

## **RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, September 27, 2016, 2:30 p.m., Board Room**

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**Members Present:** Robert Bethel (Co-Chair and President, AS), Henry Gee (VPSS), Myeshia Armstrong (VPFB), Sheila Lynch (2<sup>nd</sup> VP, AS), Michelle Bean (Secretary, AS), Katie O'Brien (Parliamentarian), Dr. Adam Wetsman (Past President, AS), Dr. Sergio Guzman (President, RHCFA), Jeannie Liu (Faculty), Robin Babou (Faculty), Sandra Rivera (CSEA), Dr. Jim Sass (CSEA), Robert Ruiz (ASRHC), Linda Parra (ASRHC), Dr. Vann Priest (Mgmt. AA), Dr. Jennifer Fernandez (Mgmt. SS)

**Members Absent:** Dr. Joanna Schilling (VPAA & Co Chair), Dorali Pichardo-Diaz (1<sup>st</sup> VP, AS), Mike Dighera (ASCCC Rep.), Mark Littrell (Faculty), Suzanne Frederickson (CSEA)

**Staff Members:** Reneé Gallegos (Recorder)

- I. **Call to Order** – Robert called the meeting to order at 2:35 p.m.
- II. **Acceptance of Minutes** – September 13, 2016 – [Consensus to accept the minutes as presented.](#)

**Superintendent's Report** – President Dreyfuss greeted members of PFC and provided an overview of the adopted budget for 2016-2017 approved by the Board of Trustees. The budget assumes a one percent growth for apportionment. She reviewed the enrollment reports last fall vs. this fall and believes a one percent growth is achievable this year. We also plan to offer 56 sections during the winter intersession in comparison to last intersession we offered about 40 + sections. There is restoration of funds in some categorical programs such as CalWorks along with the additional grant funding for SSSP, Student Equity, Cal SOAP and both BSI grants. Since we were unable to spend all of the prior year funds for SSSP and Student Equity, \$2.4 million of unspent funds rolled over to this year's budget in addition to this year's allocation. As far as expenditures, there are increases for PERS and STRS costs to employees and employers this year. We received the notice to show what our liability is in the actuarial report. Our auditors recommended that we start accruing the liability since it is quite large. On the positive side, we were able to settle quickly with RHCFA and CSEA on negotiations. Both groups negotiated a two percent salary increase as well as for Management and Confidential employees.

In addition, to rollover funds from SSSP and Equity funds, we also rolled over some of the Proposition 39 dollars as well as Instructional Equipment funds. While the expenditures for the Instructional Equipment were approved in December 2015, the divisions were slow to process requisitions and did not receive goods prior to the June 30<sup>th</sup>. We also received funding from Proposition 30 EPA funds. Right now we are waiting to see if Proposition 55 passes in November. Either way, we will have to make some budget adjustments; if it does not pass, the result will be a roughly ten million dollar budget reduction. If the proposition passes, then the reduction will be reduced to three million dollars. As for scheduled maintenance, we have quite a few projects on the books right now.

This year the Instructional Equipment fund will be \$600,000 up from last year. Out of the \$600,000 fund, JoAnna and President Dreyfuss requested to reserve \$60,000 for unforeseen/emergency instructional equipment needs during the 16/17 year. The PFC subcommittee of Instructional Equipment fund will review and prioritize the requests submitted from the 15/16 planning year. Whatever is left on these unspent funds, shall rollover to next year. The amount that the PFC subcommittee will have input on spending is \$540,000. President Dreyfuss asked for PFC to reconvene the Instructional Equipment sub-committee and asked Howard to give the request list from last

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year's planning process so it can be shared with the sub-committee at the next PFC meeting. We will follow the same process with the sub-committee ranking the requests, forward to PFC for consensus, submit the recommendation to President Dreyfuss and then to the Board for approval. The Deans will submit requisitions afterwards.

When it comes to local revenue which includes property taxes and miscellaneous local incomes, the state general apportionment calculated from number of credit and non-credit plus COLA (if any) growth (if any) to the total computational state general apportionment (gross); less property taxes and 98% of enrollment fees. There may be some deficit adjustments in property taxes and enrollment fees at the end of the year. As far as expenses, President Dreyfuss received the FON report from the Chancellor's Office and she believes from the planning process for 2017 we might be able to augment a few more faculty positions where the need is. For classified staff, we are looking at one position to augment this year. Part time faculty expense estimates came in at \$13 million dollars. This past year President Dreyfuss aligned part time instructional budgets with what was incurred in the past year to assist with enrollment modifications and trends. The total budget of benefits is \$25.3 million which includes accrued expenses of pension liability to conform with GASB 68 and 24. This amount also includes pay as you go retiree medical premiums as well as accrued OPEB liability.

