

Planning and Fiscal Council (Tuesday, February 25, 2020) - Accepted March 10, 2020

1. Opening Items

A. Call to Order - The meeting was called to order at 2:32pm.

B. Approval of Minutes - The February 11, 2020 minutes were accepted as presented.

C. Superintendent/President's Report - Dr. Reyes thanked Vice President of Finance and Business, Chris Hawken and Director of Facilities, Rafael Gutierrez for starting the process of deferred maintenance on campus. He also expressed gratitude to Dr. Caroline Durdella, Dean of Institutional Research and Planning, for her work on the planning and program review process. Committees will soon be convened to arrive at recommendations to allocate resources. Dr. Reyes acknowledged the success of Homecoming and thanked those that were able to attend.

D. Public Comments - Sandra Hernandez came from a CSEA meeting where the Classified staff asked her to convey their desire for an increase in formal communication on process, protocol, and staffing changes. This item will be added to the next PFC agenda.

E. ASRHC Report - Christina Almanza and Haily Hernandez will be traveling to Washington D.C. on March 13 to advocate on behalf of community colleges. An open mic will be held today from 4:00-6:30pm. There will be a performance of The Vagina Monologues on Thursday at 4:00pm.

F. Co-Chair's Report

- **Response to Fall 2019 PFC Discussion** - Dr. Ramirez and Dr. Smith presented a memo related to a discussion that took place at the took place on October 8, 2019 about various issues on campus. The concerns included: scheduling efficiency and student-centered scheduling practices; scheduling of the educational centers; student workload and the push for 15 units; how to institutionalize programs such as AVANCE and other learning communities/cohorts; how to boost student support services such as supplemental instruction; what is happening to students who don't persist in an AB 705 world; how to increase OER efforts; and equitable practices and policies in the classroom. In response to this discussion, the following will occur: the Enrollment Management committee will prepare recommendations for how to address scheduling at the centers and in the afternoon/weekends/evenings; PFC leadership will prepare two campus discussion forums to discuss the concerns with the push for 15 units; PFC leadership will convene a workgroup to examine ways to institutionalize First Year Success, Summer Bridge, and other grant funded programs; PFC will receive a presentation on AB 705 outcomes and the progress of supplemental instruction on campus; the OER committee will be asked to prepare a list of "high impact" classes for the development of OER; the administration and the Academic Senate will continue to push for equity-minded policies and procedures; the administration and the Academic Senate will continue to support professional development opportunities to support equitable practices with our students.

2. Unfinished Business

A. PFC Guidebook - A draft of the PFC Guidebook was shown to the group. Printed copies will be provided at the next PFC meeting.

B. Budget Update - On Wednesday, March 11, VPFB Hawken will present a budget update to the Board. At PFC's request, he will deliver the same presentation at the March 10 PFC meeting. There are a number of considerations in developing next year's budget: we have to account for all the new hires, the fact that Title 5 going away, minimum wage increases, step increases, cost-of-living allowances (COLAs), etc. Chris is currently in the process of meeting with division deans regarding their budgets. There is likely a need for budget trainings in the future, to read budgets, track expenditures, and navigate and access the LACOE system. The goal is to empower deans and directors to track and ultimately build their budgets for next year. There are also a number of cost-saving measures being considered, such as fleet (vehicles), an energy audit on campus, printer and copier efficiencies, how we

recoup student debt, etc. After the budget comes to PFC, the campus-wide budget forums will continue. Budget forums will continue.

3. New Business
4. Committee Reports
5. Closing Items

New Business

A. BPs and APs –

- a. **AP 2410** – IIC and IIIC – speaks to status and timeline of changes re: receiving feedback on Board Policies and Administrative Procedures.
- b. **BP 7130 – II, Rio Hondo Community College District**
- c. **AP 7130 – Salary schedule was removed; IIB – after illness, add and as specified by employee bargaining agreements. Take out Superintendent/President? The Board will establish and Human Resources will maintain salary schedules. Identify CBA name for each group. Move fwd with edits as discussed.**

B. Retirement of College Procedures – Consensus to retire

- C. **AB 705** – Assumption was throughput would decrease...exactly what happened. These numbers refer to students who are first time taking English or Math. Increase in # of students taking classes. 1500 who had not yet taken a math class. In Counseling, summer before last fall, because math is such a big decision, so many students undeclared; if they had students insecure about major, did not recommend math since it depends on pathway. Throughput...many more students are completing. Almost 40% in English and 60% in math and QR. Success rates went down. 9% decrease is similar to what we are seeing statewide. Any gaps are not statistically significant. Equity gap did not meet Chancellor's Office threshold. Corequisite classes are working. Students just as likely to succeed in transfer level class w/ corequisite as those taking it w/o. Difficult to draw assumptions from this because the placement was different for each of the levels, so we don't know if the variable is the S or SP? Do we have anything in place, an intervention, to help students so they don't stop out? This is where idea of success teams comes in, intervene. Working on data in dashboard. Substantial variation in success rates by section. That's another variable or issue to discuss because it's not entirely students. Extends conversation that was started at FLEX. What is our standard? Conversation college needs to have. Still working on report. Feedback and recommendations for next steps. Prudent to examine the range of reasons for variations. Prudent to look at outliers on both sides. Counselors questioned review or modification of placement tool...are faculty sending students to inst. Support labs? (FEEDBACK SECTION) Signage? Opposite sides of campus? Is it actual course content causing to drop? Study skills? Self efficacy? Are there institutional barriers we are creating? Theme re: instructional support labs. Data to focus on instructional support? If we wait for someone to come to us, it's probably too late. How do we change dynamic in classroom so it's faculty-initiated interventions? Student experience survey.

IRP Recommendations – technical – what IRP needs to do to streamline, etc. Went over mocked up timeline at IEC, direction for IEC to take to constituency groups and sunshine timeline w/ respect to shift faculty new hire process to the fall. Will bring.

Recommendations came from Program Review, panel meetings, review of reviews that come across (ME and CD look for themes), CD brought to IEC

Committee Reports –

Safety and Facilities: Next meeting is 4/3.

IEC: Faculty resource allocation timeline brought back next PFC.

Program Review: Finalized program specific recommendations; went to programs; first to ppl on panels for corrections and changes and then to programs.

Policy and Procedure Council: None.

Basic Skills:

Distance Ed:

Guided Pathways: Thurs, Fri, Sat – team to RP Group's LFM Academy on project to implement student success teams; Viviana, angelica, laura Verdugo, Lydia, alice...brainstorm, network, etc. Sandra – job description sent of GP classified coordinator; asked for ways for classified to engage in development of GP. Hearing that classified are not consistently attending GP steering committee; majority of classified don't know what their role is in GP. Frankie Strong (?) zoom meeting, Staff development event for classified? Open forum? Place future of college on shoulders of unrepresented employees? Clarify roles. Get classified up to speed to become partners in GP implementation.

Outcomes: None.

Staff Development: Written.

Student Equity: Recruitment Rio Teaching for Learning Inst. Socioacademic moments in your classroom. Dr. Frank Harris on 4/24 talking about how we can better serve students of color (specifically men of color). Close

inaugural Rio Teaching for Learning Institute. The Café Con Libros (How to be an Antiracist) – consider having a forum, what does it mean to be a campus that is antiracist? Recommendations for next book, fwd to Juana. Tomorrow at SE meeting, talking about report from SE Summit; looking at recs for equity principles and will bring back to PFC.

SSSP: Next meeting is 3/6. Hosted 1,200 students, HS seniors for senior preview days. Huge appreciation for academic divisions. True example of GP. Already finished up COUN 105 counselor training. Training materials were revamped.

Announcements: Major declaration day – 3/3.

Adjourned 3:56pm

Planning and Fiscal Council Minutes - **DRAFT**

Tuesday, October 13, 2020, 2:30pm-4:00pm, via Zoom

Members Present: Laura Ramirez (Co-Chair and VPAA), Kevin Smith (Co-Chair and President, AS), Caroline Durdella (Dean, Institutional Research and Planning), Doralí Pichardo-Díaz (1st VP, AS), Angelica Martinez (Secretary, AS), Dana Arazi (Parliamentarian, AS), Adam Wetsman (ASCCC Rep, AS), Rudy Rios (President, RHCFA), Sheila Lynch (Faculty), Juana Mora (Faculty), Grant Tovmasian (Faculty), Sandra Hernandez (President, CSEA), Lisa Sandoval (CSEA), Jim Sass (CSEA), Jason Reyes (ASRHC President), Kayla Cruz (ASRHC Vice President), Alice Mecom (Mgmt, AA), Loy Nashua (Executive Dean, Student Affairs and Student Financial Services)

Members Absent: Jorge Huinquez (2nd VP, AS), Michelle Bean (Past President, AS), Kaitlyn Ibarra (ASRHC Treasurer)

Additional Individuals Present: Teresa Dreyfuss (Acting Superintendent/President), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA), Ruthie Flores Retana (Director, Marketing & Communications), Vann Priest (Dean, Mathematics, Science, & Engineering), Cynthia Nuñez (Interim Executive Director, Human Resources), Francisco Suarez (Project Manager, SSSP/Noncredit/Adult Ed Consortium/Continuing Ed), Grant Linsell (Dean, Arts & Cultural Programs / Distance Education), Leigh Ann Unger (Director, Admissions & Records/Registrar), Sable Cantus (Technology Systems Trainer), Michaela Brehm (Director, Grant Development and Management), Catherine Page (Dean, Health Science and Nursing), Maria Galvan (Senior Reprographic Coordinator), Cynthia Patino (Career Development Specialist), Gita Runkle (Dean, Business), Mike Slavich (Dean, Career Technical Education and Instructional Operations), Mike Garabedian (Dean, Library), Lisa Chavez (Dean, Counseling), Anthony Ortega (Manager, Mechanical and Electrical Services), Abby Balcom (Clerk/Typist III, Arts and Cultural Programs)

1. Opening Items

A. Call to Order - The meeting was called to order at 2:32pm.

B. Approval of Minutes - The September 22, 2020 minutes were approved as presented.

C. Superintendent/President's Report - Acting Superintendent/President Teresa Dreyfuss reported that we closed the books on the 2019-2020 fiscal year-end. The balances were as follows:

General Fund Unrestricted (01.0)	Amount	% Reserve
	\$13,596,000	15.4%
<i>Adding back the transfer that was made to Bookstore Fund (51.0)</i>	<i>+\$9,588,000</i>	<i>+10.9%</i>
Total Balance	\$23,184,000	26.3%
General Fund Restricted (01.1)	\$8,469,000	37.4%

General Fund Cash Balance as of 6/30/2020	Amount
General Fund Unrestricted (01.0)	\$30,434,000
General Fund Restricted (01.1)	\$13,880,000

On August 16, 2019, Stephen Kibui was directed by Dr. Arturo Reyes and Yulian Ligioso to transfer \$9.5 million from the General Fund to the Bookstore Fund (51.0) in preparation for plans the administration had to eliminate Follett as our bookstore vendor.

President Dreyfuss also reported on two trust funds:

- **Futuris:** Market balance as of June 30, 2020 was \$59,652,000. Through the RHCFA and District negotiations during the 2018-2019 year, the RHCFA requested that a faculty member (Jeannie Liu) be added as a participant so that she could view the account and review the funds. Faculty member Mark Littrell is also involved in the investment of this trust. Retiree Health Liabilities under GASB 74/75 Total OPEB (other post-employment benefit) Liability is \$57,982,000 as of 6/30/2019 stated from actuarial report.
- **PARS:** Pension Stability Fund as of June 30, 2020 was valued at \$6,360,000.

President Dreyfuss recommended that the Management and Confidential Council (MCC) and the Classified union (CSEA) each appoint a member to be included to review the Futuris trust.

D. ASRHC Report - ASRHC President Jason Reyes thanked those who attended the Coming Out event with Dr. Jon Paul Higgins, which proved to be very informative. He also provided an update on the student needs discussions in which ASRHC reps have been engaging with their classmates and peers. The reoccurring theme is that many students are lacking technological resources, however, ASRHC is aware that the College has purchased an additional round of Chromebooks and Hotspots. Students that need specialized equipment are still of concern (i.e. students in programs like engineering, graphic design, GIS, etc.). Jason will be reaching out to the various Deans to identify which programs might require specialized software. Dr. Ramirez reminded him of the CARES funding that we are receiving that is earmarked for COVID-19 related expenses and asked Jason to send a formal request to both she and Dr. Kevin Smith once ASRHC has a final recommendation.

E. Co-Chair's Report – None.

F. Public Comments - None.

2. Unfinished Business

A. Reclassification of Administrators - Dr. Ramirez and Dr. Smith received considerable feedback after the last PFC meeting regarding the reclassification of Dr. Francisco Suarez and Cecilia Rocha. Many people felt that reclassifications don't and shouldn't come to PFC. Several reclassifications of managers that occurred in Spring 2017 were presented at PFC as an information item in the Superintendent/President's Report. Members of PFC at the time expressed concern over the way in which the reclassifications were brought to the Council; they wanted to be able to discuss them as more than just an information item. As such, Dr. Smith commended the administration for listening and trying to agendize the current management reclassifications that are on the table. The group generally agreed that reclassifications are a personnel matter and it is not the purview of PFC to discuss individuals' promotions, salaries, or raises; ultimately, this is the purview of the Superintendent/President and PFC is the recommending body. However, members expressed a strong desire to convene a workgroup to discuss the process and the role of PFC, since it is the purview of PFC to discuss and make recommendations on the planning process of the College. The Co-Chairs will discuss and take steps to convene a workgroup.

B. BP 2330 - Quorum and Voting - Consensus to move forward.

C. BP 3550 - Drug Free Environment and Drug Prevention Program - Consensus to move forward.

D. AP 3550 - Drug Free Environment and Drug Prevention Program - Consensus to move forward.

E. BP 3900 - Speech: Time, Place, and Manner - Consensus to move forward.

F. AP 3900 - Speech: Time, Place, and Manner - Dr. Jim Sass pointed out that this version is more restrictive than CCLC language, which provides two options for "free speech" areas. The group recommended that this AP be sent back to the Policy and Procedure Council for additional review and edits, and that Shaina Phillips, Director of Student Life and Leadership, should be included in the discussion.

G. BP 4100 - Graduation Requirements for Degrees and Certificates - Consensus to move forward.

3. New Business

A. Finance Update - This item was discussed during the Superintendent/President's Update.

B. Facilities Master Plan Update - This item will be brought to a future PFC meeting.

C. AP 4100 - Graduation Requirements - A recommendation was made to reinstate the language about the reading placement requirement. - Consensus to move forward.

3. Committee Reports

A. PFC Subcommittees

Safety/Facilities - Written report was attached to the agenda in BoardDocs.

IEC - The Strategic Planning retreat is on Friday.

Program Review -

PPC - Written report was attached to the agenda in BoardDocs.

B. Other Committees

Basic Skills - None.

Black Lives Matters - Dr. Juana Mora provided an update establishing an Ethnic, Gender and Sexuality Studies program. The first two courses with that prefix have been introduced to Curriculum and we are hoping to be able to offer them by Fall 2021.

Distance Ed - Dr. Grant Linsell reported on a resolution from the Distance Education Committee that's going to Senate regarding the need for additional support, as there is a quickly looming issue with accessibility and other matters.

Guided Pathways - Written report was attached to the agenda in BoardDocs.

Outcomes - Written report was attached to the agenda in BoardDocs.

Staff Development - Dr. Alice Mecom reminded the group that Katie O'Brien has been named as the Staff Development Coordinator DAP and pointed to Katie's recent campus-wide e-mails for updates and PD opportunities.

Student Equity - Dr. Mora asked everyone to save the date on Tuesday, December 8 for the annual Student Equity Summit, which will be held virtually. They have already confirmed 3 panelists to join us for the event. Please be on the lookout for more information.

SSSP - Dr. Melba Castro reported that the committee met earlier in the month to lay out the work for the upcoming year. They are focusing on a request to align the work of committee with pillar 1 of Guided Pathways and intend to focus on advancing that work in the upcoming year.

4. Closing Items

A. Announcements - None.

B. Adjournment - The meeting was adjourned at 3:50pm.

Planning and Fiscal Council Minutes - **ACCEPTED 11/10/20**

Tuesday, October 27, 2020, 2:30pm-4:00pm, via Zoom

Members Present: Laura Ramirez (Co-Chair and VPAA), Kevin Smith (Co-Chair and President, AS), Caroline Durdella (Dean, Institutional Research and Planning), Dorali Pichardo-Diaz (1st VP, AS), Dana Arazi (Parliamentarian, AS), Adam Wetsman (ASCCC Rep, AS), Rudy Rios (President, RHCFA), Sheila Lynch (Faculty), Juana Mora (Faculty), Grant Tovmasian (Faculty), Sandra Hernandez (President, CSEA), Lisa Sandoval (CSEA), Jim Sass (CSEA), Jason Reyes (ASRHC President), Kayla Cruz (ASRHC Vice President), Alice Mecom (Mgmt, AA), Loy Nashua (Executive Dean, Student Affairs and Student Financial Services)

Members Absent: Jorge Huinquez (2nd VP, AS), Michelle Bean (Past President, AS), Kaitlyn Ibarra (ASRHC Treasurer), Angelica Martinez (Secretary, AS)

Additional Individuals Present: Teresa Dreyfuss (Acting Superintendent/President), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA), Ruthie Flores Retana (Director, Marketing & Communications), Vann Priest (Dean, Mathematics, Science, & Engineering), Cynthia Nuñez (Interim Executive Director, Human Resources), Francisco Suarez (Project Manager, SSSP/Noncredit/Adult Ed Consortium/Continuing Ed), Grant Linsell (Dean, Arts & Cultural Programs / Distance Education), Leigh Ann Unger (Director, Admissions & Records/Registrar), Sable Cantus (Technology Systems Trainer), Michaela Brehm (Director, Grant Development and Management), Catherine Page (Dean, Health Science and Nursing), Maria Galvan (Senior Reprographic Coordinator), Cynthia Patino (Career Development Specialist), Gita Runkle (Dean, Business), Mike Slavich (Dean, Career Technical Education and Instructional Operations), Mike Garabedian (Dean, Library), Lisa Chavez (Dean, Counseling), Anthony Ortega (Manager, Mechanical and Electrical Services), Abby Balcom (Clerk/Typist III, Arts and Cultural Programs)

1. Opening Items

A. Call to Order - The meeting was called to order at 2:33pm.

B. Approval of Minutes - The October 13, 2020 minutes were approved as presented.

C. Superintendent/President's Report - Acting Superintendent/President Teresa Dreyfuss provided an update on the adopted budget for 2020-2021 that will be presented to the Board of Trustees at tomorrow night's Special Board Meeting. Rio Hondo College is fiscally strong and stable. The 2020-2021 budget sets aside more than \$6.2 million for student financial aid from the Restricted General Fund and \$25.7 million from the Financial Aid Fund. The 2020-2021 budget also avoids the loss of staff and increases both Unrestricted and Restricted General Fund reserves to \$31.3 million despite state budget shortfalls created by the pandemic.

The unrestricted general fund budget estimates \$92.2 million in revenue and \$91.4 million in expenditures. The budget increased its reserves to \$31.3 million. RHC anticipates no increases from the state in funding over 2019-2020 levels based on 13,000 FTES. The College will receive no cost-of-living adjustment (COLA) or other growth in the state's general apportionment. We have also budgeted for retirement costs, paying 16.15% for faculty members and 20.7% for staff into the state's retirement systems. We have also set aside a trust fund of \$62.3 million for other retirement benefits, fully meeting Other Post-Employment Benefits (OPEB) obligation. Another trust fund designed to ensure pension escalation costs are met currently has \$6.7 million.

Additionally, the 2020-2021 budget includes annual increases in pay for staff based on step and column increases, as well as a 1% raise for faculty. District administration is still engaged in contract negotiations with CSEA.

President Dreyfuss also provided an update on the building of an additional water tower. After we received the bond in 2014, the San Gabriel Water Company (which is a privately held, investor-owned utility company) wanted us to build a second water tower at a cost of \$2 million. We initially resisted because at the time, they simply issued us an invoice for \$2 million but provided very limited details. We were not convinced that we needed to build a second tower, especially at such a high cost. Because we originally thought that the company was public, we reached out to Grace Napolitano (U.S. Representative for California's 32nd congressional district) for guidance. She advised us not to pay the \$2 million, particularly because the water tower was not just going to benefit Rio Hondo, but also other surrounding areas and RHC should not shoulder the entire cost. As time went on, the company continued to reach out to the College, asking us to build a second tower. They sent additional letters throughout the years, always involving an increase in estimated cost for the construction of the tower. Eventually they refused to sign off on our water system and fire hydrants for the construction of the L-Tower unless we paid \$4 million. President Dreyfuss asked Russell Castañeda-Calleros, Director of Government and Community Relations, to look into the issue. Russell found that the San Gabriel Water Company had also made similar demands to Rose Hills and the sanitation district. Our proposed solution was that if they build a nearby water tower, we would hook up our pipe with them to save money. When President Dreyfuss was finally able to meet with the San Gabriel Water Company, they came with their own alternative proposal of building a reservoir next to our current water tower, charging Rio Hondo only 9% of the cost, which is \$400,000. They have said they will also enlarge the access road leading up to the tower at no cost to the District. As soon as we sign the contract with them, they have agreed to sign off on plans for the L-Tower. This is a very favorable outcome for the College.

