

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING FISCAL COUNCIL MINUTES
Tuesday, November 24, 2015, 2:30 p.m., Board Room**

Members Present: Kenn Pierson (Co-Chair and VPAA), 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), Mark Littrell (Faculty), William Ashby (ASRHC), Sean Burton (ASRHC), Herzon Alfaro (ASRHC), Dr. Vann Priest (Mgmt. AA), Loy Nashua (Mgmt. SS)

Members Absent: Robert Bethel (Co-Chair and President, AS), Sheila Lynch (Parliamentarian, AS), Julius B. Thomas (Faculty), Sandra Rivera (President, CSEA), Suzanne Frederickson (CSEA), René Tai (CSEA)

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

- I. **Call to Order** – Kenn called the meeting to order at 2:32 p.m. Robert is traveling and will not be attending the meeting.
 - II. **Acceptance of Minutes** – The minutes of November 10, 2015 were consensed upon as presented.
 - III. **Co-Chair's Report** – Kenn announced that the agenda has been revised with the addition of the Student Equity Plan as of this morning and copies were available in the back. The Student Equity Agenda item will be our first order of business so Juana and Loy can speak to it. First time at a PFC meeting. Been here for 9 years.
 - IV. **New Business**
 - **Student Equity Plan** – Juana Mora and Loy Nashua gave a brief update on the status of the Student Equity (SE) Plan. Juana provided a brief history on the plan. One year ago we submitted our first Student Equity plan after monies were already allocated through the CCC System. On October 20th we were notified that our funding level went from \$846,000 to \$1.6 million for this funding cycle. There were some changes that occurred in the Chancellor's Office (CO) requirements mid-cycle. Juana handed out copies including the changes that the CO made as well as the Student Equity Plan Indicators and Targeted Populations grid. There were some e activities that were submitted in the 2014-2015 plan that are not eligible for spending without first doing some modifications. Research and Planning was allocated an amount as well to track underrepresented students. The formula identifies these students. The new plan is due December 18th. The District requested an extension and the CO said no. We are working on the plan as we speak. Initially, the CO said yes and then they said no because of pressure from the State Legislature. We are submitting the plan with the goals set firmly in place. What is changing is the activities because of the new expenditure guidelines. We have not fully completed the plan because we are waiting for faculty proposals to come in to see what can be funded through Student Equity. We are doing the best we can to follow state guidelines. We feel very confident that the money will be spent directly on our students and their success. This is one-time money that we have never received before. Loy added that the CO has stated that this is a permanent line of funding. The amount would not necessarily be the same every year. Juana and Loy fielded questions from committee members.
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1. When will the new form go out to the campus community?

It will be in an email and the SE Committee is currently working on some technical difficulties encountered with the PDF form that will go out to all staff. All are welcome to apply.

2. What is the timeline since the proposal has to be sent to CO by the December 18, 2015 deadline? In the 30 days you have to get our requests back and meet the December deadline is that realistic?

No, the CO calls this a living document from what Juana has been able to gather. We are allowed to make projections and if changes need to be made then we shall follow up. Not all colleges have to grapple with this. The CO is aware and is working with individual colleges. The CO asked that schools communicate their needs.

3. What is the purpose of communicating with the CO.?

If there are substantial changes to the SE Plan that we submitted, then we can confer with the CO so that we are not penalized in the future. Henry added that he has talked to other area colleges and the SE Plans were due last Friday. We have five areas of focus. They did not say divide the funds by five and then define the activities. We have to develop activities as we go. We cannot figure it all out when the money was given to us in October. Perhaps if funds were dispersed in July it may be possible

4. Does the CO need a report as to how funds were spent and the process down the road?

Juana reported similar to other funds provided through the Chancellor's Office we absolutely are required to make an annual report. We already have that information and will continue to document throughout the process. Myeshia added that the CO will require an annual yearend report on expenditures. The 3SP and Student Equity are in beta testing for online reports. The auditors are also testing the software to ensure that we are in compliance with regulations. This process is still changing and Districts have to be flexible. Loy added that Districts were reminded that supplanting is not allowed.

