

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, February 23, 2016, 2:30 p.m., Board Room

Members Present: JoAnna Schilling (Co-Chair and VPAA), 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), Dr. Adam Wetsman (Past President, AS), Dr. Sergio Guzman (President, RHCFA), Julius B. Thomas (Faculty), Jeannie Liu (Faculty), Mark Littrell (Faculty), Sandra Rivera (CSEA), René Tai (CSEA), Sean Burton (ASRHC), Dr. Vann Priest (Mgmt. AA), Dr. Mike Muñoz (Mgmt. SS)

Members Absent: Sheila Lynch (Parliamentarian, AS), John Frala (ASCCC Rep, AS), William Ashby (ASRHC)

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

- I. **Call to Order** – Robert called the meeting to order at 2:32 pm
- II. **Acceptance of Minutes** – November 24, 2015 – Consensus to accept with minor edits under announcements on page #5.
- III. **Co-Chair's Report** – Robert welcomed PFC members back and introduced Dr. JoAnna Schilling. JoAnna reported that it is good to be back. JoAnna was excited to see in the PFC Handbook the work that she participated in a few years ago when she was on the subcommittee working on the definition of consensus. Members of the PFC introduced themselves. JoAnna reported that Mike Muñoz is replacing Loy as the Dean of Student Services.

JoAnna reported that BP and AP 6700 (Civic Center and Other Facilities) was to have/come back to this meeting but the referencing of the rental fees has not been updated just yet. This item will come back to the PFC after some work is done. Eva Cabral has information on rental fees and we will need more time to incorporate that information and hold a discussion at a future PFC meeting.

IV. **New Business**

BP/AP Review (3 items)

- BP 3200 Accreditation - [Consensus with minor edits.](#)
- AP 6300 Fiscal Management - [Consensus reached.](#)
- AP 5500 Standards of Student Conduct - [Consensus with the recommendation that Student Services staff review CCLC language under the charge section to avoid redundancy.](#)

Robert reported that he and JoAnna spent a lot of time wordsmithing each AP/BP. They asked members of the PFC for permission to review and wordsmith items before bringing these policies to PFC. Any suggestions will be put in green before it comes forward to the PFC. Once it gets to the group, if an item takes more than 10 minutes of discussion, it will go to a PFC Subcommittee. If we are spending time wordsmithing during the PFC meeting it is not an efficient use of time. It was the consensus of the group to choose subcommittee members as items come up on a case by case basis.

- **Budget Calendar** – Myeshia reported on the yearly budget development calendar that will go forward to the Board for approval on March 9, 2016. It highlights the main areas in the budget development process.

Robert asked if there is a provision to make official reports to PFC and Academic Senate when the final budget is adopted. We have talked about this in the past and Robert wonders where that would fall in the budget calendar just to close the loop.

Sergio asked if he and Robert can provide this information since they have access to it. Robert feels that it would be best for Myeshia to speak to this item as she is familiar with the intricacies of restricted and unrestricted parts of the budget and can provide a summary. There was concerns regarding the budget process not being clear, specifically, when equipment has been purchased and delivered to offices and staff is not aware.

Myeshia responded that the budget process has been refined over the past few years. She can move this recommendation forward to the President on generating a report for RHCFA/Senate and give an update at the next meeting.

Howard reported that the Annual Planning Retreat will be held on Friday, April 15, 2016 at the Whittier Radisson from 8:00-3:30pm. A save the date meeting notice should have been sent to each of you via the President’s Office.

Kevin reported one typo in the dates on the budget sheet. Myeshia will make the correction.

V. **Unfinished Business** – None.

VI. **Committee Reports**

PFC Sub-Committees

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

Other Committees

Staff Development - Report below.
 Basic Skills - Report below
 SLO – Report below.
 Distance Education (DEC) – No report.
 Student Equity

Safety – Some PFC members voiced concern about the Safety Committee not meeting. Myeshia will follow up with Jim Poper as to status. Any safety concerns can be forwarded to Jim who is the chair of the committee. There are also several representatives on the committee.

