Send An Alert

Blackboard Connect Emergency Notification System Overview

RHC REPRESENTATIVE

Construct Message(s)

Voice, Text, and Email

BLACKBOARD CONNECT

LAUNCH MESSAGE(S)

PUBLIC DOMAIN

PHONE

TEXT

EMAIL
Voice Messages – 18,309

- Hangup: 190
- Fax/Modem: 38
- Opted-Out: 1
- Bad Phone Number: 452
- Live Delivery: 8,169
- Answering Machine: 7,470
- Busy: 41
- No Answer: 1,252
- Undeliverable: 695
- Phone Network Busy: 1
Text – 1,002

- **Text Sent**: 931
- **Text Opted-Out**: 52
- **Invalid Text Phone**: 19
Email – 32,613
October 17, 2013

TO: President’s Council
    Administrative Council
    Planning Fiscal Council

FROM: Sandy Sandello

SUBJECT: Revision of BPs/APs

The following BPs and APs are up for review. I have attached copies of the proposed language along with CCLC’s recommended language. This will begin the review process.

BP 2210 Board of Trustees Officers
BP 2315 Board Meetings: Closed Sessions
BP 2350 Speakers at Board Meetings
BP 2725 Board Member Compensation
BP 5010 Admissions and Concurrent Enrollment
BP 5700 Athletics
BP 7340 Leaves

Unfinished policies and procedures returning through process:

BP 2015 Student Member of the Board (reached consensus; revised due to paragraph IJ (removal of Benefits)

BP 2340 Board Meeting Agenda (returned with Board comment from 10/9/13 adding paragraph V to be consistent with AP 2340)

BP 2510 Participation in Local Decision Making – Returning with edits made at October 9th Board meeting addition definition of Participatory Governance and listing Participatory/Shared through policy).

BP 2715 Code of Ethics/Standards of Practice – Returning with language change to Paragraph II.

BP 4020 Program, Curriculum and Course Development – Returning with language change to Paragraph III made by the Board.

AP 6850 Hazardous Materials (returning using CCLC Language)

/SS
I. At the annual organizational meeting, the Board shall elect from among its members a President, a Vice President, and a Clerk of the board. The terms of officers shall be for one year.

II. Responsibilities of the Officers of the Board of Trustees shall be as follows:

A. The duties of the President of the Board include:

1. Serve as the presiding officer, when in attendance, of all meetings of the Board;

2. Call emergency and special meetings of the Board as required by law;

3. Consult with the Superintendent/President on board meeting agendas;

4. Communicate with individual board members about their responsibilities;

5. Participate in the orientation process of new board members;

6. Assure Board compliance with policies on board education, self-evaluation, and CEO evaluations;

7. Represent the Board at official events or ensure Board representation.

8. Respond to all media inquiries on behalf of the Board of Trustees and may choose to collaborate with the Superintendent/President if necessary. Other members of the Board of Trustees are expected to defer to the Board President and/or the Superintendent/President with regard to media inquiries. (Board approved 8/10/13 Board Retreat)
B. The duties of the Vice President of the Board shall be as follows:

1. Act in the place of the President whenever needed;
2. Automatically become the President in the case of resignation or death of the President.

C. The duties of the Clerk of the Board shall be as follows:

1. Perform those functions that are required by the Education Code;
2. Fulfill such other functions as may be required from time to time.

D. As Board Secretary, the duties of the Superintendent/President shall be as follows:

1. Have charge of all the Board’s correspondence;
2. Keep a record of its proceedings and other records as are required by law or by direction of the Board of Trustees;
3. Notify members of the Board of regular, special, emergency, and adjourned meetings;
4. Prepare and post board meeting agendas;
5. Have prepared for adoption minutes of Board meetings; attend all board meetings and closed sessions, unless excused, and in such cases to assign a designee;
6. Certify as legally required all board actions;
7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

Former Board Policies 1000 and 1005; Education Code Section 72000.
BP 2210 Officers

Reference:
Education Code Section 72000

At the annual organizational meeting, the Board shall elect from among its members a President of the Board. [If the secretary to the board is not the CEO (see below), then the secretary would be added to this sentence as well as other officers that the board chooses to have.]