5. We received Student Equity funds last year, how has that been spent?

Juana responded that the funds have been spent and accounted for. It was roughly \$800,000 that was spent by October. Juana shared a worksheet that provided the indicators as well as the CO Student Equity 2015-16 Expenditure Guidelines. The Summer Bridge program that previously served about 100 students was increased significantly and the additional new students were funded by Student Equity funds. We were also able to expand services to returning students and Veteran students.

Student Equity Plan Indicators and Targeted Populations

Indicators	Access	Course Completion	ESL and Basic Skills	Degree and Certificate Completion	Transfer	Other College or District-wide Initiatives Affecting Several Indicators
Targeted Populations	Hispanic	Hispanic	Males	Males	Hispanic	
	Females	Foster Youth	Hispanic	Hispanic	Males	
	Veterans			DSPS	Foster Youth	

6. So grant challenge is to get groups who are not doing as well as other groups to do better. How are we measuring this and what has the data shown that has been collected thus far? Does the Summer Bridge program stay? Are we looking at males as in is this lifting up the underserved populations?

Sergio reported that the Student Equity committee is looking at access points for students, retention rates and different demographic groups such as males and Latinos as whole group. We have more males in the Summer Bridge program than we have had in the past. Some of the requirements changed. Sergio is working with IRP on the data portion. Juana also reported that the State of California is cognizant of the changes in the new populations this is why it will take longer to gather the data and evaluate it. We just got a data analysis that works for Student Equity. The progress will not be shown in one year's time. This is a long term commitment and the results will not be evident until the 3 to 5-year mark.

Kevin requested that a bullet point form indicating what projects have already been completed would be helpful to those in the campus community who will be submitting proposals for the next cycle.

Michelle reported that she is not sure on the amount of money that was spent in the Writer's Resource Center (WRC) because this was her pilot semester. Michelle looked at indicators and 59% of participants were Hispanic students. Almost 100% have progressed and been successful. The total number of students in the WRC is 805. Michelle has been working with Evelyn in IRP and the data looks promising. Michelle encouraged all in PFC to send students to the WRC so they can receive services.

Henry reported that last January the SE funds supported the Spring Board program.

Sergio reported that now that we know the numbers are increasing with Spring Board, 70 students went through the program during the last winter session. Spring Board was offered for a week for 10 hours. Thirteen students moved up one or two math levels. We saw an improvement in assessment scores as well. Students were enrolled in Matt Pitassi's classes and about 70 students completed the Math sequences. This is a small number but we can increase the numbers in the future and build from there. The more time they spend in the program the more the assessment scores increase. We are also utilizing the same for the Summer Bridge program.

Howard reported that the data and evaluation overall will take some time. Evelyn Arias is new and funded through SE dollars. Evelyn has been running data to see what the groups are going to be and corresponding with the committee. Focus groups have been formed. Data will be critical and it is too early to report. Juana stated that Evelyn and Jim Sass have been wonderful throughout this entire process. We are starting out strong.

Henry reported that this has been a transparent process. The SE plan has to be Board approved in December. We hope this group will consense in principle. We did not want to move forward to the Board without it first going to PFC and Senate even though we do not have a written document to show you.

Kenn queried the members of PFC regarding acceptance to consensus to the proposed Student Equity concept. [Consensus reached.](#)

- Resource Allocations through Planning / Request for Facilities and IT

The remainder of requests for the resource allocations for Facilities and Information Technology were reviewed for the 2015-2016 planning year to ensure that there was no duplication for those items that are proposed for funding with the Instructional Equipment one time funds. Both Jim Poper and Gary Van Voorhis reviewed the requests.

Myeshia clarified that Human Resources has requested an upgrade of their room that they conduct interviews in. In the document of requests, it is referred to as a classroom which is standard language in the planning software. Kenn complimented the Sub-committee members for their time and effort in completing this in record time.

- BP/AP Review (13 items)
 - AP 2410 Board Policies and Administrative Procedures - [Consenses reached.](#)
 - AP 3200 Accreditation - [Consenses reached.](#)
 - AP 3410 Nondiscrimination - [Consenses reached.](#)
 - AP 3500 Campus Safety - [Consenses reached.](#)
 - AP 3518 Child Abuse Reporting - [Consenses reached.](#)
 - AP 3900 Speech: Time Place and Manner - [Consenses reached.](#)
 - AP 4222 Basic Skills Coursework - [Consenses reached.](#)
 - BP 5500 Standards of Conduct - [Consenses reached.](#)
 - BP 5700 Athletics - [Consenses reached.](#)
 - BP 6300 Fiscal Management - [Consenses reached.](#)
 - BP 6520 Security for District Property - [Consenses reached.](#)
 - BP 6330 Purchasing - [Consenses reached.](#)
 - BP 6700 Civic Center and other Facilities Use – this BP was pulled to be reviewed in the spring along with the corresponding AP.

