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

AGENDA

I. Call to Order

II. Approval of Minutes – November 7, 2019; November 21, 2019

III. 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.

IV. Co-Chair’s Report

V. Unfinished Business

A. Bylaws

B. PFC Handbook

C. Revision of Board Policies (1), Administrative Procedures (3), and College Procedures (80) – Total (85)

• CP 2153: Guidelines for Guest Speakers, General Meetings and Entertainment for Students to Implement Board Policy Number 2102
• CP 2155: Courses – New, Modification, or Revision
• CP 2157: Guidelines for Off-Campus Courses
• CP 2310: Course Substitution for Students with a Disability
• CP 2401: Procedure for Processing and Filing State and Federal Funding Applications
• AP 4105: Distance Education
• BP 3530: Prohibition of Weapons on Campus
• AP 3530: Prohibition of Weapons on Campus
• AP 2410: Board Policies and Administrative Procedures
• 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
• CP 3040: Small Tools and Apparatus

Second reading

Third reading

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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RIO HONDO COMMUNITY COLLEGE DISTRICT
POLICY AND PROCEDURE COUNCIL
Thursday, December 5, 2019 – 2:30pm - 4:00pm, T143

- 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: Los, 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
- 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

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RIO HONDO COMMUNITY COLLEGE DISTRICT POLICY AND PROCEDURE COUNCIL
Thursday, December 5, 2019 – 2:30pm - 4:00pm, T143

• 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

V. New Business

A. Revision of Board Policies (1), Administrative Procedures (2), and College Procedures (30) – Total (33)

• BP 6250: Budget Management
• AP 6250: Budget Management
• AP 7130: Wage Rates, Selected Personnel
• CP 4000s (packet provided)

VI. Announcements

VII. Adjournment