D. ASRHC Report - ASRHC President Jason Reyes updated the group on the student resources action plan that student government was working on. There was an allocated budget of XXXX from the CARES Act and ASRHC hopes to use the money as follows: \$40,000 for wifi-enabled student parking lots, \$4,000 for 100 solar-powered power banks, \$2,000 for a document scanner, \$30,500 for laptops and software, \$16,000 for two smart classroom upgrades, \$3,000 for 100 "Faculty Teach from Home Tech Kits," \$50,000 for A/V staffing, and \$12,500 for Library overhead book scanners. Lisa Chavez, Dean of Counseling, asked if there were plans to

provide bathroom facilities if we intend to keep the parking lots open 24/7 for wifi access? Dr. Ramirez said she will bring this up at President's Council to hash out additional details for implementation.

E. Co-Chair's Report – Dr. Kevin Smith welcomed Stephen Kibui, Vice President of Finance and Business. Dr. Smith also thanked Dr. Laura Ramirez, Vice President of Academic Affairs, and Instructional Operations for meeting to discuss concerns regarding the public-facing searchable class schedule and how to make it as student friendly as possible. These meetings led to registration being pushed back so that we can roll out a schedule that faithfully represents to students what they can expect in a class.

Dr. Smith also mentioned that he and Dr. Ramirez discussed bringing together a workgroup comprised of constituent leadership to clarify the process for reclassifications, reorgs, etc. and what PFC's role should be in that process. There seems to be a lot of gray area and the workgroup would serve as a launching point to have additional discussions.

F. Public Comments - None.

2. New Business

A. Adopted Budget - This item was discussed during the Superintendent/President's Update.

B. Revision of BP 3250 - Institutional Planning - In PPC, minor grammatical and stylistic edits were made (e.g. adding headers). All references to College were changed to District. Sections were rearranged to improve clarity and flow. The Student Success and Support Program Plan was removed, as it is now the Student Equity and Achievement Program (SEAP) Plan. Dr. Carolyn Durdella, Dean of Institutional Research and Planning, wanted to know the rationale behind being so specific and directive in calling out all of the plans in section III.B. Dr. Ramirez clarified that this language was pulled directly from CCLC. Dr. Durdella's concern is that the master planning process that we adopted last year does not include some plans listed in this AP, particularly the last three in section III.B. To address this issue, the group agreed to change the phrasing from "shall include" to "may include." Dr. Jim Sass asked about the rationale behind the redaction in the sentence "The Superintendent/President shall ensure that the District maintains and implements a broad-based comprehensive, systematic, and integrated system of planning that is supported by institutional effectiveness research" in III.A. Dr. Adam Wetsman, Co-Chair of PPC, explained that the group's thinking was that not all of these need to go through the Institutional Effectiveness Committee and that the language was too restrictive. **The group reached consensus to forward this AP to the Board of Trustees at their November 11, 2020 meeting.**

C. Revision of AP 3250 - Institutional Planning - Dr. Durdella questioned why the process for budget recommendations is different from the process for planning recommendations (in sections IV and V)? Per this AP, budget recommendations and planning recommendations are treated differently, even though in practice they are considered together in the planning and resource allocation process. Based on this discussion, **the group recommended that this AP be referred back to PPC for further discussion/revision.**

D. Revision of BP 6800 - Occupational Safety - This AP had been previously updated in December 2019, after the formation of PPC. Minor grammatical edits were made for clarity and sources/references were updated per CCLC. **The group reached consensus to forward this AP to the Board of Trustees at their November 11, 2020 meeting.**

E. Revision of AP 6800 - Occupational Safety - Rio Hondo does not currently have an AP 6800, so most of the language is new. In PPC, minor grammatical and stylistic edits were made (e.g. adding headers). All references to College were changed to District. Sandra Hernandez, President of CSEA **requested that this AP be taken back to PPC for further discussion/revision**; CSEA would like to explore the possibility of forming an Employee Crisis Intervention Team, as was included in CCLC recommended language.

3. Committee Reports

A. PFC Subcommittees

Safety/Facilities - None.

IEC - IEC started working on institutional standards in preparation for the ACCJC report coming up in the spring. The committee had good discussion about COVID-related items, how it might impact data going forward, and how we want to proceed with institution set standards given the COVID emergency.

Program Review - None.

PPC - Written report was attached to the agenda in BoardDocs.

B. Other Committees

Basic Skills - This committee will be reconvened in the next couple of weeks.

Black Lives Matter / Anti-Racist Conversations - Dr. Juana Mora provided an update on Black Scholars program, which is in the process of being approved. They have identified a consultant to reach out to our black students and conduct focus

groups so that we have a stronger idea of what their needs and interests are. The findings that we get from that report will inform our Black Scholars program. Dr. Mora also mentioned that there are three courses currently under review in the Curriculum Committee that will be the first in the Ethnic, Gender, and Sexuality Studies program. We are hoping to be able to offer these courses by the spring of 2021.

Distance Ed - The Distance Ed Committee has not met since our last PFC meeting, but they did send representatives to the last Academic Senate meeting to discuss some issues with institutionalizing support for distance education. That discussion will be coming to PFC in the near future.

Guided Pathways - None.

Outcomes - None.

Staff Development - None.

Student Equity - The committee is preparing for the virtual Student Equity Summit on Tuesday, 12/8. Please save the date on your calendar.

SSSP - None. The next meeting will be on November 6.

4. Closing Items

A. Announcements - Sheila Lynch provided an update on Open Educational Resources (OER); we have been allocated \$100,000 from the CARES Act funding to work on an OER development project that will continue through June 2021. There will be a faculty development team with a representative from each division that will help organize, reach out, and liaise with divisions and oversee the projects for which we are soliciting proposals. Faculty will be offered stipends for proposals to adopt, adapt, and/or author open educational resources. An email with additional information will be forthcoming.

B. Adjournment - The meeting was adjourned at 3:37pm in honor of Shari Magnus, who passed away on October 22, 2020. Shari worked for the College for 45 years and will be fondly remembered by her Rio Hondo family.

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, February 13, 2018, 2:30 p.m., Board Room

Members Present: Laura M. Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Yulian Ligioso (VPFB), Jorge Huinquez (2nd VP, AS), Doralí Pichardo-Díaz (Secretary, AS), Shelly Spencer (Parliamentarian, AS), Mike Dighera (ASCCC Rep), Robert Bethel (Past President, AS), Jill Pfeiffer (President, RHCFA), Brian Brutlag (Faculty), Jim Sass (CSEA), Martin Covarrubias (President, ASRHC), Jesus Colin (Secretary, ASRHC), Rebecca Green (Mgmt, AA), Mike Muñoz (Mgmt, SS)

Members Absent: Juana Mora (1st VP, AS), Robin Babou (Faculty), Michelle Pilati (Faculty), Sandra Rivera (CSEA), Lisa Sandoval (CSEA), Bailey Garcia (Treasurer, ASRHC)

Additional Staff Members: Howard Kummerman (Executive Dean, Institutional Research & Planning), Markelle Stansell (Senior Administrative Assistant to VPAA / Recorder)

- I. **Call to Order** – The meeting was called to order at 2:33pm.
- II. **Approval of Minutes** – The December 5, 2017 minutes were approved 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** – Today and tomorrow (February 13 and 14), Club Rush will be held from 11am-3pm. This event not only solicits participation in clubs from the student population but also serves as a fundraising effort for established clubs on campus. A healing circle for undocumented students was also recently held in the Student Union, sponsored by ASRHC Legislative Affairs.

Coffee with AS will be held on Thursday, February 15 from 10am-4pm in the Student Union and is open to all students, staff, and faculty. The event is an open forum for those who have questions, comments, or concerns, or those who simply wish to know how things are run on our campus.

There will be a Food Pantry fundraiser from 11am-2pm on Tuesday, February 20, although individuals are always welcome to donate food or snacks to the Food Pantry at any time. Dunkin Donuts has agreed to donate donuts that ASRHC will be able to sell on campus at a full profit; proceeds will go to the Food Pantry.

Finally, February 21 is Black History Day. ASRHC Cultural Diversity in collaboration with the Black Student Union will be hosting events on campus. There will be a movie shown in the Student Union, as well as a tent in the quad that will be decorated with posters of inspirational African Americans throughout history that highlight their accomplishments.

Dr. Ramirez mentioned one suggestion from the recently convened Educational Centers Taskforce is to have ASRHC representation at the Ed Centers during certain times of the year (e.g. finals week). Individuals who attend classes at the Ed Centers may not be aware of all the great things that ASRHC is doing in support of our students.

VI. Co-Chair's Report

- A. Guided Pathways** – The Guided Pathways leadership team just returned from the third Guided Pathways Institute which focused on transfer and aligning what we do in the Guided Pathways framework with getting students to their end goals. On campus, we are still working on identifying meta-majors. Data was collected from Spring 2018 FLEX Day which the leadership team will review and share back out with the campus. They are also trying to develop a mechanism by which they make their final decision on those meta-majors and what they will be called. We also need to work on the mapping process for our degrees. We are starting to look at templates and identifying what kind of faculty leadership we will need campus-wide. A District Assigned Personnel position (DAP) for a Guided Pathways Coordinator was created at 40% release time and interviews will be held soon.

The question arose as to whether or not we might be limiting our applicant pool since the DAP position is starting in Spring and faculty already have their schedule set for the term. Dr. Ramirez agreed that the timing is not ideal and that we are likely to revisit this in the Fall. As the leadership team continues to attend the CAGP Institutes, they are finding out what needs to be done and how that correlates to what's already happening on our campus (e.g. degree mapping in Roadrunner Connect, etc.). This presents unique challenges as it relates to the planning process and often necessitates that we move forward quickly to get ahead of things. It is likely that there will be short term assignments for the semester and this will be revisited in the Summer and Fall. As we move forward with Guided Pathways implementation, we will need more faculty to take on leadership roles.

VII. Unfinished Business – None.

VIII. New Business –

- A. AP 2000s** – PFC's past practice for reviewing BPs and APs has been to do so during the meeting, editing them on the spot. Michelle Bean suggested an alternate method in which the AP 2000s are parceled out to teams of volunteers who will have seven days to review them, make edits, and provide them to Michelle for compilation. The group agreed that this would make the review process less time consuming and cumbersome. Michelle will bring the compiled edits back to PFC at the February 27 meeting for final review. Since CCLC language does not always align with the way our BPs and APs are written, Michelle will put together some helpful hints and things to consider when reviewing the documents. It was also suggested that content experts outside of PFC are welcome to join a group for editing the APs to help judge their accuracy from a procedural point-of-view. The APs were divided amongst PFC members for initial editing as follows:

AP 2105 – Election of Student Members – Martin Covarrubias / Mike Muñoz

AP 2340 – Agendas – Rebecca Green / Shelly Spencer

AP 2360 – Minutes – Rebecca Green / Shelly Spencer

AP 2430 – Delegation of Authority to the Superintendent/President – Laura Ramirez / Robert Bethel / Yulian Ligioso

AP 2431 – CEO Selection Process – Jim Sass / Laura Ramirez / Mike Muñoz

AP 2435 – Evaluation of CEO – Brian Brutlag / Henry Gee

AP 2170 – Conflict of Interest – Brian Brutlag / Yulian Ligioso

AP 2172 – Conflict of Interest Code – Brian Brutlag / Yulian Ligioso

AP 2735 – Board Member Travel – Dorali Pichardo-Diaz / Jill Pfeiffer / Jorge Huinquez

IX. Committee Reports

- **Safety/Facilities** – The Director of Facilities position will be reposted, as the last candidate that was extended an offer ultimately declined.
- **IEC** – IEC's priorities this year will be coordinating the Institutional Planning Retreat, which will be Guided Pathways themed. Another priority will be updating the Institutional Goals and Objectives to include the Integrated Plan Goals and Objectives, Guided Pathways, etc. IEC will also be updating the Institution Set Standards. Additionally, the governance committee evaluation process will be implemented this semester. Finally, work is being in Taskstream to update templates along with program level outcomes and course level outcomes within the system.
- **Program Review** – The Program Review Cycle finished in December. Marie Eckstrom will be sending out executive summary to the committees for final input. The Program Review executive summary documents will then be placed in Taskstream in the beginning of March. Howard noted that as we continue to improve the Institutional Planning process, one area for improvement is to find a better way to integrate program review findings and process with our overall institutional goals and objectives and with our plans at the Area Plan level. The next cycle for accreditation is our self-evaluation report, which is due Spring 2022.
- **Staff Development** – A written report was provided by Katie O'Brien and is available on the PFC website as a supporting document to the February 13, 2018 meeting.
- **Basic Skills** – There has not been a meeting since PFC last met.
- **SLO** – We are in the process of incorporating SLOs into Taskstream and the goal is to have Taskstream set up by the end of the semester with program- and course-level outcomes already populated. Shelly Spencer mentioned that at the Annual SLO Conference, a vast majority of participants were using Canvas for SLOs and wondered why the decision was made to use Taskstream at RHC. Howard said that he was unfamiliar with the SLO capabilities within Canvas, but it is something that could be looked into.
- **Online Education (OEC)** – There is \$1,200 in stipend money left over from the online education trainings and OEC is discussing what to do with the funds. It is likely they will be used for professional development for faculty.
- **Student Equity** – Student Equity will be hosting the Region 8 Student Equity Coordinators Meeting at the end of the month.
- **SSSP** – SSSP discussed the implementation of Assembly Bill 19, which is the California College Promise that was included in the Governor's budget released in January. AB 19 will allow colleges to make the first year tuition free for first-time, full-time community college students.

There are participation requirements that RHC must meet in order to be eligible for the California College Promise, including engaging in K-12 outreach and establishing an Early Commitment to College Program. This would include going out to school districts and having students sign pledges that they will commit to go to college, making them aware that the California College Promise is an option. We must also establish partnerships with K-12 schools, which we are already doing. Additionally, there must be full adoption of assessment

and placement reform, fully implementing AB 705. Finally, we must participate in Guided Pathways. All of these participatory requirements must be met in order to receive funding. The California College Promise now extends the California College Promise Grant (formerly known as the California College Promise Grant) to first-time, full-time students in college.

The California College Promise provides tuition-relief, but the Rio Hondo Promise has additional support, like priority registration, guaranteed spots in Summer Bridge, etc. One challenge will be how to best communicate this to students without confusing them. The tuition relief previously provided by the Rio Promise will be fully covered by the California College Promise, but our Promise program includes wrap around services and extends beyond just tuition. These specific institutional enhancements and benefits have added value and may help frame the discussion in the community when students are choosing between the two Promise programs.

Another potential point of confusion is that the Board of Governors Fee Waiver (BOGW) has been renamed the California College Promise Grant. One way to think of it is that the California College Promise is the umbrella financial aid program for California community colleges, and within it you have the BOG component (California College Promise Grant) and the tuition relief for first-time, full-time students for 1-year. This tuition relief is intended for students *not* income-eligible for the BOG but who are still extended 1-year of tuition relief.

Whereas the Rio Promise is a local pipeline program, the California College Promise has portability and we need to prepare ourselves for the possibility that we may lose students to other community colleges in the surrounding areas.

- X. Announcements** – Henry Gee announced that Diego Peña, author of *Anatomy of Autism: A Pocket Guide for Educators, Parents, and Students*, will be speaking on campus on Thursday, March 15 at 11am in the Campus Inn. Diego, currently 10-years-old, was only 9 when he published his book. He will be on campus with his mother, along with his communicator, as he is non-verbal and uses a keyboard to speak.
- XI. Adjournment** – The meeting was adjourned at 3:34 p.m. The next meeting will be held on Tuesday, February 27, 2:30 – 4:00 p.m., Board Room.

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING FISCAL COUNCIL MINUTES
Tuesday, February 27, 2018, 2:30 p.m., Board Room**

Members Present: Laura M. Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Juana Mora (1st VP, AS), Jorge Huinquez (2nd VP, AS), Dorali Pichardo-Diaz (Secretary, AS), Shelly Spencer (Parliamentarian, AS), Mike Dighera (ASCCC Rep), Robert Bethel (Past President, AS), Robin Babou (Faculty), Brian Brutlag (Faculty), Sandra Rivera (CSEA), Lisa Sandoval (CSEA), Jim Sass (CSEA), Rebecca Green (Mgmt, AA), Mike Muñoz (Mgmt, SS)

Members Absent: Yulian Ligioso (VPFB), Jill Pfeiffer (President, RHCFA), Michelle Pilati (Faculty), Martin Covarrubias (President, ASRHC), Jesus Colin (Secretary, ASRHC), Bailey Garcia (Treasurer, ASRHC)

Additional Staff Members: Howard Kummerman (Executive Dean, Institutional Research & Planning), Markelle Stansell (Senior Administrative Assistant to VPAA / Recorder)

- I. **Call to Order** – The meeting was called to order at 2:36pm.
- II. **Approval of Minutes** – The February 13, 2018 minutes were approved as presented.
- III. **Superintendent/President’s Report** – Superintendent/President Dreyfuss spoke to PFC about the new funding formula simulations that were prepared by the Department of Finance and released by CCLC on Tuesday, February 20. Under the current funding formula based on number of FTES, Rio Hondo receives \$69.5 million on the State general apportionment and Citrus, one of our nearby competing colleges, receives \$64.5 million, a difference of \$5 million in Rio Hondo’s favor. Under the new funding formula, Citrus will receive an additional \$11.6 million, whereas Rio Hondo was reduced by \$4.3 million. If you take into account the \$11.6 million extra that Citrus is receiving + the \$4.3 million Rio Hondo was reduced + \$5 million less than we were receiving under the current funding formula, there now stands to be a \$20 million gap between Rio Hondo and Citrus. Our underserved student population needs additional assistance, yet we have an enormously reduced State budget with which to serve them. Overall, Rio Hondo is the college that is most affected by the new funding formula.

With this new funding formula, 2018/2019 is a “hold harmless” year in which colleges are granted forgiveness, however financial reductions are imminent. Superintendent/President Dreyfuss has been in contact with the President of Mt. Sac and has also spoken to our Board Members. The hope is that we will try to form a coalition with other Districts to advocate that we should be given 3-5 years to implement this. During these trying times, we cannot be territorial and we cannot perform our work in silos; we must thoughtfully consider the campus as a whole and make sure we are doing what’s best for the College, with all departments working together. This will require careful consideration of the way in which we award degrees and certificates, as well as the way we process our BOGW and Pell Grants.

- 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** – None.

VI. Co-Chair's Report –

A. Guided Pathways

- **Meta-Majors** – A first-draft of a condensed list of meta-majors compiled based on feedback from FLEX Day that was presented to Academic Senate. This was a first-draft of the meta-majors which requires additional dialogue, including input from students. At the Senate meeting today, a motion was made to form a Senate subcommittee to look at different initiatives for Guided Pathways. Additionally, the Guided Pathways Special Assigned Personnel (SAP) will be tasked with forming an advisory group related to meta-majors. Feedback/questions from PFC regarding the meta-majors included:
 - Is “undecided” an appropriate name for a major? What about “exploratory”? One benefit of calling it “undecided” is that this is something high school students are familiar with.
 - In order to foster focused and career exploration, could an “undecided” major have an expiration date?
 - It is expected that there will be milestones that “undecided” students will need to meet, including visiting the Career Center, meeting with a counselor, doing an informational interview, etc.
 - Education as a separate meta-major seems to be narrow, especially with the robustness of our programs. One suggestion is “Education and Helping Professions” which might include majors such as Human Services and Social Work.
 - We have seen from other colleges that meta-majors are exponentially difficult to map the more that are created.
- **Special Assigned Personnel (SAPs)** – The RHC Guided Pathways Leadership Team will soon be calendaring an initial training with the Guided Pathways Faculty SAPs. Training will be ongoing so that these individuals become experts and valuable resources to their respective Division(s).
- **AB 705** – The intent of Assembly Bill 705, which was signed into law in October 2017, is to ensure that more students have access to college-level courses when they start community college, substantially increasing their chances of completing a degree, certificate, or transfer. Research has shown the existing system to bring underprepared college students up to speed can actually hurt their chances of earning a degree. AB 705 requires community colleges to use high school performance as a factor in determining course placement for college-level math and English, as well as multiple measures. Dr. Laura Ramirez is on the AB 705 workgroup and stated that language for guidance on how to implement AB 705 is currently being developed. The law dictates that districts and colleges may not *require* students to enroll in remedial math or English coursework. By 2019, we need to fully implement curriculum, processes, etc. to ensure students are placed directly into college-level math and English. Corequisites, supplemental instruction, tutoring, and other evidence-based practices may be used to support students that require additional assistance. However, we cannot use noncredit to serve as a sequence. The implementation of AB 705 gives us the opportunity to look at curricular pathways, corequisite models, and to build robust support systems for our students. It also gets at the heart of what’s happening in the classroom and will require that faculty are given the tools to change current practices.

Questions arose about how this will affect teacher pedagogy. Will faculty ease up on rigor simply to pass students who are ill-prepared to be in college-level courses? The hope is that this will not be the case. Professional development for faculty will be key,

because they will no longer simply be teaching content, but also building basic skills. RHC will need to identify ways in which we can support faculty so they are successful in this endeavor. Massive investments will need to be made in student support services.

As we bring faculty together to explore curricular redesign, we will also need to engage other schools to see what they're doing. We need to be aware of how other schools are planning on implementing AB 705 and benchmark ourselves compared to surrounding institutions.

