

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, August 25, 2015, 2:30 p.m., Board Room

Members Present: Robert Bethel (Co-Chair and President, AS), Henry Gee (VPSS), Myeshia Armstrong (VPFB), Dr. Kevin Smith (1st VP, AS), Katie O'Brien (2nd VP, AS) Michelle Bean (Secretary, AS), John Frala (ASCCC Rep, AS), Dr. Adam Wetsman (Past President, AS), Dr. Sergio Guzman (President, RHCFA) Jeannie Liu (Faculty), René Tai (CSEA), Sean Burton (ASRHC), Dr. Vann Priest (Mgmt. AA), Loy Nashua (Mgmt. SS)

Members Absent: Dr. Kenn Pierson (Co-Chair and VPAA), Sheila Lynch (Parliamentarian, AS), Julius B. Thomas (Faculty), Mark Littrell (Faculty), Sandra Rivera (President, CSEA), Suzanne Frederickson (CSEA), William Ashby (ASRHC), Herzon Alfaro(ASRHC)

Staff Members: Howard Kummerman (Dean, IRP), Jim Poper (Director, Facilities), Reneé Gallegos (Recorder)

- I. **Call to Order** – Robert called the meeting to order at 2:40 pm. Robert introduced himself as the Academic Senate President and Co-Chair of PFC. VPAA Kenn Pierson remains out on medical leave.
- II. **Superintendent/President's Report** – The Superintendent/President was unable to attend today's meeting but passed along a message thanking members of the PFC for the work that they will do this year.
- III. **Co-Chair's Report** - No report
- IV. **Introductions and Welcome** – Robert reviewed the function of PFC. This committee operates by consensus and does not vote. PFC discusses items until the committee can agree. If there are any issues with an item where we do not reach consensus, then a minority report will be written and submitted to the Superintendent/President. Robert asked that members of PFC read through the 2015-2016 handbook that was provided today.
- V. **Acceptance of Minutes** – May 19, 2015 – [Consensus to accept the minutes as presented.](#)
- VI. **New Business**
 - New PFC Manual Distributed to PFC Members
 - PFC Membership/Meetings Dates
 - Ground Rules for PFC
 - Achieving Consensus
 - Fall Emergency Drill – Jim Poper presented on the fall emergency drill. He has alternated between Wednesdays and Thursdays so as not to impact the same classes year after year. He does not want to interrupt mid-term exams either. Jim is proposing Wednesday, October 21, 2015 at 10:21 am. This date does not coincide with the California Shakeout. If we want to have local law enforcement observe the drill, we have to schedule our drill on a different date. Last year we received great feedback from local law enforcement that were on site to observe our practices. [Consensus was to accept the proposed date of October 21, 2015 at 10:21 am.](#)

Jim will schedule the evening drill during the spring 2016 semester. There will also be notifications for BEC and BEL training soon. Security staff will receive mass notification training as well.

VII. **Unfinished Business** - None

VIII. **Committee Reports** – Robert asked for chairs of all the committees that report to PFC to submit a current list of members to Reneé. If there are vacancies or missing members the co-chairs of PFC can assist in this process.

PFC Sub-Committees

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

Other Committees

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

IEC – Howard reported that IEC met today. There are so many things going on. Program Review is starting a 6 year cycle. We are starting the presentation and trainings next week. IRP will send out emails next week to notify the campus. We also need people to sign up for the program review days in November. We would certainly like folks from PFC at those meetings. Howard will send a sign-up sheet at the next PFC meeting. One of the new things that has been updated is the guidelines and how to handle program review for the programs that have not done as well as they could. Marie will take this to Senate with some recommendations hopefully sooner than later. Our hope is to implement these changes next year.

Adam asked if Howard is going to insert SLOs in the program review process. We rotate our SLO's, will that be in the annual review. If not, will you be able to put that in there? Howard responded that this was the IEC's first meeting and they did not discuss this item. IEC discussed changing some of the language on the IRP website for the Program Review section. The documents have been linked and you will be able to access the long term Program Review schedule as soon as it has been finalized.

Howard also reported that the IEC is working on Institutional Set Standards. Last semester we updated the ACCJC Institutional Set Standards. We will work on those that parallel the scorecard. We need to revise the goals and objectives. The Board reviewed the final version at the Study Session in the summer. We want to do a really good job in explaining how we conduct business at the college. We will bring those recommendations back to PFC. The IEC will also come up with a recommendation for new Planning Software should money become available.

Howard also reported that part of the Institutional Planning process is the new program level standards required by Department of Education and ACCJC. We were deficient and this is something that we need to complete as we are at the forefront of program standards. This will be an easy process for people as IRP will provide data and give the program level standards. You can see there is an aspirational floor. We have to ask ourselves are we falling below, are we doing well, and are we where we think we should be?

Robert reported that one thing that was discussed in Senate was the updating of the college Mission Statement in preparation for the four year degree.

Howard reported that the IEC is working on this and will be putting forth the recommendation soon to PFC. At that point it will move along the process.

Staff Development - Katie reported that the All Staff Retreat will be held on November 13, 2015, location to be determined. Katie is very aware that some staff prefer not to participate and it would be most helpful to have managers talk to each other so staff who want to participate have the opportunity to. This is most important with one person offices that we try to accommodate or rotate staff.

Howard reported that this date conflicts with Program Review meetings on November 13.

SLOs - Adam reported that in terms of SLOs he received emails that several colleges have been flagged for enhanced monitoring. Adam emailed President Dreyfuss and VPAA. A few hours later Adam found out that Rio Hondo is one of 15 colleges being monitored more closely. There is more work to be done here.

Robert asked if this action is going to impact the October Site Visit.

Howard reported that ACCJC is scrutinizing the annual reports and have put forward more monitoring. These should be in tandem rather than separate. There will definitely be more to come on this topic.

Kevin asked if there is a standing committee on Accreditation. He is not sure what the status is of the Accreditation Leadership Team (ALT).

Robert is not aware of the status and will report back.

Howard requested that the draft review of the Accreditation Follow Up Report be reviewed at the next PFC meeting.

IX. Announcements

X. Public Comment

XI. The meeting was adjourned at 3:05 p.m. The next meeting will be held on September 8, 2015, 2:30 – 4:00 p.m., Board Room.