As for the object codes 4,000, 5000 and 6,000 accounts, there will be adjustments at the year end. We balanced all accounts with a reserve of 7.2%. Last year's reserve was 7.1%.

President Dreyfuss asked if anyone had any questions?

Adam responded that in looking at certificated salaries, there was roughly a 20% increase, was that due to SSSP? The state pension liability, does that cover the unfunded liability at the state level?

President Dreyfuss responded yes to both. The costs went up from six to seven million dollars to cover the pension liability. These funds are separate from the lifetime medical that we put aside \$30 million for the OPEB liability. We try to accrue at least \$1 million per year. The bottom line is retiree costs are only increasing, fortunately we are able to pay as we go and did not spend any amount from the funds we set aside.

Robert thanked President Dreyfuss for attending today and for sharing the general fund adopted budget information with the PFC.

- III. **Co-Chair's Report** – No report. Robert asked members of PFC who missed the first meeting to introduce themselves. Robert Ruiz representative of ASRHC, Andrew Gonzalez who was the Vice President now ascended to President of ASRHC, Linda Parra, Treasurer, and Dr. Jennifer Fernandez, Interim Dean Student Affairs joined us today. Robert reported that the Accreditation Visit will be sometime during November 7-10, 2016.

IV. **Unfinished Business**

- **Accreditation Report** – [Consensus reached.](#)

[http://www.riohondo.edu/accreditation/wp-content/uploads/sites/28/2016/08/Follow-Up\\_Follow-up\\_Report\\_Draft\\_10\\_14\\_16.pdf](http://www.riohondo.edu/accreditation/wp-content/uploads/sites/28/2016/08/Follow-Up_Follow-up_Report_Draft_10_14_16.pdf)

- **BP/AP Revision Process** - Robert shared a revised charts and reported that there will not the addition of a step seven. The powers that be shared that there are mechanisms in place and that administrators are charged with disseminating the information along with those in Academic Senate Exec and members of this body. We all have an interest in ensuring that information is shared. It is important to remove the disconnect in getting information to the right people. The one

revision to the chart is in Step three and we changed the subject matter expert review to the fall since faculty are not on contract in the summer. This allows PFC to concentrate on planning in the fall and BPs/APs in the spring. Robert clarified again that at any point a constituent group can bring an item forward and/or emergency situations can be addressed at any time during this process.

Katie reported that when everyone is responsible no one is responsible. Who ultimately has the responsibility to do the job? If it is left up to everyone, no one thinks it is their job and takes ownership.

Robert recommended making sure these types of things are included in the PFC minutes. It will be a work in progress.

[Consensus reached to accept the BP/AP revision process as presented.](#)

- **BP/AP Review (6 items)**

BP 6400 **Financial Audits** – [Consensus reached with edits](#). Replace the term outside with external.

BP 7110 **Delegation of Authority, Human Resources** – Return after word revising.

The Board of Trustees delegates authority to the Superintendent/President to authorize employment, establish job responsibilities, and performs other personnel actions. The act of delegation shall follow all federal and state laws, regulations, board policies and administrative procedures. The act of delegation shall be subject to confirmation by the Board of Trustees.

BP 7130 **Compensation** – [Consensus reached with edits](#) spelling out Board of Trustees.

BP 7160 **Professional Development** – Item pulled for further revision. Jim Sass will provide language from Accreditation Standard III.A.14.

BP 7330 **Communicable Disease** – [Consensus reached](#). Sandra Rivera reported that there is new legislation that may impact this BP.

BP 7340 **Leaves** – [Consensus reached](#). There was discussion on the language in the Collective Bargaining Agreement. What is considered full time faculty and do faculty have to be tenured to be eligible for sabbatical leave?

**The following APs have been revised (2 Items)**

AP 3440 Service Animals – [Consensus reached](#).

AP 5015 Residence Determination – pulled for further study by Admissions & Records staff.

**V. New Business – No Items**

## VI. Committee Reports

### PFC Sub-Committees

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

### Other Committees

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

**Safety** – No report. Shelia reported that the blue light in F lot has not been operational for some time. Who is responsible for the repair of these units?