Staffing, IEC and Resource Allocation Committees – Howard reported that the IEC met today and has been working on the Climate Survey to get it updated. The survey is sent out every two years. IEC is doing a decent size update and the initial review will come forward to PFC and the student body for review. Howard will ensure student representatives are invited to IEC to provide feedback. The survey will be distributed at the end of April. IEC is also working on the Planning/SLO and Accreditation software. Howard is not sure if we will be using all the components of the software just yet. By April, we will start some of the training before implementation in August. We will have training in September as well. The benefits of the TK20 software is that it will link to Banner and Canvas. The other great thing is that there is technical support available 24/7. This

was the last time that staff will be using the Plan Builder software. We are also working on the Educational Master Plan (EMP) and that will also come back to PFC. We are working on the one year components and updating the environmental scan. Some of the data will be coming from the CBT. Unit plan information from Student Services and Academic Affairs will also be included. We already worked on the Mission Statement for the Accreditation. We are going to focus on Goals and Objectives and the process to review the Values and Vision statement.

Staffing Committee Resource allocation will go to the President's Cabinet. We are currently firming up the names for the staffing committees. The rankings for all the committees (Faculty, classified staffing, IT, and Facilities) will come to PFC when complete.

Sandra was wondering if the CBT will be presenting their findings/goals to the PFC? She knows there is a subcommittee that is meeting soon.

JoAnna reported that there is a CBT meeting this Thursday at 2:00 pm. in the board room. Perhaps this information can be shared at the following PFC meeting.

Howard responded that the CBT recommendations have been established but they have not been finalized.

Kevin reported that some staff who were on the first CBT meeting including Chris Bowen and himself, to his knowledge, have not received communication since the first meeting. Sandra reported that classified staff including Janice Lopez, Delbia Orozco, Keo-Jye Lodico have not been involved since the first meeting.

Howard reported that the Program Review Executive Summaries have been placed back into the software. We have asked for responses that are due in the middle of March.

Staff Development – Katie reported that she and Adam are working on the sessions for new faculty hired in fall and spring. Some of you may be invited to speak at these workshops in the future. Applications are being solicited for the sixth co-hort for RHCLA. The Leadership Academy is now offered every other year. An information session will be held tomorrow. Please encourage colleagues/staff to think about this powerful experience. The RHCLA is about developing leaders, making connections and building bridges across campus. March 23rd is the deadline to apply.

We are also approaching the deadline for the SANFACC Mentor Program. This is a prime opportunity for folks who are thinking about getting into management. We are also in need of mentors. Contact Katie for further details.

Katie also reported that they she has requested two staff development activities funded through Student Equity funds that focuses on frontline classified staff and another for faculty. She is waiting to hear about funding. There is also a plan in the works to have a classified FLEX day working with classified partners in a half-day session. Feedback from the FLEX Day survey was positive. By and large, the results showed that many liked the delivery and speed of the morning session. Most want one break out session and time for division meetings.

Basic Skills – Sergio reported that the Basic Skills Committee talked about different programs including recruiting for Summer Bridge and working on the Avancé Project. Faculty will be meeting this Friday to discuss how to write the proposal for the Basic Skills Transformational Grant that is open for applications with up to \$1.5 million in funding. There are different factors including multiple measures, assessment tools, etc. Staff have been meeting and going to different workshops to look at the integration pieces and how to write the grant. Excitement is building. We want to design and compete for this funding which will help students transfer with Math and English

requirements. Should we receive funding, this will change the way we do business and offer classes.

SLOs – Adam reported that he recently attended a demonstration of the TK20 software. He is well aware that SLOs are challenging in many ways. Howard sent Adam some materials and they will continue to meet. The SLOutions software was sold and we keep going back to Matt asking him to do more. TK20 is integrated with Canvas and Accreditation. We will see how it works and hopefully we will make a decision soon. Adam reported that the staff at TK20 is bending over backwards to make the software work for us so making the switch may be the best solution.

