**RIO HONDO COMMUNITY COLLEGE DISTRICT**

**PLANNING AND FISCAL COUNCIL**

***Committee Report***

In order to keep the members of PFC informed regarding the activities of our subcommittees and other important committees on campus, we are asking the chairs of each committee to submit a written update each month to be shared with PFC.

Your report will be included in the PFC meeting materials and posted on our RHC website. You may submit a narrative or a bullet point list based on the following items:

1. **Current Projects**
2. **New Initiatives**
3. **Items Under Discussion**
4. **Actions Taken**
5. **Miscellaneous**

Please submit your update to Markelle Stansell at MStansell@riohondo.edu by the 30th of each month for the previous month. If you have no report, please send this form noting there is NO REPORT.