

RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING AND FISCAL COUNCIL MINUTES Tuesday, November 26, 2019, 2:30pm-4:00pm, Board Room

Members Present: Laura Ramirez (Co-Chair and VPAA), Kevin Smith (Co-Chair and President, AS), Dorali Pichardo-Diaz (1st VP, AS), Matt Pitassi (2nd VP, AS), Sheila Lynch (Parliamentarian, AS), Adam Wetsman (ASCCC Rep, AS), Michelle Bean (Past President, AS), Rudy Rios (President, RHCFA), Brian Brutlag (Faculty), Juana Mora (Faculty), Sandra Hernandez (CSEA), Jim Sass (CSEA), Lisa Sandoval (CSEA), Ruben De Paz (ASRHC designee), Haily Hernandez (ASRHC designee), Diana Laureano (ASRHC designee), Alice Mecom (Mgmt, AA),

Members Absent: Henry Gee (VPSS), Chris Hakwen (Interim VPFB), Angelica Martinez (Secretary, AS), Michelle Pilati (Faculty), Melba Castro (Mgmt, SS)

Additional Individuals Present: Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA), Lisa Chavez (Dean, Counseling), Caroline Durdella (Dean, Institutional Research and Planning), Grant Linsell (Dean, Arts & Cultural Programs), Steve Hebert (Dean, Kinesiology, Dance, & Athletics), Vann Priest (Dean, Mathematics, Science, & Engineering),

- I. **Call to Order** – The meeting was called to order at 2:39pm.
- II. **Approval of Minutes** – The November 12, 2019 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** – Leading up to finals, Study Jams will be held next week in the Student Union from 10:00am-1:00pm.
- VI. **Co-Chair’s Report** – Dr. Kevin Smith Dr. Smith thanked Dr. Ramirez for the coffee and pastries. Dr. Laura Ramirez reported out on dialogue from the Policy and Procedure Council (PPC) regarding revisions to AP 3530 – Prohibition of Weapons. One of the topics under discussion is removing the Superintendent/President’s authority to grant permission to individuals to carry a weapon. Dr. Ramirez is in the process of consulting with legal counsel regarding this portion of the AP. There has also been dialogue about what constitutes a weapon and the group agreed that it largely boils down to its intent (i.e. a knife used to cut a cake, nursing scalpels used in classroom activities, etc. would not be considered weapons under the AP). There were no major objections at PFC to removing the Superintendent/President’s ability to grant permission and in fact, it was suggested that PPC add a clause that explicitly states the Superintendent/President *cannot* grant permission.
- VII. **Unfinished Business**

- A. **Accreditation 101** – Dr. Caroline Durdella reminded the group that all staff received an email regarding an opportunity drawing for FLEX Day. By completing a brief accreditation training, staff and faculty can turn in their certificate of completion to Jessica Perea via

email to be placed in the drawing. Additionally, faculty can submit their certificate for FLEX credit.

VIII. New Business

- A. Educational Master Plan** - Last week, we had a consultant on campus who will assist in fast tracking the educational master plan. After meeting with all of the deans, Vice Presidents, and faculty and CSEA leadership, the consultant will write up basic themes that emerged from the discussions that will later be brought to the various constituency groups.
- B. Bond Update** – The Board of Trustees has engaged in identifying the possibility of going out for a bond in March. We are currently conducting polls to see how the community feels about it. Some of the things that came up as potential uses for bond funds were various infrastructure needs such as parking, improving classroom space, a venue for gatherings, improving/increasing lighting on campus, and a myriad of other safety issues. As of yet, nothing has been formalized. The Board will need to approve the measure at a special Board Meeting on 12/3/19, where four out of five Board members must vote ‘yes’ (a two-thirds majority).
- C. Faculty Obligation Number (FON)** – There are plans to move forward with hiring the five positions that were forwarded from last year’s Faculty Staffing Committee. The Faculty Staffing Committee for the 2020-2021 academic year will likely convene in January.
- D. Enrollment Management Plan** – A draft of the Enrollment Management Plan was distributed. A subgroup that has been tasked with updating the Enrollment Management Plan includes representatives from Academic Affairs, Student Services, Finance and Business, IT, IRP, CSEA, Academic Senate, and RHCFA. As this represented a first reading of the document, Dr. Smith and Dr. Ramirez welcomed feedback, concerns, suggestions, etc. verbally or via email.
- E. Revision of Board Policies and Administrative Procedures – Total (2)**
- 1. AP 2510 – Participation in Local Decision-Making** – Consensus was reached at PPC on 11/21/19 to forward to PFC with suggested edits from the BoT (i.e. that the Associated Students of Rio Hondo College shall recommend the appointment of students). PFC accepted edits as presented and minor edits (such as converting numbered lists to bullet points) were suggested. – **Consensus to forward to BoT**
 - 2. AP 2410 – Board Policies and Administrative Procedures** PFC recommended that the AP be sent back to PPC to incorporate an equity/diversity statement into the procedure – **Send back to PPC for consideration at their 12/5/19 meeting**
- F. Retirement of College Procedures – Total (20)**
- 1. CP 2151 – Final Examinations** – **Consensus to retire; will be forwarded to BoT.**
 - 2. CP 2152 – Departmental Use of Periodicals** – **Consensus to retire; will be forwarded to BoT.**
 - 3. CP 2154 – Credit by Examination** – **Consensus to retire; will be forwarded to BoT.**
 - 4. CP 2156 – Open Class Statement in Schedules and Addendum to the Schedule** – **Consensus to retire; will be forwarded to BoT.**
 - 5. CP 2158 – Field Trips** – **Consensus to retire; will be forwarded to BoT.**

