

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, May 10, 2016, 2:30 p.m., Board Room

Members Present: Joanna Schilling (VPAA & Co Chair), Henry Gee (VPSS), Myeshia Armstrong (VPFB), Dr. Kevin Smith (1st VP, AS), Katie O'Brien (2nd VP, AS) Michelle Bean (Secretary, AS), Sheila Lynch (Parliamentarian), John Frala (ASCCC Rep.), Dr. Adam Wetsman (Past President, AS), Julius B. Thomas (Faculty), Jeannie Liu (Faculty), Mark Littrell (Faculty), Suzanne Frederickson (CSEA), Sean Burton (ASRHC), Javier Cano (ASRHC), Dr. Vann Priest (Mgmt. AA), Dr. Mike Muñoz (Mgmt. SS)

Members Absent: Robert Bethel (Co-Chair and President, AS), Dr. Sergio Guzman (President, RHCFA), Sandra Rivera (CSEA), René Tai (CSEA), William Ashby (ASRHC),

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

- I. **Call to Order** – JoAnna called the meeting to order at 2:34 p.m. JoAnna reported that Robert Bethel will not be in attendance today.
- II. **Acceptance of Minutes** – April 26, 2016 – Consensus to accept the minutes as presented with one minor edit. Sheila will send Reneé the language.

BP/AP Review (8 items)

- AP 3510 Prevention of Workplace Violence and Disruption (PFC Subcommittee / Senate) (Separate attachment) – [Consensus with the additional language in II.A.1.a. The District's Title IX Officer serves as a resource \(non-voting member\).](#)
- AP 3540 Sexual and Other Assaults on Campus - this item was pulled and we will revisit in the fall.

The following APs were pulled and reviewed by Senate with suggested language in green:

- AP 4021 Program Discontinuance (Senate) – [Consensus reached.](#)
 - AP 4025 Philosophy and Criteria for Associate Degree and General Education (Senate) – [Consensus with edits of inserting Community anywhere it says Rio Hondo College District.](#)
 - AP 4050 Articulation (Senate) – [Consensus with edits of inserting Community anywhere it says Rio Hondo College District.](#)
 - AP 4240 Academic Renewal (Senate) – [Consensus reached.](#)
 - AP 7211 Faculty Service Area, Minimum Qualifications and Equivalencies – This AP was pulled at President's Cabinet on May 10 and will be returned in the fall.
 - AP 5130 Financial Aid - [Consensus reached with edit to paragraph B.1 – For the purposes of GPA calculation, a "P" will be considered a "C" grade. An academically disqualified student is not eligible to receive financial aid after the second consecutive term.](#)
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III. Unfinished Business – No items

JoAnna reported that she and Robert talked about the AP/BP review process. We are looking at how other schools conduct their review of APs and BPs and cycling them. If the revisions are advisory, then we do not have to act so quickly as we have been. We want to bring back a flow chart/calendar outlining the process and when these items will come to PFC. Certain times of the year we will talk about other things that this committee is tasked to do. We want to come up with a proposal in September. This is our attempt to be more efficient so we are not spending all of our time on APs and BPs.

Adam reminded the group that the AP/BP review is also satisfying requirements for accreditation.

JoAnna responded that this will be part of that process. Specifically, giving attention to those that have been revised because of legal updates, etc. It will help all of us have an action plan on how we address this. JoAnna remembers doing the review during Administrative Council, did that just stop?

Henry reported that we no longer do review AP/BP review in Administrative Council.

IV. Committee Reports

PFC Sub-Committees

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

Other Committees

- Staff Development –Report below.
- Basic Skills – Report below.
- SLO – Report below.
- Online Education – Report below.
- Student Equity – Report below.

IEC- Howard reported that we are implementing TK20. The most immediate need is the planning assessment piece of TK20 that will assist us in accreditation. The strategic planning piece has many changes that will benefit us. Some of the changes will not be in place when we start. Planning assessment and the strategic planning will be piloted. Others will continue using the old planning software for one more year. This will help us get feedback etc. We want to ensure that it works properly before the full launch. That is why we are proposing releasing the software in modules. We can start using the accreditation module at any time.

After the retreat we had a lot of results to compile. We looked at the IEC today in terms of the processes and initiatives and what we are going to do with this information. Every process that we identify will have some type of evaluation process. This will come forward to the PFC in the Fall. As next semester starts, there will be a task force working on the vision and values using the data from the retreat to move that forward. We will also be working on the Institutional Goals and Objectives too. All the raw results will be sent to everyone to see the initial data etc.

Howard also reported that originally, he was going to implement the survey in May based on previous feedback. We have changed the timing to conduct the student survey in the fall semester rather than spring because of pushback from faculty on the timing coinciding with finals. Also, will have a different and better perspective so that will help us choose the best timing for students and faculty. Right now we are looking at the end of October or early

November to launch the survey. The Institutional Planning Survey will go out this week to all staff. Please give us feedback especially those from PFC. We look at the results to plan for the next year and it is very helpful to have your feedback.

Staff Development - Katie reported that the last of the four new faculty orientations will occur this week. This is the series that she and Adam have been working on this year. RHCLA Cohort #6 and the SANFACC celebration will be held on Thursday. The Reflection and Renewal retreat will be held on Friday.

Next Friday is the math workshop we are hosting. We will have visitors from Hartnell College coming on to campus. The workshop is geared to those teaching in the math academy.

Basic Skills- JoAnna reported that we have not heard back from the Chancellor's Office regarding the \$30 million Transformation Grant. The request for \$2 million will be submitted on Friday.

SLOs – Adam reported that he will be holding a workshop for SLOs next Thursday, May 19th. Faculty are invited to attend.

Online Education - Mark reported on the evaluation of online teaching. There will be a module added certifying online review for courses. There will be changes to the peer review form as well as discussed in negotiations.

Student Equity – JoAnna reported that we requested an additional \$200,00 and have not heard back from the state.

V. Announcements

Sheila reported that the Odd Couple will be playing Thursday through Sunday in the Wray Theater. There is a male and female version available. The Student Art Show opens on Wednesday, May 18th in the Art Gallery.

Julius reported that we are establishing a student/teacher pipeline with CSULA. We are currently setting some things up and applying for a grant to support this effort. College of the Canyons is doing a similar program with CSUN that we are trying to duplicate. Julius will have more to report at a future PFC meeting. A special thanks goes out to Dr. Munoz for allowing Julius to work on this project. Looking for students to working in the education field, teaching, counseling and CTE.

JoAnna reported that this is part of the Teacher Pipeline Grant, we are one of ten colleges in the state.

Kevin reported that the President's Office and Academic Affairs Office will fund the Grab and Go during finals week. We have scheduled 1 hour blocks of time to help distribute granola bars, water and fresh fruit to students. This is something that we are hoping will occur on a regular basis.

Myeshia announced that Felix Sarao, the replacement for Timothy Connell has arrived on campus and started yesterday. Felix comes to us from UCLA. Please stop by and welcome him. Myeshia also reported that the budget will be finalized in September.

JoAnna thanked those members of PFC who have completed their cycle of service. It is a lot of time and effort to be on PFC. John, Julius and Kevin are transitioning off, René Tai is retiring, and the student representatives are moving forward. JoAnna also announced that this is the final meeting of the semester. The meeting tentatively scheduled for May 17th is cancelled.

VI. Public Comment – No comments were made.

VII. Adjournment – The meeting adjourned at 4:02 p.m. The next PFC meeting will be held in the Fall, 2016, 2:30 – 4:00 p.m., Board Room