Sandra reported that she and Brian Brutlag are on the safety committee. Sandra is unsure when the committee will meet since this committee is under the purview of the new Director of Facilities.

**Program Review** – Jim reported that we are just getting started with cycle. Program plans are due on 10/21.

**Staff Development** – Katie reported that last week the committee reviewed the fall grants. The office received well over \$9,000 in requests. The committee had some tough decisions to make and worked it out. Also, this month this month the Chancellor's Office came out with an RFP for one time funds for colleges that would take on an initiative for leadership across all constituent groups. Working with the Grants Office we have applied for funding. While brainstorming with Michaela, we talked about RHC Leadership Academy CIP projects and the possibility of holding an alumni retreat or other type of event. We should hear back during the first week of November. Hear back during the first week of November.

**SLO** – Adam reported there is chatter on the SLO list serve regarding disaggregating data. One requirement by ACCJC is to collect data from individual students to see if various groups are doing better or worse in the SLO process. Something that could potentially be on the horizon in the next three to four years. We are discussing this in the SLO meeting.

Robert reported that East Los Angeles College is a banner school and have the SLO portion as part of grade entry. There are drop down menus and faculty input SLO data when they are entering grades. We should check in to this.

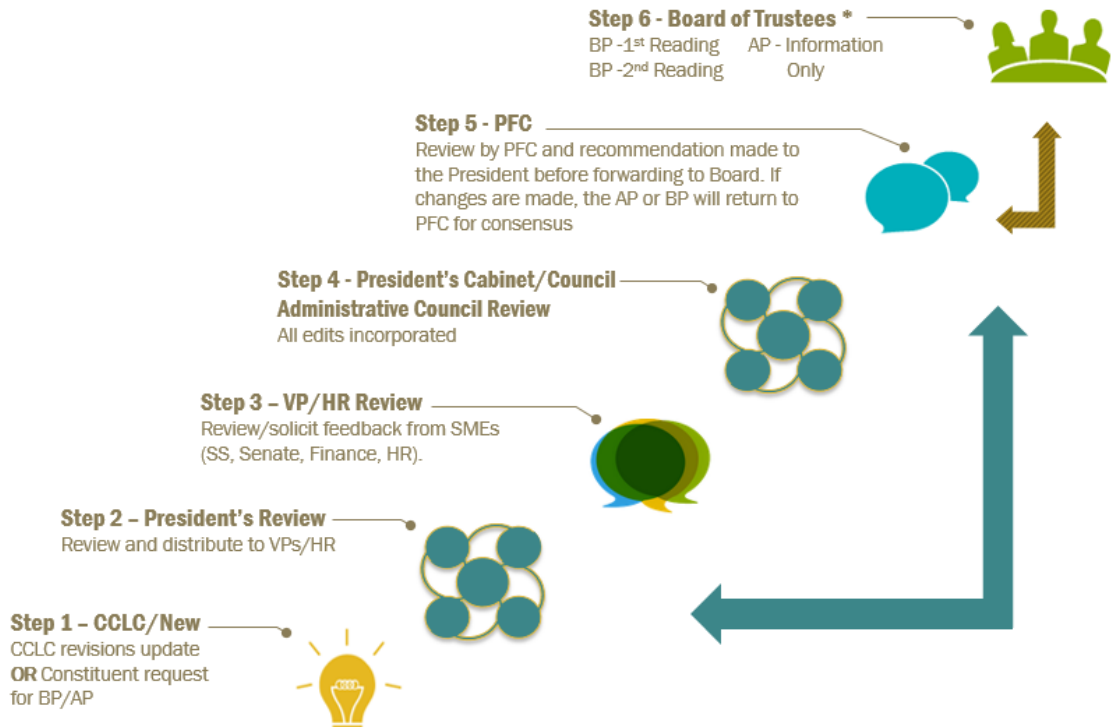
**OEC-** Mark reported that the next Online Ed. meeting is scheduled for October 3<sup>rd</sup>.