The terms of officers shall be for one year.

Note: Although the following is not legally required, it is suggested as good practice.

The duties of the President of the Board are: [Insert duties per local policy. The following are examples only.]

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the [CEO] on board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on board education, self-evaluation and CEO evaluation;
- Represent the Board at official events or ensure board representation.

Note: The following applies if the CEO is elected as secretary to the Board, as is common practice.

The [CEO] shall serve as Secretary to the Board.

Note: Although the following is not legally required it is suggested as good practice.

The duties of the Secretary are: [Insert duties per local policy. The following is an example.]

- Notify members of the Board of regular, special, emergency and adjourned meetings;
- Prepare and post Board meeting agendas;
- Have prepared for adoption minutes of Board meetings;
- Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board;
- Certify as legally required all board actions;
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.
**Note:** If the Board elects other officers, their duties may be noted.

**Note:** The following language is legally advised if the Board practice is to follow an informal rotation of the Board presidency among its members, which if formalized, may be inconsistent with the requirement of Education Code Section 72000(c)(2) that the president be elected from the board's members, suggesting that all members of the Board are to be considered eligible to be elected president every year.

The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.
I. Closed sessions of the Board shall only be held as permitted by applicable legal provisions, including but not limited to, the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

A. The appointment, employment, evaluation of performance, discipline, or dismissal of a public employee;

B. Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session;

C. Advice of counsel on pending litigation, as defined by law;

D. Consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;

E. Real property transactions;

F. Threats to public security;

G. Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;

H. Discussion of student disciplinary action, with final action taken in public;

I. Conferring of honorary degrees;

J. Consideration of gifts from a donor who wishes to remain anonymous;

K. To consider its response to a confidential final draft audit report from the Bureau of State Audits.

II. The Board abides by the following protocol for the confidentiality of closed session. (Board approved 8/10/13 Board Retreat):

A. The confidentiality of closed session creates a safe space for the candid discussion of appropriate topics.

B. All participants in closed session are required to maintain the absolute confidentiality of closed session discussions.

C. Any suspected breach of closed session confidentiality should be referred to the Superintendent/President and/or Board President immediately.

D. Consequences if confidentiality of closed session is violated (Refer to BP 2715)
III. The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

IV. After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

V. All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

VI. If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

VII. Issues handled in closed session are confidential. Such issues covered in discussion, minutes, information, and/or documents shall not be disclosed or made public by individual members of the Board of Trustees, employees, or consultants of the District unless the Board of Trustees officially authorizes such disclosure or publication.

VIII. The Board may also instruct its designated representative to meet and negotiate matters in closed sessions pursuant to the provisions of the Government Code.

IX. Source/Reference

Government Code Sections 54945.8, 54957, 54957.6, 11125.4; Education Code Section 72122; Former RHC Board Policy 1005;
BP 2315  Closed Sessions

References:
Education Code Section 72122;
Government Code Sections 54956.8, 54956.9, 54957, 54957.6, and 11125.4

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district’s membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District’s position regarding labor negotiations and giving instructions to the District’s designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

Note: Although the following language is not legally required, it is suggested as good practice. It is designed to assure that when charges or complaints are brought by any
person against an employee, before the board hears them in accordance with Government Code Section 54957, the administration of the district has an opportunity to address, and possibly solve, the problem.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the [CEO]. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least 24 hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

Revised 2/05
I. Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

II. Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

III. Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment. The Board has agreed to follow the following protocol for responding to needs or complaints expressed in Board meetings during public comment on non-agenda items (Board approved Board Protocols at 8/10/13 Board retreat):

A. The Board President thanks the speaker(s) and acknowledges that the need or complaint has been heard by the Board.

B. If appropriate, the Board President may make a brief statement about the issue.

C. The Board President will ask the Superintendent/President if there are any comments from the Administration.

D. The Board President will ask the Superintendent/President to look into the issue and report back to the Board. The Board President will determine what form the report will take (e-mail, formal written report, etc.).