VII. Unfinished Business –

A. AP 2000s

- **AP 2105 – Election of Student Members – PULLED for further discussion at 3/13/18 meeting**
- **AP 2340 – Agendas – CONSENSUS with edits as follows –**
Section I: Change “Senate Exec” to read “Senate **Executive Council**” in paragraph 1. Change “Board of Trustees” to read “Board **members**” in paragraph 2. Change “Board of Trustees” to read “**Board**” in paragraph 3.
Section II: Change “College Website” to read “College **website**,” making the word lowercase.
Section III: Add “**Superintendent**” before the word “President” so it reads “Superintendent/President”. Change “College Website” to read “College **website**,” making the word lowercase.
- **AP 2360 – Minutes – CONSENSUS with edits as follows –**
Section I: Change “college website” to read “**College** website,” making the word uppercase.
Section II: Add “**Superintendent**” before the word “President” so it reads “Superintendent/President”.
- **AP 2430 – Delegation of Authority to the Superintendent/President – CONSENSUS with no edits.**
- **AP 2431 – Superintendent/President Selection Process – PULLED for further discussion related to the ordering of XIII. AP 2431 will be reviewed at the 3/13/18 PFC meeting.**
- **AP 2435 – Evaluation of Superintendent/President – CONSENSUS with edits as follows –**
Section I: Add a **comma** after “students” so that it reads “input from staff, faculty, students, and managers.”
- **AP 2710 – Conflict of Interest – CONSENSUS with edits as follows –**
Section I: Move the **apostrophe** in the phrase “Board member’s” to be after the word member so it reads “Board members”.
Section III: Change “Board of Trustees” to read “**Board**”.
****It was noted that AP 2710 is not “gender neutral” however, PFC agreed to leave this AP as-is in terms of pronouns and moving forward, make all APs gender neutral in language (i.e. using “they” instead of he/she, him/her, etc.)*
- **AP 2712 – Conflict of Interest & Disclosure Code – CONSENSUS with edits as follows –**
Section I: Add a **comma** after “any amendments to it,”.
Section IV: Add a **comma** after “Government Code section 87200,”. Remove the word “**designated**” before the word “employees” because the word is then repeated later in the same sentence and is therefore redundant.
Section V: Redact the phrase “by ~~its Members of~~ the Board of Trustees” to simply read “**by the Board of Trustees**.”
Section VI-C.: Change “April 1” to read “April **1st**”.
Section XV: Add the phrase “**the following**.” before the list.
Section XV-E.: Change the amount from “\$440” to “**\$470**”.

Section XXI-C.: Add the word “**Executive**” in front of Dean, Institutional Research and Planning; Dean, Counseling and Student Success; and Director, Human Resources.

- **AP 2735 – Board Member Travel – CONSENSUS with edits as follows –**

Section I: Change “**any** representatives of the Board” to read “**current** representatives of the Board”.

Section II: Change “The Board participates in local and Outside of state and nationally recognized organizations” to read “The Board participates in local, **out-of-state**, and nationally recognized organizations.”

VIII. New Business –

A. **BP 3000s** – The Board Policies were distributed for initial editing as follows:

- **BP 3225 – Institutional Effectiveness** – Howard/Brian
- **BP 3410 – Nondiscrimination** – Brian/Robert/Juana
- **BP 3430 – Prohibition of Harassment** – Brian/Robert/Juana
- **BP 3720 – Computer and Network Use** – Lisa/Mike D./Sandra
- **BP 3820 – Gifts** – Jorge/Howard/Dorali

IX. Committee Reports

- **Safety/Facilities** – The Safety and Facilities committee is working under the President’s suggestion to do an active shooter drill this semester. Dates are still being considered, but the hope is to make it as minimally invasive to faculty and students as possible. There is the potential for bigger training/drill on FLEX Day in the Fall.
- **IEC** – The Institutional Effectiveness Committee has been working on setting the agenda for the Institutional Planning Retreat, taking into consideration all initiatives (Guided Pathways framework), as well as updating Goals and Objectives and the Mission.
- **Program Review** – Executive summaries are nearly complete. Within a week or so, they will be placed back into the program review templates so that the program review participants will have an opportunity to comment. Marie Eckstrom will come to a future PFC meeting to provide a report on the overall state of the executive summaries.
- **Staff Development** – There is an Integrated professional development taskforce that has brought together Staff Development, Basic Skills, SSSP, and Student Equity. They are trying to find a way to better align and leverage our resources to provide more effective professional development.
- **Basic Skills** – At the last Basic Skills meeting, the committee talked a lot about Guided Pathways and the new funding allocation model. There was also conversation about the process of onboarding students and doing a SWOT analysis to help streamline the process.
- **SLO** – Adam Wetsman is looking for opportunities for training to help everyone to get the program level and course level outcomes entered into Taskstream and mapped to the institutional outcomes.
- **Online Education (OEC)** – A written report was provided by Dr. Jodi Senk and is available on the PFC website as a supporting document to the February 27, 2018 meeting.

- **Student Equity** – There was an e-mail that went out regarding Professional Development opportunities for faculty starting in April. These workshops will focus on what faculty can do in the classroom. We will have speakers from UCLA and UC Riverside to talk about how faculty can use different pedagogies in the community college classroom.
- **SSSP** – This Friday, March 2nd, there will be a SSSP meeting that will be 100% dedicated to a reboot of the matriculation/assessment process. A new assessment placement tool will be a channel in AccessRIO available to students and will allow students to self-identify.

X. Announcements – Sandra Rivera mentioned that the CSEA has had preliminary discussions about the new funding formula and that lack of parking on campus continues to be a thorn in students' sides. A CSEA member from Admissions & Records reported that second session begins March 12 and there are currently no semester-long parking permits on campus right now.

XI. Adjournment – The meeting was adjourned at 4:01pm. The next meeting will be held on Tuesday, March 13 from 2:30 – 4:00 p.m. in the Board Room.

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, March 13, 2018, 2:30 p.m., Board Room

Members Present: Laura M. Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Yulian Ligioso (VPFB), Juana Mora (1st VP, AS), Dorali Pichardo-Diaz (Secretary, AS), Shelly Spencer (Parliamentarian, AS), Jill Pfeiffer (President, RHCFA), Robin Babou (Faculty), Michelle Pilati (Faculty), Brian Brutlag (Faculty), Jim Sass (CSEA), Martin Covarrubias (President, ASRHC), Jesus Colin (Secretary, ASRHC), Rebecca Green (Mgmt, AA), Mike Muñoz (Mgmt, SS)

Members Absent: Jorge Huinquez (2nd VP, AS), Mike Dighera (ASCCC Rep), Robert Bethel (Past President, AS), Sandra Rivera (CSEA), Lisa Sandoval (CSEA), Bailey Garcia (Treasurer, ASRHC)

Additional Staff Members: Howard Kummerman (Executive Dean, Institutional Research & Planning), Markelle Stansell (Senior Administrative Assistant to VPAA / Recorder)

- I. **Call to Order** – The meeting was called to order at 2:34pm.
- II. **Approval of Minutes** – Approval of the February 27, 2018 minutes was postponed until the April 10, 2018 meeting.
- 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** – Riopalooza will be held in the mid- and lower-quads on Wednesday, March 21st. Chick-fil-A will be on campus distributing 2,500 free chicken sandwiches. The intent of Riopalooza is to promote ways in which students can enjoy a safe spring break. Representatives from various health agencies, including Planned Parenthood, will be on hand to speak to students and distribute promotional items and materials. There will also be games, prizes, and various forms of entertainment including a DJ as well as a Samba and Capoeira performance. Yulian Ligioso asked that ASRHC notify Rio Café of Chick-fil-A’s presence on campus, as it may impact their sales for the day.

Saturday, April 21 is Parent Appreciation hosted by Student Success. This event will be for student parents. There will be carnival games, ice cream, snacks, a taco truck, etc. This event is free for our student parents.
- VI. **Co-Chair’s Report** –
 - A. **Guided Pathways** – In order to receive Guided Pathways funding from the Chancellor’s Office, RHC must submit a work plan that outlines next steps to advance toward or maintain full scale adoption on 14 different Self-Assessment elements. The purpose of this work plan is to guide us along in our implementation efforts. It is a flexible, malleable document and it is understood that

the plan may change as implementation efforts evolve. This is the first of five years' worth of plan data that we will be submitting to the Chancellor's Office.

Every Self-Assessment element requires us to note our current scale of adoption, an outline of what the plan is, what our current efforts and initiatives are, the expected outcomes, and where we expect the College to be over time. The 14 Self-Assessment elements are detailed as follows:

1. Cross functional inquiry (*Early Adoption; Scaling in Progress by Spring 2018*) – This is about getting information out to all the stakeholders on campus. The College will engage in broad, deep, and inclusive discussion and inquiry about the Guided Pathways approach, framework, and evidence. We intend to continue offering Café con Libros sessions in 2018 and engage students in meta-majors discussion and survey in spring and fall of 2018. Additionally, we will continue to provide regular Guided Pathways updates at PFC, Academic Senate, and Institutional Effectiveness Committee. This year's Institutional Planning Retreat on Friday, April 6, 2018 will include discussions on Guided Pathways.

2. Shared metrics (*Pre-Adoption*) – The College is using clearly identified benchmarks and student data to track progress on key activities and student academic and employment outcomes. Those benchmarks are shared across key initiatives. Through the Integrated Plan process, the College has been working towards identifying shared metrics to measure key student outcomes. Challenges have been identified in the reliability of cohort designations in Banner for special programs and a plan has been created to address this issue. The Integrated Planning Process of SSSP, Student Equity, and BSI is driving the shared metric discussion. A special workgroup has been created to flush out the metrics and create a data elements dictionary for the campus. Ongoing data chat protocols will be in place to further a culture of inquiry and data driven decision making.

3. Integrated Planning (*Early Adoption*) – This element speaks to how Guided Pathways work is linked to Student Equity, AB 705, Basic Skills Initiative and how that will all be coming together to support our students. College-wide discussions are happening with all stakeholders and support/commitment has been expressed by key stakeholders to utilize the Guided Pathways framework as an overarching structure for the College's main planning and resource allocation process, leveraging existing initiatives and programs. The College administrative, faculty, and classified leadership have participated in the Guided Pathways Institutes and IEPI workshops. Information specifically related to the Guided Pathways framework has been shared throughout the campus community. Opportunities for discussion are regularly available and facilitated by faculty leadership. Successful outcomes include continuous dialogue with faculty, staff, and students; continuous improvement efforts of framework and implementation; intentional and structured professional development across all constituencies; improved key performance indicators; and improved student experience.

4. Inclusive Decision-Making Process (*Early Adoption*) – The College has identified key leaders that represent diverse campus constituents to steer college-wide communication, input and decisions regarding the Guided Pathways framework. Constituents have developed transparent cross-functional teams to provide the Guided Pathways effort with momentum and regularly provide opportunities for broad college-wide input. In addition, this plan strategically engages governance bodies college-wide. The College will hold the Institutional Planning Retreat on April 6, 2018 where cross-functional work teams will engage in Guided Pathways work. The teams will discuss meta-majors, programs of study, and align college initiatives to the Institutional Goals and Objectives. The College has also established faculty leaders and cross functional teams within the Divisions and programs of

study. The faculty leads and cross functional teams will work on degree mapping within the meta-majors. They will also serve on a newly formed advisory group.

5. Intersegmental Alignment (*Scaling in Progress*) – The College engages in systematic coordination with K-12, four-year institutions and industry partners to inform program requirements. We will be working on a plan to strengthen industry partners to inform program requirements beyond CTE, in addition to developing data sharing MOUs with the top five transfer-receiving institutions. We currently have MOUs in place with all feeder high school districts. SSSP delivers core services onsite at all local high schools. Intersegmental alignment will allow us to provide clearly defined on ramps to all academic programs and meta-majors.

6. Guided Major and Career exploration (*Early Adoption*) – The College has structures in place to scale major and career exploration early on in a student's college experience. Utilizing Starfish Degree Planner, students will complete a career assessment at the time of enrollment, enter the College on an academic map, and have a completed educational plan. We currently have robust offerings of COUN 101 and COUN 151 courses.

7. Improved Basic Skills (*Scaling in Progress*) – The College is implementing evidence-based practices to increase access and success in college and/or transfer-level math and English. The math and English faculty have made concerted efforts to support students' ability to complete transfer level math and English requirements in a timely manner. The College implemented multiple measures and redesigned math curriculum. The passage of AB 705 along with the Guided Pathways framework has prompted new dialogue to develop instructional support and curriculum for students with basic skills needs. The College will integrate current Basic Skills Initiative, current instructional support, Guided Pathways curriculum mapping, professional development activities, and Student Success and Support Program. Successful outcomes include streamlined onboarding for all students, comprehensive and high impact instructional support for all students, and professional development to support classroom instruction.

8. Clear Program Requirements (*Early Adoption*) – The College is clarifying course sequences for programs of study (including key milestones) and creating predictable schedules so that students can know what they need to take, plan course schedules over an extended period of time, and easily see how close they are to college completion. The College offers courses to meet student demand. In order to meet these objectives, the College is engaging in backwards design with desired core competencies and/or student outcomes in mind, including time to goal completion and enhanced access to relevant transfer and career outcomes. The College has identified the first faculty work group charged with mapping core courses for all degrees and certificates. Mapping includes identifying math, English, and reading requirements, milestones, and activities outside the classroom specific to the discipline or career. The mapping leads may evolve into the Guided Pathways Advisory Council. Also, the College has launched Starfish and plans to increase the number of faculty using the software to provide alerts directly to students, recommendations for instructional support, degree audits, educational planner and ultimately serve as a tool for course scheduling to meet the need and demand.

9. Proactive and Integrated Student Supports (*Early Adoption*) – The College will provide academic and non-academic support services in a way that is proactive and aligned with instruction so that all students are explicitly engaged in these services. This will help students stay on path. We are currently engaged in the development of a professional development plan and hope to see strong faculty participation in early alert systems, comprehensive instructional support across all disciplines, improved transfer and

completion rates, and increased student participation in non-classroom activities related to career/transfer preparation.

10. Integrated Technology Infrastructure (Early Adoption) – The College has the technology infrastructure to provide tools for students as well as instructional, counseling, and student support faculty to support planning, tracking, and outcomes for Guided Pathways. By Spring 2018, all faculty have access to the Early Alert system, and there will be ongoing trainings available. Abbreviated Educational Plans built using the new Degree Planner platform started with first-time students in Fall 2018. The degree audit system was fully implemented as of Spring 2018 and 100% of students will have counselor-validated Educational Plans that they will assist in building with Degree Planner. The College will continue to use SSSP resources and build on the efforts of the Starfish Workgroup and SSSP leadership in seeking faculty input to establish workflows for Early Alert and Degree Planner that support systematic services for all students.

11. Strategic Professional Development (Early Adoption) – Robust professional development opportunities are strategically, frequently, and consistently offered for staff, faculty, and administrators and aligned with the College’s strategic goals, needs, and priorities. PD opportunities have been implemented across all instructional programs and services. The College is in the process of developing a PD plan that will transcend across all constituencies with a common focus.

12. Aligned Learning Outcomes (Scale in Progress) – RHC is in the process of changing how outcomes reporting is done and assessments are made. In addition, the College has recently adopted institutional-level outcomes, to which we are in the process of mapping both course-level and program-level outcomes. The goal is to complete this process by the end of the Spring 2018 term. We will consider the current phase a success once all mapping has been completed, at which point we will move to further scale outcomes work to align with the goals of Guided Pathways.

13. Assessing and Documenting Learning (Scale in Progress) – Tracking of learning outcomes is made available to faculty for most programs. While the tracking is not directly available to students, anyone interested in reviewing outcomes data can contact the Outcomes Coordinator or Institutional Research and Planning. Most programs examine and use learning outcomes results to improve the effectiveness of instruction.

14. Applied Learning Outcomes (Early Adoption) – The College has robust applied learning opportunities primarily in the area of CTE. These opportunities are based on industry requirements and facilitated by faculty. The College will continue to grow the cooperative work experiences opportunities for areas outside of CTE, work experience, internships, apprenticeship, and research opportunities. These efforts are largely funded by Strong Workforce and Perkins funds.

Members of PFC were asked to provide any feedback regarding the Guided Pathways Action Plan by Tuesday, April 20th. Any edits or additions should be e-mailed to Laura, Howard, and Michelle. After submitting our Action Plan, the Chancellor’s Office will give us allocations in April and we will receive additional feedback from the CCCCO in May.

ASRHC members and Dr. Mike Muñoz provided feedback from a Guided Pathways forum that was recently held for students. One student’s response to the idea of the Guided Pathways framework was, “I wish the College had this when I started. It’s overwhelming when you see all those majors.” Although this is anecdotal, we believe it is rooted in the student experience. Other points of discussion at the student forum included:

- Should Education should be a standalone meta-major? The consensus was to leave it as standalone because most incoming college students know what Education is; in other words, it's a known pathway for them.
- "Law" should be included in the title of a pathway. The majority of the students leaned towards a meta-major called "Law and Public Safety."
- Many students agreed that it did not make sense to call it "School of Business" if not using the name "School" in other meta-majors.
- If we have an "Undecided" meta-major, should it have an expiration date to give students a sense of urgency?
- Integrating Faculty Mentors as potential milestones may be beneficial to students, in addition to the traditional counseling/advising component.

B. AB 705 Update – The Chancellor's Office has yet to put out specific language/guidance on how to implement AB 705, partially because there is still ongoing discussion about what a "sequence" is. A website was published that provides a timeline indicating that we must be in full compliance with AB 705 requirements by Fall 2019. Given the deadline for curriculum revisions, the timeline is very tight. It may be viewed at the following URL: <https://assessment.ccco.edu/implementation-timeline>

VII. Unfinished Business –

A. AP & BP Review (7 items)

- **AP 2105 – Election of Student Members – CONSENSUS** with the following edits: Changed "Student Member" to read "**Student Trustee**" throughout.
- **AP 2431 – CEO Selection Process – CONSENSUS** with the following edits: After the first mention of "Board of Trustees," **remove "of Trustees"** so that it only reads "**Board.**" This is consistent with the language/formatting of other APs/BPs. In **section XIII**, reorder the options as follows: **Option 1:** Directly interview additional candidates from the candidate pool; **Option 2:** Accept the candidate(s) that are forwarded as finalists and proceed; **Option 3:** Ask the committee to interview additional candidates from the applicant pool who could potentially become finalists; **Option 4:** Ask the committee to forward additional finalists from the pool of candidates already interviewed, **and;** **Option 5:** Cease the process and begin a new search. In **section XIV**, "**Search committee-chair**" does not need to be capitalized nor should it include a hyphen; it should read "**search committee chair.**" Change "strengths and weaknesses **of each of the candidates**" to read "strengths and weaknesses **of each candidate.**" In **section XVII**, add the word "**members**" after committee.
- **BP 3225 – Institutional Effectiveness – CONSENSUS** with the following edits: In **section I**, change "**developing goals**" to "**supporting college goals**". Change "**ongoing condition**" to read "**effectiveness**" Remove the slash between operational/environment and change the statement to read "**operational and educational environment.**" Add the word "outcomes" at the end of the sentence so it reads "institutional effectiveness **outcomes.**"
- **BP 3410 – Nondiscrimination – CONSENSUS** with no edits.
- **BP 3430 – Prohibition of Harassment – CONSENSUS** with the following edits: In **section VI**, add "/President" so it reads "**Superintendent/President**". **Add a comma** after "volunteers".
- **BP 3720 – Computer and Network Use – CONSENSUS** with no edits.

- **BP 3820 – Gifts – CONSENSUS** with the following edits: In **section I**, change the part of the sentence that reads “instructional materials ~~of all kinds~~, and any other items which will enhance ~~the~~ learning ~~process of~~ Rio Hondo College students” to read “instructional materials and any other items which will enhance learning **for** Rio Hondo College students.” In **section II**, remove “~~individual administrators~~” and capitalize the “A” so it reads simply “**Administrators**.” Change the phrase “indicate items that will be useful ~~supplements to the various instructional programs of~~ the ~~college~~” to read “indicate items that will be useful **for** the **C**ollege.” In **section VI**, remove “~~or~~” before “physical” and add a **comma** after “disability”.

VIII. New Business –

A. AP & BP Review (3 items) –

- **BP 4245 – Academic Rank Policy** – There was AP language in the BP, yet no AP existed. Academic Senate has separated them out. **BP 4245 will be brought back to the 4/10/18 PFC meeting for consensus, as it is still going through Academic Senate.**
- **AP 4225 – Course Repetition** – Approved by Senate in 2017. **CONSENSUS** with no edits.
- **AP 4245 – Academic Rank Procedure** – An AP did not previously exist for Academic Rank Procedure. **AP 4245 will be brought back to the 4/10/18 PFC meeting for consensus, as it is still going through Academic Senate.**

IX. Committee Reports

- **Safety/Facilities** – An active shooter drill is being planned for May 3rd at 10:45am and will last roughly 20-30 minutes. The Committee is working to create a one-page list of roles and responsibilities for faculty that will be sent via e-mail. There will be a BECs and BELs training in mid-April as well as an all-campus info session (date TBD). PFC reached consensus that May 3rd is an acceptable date for the drill.
- **IEC** – The Institutional Planning Retreat will be held April 6th in the Campus Inn. There will be additional participants this year, including an increase in the number of student attendees as well as the Guided Pathways Faculty Division Leads and Faculty Mapping Coordinators.
- **Program Review** – Marie Eckstrom will attend the April 10, 2018 PFC meeting to provide a report on the overall state of the executive summaries.
- **Staff Development** – None.
- **Basic Skills** – The Basic Skills committee has been discussing AB 705 and how the faculty will work together to support the implementation.
- **SLO** – No report, although it was suggested that the name of the SLO Committee be changed on future PFC agendas to be “Outcomes Committee”.
- **Online Education (OEC)** – There has been continued discussion regarding \$1,200 in remaining funds and how to disperse it. The committee has recommended professional development opportunities, such as sending faculty to the Online Teaching Conference. Related to the Online Education Initiative (OEI), RHC will participate starting in the Fall. This

decision was made because we need to be thoughtful and purposeful about our implementation efforts, such as the need to test the Exchange thoroughly. Also related to online education, Dr. Ramirez provided an update regarding a recent Zero Textbook Cost grant opportunity. Eleven faculty submitted proposals to receive a \$1,000 stipend to develop ZTC materials for their course. Two faculty will be selected and forward for Board Approval.

