

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING AND FISCAL COUNCIL MINUTES
Tuesday, February 14, 2017, 2:30 p.m., Board Room**

Members Present: Dr. Joanna Schilling (VPAA & Co Chair), Robert Bethel (Co-Chair and President, AS), Henry Gee (VPSS), Doralí Pichardo-Díaz (1st VP, AS), Sheila Lynch (2nd VP, AS), Michelle Bean (Secretary, AS), Katie O'Brien (Parliamentarian), Dr. Adam Wetsman (Past President, AS), Dr. Sergio Guzman (President, RHCFA), Robin Babou (Faculty), Sandra Rivera (CSEA), Dr. Jim Sass (CSEA), Dr. Vann Priest (Mgmt. AA), Dr. Jennifer Fernandez (Mgmt., SS), Lisa Sandoval (CSEA)

Members Absent: Myeshia Armstrong (VPFB), Mike Dighera (ASCCC Rep.), Jeannie Liu (Faculty), Mark Littrell (Faculty), Suzanne Frederickson (CSEA), Andrew Gonzalez (President, ASRHC), Robert Ruiz (ASRHC), Linda Parra (ASRHC)

Additional Attendees: Dr. Teresa Dreyfuss (President/Superintendent), Howard Kummerman (Dean, IRP), Markelle Stansell (Recorder)

I. Call to Order

Robert called the meeting to order at 2:34 pm.

II. Acceptance of Minutes

Meeting minutes from November 8, November 22, and December 6, 2016 were accepted with no revisions, corrections, or addendums.

III. Superintendent's Report

Teresa provided an update on three new faculty positions that will be hired (in order of ranking): American Sign Language, Biology, and Math. The Interim Assistant Director of Facilities Services will be starting at the end of February and comes to Rio Hondo College with a wealth of architectural, construction, maintenance, and other experience in K-12 and higher education environments.

A question was raised regarding filling faculty positions left vacant due to retirements, and it was noted that requisitions may be submitted to HR now. Teresa reminded the Council that February 15, 2017 is the first Faculty Staffing Meeting to rank new positions.

IV. Co-Chair's Report – Robert provided additional hiring updates, including a new full-time Chemistry position that will be entering the interview stage. In terms of Management, we will be hiring the following permanent positions: Dean of Arts, Cultural Programs, Continuing and Contract Education, Dean of Library and Instructional Support, Director of Child Development Center, Project Manager – PASS (TRIO Program), and Vice President of Academic Affairs. The hope is that the job postings for Dean of Public Safety as well as Dean of Business will be advertised in March. It was confirmed that these will, indeed, be two separate positions, and furthermore that there has been no evaluation or discussion regarding the elimination of the Associate Dean of Public Safety position.

The question was raised as to whether or not “additional” duties (i.e. Curriculum, etc.) will be reassigned to individuals who have skills in those areas. JoAnna mentioned that when Deans positions were reduced, certain duties were assigned to individuals who could handle those. Currently, the online education position will be transitioned back to the Dean of Library and Instructional Support, because although these positions are not one in the same, that has been

traditionally the position. The curriculum piece will not be pulled from Mike because he is doing a good job and has not only the staff but also the space at the moment, so curriculum remains in his job description. It was noted, however, that if we were to hire another CTE Dean, we may not be adding that piece to the job description.

Robert and JoAnna also provided a BP/AP approval flow chart and spoke about the Board Policies (BP) and Administrative Procedures (AP) review process. In 2016-2017, Chapter 1 and Chapter 2 will be reviewed. They will first go to President's Council and Administrative Council so that edits will be captured prior to being reviewed by PFC; this is to streamline the revision process so that PFC can focus more on fiscal and planning processes. Chapter 1 Board Policies will be reviewed by PFC at the February 28, 2017 meeting and will then go to the Board of Trustees. Lingered BPs/APs from last semester that haven't been resolved will go to Senate before they come to PFC. The flow chart will go in the updated PFC Handbook, as well as in the Governance Manual and on the Planning website. It was also suggested that it should be placed on the page where Board Policies are listed, in addition to being placed in a Board Training Manual for new Board Members.

V. New Business

- **Instructional Equipment Approval Update** – The approval from the previous year was shared with the group. Nothing has been purchased yet but quotes are being procured as quickly and proactively as possible. If we underspend, additional funds may be set aside for ad hoc items such as a lamination machine, large format printer, etc. The final figures will come back to PFC for consideration.
- **Staffing Committee and Resource Requests** – These requests were separated into instructional equipment and tech facilities and considered by two different groups. We will know after the May revise how much we have in instructional equipment funding for next year. The Classified/Faculty Staffing Committee meetings are upcoming and will include the prioritization of a number of positions. The list of requests will be prioritized for classified and faculty, but instructional equipment requests will be prioritized at the Institutional Planning Retreat on March 17, 2017.
- **Enrollment** – Enrollment figures are slightly down this Spring, and were slightly down in Fall as well. However, it was acknowledged that the Fall figures had not captured much of the positive attendance data. In Spring we have made gains in the past couple of weeks and fill ratios are looking good. Thanks to enrollment reports that Malinee Hasaweang (Scheduling Analyst) is providing, our Divisions now have essential information in order to “schedule smarter”, although it is not a perfect science. The data Malinee is providing will become less labor intensive with the updated versions of ESS and Tableau.