E. After receiving the report from the administration, the Board may decide to place the issue on a future Board agenda for discussion or action.

IV. Those wishing to speak to the Board are subject to the following:

A. The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if there remarks are unduly repetitive.

B. Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
C. Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

V. Persons wishing to speak to an agenda item shall complete a written request to do so at the beginning of the meeting at which they wish to speak. Cards are provided for this. The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.

VI. No member of the public may speak without being recognized by the President of the Board.

VII. Each speaker will be allowed a maximum of three minutes per topic. Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.

VIII. Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

IX. Source/Reference

BP 2350  Speakers

References:
    Education Code Section 72121.5;
    Government Code Sections 54950 et seq.

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:
    • The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
    • Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
    • Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

Note:  It is suggested as good practice the Board adopt as policy the point on the agenda when a person can speak before the vote is called. It could be at the start of the meeting, the beginning of the agenda item before Board discussion, or just prior to the Board vote.

Note:  It is legally advised that districts have policies that require persons wishing to speak to make their request in writing, and that establish time limits on presentations. The following are suggested clauses.

    • They shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak.
    • The request shall include the person’s name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
• No member of the public may speak without being recognized by the President of the Board.

• Each speaker will be allowed a maximum of [number, such as five] minutes per topic. [Number, such as thirty] minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.

• Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.
I. Members of the Board who attend all Board meetings shall receive $400 per month, and the student member shall receive $200 per month.

II. If a Board Member is not going to be able to attend the Board Meeting, he/she is to call the Superintendent/President’s Office to report the absence prior to the meeting. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

III. A member of the Board may be paid for a meeting when absent if the Board, by resolution duly adopted and included in its minutes, finds that at the time of the meeting from which the member is absent he/she is performing services outside the meeting for the community-college District, is ill, on jury duty, or the absence is due to a hardship deemed acceptable to the Board.

IV. Source/Reference

Education Code Section 4090-35120, 72024, former Policy 1010.
BP 2725 Board Member Compensation

References:
Education Code Sections 1090, 35120, and 72024

Note: Only if the Board has acted to provide compensation to its members is the following policy proposed.

Members of the Board who attend all board meetings shall receive [*insert amount*] per month.* A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

Note: If the Board has voted to grant to the student member of the Board the privilege of receiving compensation, the following policy phrase could be included at the conclusion of the first sentence:

*...and the student member, [*insert amount*] per month.

Note: The following language is optional.

The Board may, on an annual basis, increase the compensation of Board members by five percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the District.

Revised 2/02, 8/06, 6/13
I. The District shall admit students who meet one of the following requirements and who are capable of benefitting from the instruction offered:

A. Any person over the age of 18 and possessing a high school diploma or its equivalent.

B. Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President, or his or her designee, are capable of benefiting from the instruction offered. Such persons shall be admitted as provisional students and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.

C. Persons who are apprentices as defined in Section 3377 of the Labor Code.

D. The District may deny or place conditions on a student's enrollment upon finding that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District. (CCLC)

E. The District shall at its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Superintendent/President or designee, shall establish procedures for evaluating the validity of a student's high school completion.

II. Admission

A. Any student whose age or class level is equal to graces 9-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

B. Any student whose age or class level is equal to graces 9-12 is eligible to attend as a special full-time student.

C. Any student enrolled in 9-12 may attend summer session.

Students younger than 9th grade may be admitted if they meet the exceptional student criteria (highly gifted students with an IQ score above 130). These students may only enroll in college level courses (degree applicable courses), must meet prerequisites, and must show documentation of their gifted status and proof of IQ.

