

## RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, April 24, 2018, 2:30 p.m., Board Room

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**Members Present:** Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Juana Mora (1<sup>st</sup> VP, AS), Jorge Huinquez (2<sup>nd</sup> VP, AS), Doralí Pichardo-Díaz (Secretary, AS), Shelly Spencer (Parliamentarian, AS), Mike Dighera (ASCCC Rep), Brian Brutlag (Faculty), Jim Sass (CSEA), Martin Covarrubias (President, ASRHC), Jesus Colin (Secretary, ASRHC), Rebecca Green (Mgmt, AA),

**Members Absent:** Laura M. Ramirez (Co-Chair and VPAA), Yulian Ligioso (VPFB), Robert Bethel (Past President, AS), Jill Pfeiffer (President, RHCFA), Robin Babou (Faculty), Michelle Pilati (Faculty), Lisa Sandoval (CSEA), Bailey Garcia (Treasurer, ASRHC), Mike Muñoz (Mgmt, SS)

**Additional Staff Members:** Markelle Stansell (Senior Administrative Assistant to VPAA / Recorder), Tiffany Nunez (ASRHC VP)

- I. **Call to Order** – The meeting was called to order at 2:36pm. Dr. Laura Ramirez is off campus and will not be in attendance.
- II. **Approval of Minutes** – The April 10, 2018 minutes were accepted as presented.
- III. **Superintendent/President’s Report** – None.
- IV. **Public Comments** – 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. **ASRHC Report** – The March 18<sup>th</sup> Open Mic event sponsored by ASRHC Student Success allowed students to sing, dance, rap, voice their opinions, and creatively display their talents in any form or fashion desired. ASRHC President Martin Covarrubias reported that many students were proud to speak to their accomplishments at Rio Hondo and the milestones and degrees they are reaching.

On March 21<sup>st</sup>, Parent Appreciation was hosted by Student Success and tripled in attendance from the previous year. The arts and crafts tables were packed and the reptile show was a phenomenal hit.

Special thanks were given to Dr. Juana Mora for speaking about social norms at the Asian Pacific Islander event held today. Martin also thanked Vice President of Student Services Henry Gee and Superintendent/President Teresa Dreyfuss for their participation and support.

LGBTQ events and forums will be held on the 8th and 9th of May.

Puppy therapy, one of the most well-attended ASRHC sponsored events, will be held on May 16th from 12pm – 2pm.

Martin introduced Tiffany Nunez, the VP of ASRHC who was attending the meeting to get a feel for the shared governance process in preparation for her campaign to run for ASRHC President.

### VI. Co-Chair’s Report

- A. CA Guided Pathways** – Rio Hondo has a Guided Pathways Coordinator, Gerson Montiel, who has been Board approved to receive release time to coordinate the Guided Pathways mapping process, facilitate trainings, etc. Questions about the Guided Pathways process should continue to be directed to Gerson so that he may inform faculty as well as disseminate information to campus constituencies. May 18th remains the mapping deadline.

**VII. Unfinished Business** – None.

**VIII. New Business**

**A. AP 3000s Review (12 items)**

VP Henry Gee asked about the editing process and it was clarified that outside counsel from ‘content experts’ is acceptable when revising APs and BPs, regardless of whether or not they serve on PFC.

The AP 3000s were distributed for review as follows:

<b>Chapter 3 - Revision of Administrative Procedures</b>	
	<b>Editing Team</b>
<b>AP 3050 – Institutional Code of Ethics</b>	Sandra Rivera, Jorge Huinquez, Dorali Pichardo-Diaz
<b>AP 3250 – Institutional Planning</b>	Jim Sass, Michelle Bean
<b>AP 3300 – Public Records</b>	Brian Brutlag, Mike Dighera
<b>AP 3410 - Nondiscrimination</b>	Shelley Spencer, Henry Gee
<b>AP 3420 – Equal Employment Opportunity</b>	Sandra Rivera, Juana Mora
<b>AP 3430 – Prohibition of Harassment</b>	Shelley Spencer, Henry Gee
<b>AP 3435 – Discrimination &amp; Harassment Complaints &amp; Investigations</b>	Shelley Spencer, Henry Gee
<b>AP 3515 – Reporting of Crimes</b>	Brian Brutlag, Jorge Huinquez
<b>AP 3540 – Sexual and Other Assaults on Campus</b>	Shelley Spencer, Henry Gee
<b>AP 3570 – Smoking on Campus</b>	Mike Dighera, Michelle Bean
<b>AP 3710 – Securing of Copyright</b>	Brian Brutlag
<b>AP 3720 – Computer &amp; Network Use</b>	Lisa Sandoval, Sandra Rivera

**IX. Committee Reports**

- **Safety/Facilities** – The Active Shooter Taskforce will have one additional meeting tomorrow (4/11) before finalizing and disseminating information to faculty regarding their roles and responsibilities during the drill. The Active Shooter Drill will take place on Thursday, May 3<sup>rd</sup> at 10:45am. BECs and BELs trainings were conducted recently and a campus-wide public forum was held last week. A video (created for students in the CSU system but applicable to all educational institutions) has been uploaded and is available on the Active Shooter Preparedness website at: <http://www.riohondo.edu/active-shooter>.

Sandra Rivera noted that contractually, CSEA reps need to be in attendance at Safety/Facilities meetings. Brian Brutlag clarified that the Safety/Facilities Committee is meeting on an ad hoc basis as needed until a Director of Facilities is hired. The informal

team currently consists of Howard, Brian, security personnel, custodial staff and the Dean of Public Safety (Mark Yokoyama).

- **IEC** – The Institutional Effectiveness Committee convened today and focused on measures and metrics with the intention of clarifying RHC’s role.
- **Program Review** – None.
- **Staff Development** – None.
- **Basic Skills** – None.
- **SLO** – None.
- **Online Education (OEC)** – Our Online Education Initiative has been put on hold. Initially, the directive was that we hold 3-5 seats in each section for OEI students. A recent communication has indicated that we are now required to hold 20.
- **Student Equity** – The next Student Equity professional development opportunity is scheduled for Friday, May 4, 2018 from 10:00am-12:00pm in SS305. Dr. Daniel Solorzano and Dr. Tara Yosso will be on campus to engage us in a conversation about how to use the theoretical frameworks of community cultural wealth and critical race theory as approaches to community college teaching.
- **SSSP** – None.

**X. Announcements** – None.

**XI. Adjournment** – The meeting was adjourned at 3:18 p.m. The next meeting will be held on Tuesday, May 8, 2:30 – 4:00 p.m., Board Room.