An enrollment survey was conducted in Fall asking students if we should be offering a 6pm start time for evening classes or whether or not this may be a hardship for many students to arrive on campus at this time if they are juggling additional responsibilities, such as jobs, childcare, etc. The results indicate that a little over half of the students surveyed would prefer a 6pm start time. Deans are currently asking their faculty if they have a preference, with the possibility of doing a pilot in the Fall so that some classes begin at the earlier time. This may have an impact on parking, the flow of traffic on campus, etc. Hybrid courses were discussed as a potential means of bolstering our offerings, however, it was noted that classes with substantial online components have drastically lower success rates. Additionally, for research and reporting purposes, it is hard to analyze the success of a hybrid class if it has only been offered once in a number of years versus several times a year.

The general consensus was that we need to find ways to be more proactive in identifying students that are not progressing. Data was pulled to see how many students enrolled in math in

Fall and also enrolled in a math class in Spring. Across all disciplines, we showed strong persistence overall from Fall to Spring but for math, roughly 1,200 students who were enrolled in math in Fall did not enroll in a math class in Spring. To try to mitigate this issue, Vann put together late start classes, started a telephone survey, etc.

- **Accreditation Update** – Our next full accreditation will be in Fall 2020. We will be starting a draft of our midterm report this semester in order to have it completed over the Summer so PFC can see it in September. After this, the report will go to the Board in October and submitted to ACCJC by October 15.
- **Strong Workforce Funding Allocation Update** – Tabled until February 28, 2017 meeting.
- **Building Update** – Jerry Quemada from Del Terra will be coming to the February 28, 2017 meeting to give the presentation that he provides the Board. This will include timelines, projections, etc.

VI. Unfinished Business

- No Items

VII. Committee Reports

PFC Sub-Committees

- Safety
- Staffing
- IEC
- Program Review
- Facilities
- Equipment & Technology

Other Committees

- Staff Development
- Basic Skills
- SLO
- Online Education (DEC)

- **IEC** – Today, February 14, 2017, was the first IEC meeting. An agenda for the Institutional Planning Retreat is currently being established. At the Retreat, a number of updates and changes will be discussed related to the Institutional Planning Process, including templates for TK20, etc.
- **Program Review** – The first meeting will be held in March and an update will be provided at a future PFC Meeting.
- **Equipment & Technology** – The Deans are currently in the process of doing inventory of their classrooms and issues are being corrected such as broken furniture, improperly functioning A/V equipment, etc. It is the hope that within a few weeks we will have a full list of what we will still need to be replaced.
- **Staff Development** – The Staff Development Committee is working with IRP to offer a biannual needs survey. They are asking for everyone's input on things in which they have participated that have been valuable. Feedback from this survey will be instrumental in helping to plan future activities. As a reminder, there is a Reflection and Renewal (R&R) Retreat coming up in May for interested faculty, staff, and management.

This year, there was an extensive faculty orientation program offered entitled Faculty Success Seminar (with four dates throughout the semester). Out of 21 new full-time tenure track faculty this year, 18 participated in January. Faculty will also have the opportunity to participate in two

Reading Apprenticeship Workshops through 3CSN (California Community Colleges' Success Network), a statewide professional development network. These workshops will focus on ways to more deeply engage students in critical reading. Stipends will be offered for faculty who wish to attend and do a write-up on how they will apply what they learned, or they may receive FLEX credit.

- **Basic Skills** – The K-16 Summit with Cal State LA, our K-12 partners, and Rio Hondo College will be held at the DoubleTree Hilton in uptown Whittier on Wednesday, February 22, 2017 from 8am – 3:30pm. The Summit will facilitate a discussion among partners on how to approach college readiness for our students. Students often face many unintended obstacles because our institutions are not talking to one another, so we hope to identify pathways to college for local high school students and what role we can play institutionally.
- **SLO** – The SLO Committee will be looking at what are we doing moving forward at Rio Hondo thanks to the upcoming changes in TK20 and because the accrediting commission is starting to require disaggregating data by student. Possible pilot programs will be discussed at the SLO Committee meeting.
- **Online Education** – Colin Young will attend a future PFC meeting to provide an update regarding Online/Distance Education.

VIII. **Announcements** – No announcements were made.

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

X. **Adjournment** – Robert adjourned the meeting at 3:55pm. The next PFC will be held on February 28, 2017, 2:30 – 4:00 p.m., Board Room.