V. Unfinished Business

- PFC Sub-Committee
 - ❖ Instructional Equipment / Library

This item was moved out of order. Jeannie Liu presented on the PFC sub-committee’s work. There is a cushion of roughly \$35,000 for taxes, shipping and installation charges. The Library submitted two lists, labeled priority one and priority two with a cushion of about \$2,000 for taxes, shipping and installation charged. Jeannie was given kudos for her efforts and swift response to expedite this process.

VI. Committee Reports

PFC Sub-Committees

- Safety – No report.
- Staffing – No report.
- IEC – Report below.
- Program Review – Report below.
- Facilities – No report.
- Equipment & Technology – Report below.

Other Committees

- Staff Development - Report below.
- Basic Skills – No report.
- SLO – Report below.
- Online Education (OEC) - Report below.

IEC- Howard reported that there are five more Program Reviews scheduled for Friday December 4th. After the last group is completed the Executive Summary will go out. The summary will get circulated and then come back to PFC in February along with the new rubric suggested by PFC. It was a bit innocuous with the programs we had to work with this year.

Staff Development – Katie reported that there was a meeting with President Dreyfuss to talk about the key note speaker for FLEX day. The focus for the Spring semester will be Enrollment and Student Success. We thought this would be appropriate to introduce to the campus community. Show up on FLEX day and see. Katie will be in contact with VPAA and the President's Cabinet. As far as the retreat on November 6th, the sequel was not quite as good as the first one. However, the event was still engaging. There were quite a few events on campus that conflicted with the retreat. We received constructive feedback. Maybe we should throw out inquiries to the larger campus community who may want to be part of the planning.

SLOs- Adam reported that the Committee met last week there was nothing significant to report. The committee is continuing to work on items to meet the demands of ACCJC and will continue to do so. Hopefully, we will be much further along come spring. Now that we have done the assessment for the SLOs we were at an 89% completion rate. We are now focusing on program level SLO's that we need to completed by February 2016. We need to ensure that all courses have program level SLOs. Information will go out to the Deans and Faculty to help get those in place.

OEC – Sergio reported that the committee met on November 16th. The majority felt it was a positive decision to move to Canvas. There have been difficulties migrating to the new platform from Blackboard. Training sessions will be held in the Spring semester. It was clarified that the committee decided to hold 5-hour training sessions.

VII. Announcements

Myeshia reported that she has been visiting the various departments to discuss services that the Finance and Business area can provide. We will pilot a program this semester for students to provide a quote from any online retailers for their textbooks for the exact same textbook and Follet will honor that price. If there is overage the student will receive that amount in the form of a gift card to spend in the bookstore. The students will receive better savings. This pilot will be rolled out in the Spring semester. Myeshia provided examples of how the program works.

Will reported that the savvy student who shops online will come out ahead in this program. Will pointed out that there can be a significant difference in the pricing between online retailers and the college bookstore. Will hopes that Follet understands they may lose lots of money on this.

Myeshia responded that this is Follet's decision to launch this program. They will not lose money because the gift cards must be spent in the bookstore. Cards are not redeemable for cash. That promotion will be rolling out soon and there will be some fine print rules that must be followed.

Henry announced that Student Services will offer more services during the first two weeks of the Spring semester. Most SS offices will be open from 7am to 8 pm. Student Life Office will be open the first two Saturdays of the semester. A campus wide announcement will be sent out soon.

We are in desperate search mode to have a doctor in place before the spring semester. Loy is working with Mt Sac and Citrus Colleges and wondering if we can recruit from other avenues.

There may be some others that are interested through connections we may not know about. We are trying hard to have someone in place so we can have the Nurse Practitioner continue the services that were once provided.

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

IX. **Adjournment** – The meeting was adjourned at 3:15 p.m. The next PFC meeting will be held on February 9, 2016, 2:30 – 4:00 p.m., Board Room.