RIO HONDO COMMUNITY COLLEGE DISTRICT
POLICY AND PROCEDURE COUNCIL MINUTES
Thursday, October 17, 2019, 2:30pm-4:00pm, T143

Members Present: Laura Ramirez (Co-Chair and VPAA), Dorali Pichardo-Diaz (AS Designee), Adam Wetsman (Co-Chair, AS Designee), Rudy Rios (Pres., RHCFA), Sandra Hernandez (CSEA designee), Jessica Perea (CSEA designee), Diana Laureano (ASRHC designee)

Members Absent: Henry Gee (VPSS), Stephen Kibui (Acting VPFB), Lisa Sandoval (CSEA designee)

Additional Individuals Present: Markelle Stansell (Recorder and Sr. Admin. Asst. to VPAA), Michelle Yriarte (Clerk/Typist, President’s Office)

I. Call to Order – The meeting was called to order at 2:35pm.

II. Approval of Minutes – The October 3, 2019 minutes were accepted as presented.

III. Public Comments – None.

IV. Co-Chair’s Report – Dr. Laura Ramirez thanked Dorali Pichardo-Diaz for her work on drafting the PPC bylaws and acknowledged that she will be stepping down from her position as co-chair. Dr. Adam Wetsman will now serve as the PPC Co-Chair.

V. Unfinished Business

A. Bylaws – The bylaws were edited to add ‘the’ in front of all references to both ‘PFC’ and ‘PPC.’ Roman numeral VII was added to delineate a separate section for ‘Review Cycle.’ Minor edits will be incorporated and brought back to the 11/7/19 PPC meeting.

B. BP/AP Formatting Standards – It was suggested that a cheat sheet of formatting standards be developed, incorporating pieces of Mike Garabedian’s writing guide, which was presented at the 10/3/19 PPC meeting. Laura’s office will coordinate and bring back to a future PPC meeting.

C. PFC Guidebook Revisions – Pages 17 and 18 of the PFC Guidebook need minor revisions to the workflow process. AP 3250 – Institutional Planning and BP 2410 – Board Policies and Administrative Procedures need to be edited, forwarded to PFC and ultimately reviewed/adopted by the Board of Trustees before the PFC Guidebook can be revised. It will be brought back to a future PPC meeting.

VI. New Business

A. Revision of Board Policies (1) and Administrative Procedures (4) – Total (5)

   • AP 4105: Distance Education – Adam Wetsman and Sandra Hernandez will work on reformatting AP 4015 and bring back to PPC at a later date.

   • BP 2510 – Participation in Local Decision Making – Participation in Local Decision Making – Minor grammatical edits. Headers added, and formatting changed to adhere to
the writing guide Mike Garabedian presented at the 10/3/19 meeting. – Consensus reached; will forward to PFC at 10/22/19 meeting.

- AP 2510 – Participation in Local Decision Making – Minor grammatical edits. Headers added, and formatting changed to adhere to the writing guide Mike Garabedian presented at the 10/3/19 meeting. – Consensus reached; will forward to PFC at 10/22/19 meeting.

- AP 3250 – Institutional Planning – Will be brought back to 11/7/19 PPC meeting.

- AP 2410 – Board Policies and Administrative Procedures – Will be brought back to 11/7/19 PPC meeting.

VII. Announcements – Laura handed out BP and AP 3530 – Weapons on Campus and asked the council to review and make changes. Members asked for more time to review since the documents were not sent out in advance. Markelle Stansell will e-mail the electronic files to the members as well as CCLC language to review. Participants should forward edits to Markelle or bring them to the 11/7/19 PPC meeting.

VIII. Adjournment – The meeting was adjourned at 4:05pm.