The Superintendent/President, or designee, shall establish procedures regarding ability to benefit and admission of high school and younger students.
III. Denial of Requests for Admission

If the Board denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Superintendent/President, or designee, shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

IV. Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Superintendent/President or designee shall establish procedures regarding compliance with statutory and/or regulatory criteria for concurrent enrollment.

V. Source/Reference:


See Administrative Procedures 5010.
BP 5010 Admissions and Concurrent Enrollment

References:
- Education Code Sections 76000, 76001, and 76002, and 76038;
- Labor Code Section 3077;
- U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
- 34 Code of Federal Regulations Section 668.16(p)

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the [CEO] or his/her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

The District may deny or place conditions on a student's enrollment upon finding that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

[Note: This policy language is legally required in an effort to show good faith compliance with the applicable federal regulations.]

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The [CEO] shall establish procedures for evaluating the validity of a student's high school completion.

Note: Admission of high school and younger students is not mandated by law. However, if the District wishes to do so and there is agreement with the school district(s), this board policy should identify students who may be admitted (generally by age or grade level) and the status (special part-time [Education Code Section 48800], or special full time [Education Code Section 48800.5]).

Districts may also make a statement regarding summer school attendance. Examples of such policies are listed below.
Boards that admit special part-time or full-time students must comply with the requirements of Education Code Section 76001(b) regarding findings and reasons for denying any such request by pupils who are identifies as highly gifted. Language is included below. Apportionment for the concurrent enrollment of high school students can only be claimed if the enrollment meets the criteria of Education Code Section 76002. Language is included below.

Admission – Any student whose age or class level is equal to grades \[ \text{insert grade levels} \] is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to grades \[ \text{insert grade levels} \] is eligible to attend as a special full-time student.

Any student enrolled in \[ \text{insert grade level} \] may attend summer session.

The \[ \text{CEO} \] shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission – If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 90 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The \[ \text{CEO} \] shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment – Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The \[ \text{CEO} \] shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

\textbf{Note:} Nonresident students, including international students, are addressed in BP 5020 titled Nonresident Tuition. The District is not required to admit nonresident students, and thus is not required to admit international students. However, if the District admits nonresident students, it should not exclude international students as a matter of policy based on that status alone, because the district has no authority to discriminate on the basis of national origin.
I. The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

II. The Superintendent/President, or designee, shall assure that the athletics program complies with state law, the California Community College Athletic Association (CCCAA) California Community Colleges Commission on Athletics Constitution, Bylaws and Championship Sports Guides, and appropriate Conference Constitution and Bylaws regarding student athlete participation. (CCLC) (Dean of PE)

III. Source/Reference:

Education Code sections 78223, 66271.6, 66271.8, 67360 et seq.

See Administrative Procedure 5700.
BP 5700  Athletics

References:
Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The [ CEO ] shall assure that the athletics program complies with state law, the California Community College Athletic Association (CCCAA), California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

See Administrative Procedure [ # ].

Revised 2/04, 2/07. 6/13
LEAVES

I. The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

A. Illness leaves for all classes of permanent employees;

B. Vacation leave for members of the classified service, administrators, supervisors, and managers;

C. Leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated, or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (CCLC); (EC 87768.5; 88210)

D. Leave of absence to serve as an elected member of the legislature (EC 87701);

E. Pregnancy leave (EC 87766; 88193; Government Code Section 12945);

F. Use of illness leave for personal necessity (EC 87784; 88207);

G. Industrial accident leave (EC 88192, 87787);

H. Bereavement leave (EC 87788, 88194,);

I. Jury Service or appearance as a witness in court (EC 87035; 87036);

J. Military service (EC 87700);

K. Sabbatical leaves for permanent faculty;

L. Family Medical Leave Act;*

M. California Family Care Act;*

N. Quarantine (EC 88199);*

O. Catastrophic leave (EC 870450)
II. Vacation leave for members of the classified service, educational administrators, and classified administrators shall not accumulate beyond the total days of paid leave accrued for two years of work. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

