

## MEMBERSHIP

### Management Representatives

Laura Ramirez, PFC Co-Chair & Vice President, Academic Affairs

Henry Gee, Vice President, Student Services

Chris Hawken, Interim Vice President, Finance & Business

Alice Mecom, Dean, Academic Affairs (2019-2021)

Melba Castro, Dean, Student Services (2018-2020)

Caroline Durdella, Dean, Institutional Research & Planning

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# RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING AND FISCAL COUNCIL Tuesday, February 11, 2020 – 2:30pm - 4:00pm, Board Room

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## AGENDA

- I. Call to Order
- II. Approval of Minutes – November 26, 2019
- III. Superintendent/President's Report
- IV. Public Comment — *Persons wishing to address the Planning and Fiscal 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 Planning and Fiscal Council cannot discuss or take action on items not listed on the agenda. Matters brought before the Planning and Fiscal Council that are not on the agenda may, at PFC's discretion, be placed on the next agenda.*
- V. ASRHC Report
- VI. Co-Chair's Report
- VII. Unfinished Business
  - A. Role of IEC – Mission, Vision, Values
  - B. PPC Bylaws
  - C. Revision of Administrative Procedures – Total (1)
    1. AP 2410: Board Policies and Administrative Procedures
- VIII. New Business
  - A. Facilities Update
  - B. 2020-2021 Faculty Staffing Recommendations
  - C. Graduation Date
  - D. Guided Pathways Scale of Adoption
  - E. Revision of Board Policies (1) and Administrative Procedures (1) – Total (2)
    1. BP 3530: Prohibition of Weapons
    2. AP 3530: Prohibition of Weapons
  - F. Retirement of College Procedures – Total (89)
    1. CP 2153: Guidelines for Guest Speakers, General Meetings and Entertainment for Students to Implement Board Policy Number 2012
    2. CP 2155: Courses – New, Modification, or Revision

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3. **CP 2157:** Guidelines for Off-Campus Courses
4. **CP 2401:** Procedure for Processing and Filing State and Federal Funding Applications
5. **CP 3000:** Record Retention Policy
6. **CP 3005:** Pledge of Allegiance to the Flag
7. **CP 3010:** Procedure for Placing Long Distance Telephone Calls
8. **CP 3015:** Employee Social Activities
9. **CP 3020:** Guidelines for Use of the Rio Hondo Astro-Physical Observatory
10. **CP 3025:** Guidelines for Use of the Rio Hondo Wildlife Sanctuary & Study Area
11. **CP 3030:** Use of College Pistol Range
12. **CP 3035:** Fixed Assets
13. **CP 3040:** Small Tools and Apparatus
14. **CP 3045:** Sale of Books, Materials, Food, and Fund Raising Projects
15. **CP 3050:** Claims Against the College
16. **CP 3055:** Purchase of Supplies, Equipment & Services – Associated Student Body and Club Funds
17. **CP 3056:** Purchasing and Payment Procedure
18. **CP 3057:** Purchasing Principles
19. **CP 3058:** Purchasing, Open Account
20. **CP 3059:** Purchasing, Emergency
21. **CP 3060:** Budget Transfer Procedures
22. **CP 3065:** Ticket Control and Procedures
23. **CP 3070:** Associated Students' Body Funds
24. **CP 3071:** Auxiliary Services Fund Administration
25. **CP 3075:** Property: District and Personal
26. **CP 3076:** Federal Excess Personal Property
27. **CP 3080:** Mileage Allowance
28. **CP 3081:** Evaluation of Equipment on Loan
29. **CP 3090:** Lost, Stolen, or Damaged Property
30. **CP 3091:** Capital Outlay Budget-Property Use Fund-Special Reserve II
31. **CP 3100:** Inventory and Replacement of Equipment
32. **CP 3105:** A.V. Equipment Guidelines
33. **CP 3110:** Labeling College Movable Furniture, Equipment and Materials
34. **CP 3120:** Auto Parts – Ordering and Paying for Parts on Cars Repaired by Students
35. **CP 3125:** Procedures in the Event of Physical Plant Emergencies
36. **CP 3130:** Unusual Occurrence Report
37. **CP 3140:** Accident-Injury Report

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38. CP 3150: Injury and Illness Prevention – Safety Program
39. CP 3151: Inspections, Safety, and Maintenance
40. CP 3160: Parking Gate Keys, Issuance Of
41. CP 3161: Parking Permits, Guests
42. CP 3162: Parking in Administrative Lot “G”
43. CP 3170: Transportation, College Vehicles, Chartered Buses
44. CP 3171: Transportation, Public Service
45. CP 3180: Key Issuance Procedure
46. CP 3190: Air Pollution Episode Emergency Plan
47. CP 3200: Fire Department Inspection
48. CP 3210: Fire Extinguisher Service
49. CP 3220: Computer Systems and Programming Request Procedures
50. CP 3230: Loans to Students
51. CP 3240: Overtime – Classified Personnel
52. CP 3250: Duplicating Services
53. CP 3260: Security and Security Guard Service
54. CP 3270: Collective Bargaining (Management Communications) Procedures
55. CP 3275: College Seal, Logo, and Mascot
56. CP 3280: Disaster Preparedness Plan
57. CP 3285: Respiratory Protection Program
58. CP 3600: Purchase and Contracting for Supplies, Equipment, Books, Instructional Materials, Services, and Public Projects
59. CP 3650: Hazardous Substance Communication Program
60. CP 4100: Registration – High School & Non-High School Graduates
61. CP 4108: State Residency Determination for Tuition Processes
62. CP 4120: Inter-District Attendance: Out-of-District Students
63. CP 4130: Registration & Testing Clerks, Procedure for Hiring & Scheduling
64. CP 4140: Academic Renewal Procedures
65. CP 4145: Course Repetition Procedures
66. CP 4210: Materials and Supplies Furnished for Student Use
67. CP 4220: Disciplinary Procedure – Major Violations
68. CP 4230: Student Use of Facilities in the Absence of the Instructor
69. CP 4240: Cash Collections Procedure – Putnam Center Recreation Machines

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70. **CP 4200:** Student Use of College Facilities and Participation in Campus Activities
71. **CP 4250:** Contracts, On-Campus Events
72. **CP 4260:** Convocation Payment
73. **CP 4270:** Student Representative on Board of Trustees
74. **CP 4300:** EOPS Emergency Grant
75. **CP 4400:** Student Loan Fund
76. **CP 4410:** Student Scholarships
77. **CP 4420:** Loans to Students
78. **CP 4430:** ASB Emergency-Loan Policy
79. **CP 4440:** Student Grants and Practices
80. **CP 4450:** Law Enforcement Education Program (LEEP) – Application Procedures
81. **CP 4500:** First Aid Procedure – College Nurse
82. **CP 4510:** Eye Protective Devices
83. **CP 4520:** Student Referrals – Health Office
84. **CP 4530:** Emergency Procedures – Accident or Illness: Employee or Student
85. **CP 4540:** Blood Bank, Administration Of
86. **CP 4550:** Care of Snake Bite
87. **CP 4590:** EOPS Emergency Grant
88. **CP 4610:** Procedure for Exceptions to Graduation Requirements
89. **CP 4710:** Credit for Foreign Universities & Colleges

## IX. Committee Reports

### PFC Sub-Committees

- Safety/Facilities
- IEC
- Program Review
- Policy and Procedure Council

### Other Committees

- Basic Skills
- Distance Education
- Guided Pathways
- Outcomes
- Staff Development
- Student Equity
- SSSP

## X. Announcements

## XI. Adjournment

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