- **Student Equity** – Wednesday, March 14th is a faculty/staff informational session on RISE scholars at 11:15am in LR128. This program aids students directly or indirectly affected by the justice system in navigating their educational pathway. There will also be an upcoming Student Equity Professional Development series beginning in April, largely dedicated to aligning pedagogies with current initiatives.
- **SSSP** – SSSP is working to revamp the steps for matriculation in alignment with AB 705. A placement tool will be embedded in AccessRIO. Instead of students being directed to the Assessment Center, there needs to be a sorting of who will be placed through Multiple Measures as opposed to those who need a test. This channel in the portal will determine whether students will put in their high school data for placement (GPA, etc.) or be directed to the Assessment Center.

X. Announcements – Henry Gee reminded the group that Diego Peña will be in the Campus Inn at 11:00am on Thursday, March 15th discussing his book, *Anatomy of Autism*. He will be presenting alongside his communicator (as he is nonverbal), as well as his mother who is a professor and the Director of the Autism and Communication Center at Cal Lutheran University.

XI. Adjournment – The meeting was adjourned at 3:41pm. The next meeting will be held on Tuesday, April 10 from 2:30 – 4:00 p.m. in the Board Room.

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING FISCAL COUNCIL MINUTES
Tuesday, April 10, 2018, 2:30 p.m., Board Room**

Members Present: Laura M. Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Yulian Ligioso (VPFB), Juana Mora (1st VP, AS), Jorge Huinquez (2nd VP, AS), Dorali Pichardo-Diaz (Secretary, AS), Mike Dighera (ASCCC Rep), Jill Pfeiffer (President, RHCFA), Robin Babou (Faculty), Michelle Pilati (Faculty), Brian Brutlag (Faculty), Sandra Rivera (CSEA), Lisa Sandoval (CSEA), Jim Sass (CSEA), Martin Covarrubias (President, ASRHC), Jesus Colin (Secretary, ASRHC), Bailey Garcia (Treasurer, ASRHC), Mike Muñoz (Mgmt, SS)

Members Absent: Henry Gee (VPSS), Shelly Spencer (Parliamentarian, AS), Robert Bethel (Past President, AS), Rebecca Green (Mgmt, AA)

Additional Staff Members: Howard Kummerman (Executive Dean, Institutional Research & Planning), Marie Eckstrom (Faculty, Program Review Coordinator), Markelle Stansell (Senior Administrative Assistant to VPAA / Recorder)

- I. **Call to Order** – The meeting was called to order at 2:34pm.
- II. **Approval of Minutes** – Approval of the February 27, 2018 minutes was accepted with a correction related to the year in which Rio Hondo will be “held harmless” for the new funding formula; it was changed from the 2017/2018 year to the 2018/2019 year. The minutes from the March 13, 2018 meeting were accepted without revisions. The April 10, 2018 meeting agenda was adjusted by consensus to start the meeting with New Business to allow Marie Eckstrom to speak about the Program Review Report.
- III. **New Business** – Marie Eckstrom provided copies of the Executive Summaries to members of PFC. The Program Review process has become more refined, and is far more comprehensive and introspective than in years past. As we switched to Taskstream this year, there was an expected learning curve, however next year it is likely that the process will run more smoothly.

Institutional-level recommendations based on the Program Review Executive Summaries included (but were not limited to): increasing the number of classified staff in a variety of different areas across campus, increasing the number of tutors, hiring multidisciplinary divisional lab assistants, increasing classroom maintenance/upkeep and other Facilities related projects, etc. The Executive Summaries will be uploaded back into Taskstream to give individuals the opportunity to respond to recommendations.

Sandra Rivera thanked Marie for her consideration of the timeframe during which Program Review meetings were held (i.e. during normal business hours). This facilitated increased Classified participation. Michelle Bean thanked both Howard and Marie for their characteristically excellent work and fastidiousness.

IV. **Superintendent/President’s Report** – None.

V. **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.

VI. ASRHC Report – Tonight, April 10, is the last night for Success at Sunset unless additional funding is identified. Success at Sunset was an event targeted toward evening students and has been very well-received by the students being served. Individuals who attend classes in the evening do not often have access to the same services that the campus provides during the day. To help bridge this gap, Success at Sunset provided them with snacks and various class materials such as Scantrons and pencils free of charge.

The Sustainability Task Force is hosting Earth Day on Tuesday, April 17 from 10am-1pm. The event will feature a rock climbing wall, healthy food truck, clubs selling succulents, Jamba Juice, etc. ASRHC will be reaching out to Dean Mike Slavich to ask if they may bring out the Tesla vehicle. Dr. Mike Muñoz reminded ASRHC to send an all-staff e-mail a day or two prior to the event so that staff can plan for lunch that day if they are aware a food truck will be on campus. Dr. Ramirez said she would reach out to Dr. Vann Priest, Dean of Math & Sciences, to inquire about the presence of individuals from their Environmental Technology program.

An Open Mic event will be held on Wednesday, April 18th from 4:00pm-6:00pm. The Creative Writing Club produced its own book and this event will serve to promote it by allowing students to read select passages. It is open to all students who may also choose to sing, rap, perform spoken word pieces, etc.

The Dreamers Conference will be held on Friday, April 20th from 8:30am-1:30pm. This event is open to all students, parents, and members of the community. It will feature a Dreamers panel in which Dreamer students will share their educational experiences. Those on the panel include students who have gone to CSU, UC, private, graduate, and law schools as well as those who are currently working professionals. Other activities include educational workshops, a resource fair, and consultations with immigration attorneys at no cost. Lunch will be provided.

On Saturday, April 21st, there will be a Parent Appreciation event on campus from 11am-2pm in the mid-quad. This event is free for students who are parents to bring their children on campus for a carnival day of activities. There will be 12 game booths, free food, a jumper, a reptile show, and more.

On Tuesday, April 24th, Cultural Diversity will host Asian Pacific Islander Heritage Day from 12pm-3pm in the mid-quad. Superintendent/President Teresa Dreyfuss and Vice President Henry Gee will be keynote speakers. Additionally, the event will feature music, spoken word artists, and light refreshments.

Michelle Bean thanked ASRHC ambassadors for representing the student voice at the Institutional Planning Retreat last Friday, April 6, 2018. Their participation was invaluable and much appreciated.

VII. Co-Chair's Report –

A. Guided Pathways – At the Institutional Planning Retreat, there was an open session dedicated to questions, concerns, etc. that anyone wanted to share with respect to Guided Pathways. There were both positives and negatives that came out of the discussion. Moving forward, the GP Leadership Team wants to develop in collaboration with Academic Senate a GP Governance Manual. There will be opportunities for other constituents to get involved in the creation as well. The vision is to go through a shared governance process to engage all constituents, including classified staff and students. The GP Leadership Team wants to make sure everyone has a voice and the opportunity to share, whether their feelings about the GP initiative are good, bad, or indifferent. Campus-wide engagement and dialogue is integral to ensuring that GP at Rio Hondo is implemented in a meaningful way that increases its likelihood of success.

Other points about Guided Pathways that were discussed include the following:

- The May 18th mapping deadline is an internal deadline and is not intended to be punitive in any way should departments need additional time. However, there are consequences/implications if the work is not completed in a timely manner, namely that Roadrunner Connect goes live in Summer with comprehensive ed plans. If programs aren't mapped, there will be ed plans that will default to the status quo and the tool will become less effective.
- Some faculty are concerned about mapping GEs, milestones, and electives. However, we have not touched these areas nor has there been any sort of substantial discussion about doing so at the present time. We are currently asking faculty to come to the table to look at courses within their discipline to determine how students would ideally take/progress through those courses in the sequence.
- Most of our students have transfer aspirations, but our transfer-out rate is only 12%.
- There is concern that many of the GP conversations have been about process and not about how to increase outcomes for students. Even when you look at data controlling for demographics, we are behind other institutions similar to RHC.
- Guided Pathways will be what we make of it. Every school in the state will take the GP framework and make it its own. The purpose of GP is to get students to where they want to be. It is not a one-size-fits-all model. Our focus should be on helping students make more informed decisions by providing them with information in such a way that decision-making is simplified.
- Guided Pathways is an excuse for us to do things that we should have done a long time ago; it puts a whole new lens on how we are doing things.
- One suggestion was that the GP Governance Manual should include a subset of the Curriculum Committee because of the value they bring, being the individuals specialized in the curriculum process.
- There are questions as to what is preventing us from moving forward with the Guided Pathways momentum? One possible answer is that depending on which constituency group you talk to, different people have different understandings of GP.
- As a point of clarification, Rio Hondo initially applied to be a part of 20 pilot colleges for Guided Pathways. We were committed to identify a Leadership Team, and the Institute managing the pilot program requires us to participate in six 3-day institutes. For each institute, we are told who must attend, and they are very prescriptive about who goes. At the institutes, research and data are shared, in addition to what other colleges have done throughout the state, what has and has not worked, etc. After our acceptance into the GP Pilot Program, the Chancellor's Office announced that California will be a Guided Pathways State, meaning it is no longer an option *not* to adopt. There has been widespread confusion regarding Rio Hondo's participation in the initial GP Pilot Program, which allowed us to move at a somewhat slower pace vs. the new statewide mandated GP Initiative which has put us under additional external pressure and timelines.
- Additional tension exists because the CCCCO has told us that not only must we comply with Guided Pathways in order to receive funding, but we must also implement AB 705, AB 19, etc. They are providing us with new metrics that are going to be standard across the state, and these monumental changes are what we have to deal with as an institution.
- There are serious consequences to our institution to be idle or to slow down to a point where we stay "comfortable" where we are. We are in a very unique area, surrounded on every border by very aggressive community colleges. We haven't looked at our data to be able to conclusively say what conditions need to exist and what percentages we need to attain so that we do not lose money.
- There exists a sense of urgency for our students. Guided Pathways has opened up a lot of opportunities for our campus, including an Integrated Professional Development Taskforce

where Classified are encouraged to be at the table. There are a lot of good things coming out of these conversations that give us the opportunity to do what we should have been doing all along, only better and more effectively.

- Difficult conversations are a part of the process of any kind of change that takes place. We are going through a phase of helping people understand and urging them to get involved. Having a greater perspective with everyone at the table will assist us in better planning specific actions that need to take place.

B. Spring 2018 FLEX Day Evaluation Summary – A Spring 2018 FLEX Day Evaluation Summary was provided to PFC members. The FLEX Committee’s analysis and recommendations, based on feedback, included: 1) have at least one set of breakouts where faculty can choose their session of interest; 2) continue to offer the Campus Inn for overflow and/or move the entire morning session there; 3) ensure robust student input in all Guided Pathways processes and decisions.

VIII. Unfinished Business –

A. AP & BP Review (2 items) – BP/AP 4245 were edited and subsequently approved by Academic Senate and brought back to PFC for final review.

- **BP 4245 – Academic Rank Policy** – **CONSENSUS** with no edits.
- **AP 4245 – Academic Rank Procedure** – **CONSENSUS** with no edits.

IX. Committee Reports

- **Safety/Facilities** – Interviews for the Director of Facilities will take place on April 20th. An Active Shooter Taskforce meeting took place yesterday, and the active shooter preparedness page has gone live. It is available at www.riohondo.edu/active-shooter. You may also find the page located on the RHC homepage under the **Current Students > Resources > Emergency Preparedness** dropdown. They are still working on a sheet that will detail faculty roles and responsibilities. This document will be sent to faculty a couple of weeks before the drill on May 11th, and again the week of the drill.
- **IEC** – The Institutional Effectiveness Committee has put together a subgroup for program review activity
- **Program Review** – None (Marie and Howard previously spoke at the beginning of the meeting).
- **Staff Development** – None.
- **Basic Skills** – Ten faculty members are going to an AB 705 conference on Friday.
- **Outcomes** – (Formerly SLO Committee) None.
- **Online Education (OEC)** – Three faculty have been funded to attend the Online Teaching Conference. They may use leftover funds to update training videos. Licenses for faculty access to Screencast-o-matic will be offered to online certified faculty on a first-come, first serve basis. Be on the lookout for an e-mail from Jodi Senk regarding this opportunity.
- **Student Equity** – This Friday, 4/13 from 10am-12pm in A207, Dr. Cecilia Rios Aguilar, Director of UCLA’s Higher Education Research Institute, will be on campus to present Funds

of Knowledge for Community College Teaching. In this workshop, faculty will learn about Funds of Knowledge, discuss how Funds of Knowledge challenges deficit-based thinking, and be introduced to pedagogical approaches for community college teaching. Lunch will be provided. On Weds, 4/18, The Student Equity Office is hosting a one-day performance and Q & A session of a short play called *A Man Like Me*. The play and session will be from 1 – 2pm in the Black Box Theatre.

- **SSSP** – Counselors are working on closing out “beeps” from the Early Alert system. They had over 2,000 flags raised. Assessment has developed a self-reporting placement tool that is now live within the student portal. New students that apply are directed to go there first to determine if they need to come in for an assessment test.

X. Announcements – Taste of Rio tickets are still available. There are also opportunities to volunteer.

XI. Adjournment – The meeting was adjourned at 3:51pm. The next meeting will be held on Tuesday, April 24th from 2:30 – 4:00 p.m. in the Board Room.

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

Members Present: Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Juana Mora (1st VP, AS), Jorge Huinquez (2nd 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 18th 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 21st, 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:

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

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING FISCAL COUNCIL MINUTES
Tuesday, May 8, 2018, 2:30 p.m., Board Room**

Members Present: Laura M. Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Yulian Ligioso (VPFB), Juana Mora (1st VP, AS), Jorge Huinquez (2nd VP, AS), Dorali Pichardo-Diaz (Secretary, AS), Mike Dighera (ASCCC Rep), Jill Pfeiffer (President, RHCFA), Robin Babou (Faculty), Brian Brutlag (Faculty), Robert Bethel (Past President, AS), Lisa Sandoval (CSEA), Jim Sass (CSEA), Martin Covarrubias (President, ASRHC), Bailey Garcia (Treasurer, ASRHC), Rebecca Green (Mgmt, AA)

Members Absent: Shelly Spencer (Parliamentarian, AS), Michelle Pilati (Faculty), Sandra Rivera (CSEA), Mike Muñoz (Mgmt, SS), Jesus Colin (Secretary, ASRHC), Markelle Stansell (Senior Administrative Assistant to VPAA / Recorder)

Additional Staff Members: Howard Kummerman (Executive Dean, Institutional Research & Planning)

- I. **Call to Order** – The meeting was called to order at 2:35pm.
- II. **Approval of Minutes** – The April 24, 2018 minutes were accepted as presented.
- III. **Superintendent/President’s Report** – None.
- IV. **Public Comments** – Henry Gee acknowledged student Bailey Garcia for being accepted to UCLA and to UC Berkeley. He also noted that Bailey will serve as this year’s Valedictorian at Commencement on May 24, 2018.
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** – Elections are over and results are expected to be in by tomorrow morning. Ten ASRHC members are graduating and transferring.

Puppy Therapy will be held on Wednesday, May 16 from 12pm-2pm.

Spirit Day is being held today and there has been a good turnout.
- VI. **Co-Chair’s Report** –
 - A. **Guided Pathways** – Announcements were sent this morning regarding Guided Pathways Open Forums to be held on Thursday, May 10, 2018 from 10:00am-11:00am in the Board Room (A102) and again on Thursday, May 17, 2018 from 2:00pm-3:00pm in A208. This is an open call to share ideas and thoughts and dialogue with the campus community about where we are going with Guided Pathways.
- VII. **Unfinished Business** –
 - A. **Revision of APs and BPs Proposed by Senate (9 items)** –
 - **AP 3250 – Institutional Planning** – **CONSENSUS** with minor edits.

- **AP 3300 – Public Records** – **CONSENSUS** with minor edits (addition of CCLC language).
- **AP 3410 – Nondiscrimination** – Tabled until next meeting.
- **AP 3420 – Equal Employment Opportunity** – Tabled until this AP can be reviewed by HR.
- **AP 3515 – Reporting of Crimes** – Tabled until next meeting.
- **AP 3570 – Smoking on Campus** – Tabled until next meeting.
- **AP 3710 – Securing of Copyright** – Tabled until next meeting.
- **AP 3720 – Computer & Network Use** – Tabled until this AP can be reviewed by HR.

VIII. Unfinished Business –

A. BPs & APs 3000s (9 items) –

- **AP 4100 – Graduation Requirements** – **CONSENSUS** with no edits.
- **AP 4240 – Academic Renewal** – **CONSENSUS** with no edits.
- **AP 3715 – Intellectual Property** – **CONSENSUS** with no edits.
- **BP 3715 – Intellectual Property** – **CONSENSUS** with no edits.
- **BP 3050 – Institutional Code of Ethics** – **CONSENSUS** with no edits.
- **AP 3050 – Institutional Code of Ethics** – This AP does not exist and the group agrees to keep it that way.
- **BP 3250 – Institutional Planning** – **CONSENSUS** with minor edits (Change V to “The Superintendent/President shall inform the Board about the status of the college planning process.” Switch roman numeral IV to V).
- **BP 3570 – Smoking on Campus** – **CONSENSUS** with no edits.
- **BP 3900 – Speech: Time, Place, and Manner** – Tabled for further review, as both BP 3900 and AP 3900 have language that is now deemed unconstitutional. However, CCLC has not yet released new revisions to address these inconsistencies.

IX. Committee Reports

- **Safety/Facilities** – Please fill out the survey from the active shooter drill sent by Howard. This week we have an emergency simulation on Friday.
- **IEC** – Recognized Lydia for being coordinator for 3 years. Talked about the e-sent survey which costs a lot of money and the College has not participated in the past before. Because we are participants of Guided Pathways, it is a requirement that we participate. Data will come to us in March 2019. Started tackling goals and feedback from the retreat. This will be reviewed by a subgroup in the summer.
- **Program Review** – No report.
- **Staff Development** – No report.
- **Basic Skills** – There was recent discussion at the Basic Skills meeting about units being added based on AB 705. They looked at multiple measures data and it has not been detrimental.
- **Outcomes** – (Formerly SLO Committee) No report.
- **Online Education (OEC)** – Written report submitted by Jodi Senk and available online.

- **Student Equity** – Last Friday Student Equity hosted great guest speakers on campus and hope that they can bring them back in the future. Juana also sent out an email for those who want a copy of *Re-Designing America's Community Colleges*.
- **SSSP** – No report.

X. Announcements – Dr. Ramirez discussed Chancellor Oakley's report. 60% enrollment, 20% Need, 20% Success Measures include ADT, 16 unit certificates and completion of 9 CTE units, completion of transfer level Math and English in 1 year. Based on this funding formula, it needs to be completed in a year. This could potentially impact how we do mapping for Guided Pathways, so we need to continue to have dialogue as to what this will look like for the College.

Henry Gee asked that we please consider that other colleges won't be requiring co-requisites for their English and Math classes, which begs the question: why will they choose RHC if they can go to another school and still get the Promise and take less units? Brian asked if there is data about when students take Math and English? Henry shared that data shows that you are more likely to succeed if you take Math and English early on.

Rebecca Green asked for clarification regarding when the "clock" starts ticking for the three-year completion. What if they started college classes in high school? It starts after high school graduation. Strong relationships with college faculty and high school faculty will go a long way to ensuring student success.

XI. Adjournment – The meeting was adjourned at 3:51pm. The next meeting will be held on Tuesday, May 15 from 2:30 – 4:00 p.m. in the Board Room.

