

RIO HONDO COMMUNITY COLLEGE DISTRICT POLICY AND PROCEDURE COUNCIL MINUTES

Thursday, October 3, 2019, 2:30pm-4:00pm., Board Room

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

Members Absent: Henry Gee (VPSS), Sandra Hernandez (CSEA President)

Additional Individuals Present: Mike Garabedian (Dean, Library and Instructional Support), Markelle Stansell (Recorder and Sr. Admin. Asst. to VPAA)

- I. **Call to Order** – The meeting was called to order at 2:34pm.
- II. **Approval of Minutes** – The October 3, 2019 meeting was the first official meeting of the Policy and Procedure Council (PPC) and, as such, there were no previous minutes to consider.
- III. **Public Comments** – None.
- IV. **Co-Chair’s Report** – Dr. Laura Ramirez and Dorali Pichardo-Diaz welcomed everyone to the first official meeting of the PPC and thanked the group in advance for their commitment and dedication to the review process. The hope is that PPC will be able to forward “clean” copies of BPs/APs to PFC for their consideration.
- V. **Unfinished Business** – None.
- VI. **New Business** –
 - A. **Bylaws** – The committee was presented with a draft of potential bylaws and requested additional time to review. This item will be reconsidered during the October 17, 2019 meeting.
 - B. **BP/AP Formatting Standards** – Mike Garabedian, Dean of Library and Instructional Support, was present to offer guidance regarding formatting standards and best practices. He drafted a Policy and Procedure Writing Guide for the group’s consideration which provides a standardized format and style for policies and procedures. Aside from producing better quality policies and procedures, the intention is to make policies and procedures consistent, easier to understand, and less onerous to write and revise. The committee will review his Writing Guide and decide which formatting standards to adopt.
 - C. **Editing Standards** – Common editing standards were discussed (e.g., writing out ‘Rio Hondo Community College District’ before referring to the institution as simply ‘the District’). There will be further discussion as we begin to edit and review documents at future meetings.
 - D. **Goals** – The group agreed that we should start reviewing the College Procedures (CPs) first, since many date back to the 1970s and need to be retired or incorporated into existing BPs or APs. In cases where information contained within a CP is still relevant, but for which no current policy or procedure exists, a new BP or AP will be created.

The group was given an inventory of BPs, APs, and CPs that includes last revision date(s). This document will be used to track what the committee has looked at, what has been forwarded to PFC, what has returned to PPC, etc.

After reviewing the CPs in their entirety, the group will move on to the 5000s in the cycle.

E. PFC Guidebook Revisions – The group reviewed and approved the infographic of the BP/AP review process for inclusion in the PFC Guidebook. Pages 17 and 18 of the PFC Guidebook need minor revisions to the workflow process. A final draft of the PFC Guidebook will be provided at the October 17, 2019 PPC meeting before bringing it back to PFC at their Tuesday, October 22 meeting.

F. 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 –
- AP 2510 – Participation in Local Decision Making –
- AP 3250 – Institutional Planning
- AP 2410 – Board Policies and Administrative Procedures

VII. Announcements – None.

VIII. Adjournment – The meeting was adjourned at 3:59pm.