III. In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

IV. Source/Reference

EC 79020, 87034, 87036, 87037, 87700, 87768.5, 87782, 87784, 87787, 87788, 88190, 88192, 88194, 88199, 88203, 88210, 88027, 87701, 87763 et seq., 88190 et seq. and cites above; Employment Law
BP 7340  Leaves

References:
Education Code Sections 87763 et seq. and 88190 et seq. and cites below

The [ CEO ] shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness leaves for all classes of permanent employees;
- vacation leave for members of the classified service, administrators, supervisors and managers;
- leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization; Education Code Sections 87768.5 and 88210;
- leave of absence to serve as an elected member of the legislature; Education Code Section 87701;
- pregnancy leave; Education Code Sections 87766 and 88193; Government Code Section 12845;
- use of illness leave for personal necessity; Education Code Sections 87784; 88207;
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court; Education Code Sections 87036 and 87037;
- military service; Education Code Section 87700; and
- sabbatical leaves for [ permanent faculty; academic employees, administrators and managers ].

Vacation leave for members of the classified service, educational administrators and classified supervisors and managers shall not accumulate beyond [ # ] days of paid leave or [ # ] hours of paid leave. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

See Administrative Procedures [ # ].
BP 2015 went through the review process and was approved by the Board for first reading on May 8, 2013. Gary Mendez, member of the Board Sub-Committee requested this item be pulled from the agenda and submitted the following version of BP 2015 after meeting with the new Student Trustee. PFC reached consensus on this version at the 9/24/13 meeting, but received word that paragraph i.j. is not permissible according to legal counsel.

I. The Board shall include in its membership one Student Member of the Board who shall be recognized as a full member, within limits of this policy and state law. The student member shall have the following rights and privileges:

a. Shall To be seated with the Board and shall to be recognized as a full member of the Board at all meetings and college events.

b. Entitled To participate in the discussion of issues at all meetings;

c. Shall To receive all materials presented to regular members of the Board (except for closed session);

d. To have an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board;

e. To make and second motions;

f. To serve a one-year term, commencing June 1;

g. Shall To receive a formal Board orientation upon certification of election and before being seated on their at the first regular Board meeting, as provided to regular members (Board sub-committee);

h. The student member shall be entitled to any mileage allowance necessary to attend Board meetings To have travel expenses paid whenever they travelling as a representative of and performing services directed by the Board to foster trustee education and ongoing development (i.e. national, state, regional, and local college related conferences, seminars, and meetings. (Board Sub-Committee)

i. Entitled To receive compensation as specified in Board Policy 2725.

and

j. May To receive medical benefits (single coverage). (Board Sub-Committee) Not allowed according to Legal Counsel

II. The student member is required to:

a. Be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service;
b. Meet and maintain at least a 2.0 grade point average overall and at least a 2.0 grade point average each semester.

III. The student member is not required to give up employment with the District.

IV. The student member may not attend closed session on personnel or collective bargaining matters.

V. Source/Reference

Former Board Policy 4270; BP 2105, Education Code Section 72023.5.
BP 2015  Student Member(s)

Reference:
   Education Code Section 72023.5

**NOTE:** This policy is legally required.

The Board shall include [ number of student members; must be at least one ] non-voting student member(s). The term of office shall be one year commencing [ June 1 or May 15 ].

The student member shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain [ insert standards of scholarship as determined by the District for students in the District ].

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

**NOTE:** Boards of trustees are responsible to decide whether to grant the following privileges to student members by May 15 of each year. Inclusion of the following policy will remind boards of this requirement for annual review and action. It is not required that boards adopt the following language. However, boards must annually decide whether to grant privileges (if any) to the student trustee. The following lists possible privileges.

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions;
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance at a level of [insert amount] See BP 2725 titled Board member Compensation;
- The privilege to serve a term commencing on May 15.

**NOTE:** There are boards that provide the student member an advisory vote at board meetings, even though the law does not mention this privilege. If a board chooses to include an advisory vote, it should be listed in the above policy with a statement, "The
privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board."