VII. **Announcements** – None.

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

IX. **Adjournment** – The next PFC meeting will be held on October 11, 2016, 2:30 – 4:00 p.m., Board Room

**Board Policies (BP) & Administrative Procedures (AP)  
Review Process**



**Board Policies & Administrative Procedures Review Timeline**

**Review Cycle – Annual and Comprehensive Chapter Reviews**

Goal 1: Six Year Review Cycle of all policies and procedures - aligned with accreditation visits

Goal 2: Annual Review of policies and procedures incorporating biannual legal updates issued by CCLC

<b>Six Year Review Cycle</b>			
	<b>Summer Term</b>	<b>Fall Term</b>	<b>Spring Term</b>
2016-17 Chap 1, 2			
2017-18 Chap 3		Steps 3, 4 President's Cabinet President's Council	Steps 5,6 PFC and Board Review
2018-19 Chap 4	Step 2 Presidential/VP/HR Review	Administrative Council Review	
2019-20 Chap 5			
2020-21 Chap 6			
2021-22 Chap 7			
<b>Annual Review Cycle - * If needed for catalog or compliance updates, all reviews occur in fall semester</b>			
	<b>Summer Term</b>	<b>Fall Term</b>	<b>Spring Term</b>
Fall Legal Updates	Step 6 Board Review of updates, as needed	Steps 2,3,4, President/VP/President's	Steps 5, 6 PFC and Board Review
	<b>Summer Term</b>	<b>Fall Term</b>	<b>Spring Term</b>
CCLC Spring Legal Updates	Step 2 Presidential/VP/HR Review of spring updates	Steps 3, 4 President's Cabinet/Admin Council Review	Steps 5,6 PFC and Board Review

Planning Processes Updated 9/27/16

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**RIO HONDO COLLEGE  
GENERAL FUND**

OBJ	ACCOUNT DESCRIPTION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED
	UNRESTRICT BEGIN BAL	\$5,435,744	\$4,944,547	\$8,904,582	\$7,177,164	\$6,867,745
	RESTRICT BEGIN BAL - SPECIAL	\$0	\$0	\$280,000	\$200,000	\$500,000
	RESTRICT BEGIN BAL - PARKING	\$9,515	\$160,914	\$506,622	\$875,620	\$437,128
	RESTRICT BEGIN BALANCE	\$0	\$0	\$0	\$0	\$0
	RESTRICT BEGIN BALANCE (IEF)	\$0	\$0	\$0	\$1,300,000	\$350,000
	PRIOR YEAR ADJUSTMENT	-\$266,009	\$0	\$0	\$0	\$0
	<b>NET BEGINNING BALANCE</b>	<b>\$5,179,250</b>	<b>\$5,105,461</b>	<b>\$9,671,204</b>	<b>\$9,552,784</b>	<b>\$8,154,873</b>
<b>INCOME</b>						
<b>INCOME FROM FEDERAL SOURCES</b>						
8120	Veterans	\$0	\$0	\$0	\$0	\$0
8120	College Work Study	\$220,928	\$166,406	\$379,102	\$245,769	\$246,000
8240	Vocational Education Act	\$470,919	\$403,282	\$549,465	\$533,991	\$543,000
8490	Other Federal Income	\$874,826	\$532,821	\$568,236	\$635,128	\$816,000
8491	Title V	\$523,853	\$579,980	\$535,789	\$492,569	\$716,000
	<b>TOTAL FEDERAL INCOME</b>	<b>\$2,090,526</b>	<b>\$1,682,489</b>	<b>\$2,032,592</b>	<b>\$1,907,457</b>	<b>\$2,321,000</b>
<b>INCOME FROM STATE SOURCES</b>						
8611	State Apportionment	\$47,312,387	\$46,102,177	\$42,243,375	\$48,657,539	\$49,196,000
8612	Apprenticeship	\$952,810	\$952,810	\$952,812	\$1,752,326	\$1,365,000
8613	Student Success Support Program	\$768,282	\$1,071,139	\$1,841,937	\$3,302,769	\$5,426,000
8614	Student Equity	\$0	\$0	\$428,321	\$1,417,015	\$2,391,000
8638	Extended Opportunity Program/CARE	\$1,113,086	\$1,348,436	\$1,348,436	\$1,861,594	\$1,770,000
8623	Disabled Students Programs and Serv	\$456,260	\$625,683	\$855,152	\$896,634	\$822,000
8630	Prop 30 EPA	\$0	\$9,390,080	\$11,504,115	\$10,727,113	\$9,983,000
8652	Scheduled Maintenance/IEF	\$0	\$0	\$645,197	\$728,004	\$3,781,000
8672	Homeowners Property Tax	\$40,711	\$37,880	\$39,460	\$37,777	\$38,000
8690	Other State Income	\$2,933,049	\$2,805,777	\$5,558,463	\$7,812,484	\$8,433,000
8692	Mandated Costs	\$344,165	\$347,380	\$914,320	\$350,711	\$1,500,000
8693	Staff Development	\$0	\$0	\$0	\$0	\$0
8695	State Lottery Income	\$2,114,397	\$2,223,608	\$2,100,907	\$2,486,331	\$2,430,000
8600	<b>TOTAL STATE INCOME</b>	<b>\$56,035,147</b>	<b>\$64,904,970</b>	<b>\$68,432,495</b>	<b>\$80,030,297</b>	<b>\$87,135,000</b>
<b>INCOME FROM LOCAL SOURCES</b>						
8810	Education Revenue Augmentation Fur	-\$29,153	\$0	\$0	\$0	\$0
8811	Secured Roll	\$4,683,563	\$4,931,086	\$5,185,926	\$5,385,337	\$5,385,000
8812	Unsecured Roll	\$115,981	\$117,156	\$124,061	\$125,805	\$126,000

