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

Members Absent: Adam Wetsman (Co-Chair, AS Designee), Lisa Sandoval (CSEA designee)

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 October 17, 2019 minutes were accepted with minor edits (A, B, and C under ‘New Business’ were moved to ‘Unfinished Business.’ Sandra Hernandez was added to list of ‘Members Present.’ Notes added to BP and AP 2510 that consensus was reached and documents were forwarded to the PFC.

III. Public Comments – None.

IV. Co-Chair’s Report – Dr. Laura Ramirez asked Dorali Pichardo-Diaz to co-chair the committee, as Dr. Adam Wetsman was at a conference.

V. Unfinished Business

A. Bylaws – Faculty and CSEA designees said that their constituency groups would like to maintain the 3:3:3:3 ratio of administrators, faculty, classified, and students on the PPC. As such, the VPs and Shawn Smith, Executive Director of Human Resources, will confer to see which of the four will comprise the official membership appointed to the council.

B. PFC Guidebook Revisions – 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.

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

• CP 1000: College Attorney – Recommended for retirement. Will forward to the PFC at their 11/12/19 meeting.

• CP 1007: Board Decision on Substantive Proposals – Recommended for retirement. Will forward to the PFC at their 11/12/19 meeting.

• CP 1015: Conflict of Interest – Recommended for retirement. Will forward to the PFC at their 11/12/19 meeting.
• CP 1055: College Planning and Fiscal Management – Recommended for retirement. Will forward to the PFC at their 11/12/19 meeting.

• CP 2151: Final Examinations – Bring back to 11/21/19 PPC meeting.

• CP 2152: Departmental Use of Periodicals – Bring back to 11/21/19 PPC meeting.

• CP 2153: Guidelines for Guest Speakers, General Meetings and Entertainment for Students to Implement Board Policy Number 2102 – Bring back to 11/21/19 PPC meeting.

• CP 2154: Credit by Examination – Bring back to 11/21/19 PPC meeting.

• CP 2155: Courses – New, Modification, or Revision – Bring back to 11/21/19 PPC meeting.

• CP 2156: Open Class Statement in Schedules and Addendum to the Schedule – Bring back to 11/21/19 PPC meeting.

• CP 2157: Guidelines for Off-Campus Courses – Bring back to 11/21/19 PPC meeting.

• CP 2158: Field Trips – Bring back to 11/21/19 PPC meeting.

• CP 2201: Requests for Conference Attendance – Bring back to 11/21/19 PPC meeting.

• CP 2251: Evaluation Procedures for Certificated Instructors – Bring back to 11/21/19 PPC meeting.

• CP 2252: Class Loads for Instructors – Bring back to 11/21/19 PPC meeting.

• CP 2253: Guidelines for Approval of Instructional Development Grants – Bring back to 11/21/19 PPC meeting.

• CP 2254: Guidelines for Full-Time Certificated Overload Assignments – Bring back to 11/21/19 PPC meeting.

• CP 2255: Guidelines for Employment of Substitutes – Bring back to 11/21/19 PPC meeting.

• CP 2256: Guidelines Establishing Competency of Teaching – Bring back to 11/21/19 PPC meeting.

• CP 2300: Prerequisites, Corequisites, and Recommended Preparation – Bring back to 11/21/19 PPC meeting.

• CP 2300.1: Challenges to Prerequisites and Corequisites – Bring back to 11/21/19 PPC meeting.

• CP 2310: Course Substitution for Students with a Disability – Bring back to 11/21/19 PPC meeting.

• CP 2400: Donated Books – Bring back to 11/21/19 PPC meeting.
• CP 2401: Procedure for Processing and Filing State and Federal Funding Applications – Bring back to 11/21/19 PPC meeting.

• CP 2420: Full-Time Faculty Functions and Responsibilities – Bring back to 11/21/19 PPC meeting.

• CP 2500: Emergency Procedures Bomb Threat (in case of) – Bring back to 11/21/19 PPC meeting.

• CP 2501: Emergency Procedures Air Raid (in case of) – Bring back to 11/21/19 PPC meeting.

• CP 2502: Emergency Procedures Earthquake (in case of) – Bring back to 11/21/19 PPC meeting.

• CP 2503: Emergency Procedures Fire (in case of) – Bring back to 11/21/19 PPC meeting.

• BP 3530: Weapons on Campus – Reviewed and accepted with edits as presented. – Consensus reached; forward to PFC on 11/26/19 to give designees ample opportunity to inform and confer with their constituent groups.

• AP 3530: Weapons on Campus – In item A under Section II, the following sentence was added: “Written approval will be maintained by the office of Human Resources.” Members were concerned that item B under section II was not clear enough with regards to how the Board of Trustees will be informed. The phrase “via an agendized item” was added to ensure that all prior approval becomes a matter of public record once it is published in the Board Agenda. Item A under Section III was revised to include the statement “who is carrying out official duties.” AP 3510 was added as a source/reference. – Consensus reached; forward to PFC on 11/26/19 to give designees ample opportunity to inform and confer with their constituent groups.