Revised 2/02, 2/08, 3/12
I. Agendas shall be developed by the Superintendent/President in consultation with the President of the Board. An agenda shall be posted adjacent to the place of meeting at least seventy-two (72) hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

II. No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- A majority decides there is an "emergency situation" as defined for emergency meetings;
- Two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- An item appeared on the agenda of and was continued from a meeting held not more than five (5) days earlier.

III. The order of business may be changed by consent of the Board.

IV. The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

V. Members of the Board of Trustees may request a matter directly related to the business of the District as an item on the agenda. Board of Trustees must provide the item to the President of the Board eighteen (18) days prior to the regularly scheduled Board of Trustees meeting. The Board President will consult with the Superintendent/President to determine if the item may need advisory review by the shared governance process. If the item has potential funding and or policy implications, the Superintendent/President, in consultation with the Board President, will determine whether the item is agendized as an action or informational item. Failure to adhere to this policy may result in a violation of Code of Ethics/Standards of Practice (BP No. 2715). (Board Sub-Committee) Aligned with AP 2340.

VI. Members of the public may submit a written request to the Superintendent/President requesting an item to be placed on an agenda for a regular scheduled Board of Trustees Meeting on a matter directly related to the business of the District. If the item has potential funding and/or policy implications, the Superintendent/President, in consultation with the President of the Board, will determine whether the item is agendized as an action or informational item. The written summary must be signed by the initiator. Agenda items submitted by members of the public must be received by the Office of the President eighteen (18) days prior to the regularly scheduled Board meeting (Board sub-committee). Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public
and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

VI. Source

Government Code Sections 549504 et seq., 6250 et seq.; Education Code Sections 72121, 72121.5;
Participation In Local Decision Making
Board Adopted: 11/12/13

Proposed changes recommended by PFC Sub-Committee in red
Proposed changes made by Board at the 9/14/13 meeting in blue

The term “shared” was removed by the Board at the 8/14/13 meeting; the Academic Senate would like the phrase to read “Shared Participatory”

I. The Rio Hondo College Board of Trustees is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President’s action under which the District is governed and administered.

A. Shared Participatory/Shared governance furthers the mission, goals, and purposes. Vision, Mission, and Values of the District. In keeping with the spirit and intent of AB-Assembly Bill 1725, the Board recognizes the unique role of the faculty, acting through the Academic Senate, in shared Participatory/Shared governance at Rio Hondo College. The Board affirms the District’s commitment to maintaining and following the agreements developed with the Academic Senate to achieve the implementation of Title V, Section 53200. In addition, the Board encourages and recognizes the active participation of other District constituencies in those shared Participatory/Shared governance activities most appropriate to their interests and expertise.

B. Definition of Participatory/Shared Governance

Participating effectively in district and college governance is shared involvement in the decision-making process. It does not imply total agreement; the same level of involvement by all is not required; and final decisions rest with the Board or designee.

(October 8, 2013 Workshop facilitated by CCLC/former Academic Senate President)

II. Each of the following shall participate as required by law in the decision making processes of the District as stated in AB1725 (commonly known as the “10+1” legislation):

I. Academic Senate (Title 5, Sections 53200-53206)

A. Academic Senate (Title 5, Sections 53200-53206). The board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

1. The Board and its designees will consult collegially with the Academic Senate with respect to academic and professional matters. Academic and professional matters include the following:
Participation In Local Decision Making
Board Adopted: 11/12/13

a) Curriculum, including the establishment of prerequisites and placing courses within disciplines;
b) Degree and Certificate requirements;
c) Grading policies;
d) Educational program development;
e) Standards regarding student preparation and success;
f) Governance structures as related to faculty roles;
g) Faculty involvement in accreditation;
h) Policies for Faculty professional development activities;
i) Policies for program review;
j) Processes for institutional planning and budget development, and;
k) Other academic and professional matters as mutually agreed upon between the Academic Senate and the Board.