**RIO HONDO COLLEGE  
GENERAL FUND**

OBJ	ACCOUNT DESCRIPTION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED
8813	Prior Year Taxes	\$264,000	\$19,631	\$46,346	\$119,267	\$119,000
8817	Supplemental Taxes	\$70,135	\$109,564	\$148,141	\$168,244	\$168,000
8818	Redevelopment funds	\$598,213	\$804,790	\$622,998	\$450,216	\$450,000
8820	Contributions & Grants	\$167,277	\$321,897	\$347,808	\$413,424	\$420,000
8832	Contract Instruction	\$171,317	\$89,793	\$86,782	\$173,275	\$173,000
8850	Rentals & Leases	\$87,622	\$104,337	\$76,228	\$135,688	\$136,000
8860	Interest Income	\$75,999	\$158,166	\$231,800	\$344,144	\$400,000
8871	Community Service	\$330,810	\$266,400	\$181,626	\$200,231	\$200,000
8872	Non-Resident Tuition	\$318,294	\$204,134	\$268,916	\$350,919	\$351,000
8874	Drop Fees	\$100	\$140	\$165	\$35	\$100
8875	Health Fees	\$663,614	\$622,208	\$675,785	\$659,971	\$660,000
8876	Enrollment Fees	\$3,653,585	\$3,126,099	\$3,235,523	\$2,982,526	\$3,000,000
8877	Parking Fees	\$589,875	\$791,894	\$853,106	\$762,017	\$765,000
8877	Parking Fines	\$133,520	\$97,652	\$93,313	\$52,577	\$53,000
8879	A. J. Fees	\$130,967	\$236,867	\$404,726	\$462,105	\$460,000
8880	Material Fees - Other	\$88,463	\$70,028	\$183,923	\$183,146	\$185,000
8890	Miscellaneous	\$799,526	\$720,640	\$439,885	\$538,671	\$500,000
8900	Intrafund Transfer	\$150,000	\$0	\$0	\$0	\$0
8800	<b>TOTAL LOCAL INCOME</b>	<b>\$13,063,708</b>	<b>\$12,792,482</b>	<b>\$13,207,058</b>	<b>\$13,507,598</b>	<b>\$13,551,100</b>
<b>TOTAL INCOME</b>		<b>\$71,189,381</b>	<b>\$79,379,941</b>	<b>\$83,672,145</b>	<b>\$95,445,352</b>	<b>\$103,007,100</b>
<b>TOTAL INCOME &amp; BEGINNING BALANCE</b>		<b>\$76,368,631</b>	<b>\$84,485,402</b>	<b>\$93,343,349</b>	<b>\$104,998,136</b>	<b>\$111,161,973</b>
<b>EXPENDITURES &amp; OTHER OUTGO</b>						
1000	<b>CERTIFICATED SALARIES:</b>					
1100	Classroom Teachers--Regular	\$13,805,972	\$13,689,751	\$13,863,746	\$13,964,753	\$15,156,000
1200	Administrators, Coordinators, Asst. Deans, Counselors, Librarians	\$5,854,224	\$5,838,355	\$6,011,582	\$6,623,354	\$8,019,000
1300	Part-Time Teachers (Day, Evening, & Summer)	\$10,700,630	\$11,029,431	\$12,334,857	\$12,836,598	\$13,339,000
1400	Part-Time Non-Instructional	\$1,023,508	\$1,275,949	\$1,552,190	\$1,641,208	\$1,792,000
1000	<b>TOTAL CERTIFICATED SALARIES</b>	<b>\$31,384,334</b>	<b>\$31,833,486</b>	<b>\$33,762,375</b>	<b>\$35,065,913</b>	<b>\$38,306,000</b>
2000	<b>CLASSIFIED SALARIES</b>					
2100	Classified Service, Non-Instructional	\$10,775,298	\$11,119,817	\$11,916,015	\$12,298,832	\$13,696,000
2200	Classified, Instructional Aides	\$1,849,730	\$1,818,287	\$1,980,196	\$1,935,253	\$2,323,000
2300	Non-Instructional, Part-Time	\$724,282	\$740,944	\$680,124	\$708,822	\$871,000
2400	Part-Time Instructional	\$485,881	\$493,790	\$680,765	\$906,745	\$968,000
2000	<b>TOTAL CLASSIFIED SALARIES</b>	<b>\$13,835,191</b>	<b>\$14,172,838</b>	<b>\$15,257,100</b>	<b>\$15,849,652</b>	<b>\$17,858,000</b>
3000	<b>STAFF BENEFITS</b>					
3100	State Teachers Retirement	\$2,374,062	\$2,415,903	\$2,721,194	\$8,262,653	\$3,531,000
3200	Public Employees Retirement	\$1,436,693	\$1,525,139	\$1,671,092	\$3,462,862	\$2,064,000
3300	Old Age, Survivors, Disability Ins.	\$1,495,475	\$1,540,091	\$1,616,620	\$1,692,810	\$1,882,000

