

RIO HONDO COMMUNITY COLLEGE DISTRICT POLICY AND PROCEDURE COUNCIL MINUTES

Thursday, February 6, 2020, 2:30pm-4:00pm., T143

Members Present: Laura Ramirez (Co-Chair and VPAA), Adam Wetsman (Co-Chair, AS Designee), Dorali Pichardo-Diaz (AS Designee), 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 December 15, 2019 minutes were accepted as presented.
- III. **Public Comments** – None.
- IV. **Co-Chair's Report** – None.
- V. **Unfinished Business** –
 - A. **Bylaws** – A final draft of the PPC Bylaws were approved by the group with minor edits (adding “Executive” to “Director of Human Resources” and adding “CCLC” after “Community College League of California.” – **Consensus to forward to PFC at their 2/11/20 meeting.**
 - B. **PFC Handbook** – The PFC Handbook still requires minor revisions and will be **brought back to the 2/20/20 PPC meeting for final approval.**
 - C. **Revision of Board Policies (1), Administrative Procedures (3), and College Procedures (30) – Total (34)**
 - **AP 7130: Wage Rates, Selected Personnel** – Dr. Ramirez will work with Shawn Smith to update this AP into a standard format and **bring back to PPC on 2/20/20.**
 - **AP 4105: Distance Education** – The group looked at AP 4105, which had initial mark-ups courtesy of from Dr. Adam Wetsman. After reviewing the AP and making several edits (removing the first half of I.A, removing II.A, II.C, and II.D, moving III.A to I.A, and removing the last half of IV.A), the group agreed to pull the item for further review. Dr. Wetsman will confer with Michelle Pilati and Jill Pfeiffer, who had originally submitted revisions to this AP. **It will be brought back to PPC at a later date.**
 - **AP 6250.1: Budget Management** – The group recommended that VPFB Chris Hawken combine AP 6250.1 and AP 6250.2 into one document, clean up the language so it is more applicable to Rio Hondo, and **bring back to PPC at a later date.**

- **AP 6250.2: Budget Management** – The group recommended that VPFB Chris Hawken combine AP 6250.1 and AP 6250.2 into one document, clean up the language so it is more applicable to Rio Hondo, and **bring back to PPC at a later date.**
- **CP 4100: Registration – High School & Non-High School Graduates** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4108: State Residency Determination for Tuition Processes** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4120: Inter-District Attendance: Out-of-District Students** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4130: Registration & Testing Clerks, Procedure for Hiring & Scheduling** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4140: Academic Renewal Procedures** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4145: Course Repetition Procedures** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4200: Student Use of College Facilities and Participation in Campus Activities** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4210: Materials and Supplies Furnished for Student Use** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4220: Disciplinary Procedure – Major Violations** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4230: Student Use of Facilities in the Absence of the Instructor** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4240: Cash Collections Procedure – Putnam Center Recreation Machines** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4250: Contracts, On-Campus Events** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4260: Convocation Payment** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4270: Student Representative on Board of Trustees** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4300: EOPS Emergency Grant** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4400: Student Loan Fund** – **Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**

- **CP 4410: Student Scholarships – Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4420: Loans to Students – Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4430: ASB Emergency-Loan Policy – Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4440: Student Grants and Practices – Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4450: Law Enforcement Education Program (LEEP) – Application Procedures – Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4500: First Aid Procedure – College Nurse – Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4510: Eye Protective Devices – Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4520: Student Referrals – Health Office – Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4530: Emergency Procedures – Accident or Illness: Employee or Student – Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4540: Blood Bank, Administration Of – Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4550: Care of Snake Bite – Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4590: EOPS Emergency Grant – Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4610: Procedure for Exceptions to Graduation Requirements – Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**
- **CP 4710: Credit for Foreign Universities & Colleges – Consensus to retire. Will forward to PFC at their 2/11/20 meeting.**

VI. New Business –

A. Revision of Board Policies, Administrative Procedures (4), and College Procedures – Total (4)

- **AP 3425: Interpreter Selection for Deaf Employees** – The group agreed to consider new business out of order since Dana Arazi, Instructor of American Sign Language, was in attendance. Mr. Arazi drafted AP 3425 to address the selection

process for interpreters for Deaf Rio Hondo College employees. The AP is intended to develop a standard practice that accomplishes three main goals for the College: find the most cost-effective solution (most of the rates qualified interpreters charge are either at or below the cost of contracting with an agency), protect the college from liability and protect our reputation as an excellent place to work, and provide qualified and appropriate interpreters to our Deaf employees. In this area, qualified professional interpreters are in low supply and high demand.

The requirement for reasonable accommodations was initiated for institutions receiving federal funding in the Rehab Act of 1974. Mr. Arazi further explained that defining “qualified” interpreters has been an issue since the ADA introduced it in 1990, making it applicable to the older Rehab Act. There are different skill sets interpreters possess. Some interpreters may be qualified to interpret for our students and are hired through DSP&S. Those same interpreters may or may not have developed the necessary skills to provide interpreting for a Deaf professor, given that they are providing the voice for the lecture.

Dr. Ramirez suggested that additional research be conducted in collaboration with Human Resources, with consultation from legal counsel. **This AP will be brought back to a future PPC meeting.**

- **AP 4235: Credit by Examination** – Board review dates in the header were revised to include leading zeroes, where applicable, and years were changed to four digits. The group recommended to add headers (I. Introduction, II. Requirements, III. Limits on credit by exam, IV. Credit by external examination, V. Academic records). Additionally, in II.A, the following statement was added: “in accordance with policies and procedures approved by the curriculum committee.” In II.B, the abbreviation “ROP” was added after “Regional Occupational Program to allow for “Regional Occupation Programs” and “Career Technical Education” to be subsequently abbreviated as “ROP” and “CTE” in II.C. III.A was revised to specify that an upper division course must be completed “at Rio Hondo College” “through credit by exam.” III.B. was similarly revised to specify “at Rio Hondo College.” – **Consensus with edits; will forward to PFC at their 2/25/20 meeting.**
- **AP 5025: Employment Procedures** – This AP was brought forward for preliminary discussion and included significant changes and revisions from HR. There are additional constituency groups working on this document and as such, it was pulled for further review. **It will be brought back to the 2/20/20 PPC meeting.**
- **AP 6185: Enrollment Fee Waiver/Deferment** – This AP was forwarded to PPC by Shaina Phillips in consultation with Stephen Kibui. PPC agreed that there are minor formatting issues that need to be addressed and suggested the AP be returned to its originators for revisions. **It will be brought back to PPC at a later date.**

VII. Announcements – Dr. Ramirez asked the group if they would prefer to meet in a computer lab for subsequent PPC meetings, as the intention is to transition to Board Docs in lieu of printing paper copies of materials. Some members said they would continue to print materials on their own, whereas others agreed that the A/V equipment in the room would be sufficient for reviewing documents, in addition to bringing their own mobile devices or laptops to follow along through Board Docs. Meetings will remain scheduled in T143 for the foreseeable future.

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