2-I)

A.B. Staff (Title 5, Section 51023.5)

1. Classified staff shall be provided with the opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified California School Employees Association will be given every reasonable consideration.

2. Management/Confidential staff shall be provided with the opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the Management/Confidential group will be given every reasonable consideration.

B.C. Students (Title 5, Section 51023.7)

1. The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students Body will be given every reasonable consideration. The selection of student representatives to serve on district committees or task forces shall be made after consultation with the Associated Students.

III. Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups
(administrators, faculty, staff, and students) have been provided the opportunity to participate as referenced in BP 2410 (Board Policy and Administrative Procedure).

IV. Nothing in this policy will be construed to interfere with the formation or Administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act. *(Government Code Sections 3540, et seq.)*
I. The Board of Trustees maintains high standards of ethical conduct for its members and adopts Standards of Good Practice to promote a healthy working relationship among its members and its Superintendent/President, based upon mutual trust and support. Members of the Board of Trustees are responsible to:

- Act only in the best interest of the District entire community;
- Ensure public input into Board of Trustees deliberations, adhering to the law and spirit of the open meeting laws and regulations;
- Prevent conflicts of interest and the perception of conflicts of interest;
- Support the District mission;
- Ensure that students receive the highest quality education;
- Exercise authority, not as individuals, only as a Board of Trustees;
- Use appropriate channels of communication;
- Respect others and act with civility;
- Remain informed about the District, educational issues, and responsibilities of Board membership;
- Devote adequate time to Board of Trustees work and preparing for meetings;
- Maintain the confidentiality of closed sessions;
- Deal with any violations; and
- Adhere to the established Board of Trustees protocols.

II. The Board of Trustees will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

If a Board member feels the BP 2715, Code of Ethics/Standards of Good Practice Policy has been violated, the Board member should go to the President of the Board, or Vice President of the Board if the President of the Board is in violation, member. The President (or Vice President) of the Board shall go to the Board member (or Board President) who violated the the policy Standard and have a discussion to resolve the violation.

If not resolved, the President of the Board / Vice President of the Board in open session at the next regularly scheduled Board meeting, will appoints a committee of two Board members to hear the case within a two week period of the notification to determine if censure is in order.

If the appointed Board committee finds that the Board member should be censured, the item will be placed on the next regular Board meeting agenda for full Board discussion and follow the censure process associated with
Robert's Rules of Order, the Board's chosen method of handling the Board's official business (Board Study Session 6-14-13 and reaffirmed at the Board Retreat on August 10, 2013).

If the alleged behavior violates laws, the President of the Board /Vice President of the Board may seek legal counsel and the violations referred to the District Attorney or Attorney General as provided for in law.

III. The Board of Trustees will review the Code of Ethics statement at least annually. (Agreed at the June 14, 213 study session and reaffirmed at the Board Retreat on August 10, 2013).

IV. Source/Reference
Accreditation Standards 40.A.5. IV.B.1.h.
Recommended changes suggested by Board at April 20, 2011 Special Board Meeting.

I. The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. SB1440 was passed in 2010 with the intent of creating a clear pathway for Rio Hondo college student to transfer and obtain an AA or AS degree simultaneously*. To that end, the Superintendent President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

II. Furthermore, these procedures shall include:
- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development;
- consideration of job market and other related information for vocational and occupational programs.

III. All new programs and program deletions shall be approved by the Board. The Board will assess all academic degrees in the following manner*:

- **Degree provides maximum options for student to transfer while obtaining an AA/AS degree, using classes that may be "double counted."**
- **Degree will prepare student to arrive at a local CSU/UC with junior standing.**
- **Discipline faculty will be strongly encouraged to (Board of Trustees) work with the articulation officer to create AA/AS degrees that feed into local CSU/UC and statewide Universities.**
- **Tracking of TMCs will be conducted and reported to the Board on an annual basis.**

IV. New courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval when needed.

V. Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non degree-applicable credit and degree-applicable courses that are not part of an existing approved
program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

VI. Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program (CCLC).

