

BOARD MEETING AGENDA

BP No. 2340
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Board Adopted: 11/12/03; 2/20/08

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- 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*

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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

BP No. 2510
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Board Adopted:

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*Proposed changes recommended by PFC Sub-Committee in red*  
*Proposed changes made by Board at the 8/14/13 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 ~~the~~ 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. ~~A. Academic Senate (Title 5, Sections 53200-53206) 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:

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- 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.
- 2-1)

**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 **d**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

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(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.)

CODE OF ETHICS/STANDARDS OF PRACTICE

BP No. 2715
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Board Adopted: 11/12/03; 5/14/08 (Reviewed at Board Study Session on 6/14/13 and Board Retreat on 8/10/13)

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- 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~~ **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**

CODE OF ETHICS/STANDARDS OF PRACTICE

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Board Adopted: 11/12/03; 5/14/08 (Reviewed at Board Study Session on 6/14/13 and Board Retreat on 8/10/13)

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**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.**

PROGRAM, CURRICULUM AND COURSE DEVELOPMENTBP No.  
4020

Board Adopted: 3-15-06/ 1-14-09

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*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- is 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

HAZARDOUS MATERIALSAP No.  
6850

Board Reviewed: NEW (CCLC)

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

- 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, it 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

HAZARDOUS MATERIALS

AP No. 6850
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Board Reviewed: NEW (CCLC)

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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.

LEAVESBP No.  
7340

Board Adopted: 1-23-64; 6-29-76; 1-18-78; 1-10-79; 1-14-81; 1-23-64;  
6-25-69; 3-21-73; 6-29-76; 5-10-78; 1-10-79; 4-13-05

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- 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);\*

\*State and Federal Employment Law

LEAVES

<b>BP No. 7340</b>
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Board Adopted: 1-23-64; 6-29-76; 1-18-78; 1-10-79; 1-14-81; 1-23-64;  
6-25-69; 3-21-73; 6-29-76; 5-10-78; 1-10-79; 4-13-05

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- 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.

## 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 12945
- 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 [ # ].

Revised 6/13