Members Present: Laura Ramirez (Co-Chair and VPAA), Adam Wetsman (Co-Chair, AS Designee), Dorali Pichardo-Diaz (AS Designee), Henry Gee (VPSS), Chris Hawken (VPFB), Rudy Rios (Pres., RHCFA), Sandra Hernandez (CSEA designee), Jessica Perea (CSEA designee), Lisa Sandoval (CSEA designee), Diana Laureano (ASRHC designee), Kayla Cruz (ASRHC designee), Rosario Gonzalez (ASRHC designee)

Members Absent: Henry Gee (VPSS)

Additional Individuals Present: Markelle Stansell (Recorder and Sr. Admin. Asst. to VPAA), Shawn Smith (Executive Director, Human Resources)

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

II. Approval of Minutes – The November 7 minutes will be approved at the November 21, 2019 meeting.

III. Public Comments – None.

IV. Co-Chair’s Report – None.

V. Unfinished Business –

A. Revision of Board Policies (1), Administrative Procedures (3), and College Procedures (80) – Total (84)

• AP 2510: Participation in Local Decision-Making – Returned to PPC from Board of Trustees with the request that we specify that ASRHC appoints student members to the committee. With this addition, consensus was reached and the AP will be forwarded to the PFC at their 11/26/19 meeting.

• AP 2410: Board Policies and Administrative Procedures – Added references to the PPC as part of the review process. Minor formatting changes and grammatical edits. Consensus was reached and the AP will be forwarded to the PFC at their 11/26/19 meeting.

• BP 3530: Prohibition of Weapons on Campus – This will be brought back to the 12/5/19 PPC meeting after consultation with legal counsel.

• AP 3530: Prohibition of Weapons on Campus – The group recommended that Section II – Prior approval be removed, meaning that the Superintendent/President shall not be authorized to grant prior written approval to a person legally authorized to possess a firearm or other weapon at a District facility. The applicability of III.A.3 was also recommended for removal. Dr. Ramirez will consult legal counsel and bring the AP back to PPC at the 12/5/19 meeting.
• CP 2151: Final Examinations – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2152: Departmental Use of Periodicals – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2153: Guidelines for Guest Speakers, General Meetings and Entertainment for Students to Implement Board Policy Number 2102 – Bring back to 12/5/19 PPC meeting.

• CP 2154: Credit by Examination – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2155: Courses – New, Modification, or Revision – Bring back to 12/5/19 PPC meeting.

• CP 2156: Open Class Statement in Schedules and Addendum to the Schedule – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2157: Guidelines for Off-Campus Courses – Bring back to 12/5/19 PPC meeting.

• CP 2158: Field Trips – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2201: Requests for Conference Attendance – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2251: Evaluation Procedures for Certificated Instructors – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2252: Class Loads for Instructors – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2253: Guidelines for Approval of Instructional Development Grants – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2254: Guidelines for Full-Time Certificated Overload Assignments – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2255: Guidelines for Employment of Substitutes – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2256: Guidelines Establishing Competency of Teaching – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2300: Prerequisites, Corequisites, and Recommended Preparation – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2300.1: Challenges to Prerequisites and Corequisites – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.
• CP 2310: Course Substitution for Students with a Disability – Bring back to 12/5/19 PPC meeting.

• CP 2400: Donated Books – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2401: Procedure for Processing and Filing State and Federal Funding Applications – Bring back to 12/5/19 PPC meeting.

• CP 2420: Full-Time Faculty Functions and Responsibilities – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2500: Emergency Procedures Bomb Threat (in case of) – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2501: Emergency Procedures Air Raid (in case of) – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2502: Emergency Procedures Earthquake (in case of) – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

• CP 2503: Emergency Procedures Fire (in case of) – Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.

VI. New Business – None.

• CP 3040: Small Tools and Apparatus – Will be brought back to the 12/5/19 PPC meeting.

• CP 3045: Sale of Books, Materials, Food, and Fund Raising Projects – Will be brought back to the 12/5/19 PPC meeting.

• CP 3050: Claims Against the College – Will be brought back to the 12/5/19 PPC meeting.

• CP 3055: Purchase of Supplies, Equipment & Services – Associated Student Body and Club Funds – Will be brought back to the 12/5/19 PPC meeting.

• CP 3056: Purchasing and Payment Procedure – Will be brought back to the 12/5/19 PPC meeting.

• CP 3057: Purchasing Principles – Will be brought back to the 12/5/19 PPC meeting.

• CP 3058: Purchasing, Open Account – Will be brought back to the 12/5/19 PPC meeting.

• CP 3059: Purchasing, Emergency – Will be brought back to the 12/5/19 PPC meeting.

