

# Policy and Procedure Council

## BYLAWS

### I. Purpose

The Policy and Procedure Council (PPC) is a sub-committee of the Planning and Fiscal Council (PFC). The primary purpose of the Council is to ensure Rio Hondo College Board Policies (BPs) and Administrative Procedures (APs) are updated regularly. The Council will develop policy and procedure when it is determined that a new policy or procedure is needed. The Council will ensure updates provided by the Community College League of California (CCLC) are incorporated in College policy and procedure. Any updates or adoptions of policies or procedures will be forwarded to the PFC.

### II. Membership

Membership of the PPC shall be as follows:

- Vice President, Academic Affairs
- Two faculty members appointed by the Academic Senate
- Vice President, Finance and Business or designee
- Vice President, Student Services or designee
- One faculty member appointed by the Rio Hondo College Faculty Association
- Three classified staff appointed by the California School Employees Association
- Three student representatives appointed by the Associated Students Rio Hondo College
- Executive Director of Human Resources, *non-voting*

The Vice President, Academic Affairs and Academic Senate President (or designee) will serve as co-chairs.

### III. Term Limits for Faculty, Classified and Students

The term of each representative will be for one academic year. Each constituent group will strive to have at least one of its representatives repeat a second term to ensure consistency and continuity in the process.

### IV. Meetings

The meetings will be held the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month from 2:30 to 4:00pm or as needed.

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### V. Role of members

Members of the PPC shall:

- Consult with their constituents regarding updates to BPs and APs
- Ensure area experts can weigh in on proposed policy changes and updates
- Attend all scheduled meetings
- Read and review materials to prepare for meetings
- Review agenda minutes and support materials prior to each meeting

### VI. Review Process

The PPC will follow the AP and BP Review Timeline in the current edition of the Planning and Fiscal Council Guidebook to determine which policies are due for review. In addition to reviewing and incorporating CCLC edits, the PPC is where groups can bring proposals for BPs and APs. Constituency groups may bring proposals for BPs and APs at any time. In any instance where the Council cannot reach consensus, a written report will be forwarded to the PFC.

The Council will have a technical review to determine when policy or procedure requires no change, minor updates/edits, or substantive updates. No change and minor updates/edits can be approved at the technical review stage. Substantive changes may require a second or third reading. All APs and BPs reviewed by the PPC will be forwarded to the PFC.

### VII. Review Cycle

#### SIX-YEAR REVIEW CYCLE

##### Annual and Comprehensive Chapter Reviews

**Goal 1:** Six Year Review Cycle of all policies and procedures - aligned with accreditation visits.

**Goal 2:** Annual Review of policies and procedures incorporating biannual legal updates issued by CCLC.

2016-2017 - Chapter 1, Chapter 2

2017-2018 - Chapter 3

2018-2019 - Chapter 4

2019-2020 - Chapter 5

2020-2021 - Chapter 6

2021-2022 - Chapter 7