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING FISCAL COUNCIL MINUTES
Tuesday, May 15, 2018, 2:30 p.m., Board Room**

Members Present: Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Yulian Ligioso (VPFB), Juana Mora (1st VP, AS), Jorge Huinquez (2nd VP, AS), Dorali Pichardo-Diaz (Secretary, AS), Mike Dighera (ASCCC Rep), Jill Pfeiffer (President, RHCFA), Robin Babou (Faculty), Brian Brutlag (Faculty), Robert Bethel (Past President, AS), Sandra Rivera (CSEA), Lisa Sandoval (CSEA), Jim Sass (CSEA), Rebecca Green (Mgmt, AA)

Members Absent: Laura M. Ramirez (Co-Chair and VPAA), Shelly Spencer (Parliamentarian, AS), Michelle Pilati (Faculty), Mike Muñoz (Mgmt, SS), Martin Covarrubias (President, ASRHC), Bailey Garcia (Treasurer, ASRHC), Jesus Colin (Secretary, ASRHC)

Additional Staff Members: Markelle Stansell (Senior Administrative Assistant to VPAA / Recorder), Howard Kummerman (Executive Dean, Institutional Research & Planning)

- I. **Call to Order** – The meeting was called to order at 2:35pm.
- II. **Approval of Minutes** – The May 8, 2018 minutes were accepted as presented, with the suggestion of Henry Gee that his acknowledgment of Baily Garcia also included the fact that he is RHC’s Valedictorian for the upcoming Commencement ceremony.
- 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** – None.
- VI. **Co-Chair’s Report** –
 - A. **Guided Pathways** – A Guided Pathways Open Forum will be held on Thursday, May 17, 2018 from 2:00pm-3:00pm in A208. This is an open call to share ideas and thoughts and dialogue with the campus community about where we are going with Guided Pathways.
- VII. **Unfinished Business** –
 - A. **Revision of BPs and APs 3000s (8 items)** –
 - **BP 3410 – Nondiscrimination** – **CONSENSUS with minor edits**; add the word “**sex**” after “gender” in article II.
 - **AP 3410 – Nondiscrimination** – **CONSENSUS with minor edits**; add “**sex, gender**” after “age” in Article IA. Add “**sex, gender**” after “genetic information ancestry” in Article IIA.
 - **BP 3430 – Prohibition of Harassment** – **CONSENSUS with minor edits**; change “Supervisors” to read “**All District employees are considered “responsible employees” and...**” in Article III.
 - **AP 3435 – Discrimination and Harassment** – **CONSENSUS with significant edits.**

- **AP 3515 – Reporting of Crimes – CONSENSUS with minor edits;** add “or any **District property**” after “on campus” in Article IV. Change “campus” to “**District property**” in Article VIII. Change “campus and at affiliated locations” to “**District property**” in Article IX. Change “Dean, Counseling and Student Development” to read “**Executive Dean, Counseling & Student Equity or Dean, Counseling & Student Equity**” in Article X. Change “Director, Human Resources” to “**Executive Director, Human Resources.**” Change “on or off campus” to “**on District property**” in Article XIII. Change “institution” to “**District**” in Article XIII.
- **AP 3540 – Sexual Assaults on Campus – CONSENSUS with minor edits;** add “**Executive Director of Human Resources**” in parentheses after “District Compliance Officer in Article IV. In Article V, bullet #2, add “**Survivor Advocate**” after “Weekend College Coordinator. In bullet #3, add the heading “**24-Hour Sexual & Domestic Violence Counseling**” and update the organization names and website information indicated in green. Change “victims” in Article VI to read “**survivors**”. Add bullet #3, “**Confidential Survivor Advocate, Student Union room 202 or local crisis center (see above hotline numbers);**”. In Article XIII, bullet #6, change “accuser and the accused” to read “**reporting and responding parties**”. Change “others” to specify “**one advisor, advocate, or support person**”. Change “accused” to “**respondent**”.
- **AP 3570 – Smoking on Campus – CONSENSUS with minor edits;** move Article VI to Article I. With the new reordering of the Articles, in Article II, remove the word “campus” so it reads “any ~~campus~~ building **on District property.**” In Article III, remove the word “campus” so it reads “any ~~campus~~ building **on District property.**” In Article V, change “Smoke” to have a lowercase “s” so that it reads “**s**moke”. In Article VI, remove the word campus so it reads “on ~~campus~~ **District property.**”
- **AP 3710 – Securing of Copyright** (*legally advised – RHC no procedure*) – **CONSENSUS with no edits.** This AP did not previously exist and the entire AP consists of new language from PFC. (see attached)

VIII. New Business –

A. AP 4000s (1 items) –

- **AP 4230 – Grading and Academic Record Symbols – CONSENSUS with minor edits;** Add the following under Article II: Non-Evaluative symbols: **F. EW – Excused Withdrawal (The EW symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.)** Add “**Title 5, Section 55024**” under Article III: Reference.

IX. Committee Reports

- **Safety/Facilities** – No report.
- **IEC** – No report.
- **Program Review** – No report.
- **Staff Development** – No report.
- **Basic Skills** – No report.
- **Outcomes** – No report.
- **Online Education (OEC)** – No report.

- **Student Equity** – No report.
- **SSSP** – No report.

X. Announcements – None.

XI. Adjournment – The meeting was adjourned at 3:15pm. The next meeting will be held on Tuesday, August 28 from 2:30 – 4:00 p.m. in the Board Room.

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING FISCAL COUNCIL MINUTES
Tuesday, February 12, 2019, 2:30 p.m., Board Room**

Members Present: Laura Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Yulian Ligioso (VPFB), Adam Wetsman (1st VP, AS), Jorge Huinquez (2nd VP, AS), Dorali Pichardo-Diaz (Secretary, AS), Mike Dighera (Parliamentarian, AS), Robert Bethel (Past President, AS), Jill Pfeiffer (President, RHCFA), Michelle Pilati (Faculty), Brian Brutlag (Faculty), Robin Babou (Faculty), Sandra Hernandez (CSEA), Jim Sass (CSEA), Matthew Mangoba (President, ASRHC), Rebecca Green (Mgmt, AA), Melba Castro (Mgmt, SS)

Members Absent: Gerson Montiel (ASCCC Rep), Lisa Sandoval (CSEA), Tiffany Nunez (Secretary, ASRHC)

Additional Staff Members Present: Caroline Durdella (Dean, Institutional Research & Planning), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA)

- I. **Call to Order** – The meeting was called to order at 2:34pm.
- II. **Approval of Minutes** – The November 27, 2018 minutes were accepted as presented.
- III. **Superintendent/President's Report** – Superintendent/President Dreyfuss welcomed the committee to the Spring 2019 semester and wished everyone a Happy Chinese New Year. She asked Vice President of Finance and Business, Yulian Ligioso, to provide an update regarding the heating issues that are affecting the campus.

The challenges faced in recent months are multifaceted and complex, compounded by the college's topography and age at some areas of the campus infrastructure. A hot water leak affected the boiler, resulting in its automatic shutdown. Heavy rains over the past month have slowed the progress of identifying and isolating the leak. Yulian sent an all-staff e-mail on Monday, 2/11 indicating that despite good progress being made turning the hot water back on in the North loop and heating many of our buildings, there was a second hot water leak discovered. The leak is near the entrance of staff lot B on Circle Drive. We should be receiving an estimate this week to open up the asphalt to make an assessment. Unfortunately, fixing this leak will require shutting off hot water to the North loop, although repairs are expected to go reasonably quickly. In coordination with Security, there will be a temporary road closure on Circle Drive in order to perform the work. Until the actual pipe repair work begins, the North hot water loop will remain open. Efforts to pinpoint the leak in the lower quad are ongoing.

- IV. **Public Comments** – Sandra Hernandez brought forward a concern about AP 3510 - Prevention of Workplace Violence & Disruption. A group of Classified Staff had an issue with bullying and put together a 40-page document that they took to Human Resources with the request and expectation that the portion of AP 3510 that calls for a cross-constituency committee to be convened would be honored to determine if the conduct meets the definition of bullying. This request was denied by HR and the staff were told that it was not a Title IX violation and it did not rise to the level of sexual harassment. However, nowhere in the AP does it say that instances of bullying *must* constitute a Title IX violation. Sandra noted that Heng Lim, the CSEA Labor Relations Representative, was present to listen to the discussion because it impacts CSEA's ability to dutifully represent their staff members.

Sandra is asking that this AP be formally reviewed by PFC to determine whether or not this is the avenue by which employees would take a complaint of bullying that is not sexual in nature. A review of AP 3510 will be added to the February 26, 2019 agenda.

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 first week of Spring semester, ASRHC helped students in the quad. Last week they finalized their legacy project. They will be funding another hydration station in the Science Building on the second floor as well as purchasing a new mascot costume. Superintendent/President Dreyfuss has agreed to fund another hydration station located in the gym.

Success at Sunset begins tonight, February 12 in front of the Student Union from 5:30-6:30pm. Next week, Spirit Day will be held on Tuesday, 2/19 from 11:00am-2:00pm in the lower quad. Students are asked to show their Roadrunner pride by wearing school colors, participating in activities, and engaging with campus clubs. This will coincide with Club Rush on the 19th and 20th. Also on February 20th will be Black Excellence. Students, staff, and faculty are encouraged to stop by the mid-quad from 11:30am-1:00pm to hear speakers and artists including Dr. Jonathan Higgins, LaSpeaks Volume, and Dr. Kirk Kirkwood. Finally, ASRHC will be hosting an open mic on Wednesday, February 27 from 4:00pm-6:00pm in the Student Union.

- VI. Guided Pathways** – The Guided Pathways Steering (GPS) Committee is moving forward with the development of a detailed action plan for implementation of Guided Pathways. The GPS Committee has identified 14 different work groups in areas such as the student onboarding process, student success metrics, professional development, and integrated infrastructure technology. The work groups are tasked to develop a multi-year plan with activities, benchmarks, and outcomes. The plan will be forwarded to the Academic Senate and ultimately the Superintendent/President for approval and implementation. In addition, the GPS Committee will be moving forward with the mapping of general education courses based on Academic Senate recommendation.

- VII. Co-Chair's Report** – Michelle Bean welcomed everyone back and thanked committee members in advance for their commitment to the volume of work we have ahead of us this semester.

VIII. Unfinished Business –

A. IEC – Committee Evaluation Tool – Caroline Durdella, Dean of Instructional Research and Planning, provided an update on the committee evaluation tool that will be sent out to campus constituents on either Wednesday or Thursday of this week. All committees in the governance manual are being evaluated. IRP is in the process of putting the finishing touches on the e-mail invitation. Individuals who serve on multiple committees will receive multiple invitations, using a dropdown list on the survey tool to select the appropriate committee. Members will have about two weeks to respond, and IRP will need roughly two weeks to analyze the data and provide a summary to the chair/co-chair so that (s)he may bring the information back to the committee(s).

B. PFC Subcommittee – Instructional Equipment – Robert Bethel, Mike Dighera, Robin Babou and Sandra Hernandez volunteered to serve on the Instructional Equipment Subcommittee. This subcommittee will review Instructional Equipment requests from the 2017-2018 planning cycle and rank them. An effort will be made to convene a meeting and finish the ranking process before our next PFC meeting on February 26.

IX. New Business –

- A. AB 705 Update** – A collaborative AB 705 taskforce has been formed that includes various campus constituents, including individuals including faculty, staff, and administrators. The faculty from Math, English, and Counseling are very embedded in the taskforce. Recently, they have been looking at aligning placement levels as defined by the AB 705 memo. In an effort to update the placement tool, there is a lot of work that needs to be done in conjunction with IT. Systems need to be updates, new placement levels need to be programmed in Banner to provide or restrict access to enrollment in certain courses, and strategies need to be identified to code offerings with a specific symbol on the class schedule.

AB 705 states that if you are going to require co-requisites, you must have a challenge process in place. The structure of this challenge process requires additional conversation, and the taskforce is hard at work to identify potential strategies and recommendations.

As a requirement of AB 705, we will be collecting data and tracking success rates. A track record of data is needed in the event that we need to ask for revisions. Since we are adhering to the Chancellor's Office GPA cutoffs, our measures will be throughput, etc.

Matthew Mangoba, President of ASRHC, asked how changes related to AB 705 are being disseminated to students. Aside from updating the website and producing posters and brochures to advertise the new sequences and pathways, counselors will present in Basic Skills classrooms as to how students may update their placement. Additionally, placement labs will be hosted for students to take or retake the placement tool and update their educational plans. To inform new students, the online orientation will be updated, as well as materials provided in educational planning workshops and COUN 105 classes. Once informational material is finalized and distributed, all divisions and faculty need to be aware and assist in disseminating information campus-wide. Students with questions about AB 705 may be referred to the First Year Success Center, the Counseling Center, and/or the Assessment Center/Educational Planning Lab. It should be noted that we are phasing "assessment" out of the vernacular in favor of "placement."

- B. Revision of Board Policies (14) and Administrative Procedures (9) – (Total of 23)** – The co-chairs reminded PFC about the BP/AP revision process that worked well last Spring, which was to identify small workgroups and assign APs/BPs for review outside the meeting. The expectation is that the groups will reach out to committees, constituent groups, and/or subject matter experts when making edits. The revisions will then be brought back to PFC for consideration. The groups below volunteered to edit the following BPs/APs.

Revisions proposed by the Board of Trustees

- Group 1 – Matthew Mangoba, Yulian Ligioso, Jim Sass
- BP 2431 – Superintendent/President Selection
 - BP 2715 – Code of Ethics/Standards of Practice
 - BP 6740 – Citizen's Oversight Committee

Revisions by CCLC and/or Academic Senate

- Group 2 – Robert Bethel, Michelle Pilati, Melba Castro
- BP 4020 – Program, Curriculum and Course Development
 - AP 4020 – Program and Curriculum Development
 - BP 4025 – Philosophy and Criteria for Associate Degree and General Education
 - BP 4100 – Graduation Requirements for Degrees and Certificates
 - BP 4030 – Academic Freedom – Group 3 -Adam Wetsman, Brian Brutlag, Rebecca Green

- Group 4 – Mike Dighera, Laura Ramirez, Jill Pfeiffer
 - AP 4102 – ~~Occupational/Vocational~~ Career and Technical Education Programs
 - BP 4106 – Nursing Programs
- Group 5 – Dorali Pichardo-Diaz, Jorge Huinquez, Rebecca Green, Melba Castro, Tiffany Nunez
 - BP 4220 – Standards of Scholarship
 - AP 4220 – Standards of Scholarship
 - BP 4225 – Course Repetition
 - BP 4240 – Academic Renewal
- Group 6 -Michelle Pilati, Rebecca Green, Dorali Pichardo-Diaz, Melba Castro, Jorge Huinquez
 - BP 4250 – Probation, Dismissal, and Readmission
 - AP 4250 – Probation
 - BP 4260 – Pre-Requisites and Co-Requisites
 - AP 4260 – Prerequisites and Corequisites
- Group 7 - Sandra Hernandez, Jill Pfeiffer, Michelle Pilati
 - AP 4105 – Distance Education
- Group 8 -Robert Bethel, Michelle Pilati
 - AP 4230 – Grading and Academic Record Symbols
 - BP 4300 – Field Trips and Excursions – Group 9 - Yulian Ligioso, Diana Lopez
NEW – Recommended by CCLC
- Group 9 - Yulian Ligioso, Diana Lopez
 - AP 4022 – Course Approval
 - AP 4103 – Work Experience

Markelle will forward electronic copies of all the BPs/APs as well as a list of helpful hints and suggestions for editing the documents to PFC by tomorrow.

X. Committee Reports

- **Safety/Facilities** – Brian Brutlag met with Felicia Johnson (Director of Facilities) last week. A subsequent meeting is scheduled for March 15.
- **IEC** – None.
- **Program Review** – None.
- **Staff Development** – None.
- **Basic Skills** – This group is somewhat informally turning into an AB 705 implementation group. The most recent meeting focused on Math and English updates.
- **Outcomes** – There is a new Faculty Resource Center (FRC) via Canvas that is available to all faculty. It has a wealth of information about Outcomes as well as other helpful materials. The next Outcomes meeting will be Tuesday, February 19.
- **Online Education (OEC)** – Two faculty are going through the Peer Online Course Review (POCR) training. Once they graduate, they may start reviewing OEI courses. Nominations for Distance Education Coordinator are open.
- **Student Equity** – The first meeting will be later this month.
- **SSSP** – Working on AB 705 implementation.

XI. Announcements – A Taste of Rio is on Friday, April 26, 2019.

XII. Adjournment – The meeting was adjourned at 3:44pm. The next meeting will be on Tuesday, February 26, 2019 at 2:30pm in the Board Room.

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, February 26, 2019, 2:30 p.m., Board Room

Members Present: Laura Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Yulian Ligioso (VPFB), Adam Wetsman (1st VP, AS), Jorge Huinquez (2nd VP, AS), Doralí Pichardo-Díaz (Secretary, AS), Mike Dighera (Parliamentarian, AS), Gerson Montiel (ASCCC Rep), Robert Bethel (Past President, AS), Jill Pfeiffer (President, RHCFA), Michelle Pilati (Faculty), Brian Brutlag (Faculty), Robin Babou (Faculty), Sandra Rivera (CSEA), Jim Sass (CSEA), Matthew Mangoba (President, ASRHC), Diana Lopez (Treasurer, ASRHC), Rebecca Green (Mgmt, AA), Melba Castro (Mgmt, SS)

Members Absent: Tiffany Nunez (Secretary, ASRHC), Lisa Sandoval (CSEA)

Additional Staff Members Present: Caroline Durdella (Support Staff, Institutional Research & Planning), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA)

- I. **Call to Order** – The meeting was called to order at 2:30pm.
- II. **Approval of Minutes** – The February 12, 2019 minutes were accepted as presented.
- III. **Superintendent/President’s Report** – No report.
- 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** – No report.
- VI. **Guided Pathways** – The RHC Guided Pathways Leadership Team recently attended Guided Pathways Institute #5 in Riverside. The Guided Pathways Steering (GPS) Committee is moving forward with the development of a detailed action plan for implementation of Guided Pathways. The GPS Committee has identified fourteen (14) different workgroups in areas such as the student onboarding process, student success metrics, professional development, and integrated infrastructure technology. It is the intention to solicit the participation of faculty who are not part of the GPS Committee in an effort to increase overall campus involvement. Michelle Bean encouraged the GPS Committee to include a librarian, counselor, staff member, and student on each workgroup.

The workgroups are tasked to develop a multi-year plan with activities, benchmarks, and outcomes. Regular updates will be shared with both Academic Senate and PFC. Once it is complete, the plan will be forwarded to the Academic Senate and ultimately the Superintendent/President for approval and implementation.
- VII. **Co-Chair’s Report** – Dr. Ramirez received an inventory of the committees on campus and issued a reminder that minutes and agendas should be posted online. A representative from Academic Affairs or IRP will reach out to groups that need to post their materials on the website.

VIII. Unfinished Business –

- A. AB 705 Update** – Melba Castro brought back AB 705 materials to share with the group as a follow up to her presentation at the February 12 PFC Meeting. It is important to note that the informational materials are still very much in draft format and are being vetted. She noted that students can take courses below transfer-level, but the default is that they will be placed in transfer-level classes. Counseling expects to use a student's high school GPA as a starting point when making placement recommendations to students, leading to greater discussion about a student's holistic experience with both math and English. Rebecca Green recommended that PSY 190 – Statistics for Behavioral Sciences be listed as an alternate to MATH 130 – Statistics on the informational materials. Dorali Pichardo-Diaz recommended changing the suffix of the new math support courses from 'E' to 'S' (to mirror those in English) because on academic transcripts an 'E' typically denotes that a course has been 'Excluded'.
- B. PFC Subcommittee – Instructional Equipment** – The PFC Instructional Equipment Subcommittee met and ranked the list of 2018-2019 instructional equipment requests that were carried forward from the unit plans. After consultation with some of divisions, a number of the funding requests were adjusted based on what was determined to be the true cost or true need. It was noted that there could stand to be improvements to the process going forward, such as developing a rubric for use during the Program Review process to better identify the priority of each request as its being made. The list of ranked instructional equipment requests will be forwarded to the Superintendent/President for final approval, and Academic Affairs will reach out to the divisions to initiate purchase requests.
- C. Revision of Board Policies (4) and Administrative Procedures (1) – (Total of 5) –**

Revisions proposed by Board of Trustees

- **BP 2431 – Superintendent/President Selection** – The workgroup determined that the added language is procedural and should be included in the respective Administrative Procedure (AP 2431). The workgroup will reconvene to include language in the AP instead of the BP and bring it back to the next PFC meeting for discussion.
- **BP 2715 – Code of Ethics/Standards of Practice** – The workgroup is unclear of the intent of the additional language: "Prevent breach of confidentiality or perception of breach of confidentiality." The workgroup in collaboration with PFC developed two questions for the originators of the recommendation:
 - a. Does this pertain only to closed session given that board meetings are open to the public?
 - b. What is the concern with the current language, "Maintain the confidentiality of closed session"? Adding confidentiality to open session may violate Brown Act, given Board meetings are open to the public.
- **BP 6740 – Citizen's Oversight Committee** – The work group determined that the added language is procedural and should be included in the respective Administrative Procedure (AP 2431). The workgroup will reconvene to include language in the AP instead of the BP and bring it back to the next PFC meeting for discussion.

Revisions by CCLC and/or Academic Senate

- **BP 4030 – Academic Freedom** – No changes from the updated CCLC language and/or Academic Senate revisions. Consensus with no edits.

- **AP 4230 – Grading and Academic Record Symbols** – No changes from the updated CCLC language and/or Academic Senate revisions. Consensus with no edits.

IX. New Business –

- A. 2018-2019 Additional Budget Requests – Facilities & Technology** – Yulian Ligioso provided the group with an update regarding additional Facilities and Technology budget requests that will be recommended for funding through the District Unrestricted General Fund.

Technology

- Replace Network Infrastructure at SWEC as the equipment is no longer supported by the manufacturer – \$30,000
 - Disaster Recovery Cloud-Based Network Infrastructure to provide redundancy and expansion of RHC’s on premise network – \$30,000
 - Rio Café AV Safety and Accessibility. IT to work with Facilities to move the AV system out of the Rio Café sprinkler room to a dry and safe location – \$30,000
 - 5 laptops in President’s Office for Emergency Operations Center – \$5,000
 - New work order system for IRP – \$2,500
 - Printer for Pathway to Law – \$1,500
- Total – \$99,000**

Facilities

- Dust collection system in Theatre scene workshop room (M103) to alleviate health and fire hazards – \$18,000
 - Dimmers in six classrooms (A-211, A-213, A-214, A-215, A-216, A-218) to allow for note-taking during presentations – \$15,000
 - 22 additional electrical outlets throughout study areas in the Library – \$5,000
 - Increase/enhance lighting in between book stacks in Library – \$17,000
 - Remodel adjunct office space (BSS/C&L) on second floor of Administration Building (A200) – \$8,000
 - Remove accordion room divider between A200 and A202 and install a permanent wall – \$5,000
 - Replace all lighting cables in Wray and Blackbox Theatres – \$12,500
 - Upgrade lighting control console in Wray Theatre – \$11,000
- Total of \$91,500**

These items will be submitted for approval at the March Board Meeting.

B. Administrative Procedures (1)

- **AP 3510 – Prevention of Workplace Violence and Disruption** – AP 3510 was brought to PFC by Sandra Hernandez who explained that an allegation of bullying could not find redress within this procedure because it’s not a Title IX violation. According to the AP as it is currently written, “In cases of reported bullying, a subcommittee will be formed composed of the District’s Title IX officer, and a CSEA designee, RHCFA designee, and administrative designee, all of whom must be trained in Title IX requirements, to determine whether the action meets the definition of bullying. The Title IX Officer serves as a resource (non-voting member.)” Shawn Smith, Executive Director of Human Resources, briefly joined the meeting to explain that addressing the allegation via the methods outlined in this AP would pose confidentiality concerns. A workgroup was formed to review the AP and suggest revisions. The workgroup will include Adam Wetsman, Shawn Smith, Sandra Hernandez, Robert Bethel, Henry Gee, and Rebecca

Green. The group is encouraged to look at both CCLC language as well as corresponding APs from other colleges. The AP will be brought back to the next PFC meeting for discussion.