Howard stated that for planning and SLOs we will always have to make concessions in regards to software.

Adam reported that he will attend an SLO workshop on March 1st along with Joanna, Rebecca and Bobby.

Student Equity – JoAnna reported that she would like this committee to provide a regular update to the PFC. Either Henry or Juana can speak at future PFC meetings. Henry reported that on Friday February 19th we had a total of 19 applications for Student Equity (SE) funding. On Monday, February 22nd we had an additional 26 applications for a total of 45. We have double the amount of requests and limited funds. The committee will meet to prioritize applications.

Mike suggested that if there is an amount that exceeds the SE funds available, can we possibly look at using SSSP money. We would have to check the guidelines and maybe we can shift some of those dollars to create more funding opportunities.

Henry responded that he talked to President Dreyfuss and yes we want to spread the money out but we can't fund everything. There is a rubric and the committee will be meeting tomorrow. Small groups will score applications and turn them in. The points will be tallied up and recommendations will go to President Dreyfuss. This will not be by consensus. There are many different factors that will be considered. As an example, five requests potentially consumed all the funds. We have to spread it out. Henry is not sure about partially funding requests as it is difficult to predetermine at this point. Applicants will be notified.

JoAnna reported that people were ambitious with applications and there will be things that need to be fleshed out. Equity funds need to be aligned with Institutional Goals, etc. JoAnna was impressed with the proposal sheets. Funding needs to support things that we need to ramp up on or need to create success for our students. This is difficult to do when you have so many proposals to review. These initiatives need to align with our own Institutional Planning that way we send the same message in order to support what we are prioritizing .

Henry reported that Student Equity has more flexibility and gives credit to the IRP Office. Evelyn and Jim from our IRP Office shared the rubric up at a conference in Sacramento and they were given kudos. They did a really good job developing and tying criteria to Equity requests and the college vision, transfer, tutoring and success.

VII. **Announcements**

Mike announced that today and tomorrow is Senior Preview Day. We have 600+ students on campus. Early comments from the chaperones have been positive. We hear the feedback and students feel that staff at RHC really care about the students on this campus. Tomorrow the kickoff is at 9am in the Wray Theater. There will be two rotations tomorrow with 300 students per rotation. Discover Rio is also taking place in the Mid-quad.

Michelle commented that she has students that are really excited about Discover Rio so thank you for a job well done!

JoAnna announced if any PFC members have agenda items, to forward them in preparation for the next meeting.

No further announcements were made.

VIII. **Public Comment** – No Comments.

IX. **Adjournment** – The meeting was adjourned at 3:28 pm. The next PFC meeting will be on March 8, 2016, 2:30 – 4:00 p.m., Board Room.



Budget Development Calendar FY2016-17

January 7, 2016	Governor released FY2016-17 Budget Proposal
January 22, 2016	Final submission of Area Plans
February 9, 2016	President's Cabinet reviews resource allocation requests
February 23, 2016	Budget Development Calendar presented as information item to PFC
March 9, 2016	Budget Development Calendar presented as information item to Board of Trustees
March 16 & 17, 2016	Resource Allocation Committee score/prioritize resource requests
March 20, 2016	President and VP Finance & Business reviews prioritized resource requests
April 5, 2016	President's Council reviews prioritized resource requests
April 12, 2016	PFC reviews prioritized resource requests
April 15, 2016	Institutional Planning Retreat
May 15, 2016	Governor's May Revise State Budget update to Board of Trustees
June 8, 2016	Tentative Budget FY2016-17 approved by Board of Trustees
July 1, 2016	State of California budget enacted
July 1 – August 31	Finalize closing of FY2015-16
September 14, 2016	Adopted Budget FY2016-17 for approval by Board of Trustees