



Thursday, May 13, 2021
Policy and Procedure Council

Please join the meeting by navigating to <https://cccconfer.zoom.us/j/93678662537> or calling +1 669 900 6833 (US Toll) and entering Meeting ID: 936 7866 2537

A. Opening Items

Subject	1. Call to Order
Meeting	May 13, 2021 - Policy and Procedure Council
Category	A. Opening Items
Access	Public
Type	

MEMBERSHIP

Management Representatives

Alice Mecom, PPC Co-Chair & Acting Vice President, Academic Affairs
Eric Dixon-Peters, Vice President, Student Services
Stephen Kibui, Vice President, Finance & Business

Faculty Representatives

Kevin Smith, PPC Co-Chair and President, Academic Senate
Rudy Rios, President, RHCFA
Dorali Pichardo-Diaz, Counselor & Faculty Designee

CSEA Representatives

Sandra Hernandez, President, CSEA
Lisa Sandoval, CSEA designee
Jessica Perea, CSEA designee

Associated Students (ASRHC) Representatives

Kayla Cruz, ASRHC designee
Kaitlyn Ibarra, ASRHC designee
Brandon De La Torre, ASRHC designee

Support Staff

Cynthia Nuñez, HR Coordinator
Markelle Stansell, Sr. Admin Asst, Academic Affairs
Rachel Garcia, Sr. Admin Asst, Student Services

Subject	2. Approval of Minutes - April 22, 2021
Meeting	May 13, 2021 - Policy and Procedure Council
Category	A. Opening Items

Access Public

Type

Policy and Procedure Council (Thursday, April 22, 2021) DRAFT

Members Present: Alice Mecom (PPC Co-Chair and Acting Vice President, Academic Affairs), Kevin Smith (PPC Co-Chair and Academic Senate designee), Eric Dixon-Peters (Vice President, Student Services), Stephen Kibui (Vice President, Finance & Business), Dorali Pichardo-Diaz (Counselor / Academic Senate designee), Rudy Rios (President, RHCFA), Loy Nashua (Executive Dean, Student Affairs and Student Financial Services), Sandra Hernandez (President, CSEA), Jessica Perea (CSEA designee), Lisa Sandoval (CSEA designee), Kayla Cruz (ASRHC designee), Kaitlyn Ibarra (ASRHC designee), Brandon De La Torre (ASRHC designee)

Members Absent: None

Additional Individuals Present: Markelle Stansell (Sr. Administrative Assistant, Academic Affairs), Rachel Garcia (Sr. Administrative Assistant, Student Services)

A. Opening Items

- 1. Call to Order** - Meeting was called to order at 2:34pm.
- 2. Approval of Minutes - February 11, 2021** - Minutes were approved as presented.
- 3. Public Comment** - None.
- 4. Co-Chair's Report** - None.

B. Unfinished Business

- 1. BP 6170 – District Fee for Requested Clerical and Duplication of Materials Cost** – Minor grammatical and stylistic edits were made (e.g. adding headers). Title of BP was changed to “District Cost for Requested Clerical and Duplication of Materials”. Fees in Section II.A for photocopying were increased from \$0.10 to \$0.40. Responsible parties were updated under Section III – Subpoenas to include the “Executive” title for Director of Human Resources and to change Dean of Counseling and Matriculation to Executive Dean of Student Affairs and Student Financial Services. In III.A.2., language was added re: “reasonable cost” and the minimum was raised from \$6 to \$15 plus actual costs. Sources/references were added. – **Consensus to forward to PFC.**
- 2. BP 6300 – Fiscal Management** – Minor grammatical and stylistic edits were made (e.g. adding headers). Reference to “employees” in I.A was changed to “staff” and a reference to “students” was added under the same bullet point. I.B was added per CCLC to reference U.S. Education Department General Administrative Regulations (EDGAR) requirements. Sections II, III, and IV were redacted, as they appear in the corresponding AP and are procedural in nature. Additional references from CCLC were added. – **Consensus to forward to PFC.**
- 3. AP 6300 – Fiscal Management** – Minor grammatical and stylistic edits were made (e.g. adding headers). The last five bullet points in Section I.A. were removed since they appear in the BP. Sources/references were updated. – **Consensus to forward to PFC.**

C. New Business

- 1. BP 6330 - Purchasing** – Did not have time to discuss. **Will bring back to May 13, 2021 PPC meeting.**
- 2. AP 6330 - Purchasing Principles** – Did not have time to discuss. **Will bring back to May 13, 2021 PPC meeting.**

D. Closing Items

- 1. Announcements** - None.
- 2. Adjournment** - Meeting was adjourned at 3:53pm.

Subject	3. Public Comment
Meeting	May 13, 2021 - Policy and Procedure Council
Category	A. Opening Items
Access	Public
Type	

Subject	4. Co-Chair's Report
----------------	-----------------------------

Meeting May 13, 2021 - Policy and Procedure Council
Category A. Opening Items
Access Public
Type

B. Unfinished Business

Subject 1. AP 6250 - Budget Management

Meeting May 13, 2021 - Policy and Procedure Council
Category B. Unfinished Business
Access Public
Type

Originally reviewed at PPC in November 2019; bringing back with stylistic edits and revisions from Finance & Business

- Mark Up
- CCLC Language

File Attachments

AP 6250 - Budget Management (MARK UP).pdf (60 KB)
AP 6250 - Budget Management (CCLC).pdf (10 KB)

C. New Business

Subject 1. AP 4050 - Articulation

Meeting May 13, 2021 - Policy and Procedure Council
Category C. New Business
Access Public
Type

File Attachments

AP 4050 - Articulation rev. AS 5.4.21 (MARK UP).pdf (103 KB)
AP 4050 - Articulation (CCLC).pdf (80 KB)

Subject 2. BP 6320 - Investments

Meeting May 13, 2021 - Policy and Procedure Council
Category C. New Business
Access Public
Type

File Attachments

BP 6320 - Investments (MARK UP).pdf (10 KB)
BP 6320 - Investments (CCLC).pdf (25 KB)

Subject 3. AP 6320 - Investments

Meeting May 13, 2021 - Policy and Procedure Council
Category C. New Business
Access Public
Type

File Attachments

[AP 6320 - Investments \(MARK UP\).pdf \(68 KB\)](#)

[AP 6320 - Investments \(CCLC\).pdf \(20 KB\)](#)

Subject **4. AP 6322 - Employee Indemnity Bonds**

Meeting May 13, 2021 - Policy and Procedure Council

Category C. New Business

Access Public

Type

File Attachments

[AP 6322 - Employee Indemnity Bonds \(MARK UP\).pdf \(9 KB\)](#)

[AP 6322 - Employee Indemnity Bonds \(CCLC\).pdf \(9 KB\)](#)

D. Closing Items

Subject **1. Announcements**

Meeting May 13, 2021 - Policy and Procedure Council

Category D. Closing Items

Access Public

Type

Subject **2. Adjournment**

Meeting May 13, 2021 - Policy and Procedure Council

Category D. Closing Items

Access Public

Type