

## RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, October 25, 2016, 2:30 p.m., Board Room

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**Members Present:** Robert Bethel (Co-Chair and President, AS), Sheila Lynch (2<sup>nd</sup> VP, AS), Michelle Bean (Secretary, AS), Katie O'Brien (Parliamentarian), Mike Dighera (ASCCC Rep.), Dr. Adam Wetsman (Past President, AS), Dr. Sergio Guzman (President, RHCFA), Robin Babou (Faculty), Mark Littrell (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:** JoAnna Schilling (VPAA & Co Chair), Henry Gee (VPSS), Myeshia Armstrong (VPFB), Dorali Pichardo-Diaz (1<sup>st</sup> VP, AS), Jeannie Liu (Faculty), Suzanne Frederickson (CSEA), Andrew Gonzalez (Pres., ASRHC)

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

- I. **Call to Order** – Robert called the meeting to order at 2:37 pm.
- II. **Acceptance of Minutes** – Robert reported that the minutes of October 11, 2016 will be presented at the November 8<sup>th</sup> PFC meeting.
- III. **Co-Chair's Report** – Robert reported that JoAnna is attending the CIO Conference in San Diego. Last week the ACCJC came to visit based on the follow up report and apparently things look positive. We will not know the final outcome until the Commission meets in late January. Now we need to focus on next year and our midterm report. Accreditation is always ongoing. There are plans to reconvene the Accreditation Leadership Committee to start the process.

Howard reported that the midterm report is much smaller. We have to respond to the recommendations that we received from the first follow up report and this one we just submitted. We have to respond and show how we have improved from self-improvement plan. We did not have a lot of items to respond to. The Midterm report is due October 2017 and there is no visit associated with this unless there is a need for one. Howard also reported that we will be under the current set of ACCJC standards until they change in 2020. ACCJC will dictate what standards we fall under.

#### IV. **Unfinished Business**

##### **BP/AP Review (1 Returning item)**

- BP 6400 Financial Audits – [Consensus with minor edits.](#)

##### **New Business**

##### **BP/AP Review (7 items)**

- BP 3420 Equal Employment Opportunity – [Consensus with minor edits.](#)  
Clarification on why paragraph IV was entirely deleted.
  - BP 3430 Prohibition of Harassment – [Consensus with minor edits.](#)
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The following Administrative Procedures have been revised:

- AP 3430 Prohibition of Harassment - this item was pulled in an effort to organize the order of the AP. Robert will work on this.
- AP 3501 Campus Security and Access – This item was pulled. PFC would like clarification on paragraph two regarding periods of extended closing, who is the written request sent to? The current practice is to check in with security at the bottom of the hill.
- AP 3560 Alcoholic Beverages – [Consensus with follow up to have Sandy to check if the Alcohol and Beverage Control should be in place of Business and Professions Code? No one seemed to know what that was.](#)
- AP 5700 Athletics – [Consensus.](#)
- AP 7110 Delegation of Authority, Human Resources – [Consensus with minor edits.](#)

**Summary Review Items (4 Items)** – *(Items with minor editing changes to be consensed upon as a group as requested at the September 13, 2016 PFC meeting)* – [Consensus reached on all four APs reviewed below.](#)

- ~~AP 4102 Career and Technical Education Programs~~
- AP 5010 Admissions
- AP 5040 Student Records, Directory Information, and Privacy
- AP 5130 Financial Aid
- AP 6100 Delegation of Authority, Finance and Business

It was clarified that the two BP/AP's discussed at the last Board meeting were BP6400 Financial Audits that was returned to PFC today and BP 7330 Communicable Diseases was pulled for further study because of pending changes to the law in January.

- V. **Information Item – Instructional Equipment Sub-Committee** – JoAnna Schilling, Jeannie Liu, Vann Priest, Sandra Rivera, Michelle Bean, Melissa Rifino-Juarez, Adele Enright, Linda Parra, Gary Van Voorhis, Carlos Monteros. Sergio Guzman will seek out a Counselor to participate on this committee and forward the name. (Belen Torres-Gil is the Counselor).

**Meeting notices have been sent for the following dates;**

Tuesday, November 1, 2-3:30 PM in B119.

Tuesday, November 15, 2-3:30 PM in B119.

## VI. Committee Reports

### PFC Sub-Committees

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

### Other Committees

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

Staffing - Howard reported that November 19<sup>th</sup> is the deadline for the Faculty positions to be loaded to the Planning Software. This is so IRP can populate the data to the Unit plans. Unit plans are due on December 9, 2016.

Sheila asked for clarification regarding filling vacancies as a result of a full time faculty member passing away. Robert responded that there is automatic back fill as of a few years ago.

Sandra reported that they are urging departments to incorporate custodial services into unit plans especially in high use areas such as the Arts and Fitness Center where there is a higher need for custodial services to maintain sanitation of equipment, etc., as well as for servicing the three off site educational centers.

Howard reported that custodial positions were ranked at the top during the last planning cycle.

**IEC-** Howard reported that the IEC is working on the action steps for the Institutional Goals & Objectives that were developed from the workgroups. Completing the objectives to accomplish the goals is something we failed to do in other processes. Now we are making it more efficient. There are two sections that have to be pushed out to SSSP and Student Equity. Howard will send a memo to the managers to incorporate the action steps to accomplish the institutional objectives. In the past, there was not a direct link. The Institutional Set Standards have to be updated annually and we are working towards the 2020 Self Evaluation. The Institutional Set Standards are very important part of the achievement data. The IEC is working hard to make it a part of our culture.

Howard is still looking for people to fill slots for Program Review.

**Staff Development** – Katie reported that the Staff Development Committee is reviewing the survey data from the CSEA Staff Development day. CSEA Exec will also be looking at the data. One of the struggles that exists with finding a date that is amenable to all. Typically, after graduation we find that many staff members take vacation time so we are trying to find a suitable date for all.

A Reading Apprenticeship program will be started soon funded through Basic Skills. The 3CSN Professional Development Workshops, one for general population and one is geared towards STEM faculty. Katie will follow up with staff at Pasadena City College and report back. Target date is late spring or summer

**OEC** – Sheila reported that we are missing the voice of this committee on Senate. Mark Littrell reported that he is on OEC. Mark reported that at the last meeting, we talked about the peer review form for online courses and it will be discussed in negotiations.

VII. **Announcements** – None.

VIII. **Public Comment** – Robert adjourned the meeting at 3:31 pm.

IX. **Adjournment** – Next meeting November 8, 2016, 2:30 – 4:00 p.m., Board Room