X. Committee Reports

- **Safety/Facilities** – None.
- **IEC** – None.
- **Program Review** – None.
- **Staff Development** – None.
- **Basic Skills** – None.
- **Outcomes** – None.
- **Online Education (OEC)** – None.
- **Student Equity** – None.
- **SSSP** – None.

XI. Announcements – None.

XII. Adjournment – The meeting was adjourned at 4:09pm.

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, March 19, 2019, 2:30 p.m., Board Room

Members Present: Laura Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Yulian Ligioso (VPFB), Adam Wetsman (1st VP, AS), Jorge Huinquez (2nd VP, AS), Robert Bethel (Past President, AS), Jill Pfeiffer (President, RHCFA), Brian Brutlag (Faculty), Robin Babou (Faculty), Sandra Hernandez (CSEA), Jim Sass (CSEA)

Members Absent: Henry Gee (VPSS), Rebecca Green (Mgmt, AA), Melba Castro (Mgmt, SS), Dorali Pichardo-Diaz (Secretary, AS), Mike Dighera (Parliamentarian, AS), Gerson Montiel (ASCCC Rep), Michelle Pilati (Faculty), Matthew Mangoba (President, ASRHC), Diana Lopez (Treasurer, ASRHC), Tiffany Nunez (Secretary, ASRHC), Lisa Sandoval (CSEA)

Additional Staff Members Present: Caroline Durdella (Dean, Institutional Research & Planning), Marie Eckstrom (Program Review Coordinator, English Faculty), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA)

- I. **Call to Order** – The meeting was called to order at 2:36pm.
- II. **Approval of Minutes** – The February 26, 2019 minutes were accepted as presented.
- III. **Superintendent/President’s Report** – No report.
- 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** – No report.
- VI. **Guided Pathways** – The Guided Pathways Steering (GPS) Committee is working in individualized workgroups to come up with various activities and other connections on campus outside of the committee itself in order to fulfill the goals of the four pillars. The intention is to broaden the constituencies involved in the Guided Pathways implementation.
- VII. **Co-Chair’s Report** – Michelle Bean mentioned that at the last Board meeting, Felicia Johnson (Facilities Director) reported that Facilities staff are trying to be proactive rather than reactive related to work orders. They are focusing on power washing, gum removal, and deep bacteria cleaning, and are making a concerted effort to use less toxic chemicals. Michelle would like to give accolades to Felicia Johnson and her staff for their hard work.

There was also a guest speaker at the last Board meeting that spoke about the 2020 Census and the need to educate and communicate to our students that the census is coming; it is important that the students take back this information to their families and encourage them to be counted. Jill Pfeiffer suggested a student forum might be beneficial. Families might not understand how to report, so there have been millions of people not counted, especially young people. Census data has the potential to affect all types of allocations, including PELL grant funding, etc. Students interested in becoming a paid enumerator (aka census taker) are encouraged to visit www.2020census.gov/jobs to apply.

Dr. Ramirez reminded the group that per the PFC Guidebook (page 22), quorum is not required.

VIII. Unfinished Business –

A. Revision of Board Policies (4) and Administrative Procedures (2) – (Total of 6) –

Revisions proposed by the Board of Trustees

- **BP 4030 – Academic Freedom** – Brought back to PFC based on Board's recommendation. CCLC language in red. PFC's original edits are in green. PFC's subsequent edits are in purple. Paragraph I was revised as follows: *Since Faculty are experts in course content and pedagogy, they should be who are free to evaluate the performance of their students, including assigning grades, without fear of reprisal for relatively higher or lower based on any measured success metric.* – **CONSENSUS with edits.**
- **BP 2715 – Code of Ethics/Standards of Practice** – The Board edits (in red) were accepted as presented. – **CONSENSUS with no edits.**
- **BP 2431 – Superintendent/President Selection** – Board edits are in red. Paragraph I was revised as follows, with PFC edits in green: *In the case of a Superintendent/President vacancy, the Board of Trustees has established a search process to fill the vacancy. The process shall be fair and open, and comply with relevant regulations, and conducted with the highest level of integrity.* Paragraph II (added by the Board, in red) was accepted with minor edits by PFC (in green): *Board members are prohibited from appointing a spouse, partner, significant other or relative on the search committee to To prevent any actual or perception of a perceived conflict of interest or breach of confidentiality, no Board member's spouse, partner, significant other, or relative shall serve on the committee.* – **CONSENSUS with edits.**
- **AP 2431 – CEO Selection Process** – PFC edits in green. Same added language from BP 2431 was added to AP 2431 under paragraph VIII. – **CONSENSUS with edits.**
- **BP 6740 – Citizens Oversight Committee** – Board edits are in red. Paragraph II (added by the Board) was accepted with minor PFC edits (in green): *Board members are prohibited from appointing a spouse, partner, significant other or relative on the search committee to To prevent any actual or perception of a perceived conflict of interest or breach of confidentiality, no Board member's spouse, partner, significant other, or relative shall serve on the committee.* – **CONSENSUS with edits.**
- **AP 6740 – Citizens' Oversight Committee** – PFC edits in green. Same added language from BP 6740 was added to AP 6740 under paragraph V, item G.– **CONSENSUS with edits.**

IX. New Business –

- ### A. Program Review Update
- Marie Eckstrom, Program Review Coordinator, discussed categorized institutional-level recommendations and general trends in each category.

Campus Environment – Focus on general upkeep of the campus. There were strong recommendations that certain areas need repainting, etc. Also, some academic disciplines feel

that they don't have enough lab time and there are space constraints, leading to recommendations that the College look at how to use classroom space more efficiently or create more classroom space.

Technology – Maintenance of that technology needs to be attended to more regularly. All courses do not have Canvas course shells, and students may not have access to their most up-to-date grades throughout the term. One recommendation is that all courses should be enhanced at minimum to have students' grades available to them at any given time.

Staffing – Each academic division should have their own dedicated, full-time counselor.

Research – IRP will work with academic and operational programs to learn how to gather useful qualitative and quantitative data to help us analyze the way we operate and make improvements. Many non-instructional units need assistance with program review.

Other – Recommendations include focusing on what we are going to be doing to provide supplemental instruction, tutoring, drop in services, etc. Also, there is a need for training and staff development for all academic and non-academic staff related to students' mental health needs.

Institutional Level Standards – There is high degree of variation and a continuum of quality in terms of what people actually submit. IRP is trying to provide feedback for what they are really looking for and what they're hoping to accomplish. They will work to identify targeted areas that may need additional assistance with regards to establishing standards.

B. Revision of Board Policies (6) and Administrative Procedures (2) – (Total of 8) –

Revisions proposed by CCLC and/or Academic Senate

- **BP 4020 – Program, Curriculum, and Course Development** – CCLC edits in red. PFC edits in green. In paragraph III, change 'deletions' to '**discontinuances**.' Strike the last sentence and move it down to become paragraph IV. Strike 'Transfer Model Curriculums (TMCs)' and change it to '**Associate Degrees for Transfer (ADTs)**.' All subsequent paragraphs will increase in roman numeral by one. In paragraph V, strike 'when needed' and change it to '**as required**.' – **CONSENSUS with edits.**
- **AP 4020 – Program and Curriculum Development** – CCLC edits in red. PFC edits in green. In paragraph III, add '**Rio Hondo**' in front of 'College Board of Trustees.' Strike '**deletion**' and change it to '**discontinuances**.' In paragraph IV, change '**deletions**' to '**discontinuances**' and change '**sent**' to '**submitted**.' Strike '**for final approval**.' In paragraph VIII, add '**submission to and**' after the word 'Following.' Add '**(when required)**' after 'Chancellor's Office.' In paragraph XII, add '**Standard Formula: Credit Hour Calculation**' section. See attached edits for language. – **CONSENSUS with edits.**
- **BP 4025 – Philosophy and Criteria for Associate Degree and General Education** – CCLC edits in red were accepted as presented. – **CONSENSUS with no edits.**
- **BP 4100 – Graduation Requirements for Degrees and Certificates** – CCLC edits in red were accepted as presented. – **CONSENSUS with no edits.**
- **AP 4105 – Distance Education** – **Bring back to PFC after reformatting.**

- **BP 4300 – Field Trips and Excursions** – CCLC edits in red were accepted as presented. **CONSENSUS with no edits.**

Revisions proposed by a Special Awards workgroup

- **BP 1500 – Special Rio Hondo Awards** – PFC edits in green. Move the opening paragraph under item A up to roman number I. Change 'Each year, by March 1' to read '**Prior to the first regular April Board meeting**' and add '**President of the CSEA**' to the list of individuals on the committee. Add #2 under I.A. that reads: **The Fellow of the College Award will be presented at Commencement.** Change I.C. to become roman numeral II, and so on. – **CONSENSUS with edits.**

Revisions proposed by Bond Legal Counsel

- **BP 6323 – Debt Management** – PFC edits in green. In paragraph VIII. Source/References, strike the name of the Bond Counsel and replace with '**Rule 15c2-12 of the Securities and Exchange Commission.**'

X. Committee Reports

- **Safety/Facilities** – Safety/Facilities provided a written report. They are on track, meeting quarterly rather than two times per year (as in the past). Nursing is providing a “Stop the Bleed” training on 4/11/19 from 12pm-2pm, which will provide training on how to use tourniquets and how to stop bleeding in the event of a mass tragedy.
- **IEC** – We are in the ‘season of compliance,’ working on the ACCJC Annual Report and Vision for Success goals. We are also in the process of identifying disproportionately (DI) impacted groups and setting specific goals for DI groups. With regards to ACCJC standards, we will be moving into the direction of having an established culture of assessment of campus where there’s regular dialogue about outcomes, improvement, etc.
- **Program Review** – None.
- **Staff Development** – None.
- **Basic Skills** – The committee met the first Thursday of this month. Updates were provided on components of AB 705 and what departments are doing to be in compliance. Next month, the meeting will include representatives from Student Equity.
- **Outcomes** – The committee is meeting today (3/19) and is focused on wrapping up intensive lab activities for faculty members to get outcomes information into Taskstream. A matrix is being developed with all ACCJC eligibility requirements and standards that pertain to outcomes assessment. It looks at how we meet standards, any potential gaps, and also potential action steps. The matrix will be presented to the Outcomes Committee in May.
- **Online Education (OEC)** – Jill Pfeiffer recommended an article on page nine of the February 2019 Senate Rostrum entitled “Title 5 and Distance Education: Is Separate Course Review Enough?” She also mentioned there is a small team going to a conference over Spring Break to look at a District-wide plan for Distance Education. The goal is to create online degrees and certificates.
- **Student Equity** – The committee is working on data for the plan that is due later this semester.
- **SSSP** – None.

- XI. Announcements** – Dr. Ramirez noted that we have one graduate from our Bachelor of Science program in Automotive Technology and expect to have ten more by the end of the term.
- XII. Adjournment** – The meeting was adjourned at 4:03pm.

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, April 9, 2019, 2:30 p.m., Board Room

Members Present: Laura Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Yulian Ligioso (VPFB), Jorge Huinquez (2nd VP, AS), Dorali Pichardo-Diaz (Secretary, AS), Mike Dighera (Parliamentarian, AS), Gerson Montiel (ASCCC Rep), Robert Bethel (Past President, AS), Jill Pfeiffer (President, RHCFA), Brian Brutlag (Faculty), Robin Babou (Faculty), Michelle Pilati (Faculty), Sandra Hernandez (CSEA), Lisa Sandoval (CSEA), Jim Sass (CSEA), Matthew Mangoba (President, ASRHC), Rebecca Green (Mgmt, AA), Melba Castro (Mgmt, SS)

Members Absent: Adam Wetsman (1st VP, AS), Diana Lopez (Treasurer, ASRHC), Tiffany Nunez (Secretary, ASRHC)

Additional Staff Members Present: Caroline Durdella (Dean, Institutional Research & Planning), Leigh Ann Unger (Director, Admissions and Records / Registrar), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA)

- I. **Call to Order** – The meeting was called to order at 2:36pm.
- II. **Approval of Minutes** – The March 19, 2019 minutes were accepted with an edit to show Lisa Sandoval as present.
- III. **Superintendent/President’s Report** – No report.
- 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** – ASRHC is hosting Riopalooza on Wednesday, 4/10/19 from 11am-2pm in the Lower Quad. Festivities will include food, games, activities, and live performances. The Rio Olympics (specifically for students involved in clubs) will be held at same time. Next week are the ASRHC elections. Please encourage students to check their AccessRio portal from April 15-18 to exercise their right to vote.
- VI. **Guided Pathways** – Melinda Karp, who was the keynote speaker at Spring 2019 FLEX, will be working with RHC as a consultant to support faculty leadership and the GPS committee groups in developing a comprehensive, robust long-term plan for the college. She may potentially be here on Monday, August 12th for a kickoff meeting. Sandra Hernandez wanted to ensure that the GPS committee received CSEA’s recommendation for the classified IT representative. Gerson Montiel said that the recommendation had been received and he will follow-up with Sandra to ensure accommodations will be made.
- VII. **Co-Chair’s Report** – Dr. Ramirez noted that the Governance Committee Survey results have not yet been finalized, so the item was pulled from today’s agenda. She also mentioned that while BP 4225 is on today’s agenda, Leigh Ann Unger’s suggestions for the accompanying AP 4225 are included in the packet of materials but will be added to the agenda for the April 23, 2019 meeting.

Michelle Bean thanked PFC for their hard work on the revisions of APs and BPs this semester and welcomed recommendations on how to improve the process. One suggestion is the potential use of technology to track changes and see them live (i.e. Google Docs, etc.)

VIII. Unfinished Business –

A. Revision of Board Policies (6) and Administrative Procedures (4) – (Total of 10) –

Revisions proposed by CCLC and/or Academic Senate

- **AP 4102 – Career and Technical Education Programs** – **Bring back** to look at Title 5 language.
- **BP 4106 – Nursing Programs** – Michelle Bean reached out to Catherine Page (Dean of Nursing) and confirmed that BP accurately reflects their process. CCLC edits were accepted as presented. – **CONSENSUS**
- **BP 4220 – Standards of Scholarship** – CCLC edits were accepted as presented. – **CONSENSUS**
- **AP 4220 – Standards of Scholarship** – Group will review Leigh Ann’s suggested edits and **bring back**.
- **BP 4225 – Course Repetition** – Group will review Leigh Ann’s suggested edits and **bring back**.
- **BP 4240 – Academic Renewal** – CCLC edits were accepted as presented. – **CONSENSUS**
- **BP 4250 – Probation, Dismissal, and Readmission** – CCLC edits were accepted as presented. PFC recommended that the Academic Senate edits be reverted back to the singular. – **CONSENSUS**
- **AP 4250 – Probation** – PFC recommended that the Academic Senate edits be reverted back to the singular. Review CCLC language and **bring back**.
- **BP 4260 – Pre-Requisites and Co-Requisites** – CCLC and Academic Senate edits were accepted as presented. – **CONSENSUS**
- **AP 4260 – Prerequisites and Corequisites** – Academic Senate edits were accepted as presented. – **CONSENSUS**

IX. New Business –

A. Grants Update – Michaela Brehm provided an overview of the work being done by the Grants Office. update on the state of grants at RHC. The Grants Office is instrumental in identifying potential funding sources in alignment with institutional needs. They coordinate across college constituencies and support proposal composition and editing based on information provided by the institution’s content experts. Additionally, they ensure proposal adherence to institutional policies and priorities, support development of accurate budgets that align with the funder’s guidelines, provide guidance on the completion of pre-award forms, support the award team post-award, and coordinate with the RHC Foundation if applicable.

From FY 16-17 to FY 17-18, the number of proposals submitted nearly doubled (from 25 to 46).

	FY 2016-2017	FY 2017-2018
Proposals Submitted	25	46
Funded	9	31
Not Funded	10	15
Pending (Submitted & awaiting notice or in development)		6 (\$6,545,000)
Amount Funded – new \$	\$5,042,860	\$6,262,517

Grants Tracked by Grants Office	24	42
Dollars Tracked by Grants Office	\$8,184,154	\$15,330,249

Programs funded through grants include Mental Health Services as well as MESA-STEM. We have also had major successes with grants such as the Child Care Access Means Parents In School (CCAMPIS) Grant for the Child Development Center, as well as a National Science Foundation Grant for our Alternative Fuels program.

Regarding grants that were not funded, proposal reviewers' critiques indicate: programs and activities are not innovative/creative; programs are too broad/not focused; program outcomes/impact are not substantial enough in relationship to the amount of funding requested; sustainability plans (institutionalizing efforts) are weak; stronger logic models are needed; and partnerships are not established, but formed only to meet RFA requirements.

In 2019-2020, the focus will be to evaluate how we package our proposals, tightening them up and making them more competitive and innovative. By thinking outside the box, we hope to make our programs more impactful for students and the region as a whole. Additionally, we are looking to leverage our current partnerships with 4-year institutions and forge new partnerships with corporate sponsors such as Bank of America and Majestic Realty.

The Grants Office is also focused on improving infrastructure to support growth. To this end, they have implemented Grants Navigator (or RGMS – Rio's Grant Management System). The Grants website has been updated to include an online Launch Pad, tools and templates, and links to funder databases. Finally, in an effort to institutionalize administrative procedures, APs are being jointly developed between the Grants Office and Accounting and will be submitted to PFC in Fall 2019.

Michaela highly encouraged folks to reach out to the Grants Office. If you have a seed of idea but aren't sure how to explain it in proposal form, the Grants staff will be happy to brainstorm together. If you have a project in proposal form but don't know where to find funding, they have search tools to help find funders. Or, if you've never applied for a grant and are not sure where to begin, you are always welcome to come have coffee with the Grants staff.

B. Online Education Update – Dr. Jodi Senk and Dr. Grant Linsell presented on online education at RHC. They provided insight about the value of online education, where we are, what we need, and where we are going in order to create a shared vision for the growth and development for quality online education offerings. They also provided a review of online education and its definitions:

- **OE/DE:** Online Education/Distance Education
- **LMS:** Learning Management System
- **Canvas:** An LMS supported by Instructure; adopted by all 114 CCCs, UCs, and other colleges and universities across the country
- **OEI- Online Education Initiative:** Through a state grant, the OEI provides access to online courses to all CA students
- **Online:** 100% online instruction and resources with support of an LMS; no in-person instructor contact; can utilize both synchronous and asynchronous instructional methods
- **Hybrid:** Blended instruction meeting both in-person (>51%) and online
- **Enhanced:** In-person instruction, but utilizes the LMS to post announcements, resources, and other learning support

Online education is not the future; it is the present. While the research indicates some students do not have the self-management skills or motivation to do well in online classes, those who do tend to complete their educational goals faster due to the flexibility of online classes. This is particularly true for adult learners. And the gap is closing between in-person and online success.

Online education can dramatically increase access to education and the number of students earning community college credentials; it closes equity gaps. Online education also allows us to connect, open doors for the “introvert,” deliver knowledge, provide “social learning,” and build bridges, not walls. Online education also mirrors the four pillars of Guided Pathways.

OE accomplishments at RHC include: over 40 faculty, both FT and PT, completing training in 2017-2018; in-house training/certification (updated 2018): 250+ certified faculty; online counseling was implemented in Fall 2017; the e-education Newsletter was created as a resource for faculty; there has been an increased use of Canvas for on-ground classes, and has been integrated for hybrid and online classes for CTE; co-hosted New World of Work / Digital Badging with CTE faculty from Auto & KDA; six faculty and two OE staff attended the 2018 Online Teaching Conference; OE coordinator attended the national “InstructureCarn 2018”; “Tech Tuesdays” implemented Fall 2018; three faculty completed the Peer Online Course Review (POCR) training and certification; the Faculty Resource Center (FRC) was launched Spring 2019 and will host documents, training, and instructions for faculty needs such as Online Ed resources, curriculum, CBA, and a module for Outcomes; and a new OE Coordinator for 2019-2021, Jill Pfeiffer.

Online, hybrid, and enhanced offerings at RHC have been experiencing consistent growth, and it’s not just for online: use of Canvas to enhance on-ground classes has grown tremendously:

Course Format	Fall 2015	Fall 2016	Fall 2017
Online	191	224	288
Hybrid	21	24	43
Enhanced	574	601	910

Moving forward, there is a need for continuous training, professional development, and digital badging. In order to increase online and hybrid offerings, OE would benefit from: student support staff and workshops; additional faculty support staff and an accessibility reviewer; a sole, dedicated Dean of Online Education; and additional funding for IT support, video creation, Wi-Fi, and marketing.

X. Committee Reports

- **Safety/Facilities** – None.
- **IEC** – None.
- **Program Review** – None.
- **Staff Development** – None.
- **Basic Skills** – The governance evaluation results were discussed at the last Basic Skills meeting.
- **Outcomes** – None.
- **Online Education (OEC)** – None.

- **Student Equity** – None.

- **SSSP** – None.

XI. Announcements – Vice President of Student Services Henry Gee reminded the group that A Taste of Rio is in 17 days. ASRHC President Matthew Mangoba again reiterated that students should go onto their AccessRio portal next week to vote in ASRHC elections.