• CP 3060: Budget Transfer Procedures – Will be brought back to the 12/5/19 PPC meeting.
• CP 3065: Ticket Control and Procedures – Will be brought back to the 12/5/19 PPC meeting.

• CP 3070: Associated Students’ Body Funds – Will be brought back to the 12/5/19 PPC meeting.

• CP 3071: Auxiliary Services Fund Administration – Will be brought back to the 12/5/19 PPC meeting.

• CP 3075: Property: District and Personal – Will be brought back to the 12/5/19 PPC meeting.

• CP 3076: Federal Excess Personal Property – Will be brought back to the 12/5/19 PPC meeting.

• CP 3080: Mileage Allowance – Will be brought back to the 12/5/19 PPC meeting.

• CP 3081: Evaluation of Equipment on Loan – Will be brought back to the 12/5/19 PPC meeting.

• CP 3090: Lost, Stolen, or Damaged Property – Will be brought back to the 12/5/19 PPC meeting.

• CP 3091: Capital Outlay Budget-Property Use Fund-Special Reserve II – Will be brought back to the 12/5/19 PPC meeting.

• CP 3100: Inventory and Replacement of Equipment – Will be brought back to the 12/5/19 PPC meeting.

• CP 3105: A.V. Equipment Guidelines – Will be brought back to the 12/5/19 PPC meeting.

• CP 3110: Labeling College Movable Furniture, Equipment and Materials – Will be brought back to the 12/5/19 PPC meeting.

• CP 3120: Auto Parts – Ordering and Paying for Parts on Cars Repaired by Students – Will be brought back to the 12/5/19 PPC meeting.

• CP 3125: Procedures in the Event of Physical Plant Emergencies – Will be brought back to the 12/5/19 PPC meeting.

• CP 3130: Unusual Occurrence Report – Will be brought back to the 12/5/19 PPC meeting.

• CP 3140: Accident-Injury Report – Will be brought back to the 12/5/19 PPC meeting.

• CP 3150: Injury and Illness Prevention – Safety Program – Will be brought back to the 12/5/19 PPC meeting.

• CP 3151: Inspections, Safety, and Maintenance – Will be brought back to the 12/5/19 PPC meeting.
• CP 3160: Parking Gate Keys, Issuance Of – Will be brought back to the 12/5/19 PPC meeting.

• CP 3161: Parking Permits, Guests – Will be brought back to the 12/5/19 PPC meeting.

• CP 3162: Parking in Administrative Lot “G” – Will be brought back to the 12/5/19 PPC meeting.

• CP 3170: Transportation, College Vehicles, Chartered Buses – Will be brought back to the 12/5/19 PPC meeting.

• CP 3171: Transportation, Public Service – Will be brought back to the 12/5/19 PPC meeting.

• CP 3180: Key Issuance Procedure – Will be brought back to the 12/5/19 PPC meeting.

• CP 3190: Air Pollution Episode Emergency Plan – Will be brought back to the 12/5/19 PPC meeting.

• CP 3200: Fire Department Inspection – Will be brought back to the 12/5/19 PPC meeting.

• CP 3210: Fire Extinguisher Service – Will be brought back to the 12/5/19 PPC meeting.

• CP 3220: Computer Systems and Programming Request Procedures – Will be brought back to the 12/5/19 PPC meeting.

• CP 3230: Loans to Students – Will be brought back to the 12/5/19 PPC meeting.

• CP 3240: Overtime – Classified Personnel – Will be brought back to the 12/5/19 PPC meeting.

• CP 3250: Duplicating Services – Will be brought back to the 12/5/19 PPC meeting.

• CP 3260: Security and Security Guard Service – Will be brought back to the 12/5/19 PPC meeting.

• CP 3270: Collective Bargaining (Management Communications) Procedures – Will be brought back to the 12/5/19 PPC meeting.

• CP 3275: College Seal, Logo, and Mascot – Will be brought back to the 12/5/19 PPC meeting.

• CP 3280: Disaster Preparedness Plan – Will be brought back to the 12/5/19 PPC meeting.

• CP 3285: Respiratory Protection Program – Will be brought back to the 12/5/19 PPC meeting.
• **CP 3600**: Purchase and Contracting for Supplies, Equipment, Books, Instructional Materials, Services, and Public Projects – **Will be brought back to the 12/5/19 PPC meeting.**

• **CP 3650**: Hazardous Substance Communication Program – **Will be brought back to the 12/5/19 PPC meeting.**

**VII. Announcements** – Chris Hawken, Vice President of Finance and Business, requested the review of BP and AP 6250 – Budget Management. These items will be brought to the December 5, 2019 PPC meeting for consideration.

**VIII. Adjournment** – The meeting was adjourned at 4:00pm.