MEMBERSHIP

Management Representatives
Dr. Laura Ramirez, PPC Co-Chair & Vice President, Academic Affairs
Henry Gee, Vice President, Student Services
Chris Hawken, Interim Vice President, Finance and Business

Faculty Representatives
Dr. Adam Wetsman, PPC Co-Chair & Academic Senate designee
Rudy Rios, President, RHCFA
Dorali Pichardo-Diaz, Academic Senate designee

CSEA Representatives
Sandra Hernandez, President, CSEA
Lisa Sandoval, CSEA designee
Jessica Perea, CSEA designee

Associated Students (ASRHC) Representatives
Diana Laureano, ASRHC designee

Support Staff
Shawn Smith, Executive Director of Human Resources
Markelle Stansell, Sr. Admin Asst, Academic Affairs

RIO HONDO COMMUNITY COLLEGE DISTRICT
POLICY AND PROCEDURE COUNCIL
Thursday, November 7, 2019 – 2:30pm - 4:00pm, T143

AGENDA

I. Call to Order

II. Public Comment — Persons wishing to address the Policy and Procedure 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 Policy and Procedure Council cannot discuss or take action on items not listed on the agenda. Matters brought before the Policy and Procedure Council that are not on the agenda may, at PPC’s discretion, be placed on the next agenda.

III. Co-Chair’s Report

IV. Unfinished Business

A. Bylaws

B. PFC Guidebook Revisions

C. Revision of Board Policies (1), Administrative Procedures (4), and College Procedures (29) – Total (34)

  • CP 1000: College Attorney
  • CP 1007: Board Decision on Substantive Proposals
  • CP 1015: Conflict of Interest
  • CP 1055: College Planning and Fiscal Management
  • CP 2151: Final Examinations
  • CP 2152: Departmental Use of Periodicals
  • CP 2153: Guidelines for Guest Speakers, General Meetings and Entertainment for Students to Implement Board Policy Number 2102
  • CP 2154: Credit by Examination
  • CP 2155: Courses – New, Modification, or Revision
  • CP 2156: Open Class Statement in Schedules and Addendum to the Schedule
  • CP 2157: Guidelines for Off-Campus Courses
  • CP 2158: Field Trips
  • CP 2201: Requests for Conference Attendance
  • CP 2251: Evaluation Procedures for Certificated Instructors
  • CP 2252: Class Loads for Instructors
  • CP 2253: Guidelines for Approval of Instructional Development Grants
  • CP 2254: Guidelines for Full-Time Certificated Overload Assignments

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability, who requires a reasonable accommodation to participate in a Rio Hondo College Policy and Procedure Council meeting, may request assistance by contacting Academic Affairs, 3600 Workman Mill Road, Whittier, California. This document is available in alternate format. Telephone (562) 908-3402, Fax (562) 908-3463, TDD (562) 908-3422.
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POLICY AND PROCEDURE COUNCIL
Thursday, November 7, 2019 – 2:30pm - 4:00pm, T143

AGENDA

D. Revision of Board Policies (1), Administrative Procedures (4), and College Procedures (29) – Total (34)

  • CP 2255: Guidelines for Employment of Substitutes
  • CP 2256: Guidelines Establishing Competency of Teaching
  • CP 2300: Prerequisites, Corequisites, and Recommended Preparation
  • CP 2300.1: Challenges to Prerequisites and Corequisites
  • CP 2310: Course Substitution for Students with a Disability
  • CP 2400: Donated Books
  • CP 2401: Procedure for Processing and Filing
  • State and Federal Funding Applications
  • CP 2420: Full-Time Faculty Functions and Responsibilities
  • CP 2500: Emergency Procedures Bomb Threat (in case of)
  • CP 2501: Emergency Procedures Air Raid (in case of)
  • CP 2502: Emergency Procedures Earthquake (in case of)
  • CP 2503: Emergency Procedures Fire (in case of)
  • BP 3530: Weapons on Campus
  • AP 3530: Weapons on Campus
  • AP 4105: Distance Education
  • AP 3250: Institutional Planning
  • AP 2410: Board Policies and Administrative Procedures

V. New Business

A. Revision of College Procedures (55) – Total (55)

  • CP 3000: Record Retention Policy
  • CP 3005: Pledge of Allegiance to the Flag
  • CP 3010: Procedure for Placing Long Distance Telephone Calls
  • CP 3015: Employee Social Activities
  • CP 3020: Guidelines for Use of the Rio Hondo Astro-Physical Observatory
  • CP 3025: Guidelines for Use of the Rio Hondo Wildlife Sanctuary & Study Area
  • CP 3030: Use of College Pistol Range
  • CP 3035: Fixed Assets

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V. New Business

A. Revision of College Procedures (55) – Total (55)
   • CP 3040: Small Tools and Apparatus
   • CP 3045: Sale of Books, Materials, Food, and Fund Raising Projects
   • CP 3050: Claims Against the College
   • CP 3055: Purchase of Supplies, Equipment & Services – Associated Student Body and Club Funds
   • CP 3056: Purchasing and Payment Procedure
   • CP 3057: Purchasing Principles
   • CP 3058: Purchasing, Open Account
   • CP 3059: Purchasing, Emergency
   • CP 3060: Budget Transfer Procedures
   • CP 3065: Ticket Control and Procedures
   • CP 3070: Associated Students’ Body Funds
   • CP 3071: Auxiliary Services Fund Administration
   • CP 3075: Property: District and Personal
   • CP 3076: Federal Excess Personal Property
   • CP 3080: Mileage Allowance
   • CP 3081: Evaluation of Equipment on Loan
   • CP 3090: Lost, Stolen, or Damaged Property
   • CP 3091: Capital Outlay Budget-Property Use Fund-Special Reserve II
   • CP 3100: Inventory and Replacement of Equipment
   • CP 3105: A.V. Equipment Guidelines
   • CP 3110: Labeling College Movable Furniture, Equipment and Materials
   • CP 3120: Auto Parts – Ordering and Paying for Parts on Cars Repaired by Students
   • CP 3125: Procedures in the Event of Physical Plant Emergencies
   • CP 3130: Unusual Occurrence Report
   • CP 3140: Accident-Injury Report
   • CP 3150: Injury and Illness Prevention – Safety Program
   • CP 3151: Inspections, Safety, and Maintenance
   • CP 3160: Parking Gate Keys, Issuance Of
   • CP 3161: Parking Permits, Guests
   • CP 3162: Parking in Administrative Lot “G”
   • CP 3170: Transportation, College Vehicles, Chartered Buses
   • CP 3171: Transportation, Public Service
   • CP 3180: Key Issuance Procedure
V. New Business

A. Revision of College Procedures (55) – Total (55)
   - CP 3190: Air Pollution Episode Emergency Plan
   - CP 3200: Fire Department Inspection
   - CP 3210: Fire Extinguisher Service
   - CP 3220: Computer Systems and Programming Request Procedures
   - CP 3230: Loans to Students
   - CP 3240: Overtime – Classified Personnel
   - CP 3250: Duplicating Services
   - CP 3260: Security and Security Guard Service
   - CP 3270: Collective Bargaining (Management Communications) Procedures
   - CP 3275: College Seal, Logo, and Mascot
   - CP 3280: Disaster Preparedness Plan
   - CP 3285: Respiratory Protection Program
   - CP 3600: Purchase and Contracting for Supplies, Equipment, Books, Instructional Materials, Services, and Public Projects
   - CP 3650: Hazardous Substance Communication Program

VI. Announcements

VII. Adjournment

NEXT MEETING: Thursday, 11/21/19 – 2:30-4:30pm in T143