• AP 4105: Distance Education – Sandra Hernandez provided Dr. Ramirez with the corresponding AP from a neighboring institution for review. – Dr. Ramirez will work on reformatting AP 4105 with Dr. Wetsman and bring back to the PPC at a later date.

• AP 3250 – Institutional Planning – Minor grammatical and formatting edits. Regarding the PFC membership, the Dean of Institutional Research and Planning was added under II. Representation. – Consensus reached; forward to PFC on 11/12/19.

• AP 2410 – Board Policies and Administrative Procedures – Will be brought back to the 11/21/19 PPC meeting.

VI. New Business

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

• CP 3040: Small Tools and Apparatus – Will be brought back to the 11/21/19 PPC meeting.
• **CP 3045**: Sale of Books, Materials, Food, and Fund Raising Projects – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3050**: Claims Against the College – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3055**: Purchase of Supplies, Equipment & Services – Associated Student Body and Club Funds – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3056**: Purchasing and Payment Procedure – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3057**: Purchasing Principles – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3058**: Purchasing, Open Account – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3059**: Purchasing, Emergency – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3060**: Budget Transfer Procedures – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3065**: Ticket Control and Procedures – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3070**: Associated Students’ Body Funds – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3071**: Auxiliary Services Fund Administration – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3075**: Property: District and Personal – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3076**: Federal Excess Personal Property – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3080**: Mileage Allowance – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3081**: Evaluation of Equipment on Loan – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3090**: Lost, Stolen, or Damaged Property – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3091**: Capital Outlay Budget-Property Use Fund-Special Reserve II – *Will be brought back to the 11/21/19 PPC meeting.*

• **CP 3100**: Inventory and Replacement of Equipment – *Will be brought back to the 11/21/19 PPC meeting.*
• CP 3105: A.V. Equipment Guidelines – Will be brought back to the 11/21/19 PPC meeting.

• CP 3110: Labeling College Movable Furniture, Equipment and Materials – Will be brought back to the 11/21/19 PPC meeting.

• CP 3120: Auto Parts – Ordering and Paying for Parts on Cars Repaired by Students – Will be brought back to the 11/21/19 PPC meeting.

• CP 3125: Procedures in the Event of Physical Plant Emergencies – Will be brought back to the 11/21/19 PPC meeting.

• CP 3130: Unusual Occurrence Report – Will be brought back to the 11/21/19 PPC meeting.

• CP 3140: Accident-Injury Report – Will be brought back to the 11/21/19 PPC meeting.

• CP 3150: Injury and Illness Prevention – Safety Program – Will be brought back to the 11/21/19 PPC meeting.

• CP 3151: Inspections, Safety, and Maintenance – Will be brought back to the 11/21/19 PPC meeting.

• CP 3160: Parking Gate Keys, Issuance Of – Will be brought back to the 11/21/19 PPC meeting.

• CP 3161: Parking Permits, Guests – Will be brought back to the 11/21/19 PPC meeting.

• CP 3162: Parking in Administrative Lot “G” – Will be brought back to the 11/21/19 PPC meeting.

• CP 3170: Transportation, College Vehicles, Chartered Buses – Will be brought back to the 11/21/19 PPC meeting.

• CP 3171: Transportation, Public Service – Will be brought back to the 11/21/19 PPC meeting.

• CP 3180: Key Issuance Procedure – Will be brought back to the 11/21/19 PPC meeting.

• CP 3190: Air Pollution Episode Emergency Plan – Will be brought back to the 11/21/19 PPC meeting.

• CP 3200: Fire Department Inspection – Will be brought back to the 11/21/19 PPC meeting.

• CP 3210: Fire Extinguisher Service – Will be brought back to the 11/21/19 PPC meeting.

• CP 3220: Computer Systems and Programming Request Procedures – Will be brought back to the 11/21/19 PPC meeting.

• CP 3230: Loans to Students – Will be brought back to the 11/21/19 PPC meeting.
- **CP 3240:** Overtime – Classified Personnel – **Will be brought back to the 11/21/19 PPC meeting.**

- **CP 3250:** Duplicating Services – **Will be brought back to the 11/21/19 PPC meeting.**

- **CP 3260:** Security and Security Guard Service – **Will be brought back to the 11/21/19 PPC meeting.**

- **CP 3270:** Collective Bargaining (Management Communications) Procedures – **Will be brought back to the 11/21/19 PPC meeting.**

- **CP 3275:** College Seal, Logo, and Mascot – **Will be brought back to the 11/21/19 PPC meeting.**

- **CP 3280:** Disaster Preparedness Plan – **Will be brought back to the 11/21/19 PPC meeting.**

- **CP 3285:** Respiratory Protection Program – **Will be brought back to the 11/21/19 PPC meeting.**

- **CP 3600:** Purchase and Contracting for Supplies, Equipment, Books, Instructional Materials, Services, and Public Projects – **Will be brought back to the 11/21/19 PPC meeting.**

- **CP 3650:** Hazardous Substance Communication Program – **Will be brought back to the 11/21/19 PPC meeting.**

**VII. Announcements** – Dr. Ramirez reminded members to read through the CP 2000s and CP 3000s prior to the 11/21/19 PPC meeting.

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