VII. The Superintendent/President shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Superintendent/President shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims (CCLC).

VII. Source/Reference
Education Code Section 70901 (b), 70902(b); 78016;
Title 5, Section 55100, 51022 (a), 55130, 55150;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Sections 600.2, 603.24, and 668.8 (CCLC)

See Administrative Procedure
I. The District must post at least one CAL/OSHA Notice in each location where business is conducted in a conspicuous place where notices to employees are customarily posted.

A. Where the District is engaged in activities that are physically dispersed such as construction or transportation, the notice required shall be posted at each location to which employees report each day.

B. Where employees do not usually work at, or report to, a single location, the notice or notices shall be posted at the location or locations from which the employees operate to carry out their activities.

C. The District shall take steps to insure that such notices are not altered, defaced, or covered by other material.

D. The notice shall inform employees that the District's use of any substance listed as a hazardous substance by Cal/OSHA regulations requires the District to provide employees with information on the contents of Material Safety Data Sheets (MSDS) or equivalent information about the substance which trains employees to use the substance safely.

E. The notice must also state that the District has required to make available on a timely and reasonable basis a MSDS on each hazardous substance in the workplace upon request of an employee, collective bargaining representative, or an employee's physician.

F. The notice must also state that employees have the right to see and copy the medical record and other records of employee exposure to potentially toxic materials or harmful physical agents.

II. If the District is required to conduct tests or to engage in monitoring or measuring to determine employee exposure to hazards by specific standards, if the affected employee or employees, or their representative, shall notified prior to commencement of the date, time, and place of the testing, monitoring, or measuring of employee exposure.

III. The District must provide the employee or employees, or their representatives, with the opportunity to observe the testing, sampling, monitoring, or measuring undertaken pursuant to such standards.

IV. Whenever any employee has been or is being exposed to toxic materials or harmful physical agents in concentrations or at levels exceeding those prescribed by applicable standard, order, or special order, the District must
promptly notify any employee so affected in writing of the fact that the employee has been exposed, and of the corrective action being taken.

V. References:
Title 8 Sections 340 et seq.
AP 6850  Hazardous Materials

References:
Title 8 Sections 340 et seq.

Note: This procedure is legally advised. Local practice may be inserted, but should address the provisions of Title 8 Section 340, including:

The District must post at least one CAL/OSHA Notice in each location where business is conducted in a conspicuous place where notices to employees are customarily posted.

Where employers are engaged in activities that are physically dispersed such as construction or transportation, the notice required shall be posted at each location to which employees report each day.

Where employees do not usually work at, or report to, a single location the notice or notices shall be posted at the location or locations from which the employees operate to carry out their activities.

Each employer shall take steps to insure that such notices are not altered, defaced, or covered by other material.

The notice shall inform employees that employers who use any substance listed as a hazardous substance by Cal/OSHA regulations must provide employees with information on the contents of Material Safety Data Sheets (MSDS) or equivalent information about the substance which trains employees to use the substance safely.

The notice must also state that the employer is required to make available on a timely and reasonable basis a MSDS on each hazardous substance in the workplace upon request of an employee, collective bargaining representative, or an employee's physician.

The notice must also state that employees have the right to see and copy the medical record and other records of employee exposure to potentially toxic materials or harmful physical agents.

If the District is required to conduct tests or to engage in monitoring or measuring to determine employee exposure to hazards by specific standards it shall notify the affected employee or employees or their representative, prior to commencement of the date, time and place of the testing, monitoring, or measuring of employee exposure.

The District must provide the an employee or employees, or their representatives with the opportunity to observe the testing, sampling, monitoring or measuring undertaken pursuant to such standards.
Whenever any employee has been or is being exposed to toxic materials or harmful physical agents in concentrations or at levels exceeding those prescribed by applicable standard, order, or special order, the District must promptly notify any employee so affected in writing of the fact that the employee has been exposed, and of the corrective action being taken.