

RIO HONDO COMMUNITY COLLEGE DISTRICT POLICY AND PROCEDURE COUNCIL MINUTES

Thursday, December 5, 2019, 2:30pm-4:00pm, T143

Members Present: Laura Ramirez (Co-Chair and VPAA), Adam Wetsman (Co-Chair, AS Designee), Doralí Pichardo-Díaz (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 and November 21, 2019 minutes were accepted as presented.
- III. **Public Comments** – None.
- IV. **Co-Chair's Report** – None.
- V. **Unfinished Business** –
 - **Bylaws** – The Group discussed the bylaws and reviewed suggested changes, including making the Executive Director of Human Resources a non-voting member.
 - **PFC Handbook** – The PFC Handbook was reviewed and will be brought back to the February 6, 2020 PPC meeting for additional consideration.
 - **Revision of Board Policies (1), Administrative Procedures (3), and College Procedures (80) – Total (84)**
 - **CP 2153:** Guidelines for Guest Speakers, General Meetings and Entertainment for Students to Implement Board Policy Number 2102 – **Consensus reached to recommend for retirement**; CP will be forwarded to the PFC at their 2/11/20 meeting.
 - **CP 2155:** Courses – New Modification or Revision – **Consensus reached to recommend for retirement**; CP will be forwarded to the PFC at their 2/11/20 meeting.
 - **CP 2157:** Guidelines for Off-Campus Courses – **Consensus reached to recommend for retirement**; CP will be forwarded to the PFC at their 2/11/20 meeting.
 - **CP 2310:** Course Substitution for Students with a Disability – Recommended to **pull this item** so Connie Gutierrez, Director of DSP&S can review it to potentially create a new BP/AP.

- **CP 2401: Procedure for Processing and Filing State and Federal Funding Applications** – **Consensus reached to recommend for retirement**; CP will be forwarded to the PFC at their 2/11/20 meeting.
- **AP 4105: Distance Education** – This AP still needs considerable revisions. Item will be **pulled and brought back to 2/6/20 PPC meeting**.
- **BP and 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 both AP and BP back to PPC at the 2/6/20 meeting**.
- **AP 2410: Board Policies and Administrative Procedures** – This AP was sent back to PPC by PFC after their 11/26/2019 meeting so that PPC could incorporate a diversity statement. In the ensuing dialogue, the PPC determined that such a statement would be most appropriate in a Board Policy (BP) not an Administrative Procedure (AP). As such, no additional edits were made to the AP by the PPC. **Consensus reached to send back to PFC at their February 11, 2020 meeting with NO EDITS**.
- **CP 3000: Record Retention Policy** – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3005: Pledge of Allegiance to the Flag** – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3010: Procedure for Placing Long Distance Telephone Calls** – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3015: Employee Social Activities** – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3020: Guidelines for Use of the Rio Hondo Astro-Physical Observatory** – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3025: Guidelines for Use of Rio Hondo Wildlife Sanctuary and Study Area** – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3030: Use of College Pistol Range** – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3035: Fixed Assets** – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3040: Small Tools and Apparatus** – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3045: Sale of Books, Materials, Food, and Fund Raising Projects** – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**

- **CP 3050:** Claims Against the College – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3055:** Purchase of Supplies, Equipment & Services – Associated Student Body and Club Funds – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3056:** Purchasing and Payment Procedure – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3057:** Purchasing Principles – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3058:** Purchasing, Open Account – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3059:** Purchasing, Emergency – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3060:** Budget Transfer Procedures – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3065:** Ticket Control and Procedures – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3070:** Associated Students' Body Funds – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3071:** Auxiliary Services Fund Administration – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3075:** Property: District and Personal – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3076:** Federal Excess Personal Property – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3080:** Mileage Allowance – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3081:** Evaluation of Equipment on Loan – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3090:** Los, Stolen, or Damaged Property – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3091:** Capital Outlay Budget-Property Use Fund-Special Reserve II – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3100:** Inventory and Replacement of Equipment – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**

- **CP 3105:** A.V. Equipment Guidelines – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3110:** Labeling College Movable Furniture, Equipment and Materials – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3120:** Auto Parts – Ordering and Paying for Parts on Cars Repaired by Students – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3125:** Procedures in the Event of Physical Plant Emergencies – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3130:** Unusual Occurrence Report – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3140:** Accident-Injury Report – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3150:** Injury and Illness Prevention – Safety Program – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3151:** Inspections, Safety, and Maintenance – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3160:** Parking Gate Keys, Issuance Of – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3161:** Parking Permits, Guests – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3162:** Parking in Administrative Lot “G” – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3170:** Transportation, College Vehicles, Chartered Buses – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3171:** Transportation, Public Service – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3180:** Key Issuance Procedure – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3190:** Air Pollution Episode Emergency Plan – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3200:** Fire Department Inspection – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3210:** Fire Extinguisher Service – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**

- **CP 3220:** Computer Systems and Programming Request Procedures – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3230:** Loans to Students – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3240:** Overtime – Classified Personnel – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3250:** Duplicating Services – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3260:** Security and Security Guard Service – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3270:** Collective Bargaining (Management Communications) Procedures – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3275:** College Seal, Logo, and Mascot – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3280:** Disaster Preparedness Plan – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3285:** Respiratory Protection Program – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3600:** Purchase and Contracting for Supplies, Equipment, Books, Instructional Materials, Services, and Public Projects – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**
- **CP 3650:** Hazardous Substance Communication Program – **Recommended for retirement. Will forward to the PFC at their February 11, 2020 meeting.**

VI. New Business – Items below will be brought back to the February 6, 2020 PPC meeting.

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

VII. Announcements – None.

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