XII. Adjournment – The meeting was adjourned at 4:03pm.

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING FISCAL COUNCIL MINUTES
Tuesday, April 23, 2019, 2:30 p.m., Board Room**

Members Present: Laura Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Adam Wetsman (1st VP, AS), Jill Pfeiffer (President, RHCFA), Brian Brutlag (Faculty), Robin Babou (Faculty), Michelle Pilati (Faculty), Sandra Hernandez (CSEA), Lisa Sandoval (CSEA), Jim Sass (CSEA), Rebecca Green (Mgmt, AA), Melba Castro (Mgmt, SS)

Members Absent: Yulian Ligioso (VPFB), Jorge Huinquez (2nd VP, AS), Dorali Pichardo-Diaz (Secretary, AS), Mike Dighera (Parliamentarian, AS), Gerson Montiel (ASCCC Rep), Robert Bethel (Past President, AS), Matthew Mangoba (President, ASRHC), Diana Lopez (Treasurer, ASRHC), Tiffany Nunez (Secretary, ASRHC)

Additional Staff Members Present: Caroline Durdella (Dean, Institutional Research & Planning), Abbie Perry (Faculty / Institutional Effectiveness Coordinator), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA)

- I. **Call to Order** – The meeting was called to order at 2:36pm.
- II. **Approval of Minutes** – The April 9, 2019 minutes were accepted as presented.
- III. **Superintendent/President’s Report** – No report.
- 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** – None.
- VI. **Guided Pathways** – None.
- VII. **Co-Chair’s Report** – Dr. Ramirez applauded the efforts of Behavioral and Social Sciences counselor, Angelica Martinez. A week prior to the graduation petition deadline, Angelica visited classes in her division to assist students. She developed a form for the student to fill out with their information, then she went back to her office and petitioned on their behalf. She returned to class later in the week to confer with the student and to clear up any questions. Not only did this take the onerous process of applying to graduate off the student’s shoulders, it likely resulted in a much higher number of awarded degrees/certificates. As a result, 28 students received degrees or additional degrees. Eighteen of the students had already petitioned for a degree, so whatever Angelica petitioned on their behalf was probably not going to be awarded otherwise. Eight transfer degrees, 48 local degrees, and 33 certificates were awarded through this process.
- VIII. **Unfinished Business** –
 - A. **Revision of Board Policies (2) and Administrative Procedures (4) – (Total of 6) –**
Revisions proposed by CCLC and/or Academic Senate
 - **AP 4102 – Career and Technical Education Programs** – In paragraph III, add “completion of certificates and degrees” after “entry level employment.” In paragraph VII,

- remove “The chair of the advisory committee should be a member of industry and should serve a minimum of one year,” as the committee felt this was too restrictive. Instead, replace it with “The advisory committee should be comprised of business or industry professionals to serve as liaisons between industry and school officials.” Add “Education Code Sections 51226 et seq., and 53086” to paragraph X (reference). – **CONSENSUS**
- **AP 4220 – Standards of Scholarship** – Add “SP” to paragraph III. In paragraph VII, remove “weeks one through five” and replace with “the first four weeks [...], or thirty percent (30%) of the course, whichever is less.” Edit subsection A so the first sentence now reads, “A student who withdraws from class between the end of the fourth (4th) week and the last day of the twelfth (12th) week or seventy-five percent (75%) of the course, whichever is less, will receive a “W” grade symbol. Remove “than semester length classes.” In subsection B, change the word “may” to be capitalized (“MAY”) to add emphasis. Add paragraph VIII re: EW: Excused Withdrawal. See attached for language. In paragraph X, add, “Grades are posted to the student’s record and may be viewed in the student portal in ACESSRIO.” In paragraph XII subsection A, change “fifth week” to read “fourth (4th) week, or thirty percent (30%) of the course, whichever is less,” and remove “(by end of first week of summer school).” In subsection B, strike the first sentence and replace with, “All units earned on a pass/no pass basis shall be counted toward satisfaction of community college curriculum requirements.” Add “pass/no pass” after “letter grade.” In XIII subsection A, add “as a Rio Hondo student” after “currently enrolled,” and change “staff personnel” to read “faculty.” In paragraph XVII, add “Students are not permitted to enroll again in a course if the student received a satisfactory grade in the course, unless certain conditions are present. This policy shall not take precedence over any existing state or federal regulation. Further guidelines can be found in Administrative Procedure 4225. Remove ALL subsections of XVII, as they appear in AP 4225 and are more appropriate in an AP. In XVIII, remove “and Student Development” after “Dean of Counseling.” - **CONSENSUS**
 - **BP 4225 – Course Repetition** – Add “(total of three attempts)” in paragraph I Sentence I to clarify that this includes the original attempt. Add the letter grade of “D” to the first sentence. In paragraph IV, strike “(CCLC)” in the references. - **CONSENSUS**
 - **AP 4225 – Course Repetition** – Leigh Ann Unger’s edits in red were accepted as presented with minor edits. Remove “non-evaluative symbol” in paragraph I and remove “MW”. In paragraphs B through H, add a colon after the first portion of the sentence and move the second portion of the sentence down, and capitalize it. In Paragraph C, add “and MW” after “EW.” - **CONSENSUS**
 - **BP 4250 – Probation, Dismissal, and Readmission** – Original consensus at 4/9/19 meeting but workgroup that was editing AP 4250 thought it may need to be brought back for further edits. It was brought back to PFC on 4/23/19. CCLC edits were accepted as presented. In paragraphs A-D, change all references to “students” back to the singular form (e.g. “A student”). Add “F” and remove “NC” from paragraphs B and D. – **CONSENSUS**
 - **AP 4250 – Probation** – In paragraph I, change all references to “students” back to singular. In paragraph B, strike the sentence that reads “If a student is placed on academic probation, the student must receive approval by a counselor prior to registering for classes in the following semester.” Move portion of item F to paragraph B. In paragraph D, remove “enrolled in a total of” and replace with “attempted”. Remove the word “semester.” Change “enrolled” to “attempted,” add the grade of “F” and remove “NC” and replace with “NP”. Add a comma after “recorded.” Strike “the number of units with other grades” to read “50 percent of all attempted units.” Move the last sentence to the new item F. In paragraph E, use the heading “Removal from Progress Probation,” add the grade “F,” remove “NC and” and replace with “NP.” Strike “the number of those with other grades” and replace with “50 percent of all units attempted.” Item F re: the probationary

letter was moved and incorporated into item B. The new paragraph F should read “Subject to Dismissal – At the end of the third semester for which the student is on academic and/or progress probation, a notice that the student is subject to dismissal will be sent to the student.” In paragraph G, remove “NC” and replace with “NP.” – **CONSENSUS**

IX. New Business –

A. Faculty Staffing Committee – Dr. Ramirez and Michelle Bean requested five faculty (5) volunteers from PFC to serve on the 2019-2020 Faculty Staffing Committee, per the make-up in the Governance Manual. The first meeting was scheduled for Friday, April 26, but will be rescheduled to Friday, May 3 to accommodate the schedules of the participants. Michelle will send an email to solicit volunteers.

B. Revision of Administrative Procedures (Total of 8) –

Revisions proposed by CCLC and/or Academic Senate

- **AP 4022 – Course Approval** – The group feels that this AP is unnecessary; all elements are addressed in AP 4020. AP 4022 does not contain adoption-ready language. – **CONSENSUS to REJECT ADOPTION because all elements are addressed in AP 4020.**
- **AP 4103 – Work Experience** – The group agreed to bring this back to the May 7, 2019 PFC meeting after Mike Slavich (Dean of Career & Technical Education) and Mike Dighera review it. – **BRING BACK**
- **AP 4021 – Program Discontinuances** – Senate edits in green were accepted as presented. In item I, paragraph 3, change “vocational” to “career and technical education.” In item V subsection A, change “vocational” to “Career and Technical Education.” In VIII subsections D and G, change “3” to reference item “C.” – **CONSENSUS**
- **AP 4025 – Philosophy and Criteria for Associate Degree and General Education** – In Item I, subsection B number 2, change “use mathematics” to “employ quantitative reasoning.” In item II subsection A, make “Education” in “General education” lowercase. – **CONSENSUS**
- **AP 4026 – Philosophy and Criteria for International Education** – Adam Wetsman will review and bring back to May 7, 2019 PFC meeting. – **BRING BACK**
- **AP 4227 – Repeatable Courses** – In item B, change “Intercollegiate Athletics” to be lowercase: “intercollegiate athletics.” In item C, change “Intercollegiate Athletics” to be lowercase: “intercollegiate athletics.” Change “Vocational Competition” to be lowercase: “vocational competition.” – **CONSENSUS**
- **AP 4231 – Grade Changes** – PFC accepted the Academic Senate edits in green (changing “Academic Services” to “Academic Affairs”) as presented. – **CONSENSUS**
- **AP 4232 – Pass/No Pass** – No Academic Senate edits and no PFC edits. – **CONSENSUS**

X. Committee Reports

- **Safety/Facilities** – The Safety Committee is in the process of determining when their next meeting will be. The by-laws say they only need to meet once per semester (twice a year), but the committee has decided to meet quarterly.

• **IEC** – Abbie Perry (faculty / Institutional Effectiveness Coordinator) and Dr. Caroline Durdella (Dean, Institutional Research and Planning) presented on the RHC Local Goals 2016-17 to 2021-22. In fall 2018, the college was notified by the Chancellor's Office that it would need to set local goals for five of the six goals identified in the Vision for Success legislative initiative. At that time, colleges were informed that they would need to utilize a new online dashboard, yet to be completed, in order to analyze their local data and set local goals. In late January 2019, colleges were notified that they would need to set and submit their goals to the CCCCCO by May 31, 2019.

The first release of the Student Success Metrics dashboard was in late January 2019. As practitioners in the field began to use the dashboard, a number of technical issues surfaced, which were addressed through subsequent releases. The final release of Vision for Success data occurred on March 25, 2019. This release specifically addressed disproportionately impacted groups.

In January 2019, the IEC met to discuss the requirements and the deadline of setting RHC local goals for the Vision for Success. Because some of the Vision goals required additional input from academic areas such as CTE and math, and overlapped with Student Equity and Achievement goals, the committee agreed that it would be wise to temporarily expand the committee during the goal setting process. Input was solicited from content area experts.

IRP prepared the data for the committee to review, which included historical trends as well as some basic descriptive statistical calculations. The temporarily expanded committee reviewed historical college data as well as data from two peer colleges, specifically Long Beach City College and Cerritos College, and data from the state. They reviewed the trends and made comparisons to other data as well as the state expectations for progress. Consensus regarding the targets was achieved. The targets were also presented at the Institutional Planning Retreat held on April 12, 2019. Participants at the planning retreat were asking to rate each of the targets as not ambitious enough, about right, or too ambitious. Overall, the consensus was that the targets developed by IEC were about right. The recommended goals are as follows:

Rio Hondo College Goals

1.1 RHC will increase the number of students completing associate degrees (including ADTs) from 1,230 in 2016-17 to 1572 in 2021-22, an increase of 28 percent.

1.2 RHC will increase the number of students completing Chancellor's Office approved certificates from 525 in 2016-17 to 1,682 in 2021-22, an increase of 220 percent.

2.1 RHC will increase the number of students completing Associate Degrees for Transfer {ADTs} from 508 in 2016-17 to 686 in 2021-22, an increase of 35 percent.

2.2 RHC will increase the number of students who transfer to a UC or CSU from 847 in 2015-16 to 993 in 2021-22, an increase of 17 percent.

3.1 RHC will decrease the average units earned per completed associate degree from 92 in 2016-17 to 89 in 2021-22, a decrease of 3 percent.

4.1 RHC will increase median annual earnings of exiting students from \$32,056 per year in 2015-16 to \$35,744 per year in 2021-22, an increase of 12 percent.

4.2 RHC will increase the number of exiting students earning a living wage from 51 % in 2015-16 to 56% in 2021-22.

4.3 RHC will increase the percent of exiting CTE students who report being employed in their field of study from 62% in 2014-15 to 65 % in 2021-22.

5.1 RHC will increase the number of disabled students who transfer to a UC or CSU from 33 in 2015-16 to 54 in 2021-22, an increase of 64 percent.

5.2 RHC will increase the number of foster youth who transfer to a UC or CSU from 0 2015-16 to 15 in 2021-22.

5.3 RHC will increase the number of disabled exiting students earning a living wage from 30% in 2015- 16 to 38% in 2021-22.

5.4 RHC will increase the number of foster youth exiting students earning a living wage from 25% in 2015-16 to 27% in 2021-22.

5.5 RHC will increase the number of economically disadvantaged exiting students earning a living wage from 38% in 2015-16 to 56% in 2021-22.

5.6 RHC will increase the number of Latino exiting students earning a living wage from 42% in 2015-16 to 56% in 2021-22.

5.7 RHC will increase the number of first generation exiting students earning a living wage from 43% in 2015-16 to 56% in 2021-22.

- **Program Review** – None.

- **Staff Development** – None.

- **Basic Skills** – The Basic Skills Committee is moving forward with implementation of new curriculum to align with requirements of AB705 for math and English. Marketing materials are being dispersed on campus. Deans and Faculty are working to make sure all students are informed of options and choices. The Chancellor's Office is requiring us to provide a document to students that they will sign to acknowledge they are aware of their options.

Faculty at Citrus College have agreed to have an open house and have extended an invite to RHC faculty. They are ahead of the game in their implementation of AB 705, and are willing to share the pitfalls, challenges, and issues with implementation so neighboring colleges can learn from their experiences. RHC is committed to offering opportunities for faculty to get out there and see what's being done at other institutions.

- **Outcomes** – We are making progress on Outcomes, but are still struggling with certain elements of Taskstream. Other components may be available for purchase to augment what we have in place, but Dr. Caroline Durdella (Dean, Institutional Research and Planning) recommends getting a business process in place re: cycle of assessment and what that looks like. The last thing we want to do is purchase additional software and try to fit our process into platform.

- **Online Education (OEC)** – The Online Education Committee went through the process of formally changing its name to Distance Education Committee. Their next meeting will be on May 13. They are working on submitting a grant proposal to the California Virtual Campus-Online Education Initiative (CVC-OEI) called *Improving Online CTE Pathways*. This grant funding is intended to support existing California Community Colleges in accelerating innovative online learning opportunities.

- **Student Equity** – None.

- **SSSP** – None.

XI. Announcements – A Taste of Rio is Friday, April 26.

XII. Adjournment – The meeting was adjourned at 4:03pm.

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING FISCAL COUNCIL MINUTES
Tuesday, May 7, 2019, 2:30 p.m., Board Room**

Members Present: Laura Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Yulian Ligioso (VPFB), Adam Wetsman (1st VP, AS), Mike Dighera (Parliamentarian, AS), Robert Bethel (Past President, AS), Jill Pfeiffer (President, RHCFA), Brian Brutlag (Faculty), Robin Babou (Faculty), Michelle Pilati (Faculty), Sandra Hernandez (CSEA), Lisa Sandoval (CSEA), Jim Sass (CSEA), Rebecca Green (Mgmt, AA), Melba Castro (Mgmt, SS), Diana Lopez (Treasurer, ASRHC)

Members Absent: Jorge Huinquez (2nd VP, AS), Dorali Pichardo-Diaz (Secretary, AS), Gerson Montiel (ASCCC Rep), Matthew Mangoba (President, ASRHC), Tiffany Nunez (Secretary, ASRHC)

Additional Individuals Present: Heng Lim (CSEA Labor Relations Rep (Santa Fe Field Office)), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA)

- I. **Call to Order** – The meeting was called to order at 2:35pm.
- II. **Approval of Minutes** – The April 23, 2019 minutes were accepted as presented.
- III. **Superintendent/President’s Report** – No report.
- IV. **Public Comments** – Heng Lim, CSEA Labor Relations Rep (Santa Fe Field Office) read a statement during public comments on behalf of the CSEA related to AP 3510 – Prevention of Workplace Violence and Disruption:

“The PFC embodies not only in law, board policy but also in practice the very core of shared governance. I mean look around this room, we have administrators, faculty, classified, and students. So, when this committee follows all the rules and implements a procedure shouldn’t the outcome be adherence?”

AP 3510 Prevention of workplace violence and disruption, was a response by the PFC to, as one member stated, “fear that the upper level administration would come in and administration would determine the outcome.” So, as a committee the members did the right thing in creating AP 3510.

But, in early February of this year CSEA filed a lengthy complaint as outlined by AP 3510 on behalf of five brave classified members who had been ridiculed, demoralized, and belittled in the workplace. Soon after our complaint was filed, CSEA was told that AP 3510 was somehow not the appropriate procedure to address disruptive behavior in the workplace, despite its title of prevention of workplace violence and disruption. Further, that HR would be the appropriate office to oversee the whole procedure. In other words, “upper level administration would come in and administration would determine the outcome.”

Before I go on I want you all to keep this question in mind, if this committee allows this policy to be changed, is this really shared governance?

In the Spring of 2016 this committee thoughtfully drafted, reviewed, debated and ultimately voted on AP 3510. On May 10th of 2016 eighteen (18) committee members voted to a consensus that AP 3510 would be implemented. Part of a consensus can be support, and support as defined by the PFC means that no group would undermine the PFC the decision of the whole. Yet, here we are.

Now, what makes this worse is that is the very first time that this policy since its creation is being used. But, before we could even get past the first step it's now being challenged. And, I'll say it, by the very office in which the AP was created for. I recently saw the proposed edits by the administration; basically it would gut the very purpose of this AP. These actions by the administration directly undermine the PFC's decision to implement AP 3510.

So, I go back to my question: if this committee allows this policy to be changed, is this really shared governance?

CSEA is asking that the committee move to vote on this AP as it stands today, with no edits. Because CSEA believes that you will all do the right thing as you did back in the Spring of 2016. Thank you."

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** – ASRHC will end the year with Puppy Therapy in the lower quad on May 15 from 12pm-2pm. They are also working on completing their legacy project which includes hydration stations in the gym and in the second floor of the science building.
- VI. Guided Pathways** – The final Guided Pathways Steering Committee meeting of the term will be on Friday, May 17. Moving forward, RHC will be working with Melinda Karp as a consultant.
- VII. Co-Chair's Report** – Michelle Bean discussed free Guided Pathways resources that may help scale up Guided Pathways on campus. She reminded the committee that we are required to submit a self-adoption assessment to the Chancellor's Office in order to receive a Guided Pathways allocation. She spoke about the new grant we received as a part of the California Virtual College Online Education Initiative (CVC-OEI) to improve online CTE pathways. The program, called *Career Technical Education Support for Teaching Robust Online New Programs for Gainful Employment (CTE STRONG)* will have a grant-funded Project Coordinator (DAP) starting in Fall 2019.

Michelle reminded the committee that accreditation is coming in 2022 and passed around a copy of the [ACCJC Formative/Summative Review Announcement](#).

She further thanked Robin Babou for serving on PFC, as her term is coming to an end. She also thanked Dr. Ramirez and Markelle Stansell for their work on PFC during her time as Academic Senate President.

VIII. Unfinished Business –

A. Revision of Board Policies and Administrative Procedures (3) – (Total of 3) –

Revisions proposed by Academic Senate and/or CSEA

- **AP 4103 – Work Experience** – This AP still contains CCLC language. The committee agreed that it needs additional review. – **SEND BACK TO ACADEMIC SENATE; BRING BACK TO PFC IN FALL 2019**
- **AP 4026 – Philosophy & Criteria for International Education** – The committee agreed that this AP has conflated 'international students' with 'study abroad' and those are two very different things. The recommendation is that this AP is not relevant to our institution and that it be decommissioned. – **CONSENSUS TO DECOMMISSION (RETIRE) THIS AP**

- **AP 3510 – Prevention of Workplace Violence & Disruption** – Shawn Smith from HR added edits in order to bring this policy into what he believes is alignment with Federal and State law. He said the original CCLC procedure was vetted by attorneys. Furthermore, Title IX addresses misconduct and harassment in colleges at all levels (students, staff, faculty, administrators, etc.). Bullying, intimidation, and stalking (which were placed in this AP) are practical examples of harassing conduct and fall under Title IX. In any investigation we do under Title IX, we must take immediate action in the spirit of prevention and address the effect(s) of the behavior(s). It must be prompt, thorough, and most of all, impartial. We must take all reasonable steps to protect the rights of the claimant, the witness(es), and the respondent. Anything that is federal law supersedes our BPs and APs and HR would have to follow the law.

Lisa Sandoval said that “we can always do better than the law” and asked “who is protecting me from an administrator?” She said that the process has failed classified staff. She further added that CSEA members are the most vulnerable on campus and that they have more BPs and APs related to their behavior as employees than any other group on campus.

Sandra Hernandez suggested that we also step back and look at BP 3510, as HR’s edits are not in alignment with the BP. She said that she intends to take this to the Board of Trustees and considers it a slap in the face to Classified that is intended to “put us in our place.” She was also not appreciative that the edits were emailed to PFC only a few hours before the meeting.

Several members suggested that a workgroup be convened to look at the dynamics of the policy and what is legally required. Suggested representation may include Sandra Hernandez (CSEA), Adam Wetsman, Jill Pfeiffer and/or Rudy Rios (RHCFA union leadership), Shawn Smith (HR, Title IX Coordinator), Kevin Smith (Academic Senate President), Laura Ramirez (VPAA), Henry Gee (VPSS), Shaina Phillips (Title IX Advocate), and potentially an attorney for legal opinion. – **WORKGROUP WILL CONVENE; BRING BACK TO PFC IN FALL 2019**

IX. New Business –

- A. **Student Equity Update** – Dr. Juana Mora and Cecilia Rocha provided the group with an update on Student Equity. The current expectation is that community colleges throughout the state will provide a three-year Student Equity Plan as SSSP, Basic Skills, and Student Equity have been integrated. The Student Equity Plan for 2019-2022 includes stressing activities that are targeted toward our DI (disproportionately impacted) groups. For example, if we intend to scale up our Gateway Tutoring, are Gateway Tutors being trained to work with black and Latino males?