**RIO HONDO COLLEGE  
GENERAL FUND**

OBJ	ACCOUNT DESCRIPTION	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED
3400	Health & Other Benefits	\$10,561,617	\$12,864,864	\$15,983,967	\$16,607,721	\$17,676,000
3500	Unemployment Insurance	\$497,667	\$27,302	\$24,308	\$24,808	\$29,000
3800	Retirement/Apple	\$86,211	\$83,629	\$102,796	\$110,591	\$123,000
3000	<b>TOTAL STAFF BENEFITS</b>	<b>\$16,451,725</b>	<b>\$18,456,928</b>	<b>\$22,119,977</b>	<b>\$30,161,445</b>	<b>\$25,305,000</b>
<b>OTHER EXPENDITURES:</b>						
4000	Supplies	\$977,689	\$920,138	\$1,084,930	\$1,050,073	\$1,581,000
5000	Other Operating Expenses	\$7,023,660	\$7,377,434	\$8,795,647	\$10,636,531	\$12,551,000
6000	Capital Outlay	\$600,316	\$829,862	\$1,501,074	\$2,189,603	\$5,387,000
7000	Foster Care Grant	\$0	\$82,425	\$0	\$0	\$0
7300	Interfund Transfers	\$400,000	\$500,000	\$500,000	\$500,000	\$100,000
7500	Student Financial Aid	\$590,255	\$641,087	\$769,461	\$1,390,047	\$1,165,000
	<b>TOTAL OTHER EXPENDITURES</b>	<b>\$9,591,920</b>	<b>\$10,350,946</b>	<b>\$12,651,112</b>	<b>\$15,766,254</b>	<b>\$20,784,000</b>
<b>TOTAL EXPENDITURES &amp; OTHER OUTGO</b>		<b>\$71,263,170</b>	<b>\$74,814,198</b>	<b>\$83,790,564</b>	<b>\$96,843,263</b>	<b>\$102,253,000</b>
<b>CONTINGENCIES</b>						
7900	Appropriation for Contingencies	\$4,944,547	\$8,904,582	\$7,177,164	\$6,867,745	\$7,403,845
7900	Restricted Approp. For Cont - Special	\$0	\$260,000	\$200,000	\$500,000	\$0
7900	Restricted Reserve (Parking)	\$160,914	\$506,622	\$875,620	\$437,128	\$305,128
7900	Restricted Reserve (IEF/SM)	\$0	\$0	\$1,300,000	\$350,000	\$1,200,000
7900	Restrict Approp. for Contingencies	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL RESERVES</b>	<b>\$5,105,461</b>	<b>\$9,671,204</b>	<b>\$9,552,784</b>	<b>\$8,154,873</b>	<b>\$8,908,973</b>
<b>TOTAL EXPENDITURES &amp; OTHER OUTGO PLUS ENDING BALANCE</b>		<b>\$76,368,631</b>	<b>\$84,485,402</b>	<b>\$93,343,348</b>	<b>\$104,998,136</b>	<b>\$111,161,973</b>