6. CP 2201 – Requests for Conference Attendance – **Consensus to retire; will be forwarded to BoT.**
7. CP 2251 – Evaluation Procedures for Certificated Instructors – **Consensus to retire; will be forwarded to BoT.**
8. CP 2252 – Class Loads for Instructors – **Consensus to retire; will be forwarded to BoT.**
9. CP 2253: Guidelines for Approval of Instructional Development Grants – **Consensus to retire; will be forwarded to BoT.**
10. CP 2254: Guidelines for Full-Time Certificated Overload Assignments – **Consensus to retire; will be forwarded to BoT.**
11. CP 2255: Guidelines for Employment of Substitutes – **Consensus to retire; will be forwarded to BoT.**
12. CP 2256: Guidelines Establishing Competency of Teaching – **Consensus to retire; will be forwarded to BoT.**
13. CP 2300: Prerequisites, Corequisites, and Recommended Preparation – **Consensus to retire; will be forwarded to BoT.**
14. CP 2300.1: Challenges to Prerequisites and Corequisites – **Consensus to retire; will be forwarded to BoT.**
15. CP 2400: Donated Books – **Consensus to retire; will be forwarded to BoT.**
16. CP 2420: Full-Time Faculty Functions and Responsibilities – **Consensus to retire; will be forwarded to BoT.**
17. CP 2500: Emergency Procedures Bomb Threat (in case of) – **Consensus to retire; will be forwarded to BoT.**
18. CP 2501: Emergency Procedures Air Raid (in case of) – **Consensus to retire; will be forwarded to BoT.**
19. CP 2502: Emergency Procedures Earthquake (in case of) – **Consensus to retire; will be forwarded to BoT.**
20. CP 2503: Emergency Procedures Fire (in case of) – **Consensus to retire; will be forwarded to BoT.**

IX. Committee Reports

- **Safety/Facilities** – The next meeting will be held on January 17, 2020.
- **IEC** – The Institutional Effectiveness Committee continues to look at vision, mission, and values statement. The committee will continue their review at their first meeting in February. Additionally, they finalized the objectives for Goal #1. There was also discussion about revising campus-wide

climate surveys. The goal is to bring a recommendation to PFC on the revised climate survey before the end of the spring term, as IRP wants to deploy the survey during the next academic year.

- **Program Review** – Program Review will take place next week. There is still a need for faculty representation on some of the panels.
- **Policy and Procedure Council** – Previously discussed in Co-Chair’s report.
- **Basic Skills** – Next month’s meeting is cancelled.
- **Distance Education** – There has been a conversation surrounding the academic calendar and extending intersession, as well as what this could mean for online offerings.
- **Guided Pathways** – Still working on the Scale of Adoption. Various workgroups continue to meet.
- **Staff Development** – None.
- **Student Equity** – The Student Equity Summit will be held on December 10 at the Whittier Museum from 10am-2pm.
- **SSSP** – None.

X. Announcements – None.

XI. Adjournment – The meeting was adjourned at 3:32pm. PFC will resume regularly scheduled meetings in February 2020.