In terms of budget, the same allocation will continue into next year; we have not yet seen what the funding formula will look like. It would be prudent to look at how the budget is developed now that SSSP, Equity, and Basic Skills have been integrated. While the Chancellor’s Office has said they’re all one, as far as budget is concerned, we are still largely working in “silos”. We need to consider how we want to strategize and mobilize those three bodies. Leadership from different groups (SSSP, Basic Skills, etc.) have been integrated into the Student Equity Committee. The Student Equity and Achievement plan is being developed in collaboration with multiple committees as it is vetted.

Equity is not something we ever truly “finish” and in that regard, there needs to be continued discussion about additional institutional support (i.e. evaluating the success of these interventions, which would require assistance from IRP, IT, etc.).

B. 2019-2020 Instructional Equipment Requests – This agenda item was added in error and should have been an update on the faculty staffing request process. A ranking of the 2019-2020 Faculty Resource Allocation Requests will be brought back to the first PFC meeting in the fall.

X. Committee Reports

- **Safety/Facilities** – At 10:17 on 10/17 there will be an Emergency Preparedness Drill. In conversation with Felicia Johnson, Director of Facilities Services, there will be an Active Shooter Drill in September. Brian Brutlag will send an email once a date is confirmed.

- **IEC** – None.

- **Program Review** – None.

- **Staff Development** – The Needs Assessment Survey is out and is open until Friday, May

- **Basic Skills** – At their last meeting, the Basic Skills Committee talked about potential activities to support the new Equity Plan that could be funded through Basic Skills. They further discussed AB 705, instructional support in and out of classrooms, as well as having a common textbook for ENGL 101.

- **Distance Education** – The DE Committee is working to support moving the Distance Education program forward with additional support for faculty.

- **Outcomes** – There are still some issues with Taskstream. Before requesting modifications and changes to the platform, we need to figure out what RHC’s process is and what we want the software to do for us. Alyson Cartagena will be working on Outcomes over the summer and Outcomes will be a focus at Fall FLEX Day.

- **Online Education (OEC)** – The Online Education Committee went through the process of formally changing its name to Distance Education Committee. Their next meeting will be on May 13. They are working on submitting a grant proposal to the California Virtual Campus-Online Education Initiative (CVC-OEI) called *Improving Online CTE Pathways*. This grant funding is intended to support existing California Community Colleges in accelerating innovative online learning opportunities.

- **Student Equity** – None.

- **SSSP** – None.

XI. Announcements – None.

XII. Adjournment – The meeting was adjourned at 3:34pm.

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, August 27, 2019, 2:30pm-4:00pm., Board Room

Members Present: Laura Ramirez (Co-Chair and VPAA), Kevin Smith (Co-Chair and President, AS), Henry Gee (VPSS), Yulian Ligioso (VPFB), Dorali Pichardo-Diaz (1st VP, AS), Matt Pitassi (2nd VP, AS), Angelica Martinez (Secretary, AS), Michelle Bean (Past President, AS), Rudy Rios (President, RHCFA), Brian Brutlag (Faculty), Juana Mora (Faculty), Michelle Pilati (Faculty), Sandra Hernandez (CSEA), Lisa Sandoval (CSEA), Jim Sass (CSEA), Alice Mecom (Mgmt, AA), Melba Castro (Mgmt, SS), Ruben De Paz (ASRHC designee), Haily Hernandez (ASRHC designee), Diana Laureano (ASRHC designee)

Members Absent: Christina Almanza (President, ASRHC)

Additional Individuals Present: Dr. Arturo Reyes (Superintendent/President), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA)

- I. **Call to Order** – The meeting was called to order at 2:32pm.
- II. **Approval of Minutes** – The May 7, 2019 minutes were accepted as presented.
- III. **Superintendent/President’s Report** – Superintendent/President Dr. Arturo Reyes welcomed PFC members to the start of the fall term. Dr. Reyes mentioned that he continues to meet with many leaders on our campus to learn about the governance process, planning process, etc. His vision is to have PFC be a part of the strategic planning process. In this vein, he wants to make sure everyone knows where we are with the budget. Additionally, he plans to bring hiring policies through to PFC.

Dr. Reyes expressed his appreciation for the work that has already been done related to Guided Pathways and accreditation. He also commended the evaluation of our governance process that took place last year, as he believes self-assessment is vital for any institution.

- A. **Budget Update (Yulian Ligioso)** – Vice President Finance and Business, Yulian Ligioso, provided an update on the current state of Rio Hondo’s budget. He began by saying that the goal is to fold the institution into our budget development process and broaden our understanding of how District finances work. One step toward this goal was encouraging managers to update their budgets for 2019-2020. Based on these submittals, we are expected to have a more accurate budget rather than a rollover of what we’ve seen in previous years. Yulian and his team expect budget managers to take ownership over the budgets that they have submitted, which adds an additional level of accountability on their part, but also provides increased flexibility and discretion.

In the past, our budget has been presented in a way that has combined our unrestricted and restricted funds, giving us an overly inflated total that does not represent an accurate picture of our actual budget totals. For example, in fiscal year 2018-2019, our *combined* fund balance as a percent of expenditures was 11.06%, when in fact, our true fund balance (aka reserve) was 7.41%. Projections for fiscal year 2019-2020 show that our reserve will be approximately 5.58%.

Risks related to our budget include flat/declining apportionment revenues as well as a funding formula that is still in flux (“hold harmless” ends in 2021-2022). Additionally, there are concerns about economic growth and the potential of a looming recession. As we have seen during

previous recessions, this may be a time when people decide to go back to school in greater numbers. Thus, we could be faced with a situation in which we are serving more students with less funds. Another risk is that expenditures are expected to increase, particularly related to personnel. Aside from the usual step/column increases, expenditures such as health/welfare benefits, retirement, and statutory benefits are also expected to grow.

It is important to note that the Chancellor's Office reviews districts' quarterly and annual reports to ensure they are meeting the criteria for fiscal health. The primary criterion used by the CCCCCO is that districts maintain a minimum prudent balance of 5% of unrestricted funds compared to expenditures from those funds. This minimum prudent level is considered necessary to ease cash flow problems, deal with unexpected cost increases, and other fiscal uncertainties. If a district falls below this minimum prudent level, the CCCCCO will conduct further reviews. If the trends and patterns indicate that a district's finances are questionable, and that spending has or is projected to exceed revenues, the CCCCCO may take further action. Any specific follow-up actions depend on the overall assessment of the district's condition and the severity of the possible fiscal problems. CCCCCO follow-up may include fiscal crisis intervention if the district has not shown progress and is not in compliance with sound fiscal management, which could include direct oversight of the district by the CCCCCO.

Next steps include education/training on the student-centered funding formula, as all as convening the Enrollment Management Committee to identify strategies to maximize strong and sustained enrollment. Additionally, we need to continue to look at our expenditures and focus our institutional priorities.

Sandra Hernandez asked Dr. Reyes what the overall message will be for the campus following the budget forums. Dr. Reyes said he feels that looking closely at our budget is very timely. We need to be cautious about our expenditures and do everything we can to increase enrollments. The outcome measures and work that's being done to ensure students succeed is exceedingly important. He cautioned that there is no need to panic or start taking drastic actions, however knowing where we are at today gives us a couple of years to course-correct. The Board of Trustees will receive a similar briefing at the September 11, 2019 Board meeting.

Yulian will present a similar budget update at a campus-wide budget forum on Wednesday, 8/28 at 2:00pm in the Board Room. A second forum will be held the following Wednesday, 9/4 at 2:00pm, with a third forum held on Thursday, 9/5 at 5:00pm in the Board Room.

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** – Club Rush will be held on September 9 and 10 from 10am-2pm. On September 10, there will also be a sex education event (LGBTQ resources, HIV testing, Planned Parenthood representatives, etc.) in the lower quad from 1pm-2pm. The 9/11 memorial will be held on September 11 from 8:30am-9:30am in the lower quad. ASRHC is also encouraging all faculty, staff, and administrators to show their Roadrunner pride every "RIO-diculous" Wednesday by wearing black and gold.

- VI. Guided Pathways** – Guided Pathways has been on the agenda as a standing item, but with consensus from the group, will be moved on the agenda under "Committee Reports."

Lydia Gonzalez (Guided Pathways Coordinator) recently sent out meeting reminders for the new semester and will be uploading content to the Guided Pathways website. On October 24, 2019, consultant Dr. Melinda Karp of *Phase Two Advisory* will be on campus to facilitate the Guided Pathways Student Success Team Summit. Student Success Teams include individuals from across campus to identify, develop, and monitor the strategies and interventions to support students and ensure each student has an equitable opportunity for success. This workshop will explore the development of a Guided Pathways Student Success Team framework. Faculty and staff leaders will dialogue about current practices that have proven successful and how we can expand our good work.

- VII. Co-Chair's Report** – Dr. Kevin Smith thanked everyone for the time they are going to put in this year and their commitment to the important work that PFC does. He also mentioned that he met with Dr. Laura Ramirez and Dr. Caroline Durdella about accreditation. Their general discussion involved plans to get more classified involved throughout the accreditation process at a leadership level. Additionally, they would like to see an increase in student involvement at a deeper level.

Dr. Laura Ramirez informed the committee that the PFC Guidebook will be distributed at the next PFC meeting.

VIII. Unfinished Business –

A. PFC Governance Committee Evaluation Results 18-19 – In 2018-2019, the Institutional Effectiveness Committee (IEC) was tasked with facilitating an evaluation of our college Governance Committees. The results of PFC's survey (to which every PFC member had a chance to respond anonymously) were provided for review. Dr. Laura Ramirez, Dr. Melba Castro, and Lisa Sandoval volunteered to convene a small workgroup to review and discuss the results of the survey and come up with a draft Governance Committee Report that will be brought back to the September 10, 2019 PFC meeting. After consensus, the report will be submitted to IEC.

B. Revision of Board Policies and Administrative Procedures (1) – Total (1)

- **AP 3510 – Prevention of Workplace Violence & Disruption** – A brief update was provided regarding AP 3510. A workgroup convened once over the summer to discuss the AP, but there has been no further action on this item. Discussion about the AP will be tabled until such time that the workgroup has met.

IX. New Business –

A. Policy & Procedure Council – Dr. Laura Ramirez and Dr. Kevin Smith brought forward the idea of creating a Policy and Procedure Council (PPC) as a subcommittee of PFC. The committee would be charged with updating, creating, developing, and systematically reviewing Administrative Procedures (APs) and Board Policies (BPs). The intention is to ensure a continuous evaluation of the APs and BPs and will create taskforces and invite subject matter experts (including students) when appropriate for input in the process. The committee will forward recommendations for changes to APs/BPs to PFC.

The hope is that the PPC will take the detailed work of reviewing and writing APs and BPs off of PFC's plate. Kevin stressed that PFC will still provide oversight and the need to consense on any changes and additions made by the PPC, thus protecting their role as a committee of shared governance.

Michelle Bean expressed concern about the idea of the PPC and would like additional time to consider the potential ramifications of this subcommittee. The co-chairs agreed to bring this item back for consideration at the September 10, 2019 meeting. At that time, they will have additional information related to the committee's charge, composition, term limits, etc.

B. Revision of Board Policies and Administrative Procedures (1) – Total (1)

- **AP 7211: Minimum Qualifications, Equivalencies, and Faculty Service Areas** – Dr. Adam Wetsman requested that this item be tabled for further review. It will likely be returned to Academic Senate and brought back to PFC at a future meeting.

C. 2019-2020 Faculty Staffing Requests Update – The faculty staffing committee met on May 3, 2019 and again on May 17, 2019. During the first meeting, the committee received the Faculty Resource Allocation Requests and scoring document. After reviewing the scoring document, the committee completed a brief norming session to facilitate the scoring process. The Faculty Resource Allocation Requests included narratives completed during the department program review process. In addition, the committee requested data elements for use during the scoring process, including: staffing information, enrollment data, completion data, and historical staffing data. Each committee member scored each staffing request and final scores were compiled for further discussion at the subsequent meeting.

During the second meeting, committee members further discussed each request and all supporting data and completed the prioritization process. Further, the committee recommended that a subgroup convene and work with the Office of Institutional Research and Planning for improvements to the faculty resource requests within the program review process.

The committee's recommendation of faculty hiring prioritization for the 2019-2020 academic year is as follows:

1. Business Management
2. Physics/Engineering
3. Volleyball/Kinesiology
4. English
5. Automotive Technology

After review by PFC, these recommendations will now be forwarded to the Superintendent/President for consideration.

X. Committee Reports

- **Safety/Facilities** – None.
- **IEC** – None.
- **Program Review** – None.
- **Staff Development** – None.
- **Basic Skills** – None.
- **Distance Education** – None.

- **Outcomes** – None.
- **Student Equity** – None.
- **SSSP** – None.

XI. Announcements – None.

XII. Adjournment – The meeting was adjourned at 4:06pm.

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING AND FISCAL COUNCIL MINUTES

Tuesday, October 22, 2019, 2:30pm-4:00pm, Board Room

Members Present: Laura Ramirez (Co-Chair and VPAA), Henry Gee (VPSS), Kevin Smith (Co-Chair and President, AS), Angelica Martinez (Secretary, AS), Adam Wetsman (ASCCC Rep, AS), Michelle Bean (Past President, AS), Rudy Rios (President, RHCFA), Brian Brutlag (Faculty), Juana Mora (Faculty), Michelle Pilati (Faculty), Sandra Hernandez (CSEA), Jim Sass (CSEA), Ruben De Paz (ASRHC designee), Haily Hernandez (ASRHC designee), Diana Laureano (ASRHC designee), Alice Mecom (Mgmt, AA), Melba Castro (Mgmt, SS)

Members Absent: Stephen Kibui (Acting VPFB), Dorali Pichardo-Diaz (1st VP, AS), Lisa Sandoval (CSEA),

Additional Individuals Present: Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA), Mark Yokoyama (Dean, Public Safety and Interim Dean, Behavioral and Social Science), Caroline Durdella (Dean, Institutional Research and Planning), Dr. Grant Linsell (Dean, Arts & Cultural Programs), Mike Slavich (Dean, Career and Technical Education), Dr. Vann Priest (Dean, Mathematics, Science, & Engineering), Gita Runkle (Dean, Business)

- I. **Call to Order** – The meeting was called to order at 2:34pm.
- II. **Approval of Minutes** – The October 8, 2019 minutes will be approved at the next PFC meeting as concern was raised that they did not fully capture the spirit of the discourse as related to the students' concerns. Additional input will be solicited.
- III. **Superintendent/President's Report** – None.
- IV. **Public Comments** – Henry Gee introduced guest/observer Li Carithers, Doctoral student and staff member at Cal State LA.

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** – On Friday, 10/25 there will be a self-defense class from 9:30am-1:00pm. Trans Day of Resilience will be held on 11/6 from 10:30am-1:00pm. AIDS Awareness will be on 11/12 from 10:30am-1:00pm and there will also be an open mic event. From 10:39am-1:00pm in the lower quad, there will be a "What's your carbon footprint?" event.
- VI. **Co-Chair's Report**
 - A. **Budget – Building/Construction Update** – Dr. Laura Ramirez reported that the redesign of the Wray Theatre is moving forward and meetings have been scheduled with design architects. Moving forward, the new Interim Vice President of Finance and Business will provide updates on the overall process. Dr. Ramirez will follow up regarding the status of the water tank.
- VII. **Unfinished Business**
 - A. **Integrated Planning Workflow** – Dr. Caroline Durdella presented a revised version of the Integrated Planning workflow. After the October 8 PFC meeting, this document was taken back

to IEC with the group's recommendations. The mission/vision/values, which was previously at the top of the workflow, was moved to the middle because it's central to everything we do. It was decided that the educational/facilities master plan should not be the driving force behind the workflow. The suggestion was made that timeframes be removed from the workflow. Dr. Durdella will take the suggestions back to IEC for final revisions

VIII. New Business

- A. Public Safety Organizational Chart** – Dr. Ramirez presented a proposed reorganization in the Public Safety division, which is to take the vacant Associate Dean position and convert it into a Director of Fire Academy position. This would make it comparable to the organizational structure on the Police Academy side. The Dean of Public Safety as well as division faculty collaborated on this proposed reorganization, which will be presented to the Board.
- B. Reassigned Time** – PFC members expressed a desire to discuss aspects of reassigned time on campus, which totals to about 20 FTES. A list of reassigned time was distributed at the meeting, which will require some clean-up and reorganization (i.e. to distinguish local Academic Senate reassigned time from those serving at the statewide level). Dr. Kevin Smith suggested that a taskforce be convened to examine reassigned time and see if inequities exist. The taskforce shall be comprised of both faculty and administrators with the following members volunteering to serve: Dr. Melba Castro, Sheila Lynch, Angelica Martinez, Dorali Pichardo-Diaz, Michelle Pilati, Matt Pitassi, Dr. Laura Ramirez, and Dr. Kevin Smith.
- C. Committee and Team Structure for Accreditation** – Dr. Durdella presented a proposal to create an Accreditation Steering Committee, which will: monitor the accreditation process, including the preparation of the Institutional Self Evaluation Report (ISER) and other reports required by the ACCJC; coordinate and draft the ISER in conjunction with the Accreditation Leadership Team and other stakeholders; monitor progress in addressing standards of accreditation; prepare reports as necessary on college progress in meeting standards and set agendas for activities regarding accreditation; recruit committee and standards team chairs and organizers; and monitor trends and practices on issues within the committee's scope and communicates them to the college. The committee will use a tri-chair model, with the ALO, Editor, and CSEA President or designee serving as co-chairpersons. The remainder of the committee is comprised of the following: VP Academic Affairs, ASRHC President or designee, Standard I Faculty Organizer, Standard I Administrative Organizer, Standard I Classified Organizer, Standard II A – Faculty, Administrative, or Classified Organizer, Standard II B – Faculty, Administrative, or Classified Organizer, Standard II C -- Faculty, Administrative, or Classified Organizer, Standard III Faculty Organizer, Standard III Administrative Organizer, Standard III Classified Organizer, Standard IV Faculty Organizer, Standard IV Administrative Organizer, and Standard IV Classified Organizer. Dr. Adam Wetsman suggested that the Academic Senate President be included on the Steering Committee.

The Accreditation Leadership Team, on the other hand, is not a committee but functions to assist in guiding the development of the ISER and to keep the Superintendent/President informed as to the progress of the ISER. The Leadership Team works with the Steering Committee and other stakeholders to review and finalize the ISER, ensuring that an institution-wide perspective is presented. The Leadership Team will be comprised off the VP of Academic Affairs (co-organizer), Senate President or designee (co-organizer), ALO, CSEA President or designee, ASRHC President or designee, and Editor.

Dr. Smith would like to see DAP positions written out to say what the process is for reassigned time for faculty (i.e. is it an appointment or a selection process? What percentage of reassigned time is available for these positions?) This will be brought back to PFC at a future meeting.

D. Revision of Board Policies (1) and Administrative Procedures (1) -Total (2)

- **BP 2510 – Participation in Local Decision Making** – Reviewed at Policy and Procedure Council (PPC) and consensus reached on 10/17/19. Minor grammatical and formatting changes. – Consensus by the PFC on 10/22/19. Policy will be forwarded to the Board of Trustees.
- **AP 2510 – Participation in Local Decision Making** – Reviewed at Policy and Procedure Council (PPC) and consensus reached on 10/17/19. Minor grammatical and formatting changes. – Consensus by the PFC on 10/22/19. Procedure will be forwarded to the Board of Trustees.

IX. Committee Reports

- **Safety/Facilities** – A written report was provided and is available on the PFC website. First-level interviews for the Director of Facilities will take place on Friday, 10/25.
- **IEC** – The Institutional Effectiveness Committee met today and reviewed the planning cycle, in addition to discussing Institutional Goals and Objectives, which are nearly finalized. At their next meeting, they will discuss the survey research program. Previously, the college had a survey research program which included the campus climate surveys. The group is examining whether they want to continue with similar measures or revise them.
- **Program Review** – The Program Review rubric will now include “accepted with minor revisions” to “major revisions required.” Almost every program review that was required this year has been submitted.
- **Policy and Procedure Council** – None.
- **Basic Skills** – None.
- **Distance Education** – We received approval from the Chancellor’s Office Accessibility Center who will come out and do a full-day accessibility training. Jill Pfeiffer will send out additional information. The hope is to split the day up, with half of the time focused on Canvas accessibility (i.e. universal design from the ground up) and the second half of the day focused on creating accessible PDFs. Space is limited; more information to come.
- **Guided Pathways** – On Thursday, 10/24, Dr. Melinda Karp will be on campus for the Guided Pathways Student Success Team Summit. This workshop is important to determine how we want to move forward and what structures we have in place to do that. The Guided Pathways Steering Committee (GPSC) has been discussing capacity and what we can or can’t do. To that end, on Friday, 10/25, Dr. Al Solano will be on campus for a workshop called “Structures and Capacity for Guided Pathways Work.” One major topic of discussion amongst the GPSC is messaging to students, as well as improving processes so they are less onerous to the student (e.g. grad petitions).
- **Outcomes** – Meeting was cancelled.
- **Staff Development** – Committee meets tomorrow, 10/23.

- **Student Equity** – The Rio Teaching and Learning Institute meets this Friday, 10/25. Café con Libros discussions continue online, with an in-person meeting on 11/15. Planning is well underway for the Student Equity Summit on 12/10.
- **SSSP** – The last SSSP meeting focused on what we want to tackle this year. One recommendation was to reconvene the AB705 taskforce and look at how the implementation has progressed. We will be at a point soon where we can assess throughput, grades, etc.

X. Announcements – None.

XI. Adjournment – The meeting was adjourned at 4:02pm.