

**RIO HONDO COMMUNITY COLLEGE DISTRICT  
PLANNING FISCAL COUNCIL MINUTES  
Tuesday, September 12, 2017, 2:30 p.m., Board Room**

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**Members Present:** Laura M. Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Juana Mora (1<sup>st</sup> VP, AS), Jorge Huinquez (2<sup>nd</sup> VP, AS), Dorali Pichardo-Diaz (Secretary, AS), Shelly Spencer (Parliamentarian, AS), Mike Dighera (ASCCC Rep), Robert Bethel (Past President, AS), Jill Pfeiffer (President, RHCFA), Robin Babou (Faculty), Michelle Pilati (Faculty), Lisa Sandoval (CSEA), Jim Sass (CSEA), Martin Covarrubias (President, ASRHC), Jesus Colin (Secretary, ASRHC), Bailey Garcia (Treasurer, ASRHC), Rebecca Green (Mgmt, AA)

**Members Absent:** Henry Gee (VPSS), Mike Muñoz (Mgmt, SS), Yulian Ligioso (VPFB), Brian Brutlag (Faculty), Sandra Rivera (CSEA)

**Staff Members:** Howard Kummerman (Executive Dean, Institutional Research & Planning), Markelle Stansell (Recorder)

- I. **Call to Order** – Dr. Laura Ramirez called the meeting to order at 2:37pm. Committee members went around the room and made introductions, as there have been new appointees for the 2017-2018 year.
- II. **Approval of Minutes** – The minutes from the May 16, 2017 special PFC meeting were accepted as presented.
- III. **Superintendent/President’s Report** – None.
- IV. **Public Comment** – None.  
*((Persons wishing to address the Planning and Fiscal Council on any item on the agenda or comment on any other matter are allowed three minutes per topic. Pursuant to the Brown Act, the Planning and Fiscal Council cannot discuss or take action on items not listed on the agenda. Matters brought before the Planning and Fiscal Council that are not on the agenda may, at PFC’s discretion, be placed on the next agenda.))*
- V. **Co-Chair’s Report** –
  - A. **PFC Guidebook Review** – The 2017-2018 PFC Guidebook was reviewed by the Committee. Dr. Ramirez reminded the group that the Guidebook is currently in draft form and welcomed any suggestions or edits. Revisions to the Guidebook should be e-mailed to Markelle Stansell so the online version can be updated on the PFC website.  
  
Michelle Bean called attention to the RHC BP 3050, Institution Code of Ethics, and encouraged committee members to express their questions and concerns candidly, but to remain collegial throughout our discussions to facilitate collaborative decision-making. Members were reminded that PFC is a recommending body to the Superintendent/President; we are a “consensus” group and therefore, we will not call for an official vote on agenda items.
  - B. **BP/AP Review Cycle** – The BP/AP Review Process and Timeline (pp. 19 & 20 of the Guidebook) were discussed. Robert Bethel indicated he may have a newer version of the flow charts; he will check his files and report back at the September 26, 2017 meeting.
  - C. **Tableau/Taskstream** – Howard Kummerman gave a preview/overview of Taskstream, the new and improved Institutional Planning Software designed to facilitate streamlined planning, assessment, and evaluation. There will be additional, hands-on trainings in the future that all program managers and other interested participants should attend.

To access Taskstream, navigate to the Rio Hondo homepage (www.riohondo.edu). Click on the “Faculty & Staff” dropdown and select “Institutional Research & Planning”. Once you are on the IRP homepage, click on the “New and Improved Streamlined Planning Evaluation” graphic. NOTE: To access the old software, you had to use Internet Explorer (IE); Taskstream is compatible with any browser.

To log in, use your Rio Hondo username (e.g. rexroadrunner) and password; these should be the same credentials you use to log onto your computer and/or into your RHC e-mail account. Once logged in, you will be presented with a page asking you to accept the Terms/Conditions. Access has been given to all full-time employees of RHC, however, if a part-time employee needs access, contact the Office of Institutional Research and Planning to add them to the software. An individual's role in planning at Rio Hondo will determine his/her levels of access. Reports of incorrect or inadequate access should be reported to Howard's office. There is also a section on the right-hand side of the page that provides contact information for the Rio Hondo Planning Helpline and for the Taskstream Helpline if you require additional assistance or need online support.

