and Academic Senate discussions. This initiative focuses on students who are ready to complete a degree or certificate but have no priority registration status. A Counselor will confirm that the student is in progress, receive Counselor approval and would hand carry to A& R who will manually input into Banner. This is in an effort to have our students complete. Henry does not know the exact number of students who will potentially be affected. Leigh Ann is checking the Banner system to see if we can get access to data showing only the classes that students need finish up. There is no form developed as of yet. This is will be developed shortly after approval. The target time for the start of this program will be in November for the spring 2016 registration.

Sheila commended Henry for listening to what was being said at Academic Senate. This is a good example of shared governance here at Rio Hondo College. Thank you for your efforts on this matter.

What tier will this group of students be on? (Robert)

Henry reported that it will be on 1.5. These students will be before all locally approved tier 2. He is guessing that no more than 50-100 students will affected. We have done this anecdotally. There will be marketing to the students that after the Board approves this plan. We can also announce this at the Fall FLEX day.

Consensus was reached on this item.

- BP/AP Review (2 Items)
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-The following Board Policy is new and is required by law:
BP 7135 Healthy Families

This item will go to sub-committee made up of Sandra Rivera, Yolanda Emerson, and Kathy Pudelko. If Sandra can't participate on this committee, then René Tai will take her place. This is a time sensitive matter that needs to be implemented on July 1, 2015. Sandy Sandello will set up this sub-committee meeting.

-The following Administrative Procedure has been revised:
AP 7217 Faculty: Employment of Contract

Vann reported that this is only a source change/update from Title V.

Adam recommended that we be consistent like we have been with previous policies and ensure that all protected classes include military, veterans, etc., are included. Gender identify should be corrected to read gender identity.

Kenn has not been able to complete a cross reference but will ask Sandy to follow up with Yolanda.

René was concerned with full time faculty being omitted from this AP.

Kenn clarified that pools are specifically for part timers and not considered positions as a full timer would be.

[Consensus was reached on this item.](#)

V. Unfinished Business – No Items

VI. Information Items – Kenn reminded all members of PFC to review the Title IX documents mentioned at the last meeting.

Katie suggested that if Loy came up with a one or two page outline that would be very helpful. Highlights in the document would be helpful and how that information aligns with our current AP/BPs. If not, a plan on how we are going to accomplish this. Vann will request this of Loy.

Henry reported that one of the things he talked to Loy about was once this was approved we would have to align all affected BPs and APs to these documents. Henry got the latest documents from the OCR. We can't confuse our students. He anticipates that Loy will spend this summer aligning affected BPs/APs in preparation for the first PFC meeting in the fall.

VII. Committee Reports

PFC Sub-Committees

- Safety
- Staffing
- IEC
- Program Review
- Facilities
- Equipment & Technology

Other Committees

- Staff Development
- Basic Skills
- SLO
- Distance Education (DEC)

Staff Development – Katie reported that she sent out a Professional Needs survey. If you have not already done so, please complete this survey. This will help identify what the needs are on the campus for training so we can build a professional development plan. Katie had a conversation a few weeks ago with LeBaron Woodyard from the Chancellor's Office who was speaking on AB2558 which mandates Staff Development for all parties on campus. Katie asked about funding. The Chancellor's Office will more than likely designate these as categorical funds at a possible sum of \$25 million set aside for the Community Colleges. These funds would be disbursed based on FTES and those colleges that have a FLEX program. There are going to be collective bargaining issues as well. There are many factors to consider. The survey is open until next Tuesday.

Katie also mentioned to Kenn that there are great resources through CCC Confer and Media Solutions want to come to campus to get people signed up and there is unlimited captioning through this service.

Myeshia reported that the list for Instructional Equipment that went to the Board last month is being worked on diligently by staff in her area. The bulk of the work has been in Contract Management and with Gary in IT. It appears that some of the quotes were over and some underpriced. The sub-committee did not build in a large enough cushion. She thinks we will be fine and things will balance out. She may bring the list back to PFC at the next meeting and give an update.

Sheila asked when the deadline is for this pot of money to be spent. Do items need to be received by June 30?

Myeshia reported that we are looking to exhaust these funds by the close of the fiscal year which is June 30, 2015. It gives us an idea what we have left over once items are delivered and the purchase order is closed out. We also have to report back to Chancellor's Office and should complete this by the end of this fiscal year. There were some products that we had to do some additional sourcing on.

Rene reported that she has not been contacted to generate any requisitions. Are divisions supposed to be doing these?

Myeshia reported that her area is creating the requisitions and working in tandem with the departments, IT and Contract Management. It has been a good effort to get solid information. The classroom upgrades have been worked on by IT and Gary. If no one has reached out to you then she believes items have been taken care of.

Vann asked when the installation date would be. Is there a timeline?

Myeshia will consult with get and get back to this body.

Distance Ed – Sheila reported that the DE committee is working on a draft proposal having to do with regular, effective and substantive contact between faculty and students. This is a requirement of ACCJC. The language was completely revised and we are meeting on this Monday to discuss. She does not have an outline today but it could be available next week. .

Kenn is interested in the language because he is responsible for the Accreditation Response.

VIII. **Announcements**

Henry announced that several of our ASRHC Executive Board members will transfer to four year institutions. Alex here is modest and will not say anything but she is transferring to UC San Diego. He also reported that next week he will attend the Student Equity Summit along with President Dreyfuss, Loy and Mike M. We are number three in the state for underrepresented minority students (URMs). Our numbers are increasing as we continue to transfer student leaders to UCs to CSUs.

Gisela reported that the MESA Celebration will be held on May 7 in S136 from 1-2:30. We are celebrating all of the students who will transfer. We will also honor MESA students at the Student Success Celebration on Friday, May 8 at 5:00 pm in the Mid-Quad. NSF scholarships are now open. We have \$120,000 to disperse.

Julius reported that there will be a Men of Color Conference hosted on campus, Friday May 8, 8-1:30 p.m.

Sheila reported the release of 16th edition of the River's Voice debuting at the Writes of Spring tomorrow and Thursday. You can purchase a copy for \$10.00. Thank you to Kenn and Beverly Riley for starting this initiative so long ago. In conjunction with Writes of Spring the River Deep Student Film Festival starts on Wednesday, April 29 at 1:00 pm.

IX. **Public Comment** – No comments were made.

X. **Adjournment** – Next meeting May 12, 2015, 2:30 – 4:00 p.m., Board Room- adjournment 3:25 p.m.

PFC: April 28, 2015

Priority Registration-GTC Initiative

As a follow-up to the Enrollment Priority Task Force meeting and meetings with the Academic Senate and PFC during Spring 2015, we propose the following recommendation:

- In an effort to increase graduation rates, transfer and certificate completion, and to support the Student Success and Support Program mandates, it is recommended that we create the “Graduation, Transfer, and Certificate Initiative” (GTC Initiative) to provide continuing students who do NOT have priority registration (other than the unit count priority) a one-time final semester priority registration that would immediately follow the mandated priorities (Veterans, Foster Youth, CalWorks, EOPS/CARE & DSPS).
- Students would need to meet with their counselors to verify their educational plans and completion expectations. The counselor would submit the appropriate paperwork to Admissions & Records for the upcoming registration period, which would represent the student’s final semester for completion of a degree, transfer, or certificate.