Howard demonstrated how users can access a wealth of important resources in Taskstream, including rubrics, templates, orientation schedules, planning guides, a software guide to Taskstream, etc. Taskstream also allows users to publish their plan as a website, Word document, or PDF.

Nineteen (19) programs are going through review this year, eleven (11) of which are Academic. Users are able to pull up plans from the past eight (8) years in the old system, and can review the previous year's plans in PDF format through Taskstream. Howard also cautioned users not to leave the Action Plan/Resource Requests section until the last minute of the planning process.

Finally, Howard spoke about Tableau, a visualization software that contains data for Program Planning, etc. and allows users to filter data down to a particular Division or Department. There have been several new data fields added, e.g. Success Rate by Program and Gender.

**VI. Unfinished Business – None.**

**VII. New Business –** Laura requested that a standing item be included on future agendas for the ASRHC representatives to report out. To this effect, ASRHC President Martin Covarrubias reported on a number of upcoming events. To ensure all students are able to experience Rio Hondo campus life to the fullest, the ICC (Inter-Club Council) will be hosting Club Rush Tuesday, 9/12 and Wednesday, 9/13. This event showcases opportunities for participation in a variety of interest-based clubs and activities. Additionally, Student Life & Leadership will be doing a pilot Student Leadership Conference on Friday, September 15 from 9am-2pm in SS305. The purpose of the Conference is to provide trainings to student representatives, assemble informative student panels, etc. Students will complete a survey right after the Conference and feedback will be compiled. There will be a celebration of Constitution Day on Monday, 10/18 from 12pm-2pm which will include a reenactment of the signing of the Constitution. Finally, Success at Sunset will be held on Tuesday, September 19 in the upper quad from 5:00-6:30pm. This event is geared toward evening students who do not have access to the same resources as students who take classes during the day. Light refreshments (coffee, snacks) will be provided as well as materials such as Scantrons. Finally, Latino Heritage Month will kick off on Tuesday, 10/3 in the Wray Theatre, 11am-2pm.

## VIII. Committee Reports

- **Safety/Facilities** – At 10:18am on 10/18/17, Rio Hondo will be participating in a campus-wide earthquake drill. There will be an upcoming training for BECs (Building Emergency Coordinators) and BELs (Building Emergency Leaders).
- **Institutional Effectiveness** – A campus climate survey was disseminated. Howard presented the findings to the Board of Trustees and will be posting a PowerPoint and the survey results on the IRP website as well as presenting the findings at the next regularly scheduled PFC meeting.
- **Program Review** – Previously discussed during Tableau/Taskstream demonstration.
- **Staff Development** – Fall 2017 FLEX Day was held on Friday, August 18<sup>th</sup>. President Dreyfuss visited each Division during their afternoon meetings along with Vice President of Academic Affairs Dr. Laura Ramirez as well as Board Trustee Madeline Shapiro.
- **Basic Skills** – No report.
- **SLO** – Academic Affairs has been monitoring, with the assistance of the Divisions, SLOs that have not been completed.
- **Online Education (OEC)** – The committee recently had their first meeting of the term and much of their time was dedicated to planning. They discussed professional development for faculty regarding online education. Another topic of discussion was how to spend the money that we are saving for not having to pay to use the Canvas learning management software. The Online Education Initiative (OEI) will be live during Spring 2018 registration.
- **Student Equity** – Student Equity is working on an Integrated Plan that will require review and approval. They are also busy hosting workshops for DACA students. Deferred Action for Childhood Arrivals (DACA) was an immigration policy that was recently rescinded by the current Administration on September 5, 2017. It is estimated that Rio Hondo serves around 630 DACA students, which has increased over the past few years. The Financial Aid Director (Yvonne Gutierrez-Sandoval) will be giving an overview of the California Dream Act and what the revision of DACA means. Students will also have the opportunity to meet one-on-one with an attorney.
- **SSSP** – The Integrated Plan was reviewed at the last SSSP committee meeting. There is a new process for coordinators where Mike Muñoz will be giving them their allotment to properly plan for the year.

**IX. Announcements** – Lisa Sandoval mentioned that Arnold Cota, a Rio Hondo employee who worked in the warehouse, passed away recently. She asked that his friends and family be kept in our thoughts.

**X. Adjournment** – The meeting was adjourned at 3:27 p.m. The next meeting will be held on Tuesday, September 26, 2017, 2:30 – 4:00 p.m., Board Room (A102).