



OFFICE OF THE PRESIDENT

May 8, 2014

TO: President's Council
Administrative Council
Planning and Fiscal Council

FROM: Sandy Sandello

SUBJECT: REVISION OF BOARD POLICIES / ADMINISTRATIVE PROCEDURES

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 1500	Special Rio Hondo Awards
BP 2315	Board Meetings: Closed Sessions
BP 2330	Quorum and Voting
BP 3430	Prohibition of Harassment
BP 6250	Budget Management
AP 3410	Nondiscrimination
AP 5013	Students in the Military
AP 5040	Student Records, Directory Information, and Privacy
AP 5045	Student Records – Challenging Content and Access Log
AP 5130	Financial Aid
AP 5510	Off-Campus Organizations and Activities

SPECIAL RIO HONDO AWARDSBP No.
1500

Board Adopted: 6/29/77; 1/10/79; 3/13/02; 11/12/03; 5/13/09

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- I. In recognition of contributions of many citizens to the growth and development of Rio Hondo Community College and unselfish services for the good of the community at large, the following special awards programs are established.

A. Fellow of Rio Hondo College **Award**

Each year, by March 1, a committee composed of the **Superintendent**/President of the College, the president of the Board of Trustees, the president of the Academic Senate, and the president of the **Associated Students of Rio Hondo College** body will meet to recommend, if appropriate, to the Board of Trustees an individual or individuals who may be presented with the Fellow of Rio Hondo College Award at the next following commencement, subject to the approval of the Board.

1. This award is reserved for those who have made outstanding contributions on campus (employees, Board Members, others who have contributed on campus) to the progress and development of Rio Hondo College. An appropriate plaque containing the Rio Hondo College seal will be presented to the recipient of the award, and a permanent plaque will be kept at the College honoring each of the "Fellows."

B. Distinguished Service Award

1. This **The Distinguished Service Award** will be conferred by vote of the Board of Trustees upon citizens of the Rio Hondo **Community** College District who have made outstanding contributions to the community which the Board feels should be recognized. The award may go to political office holders, non-partisan public office holders, or other distinguished citizens who have made unusual efforts to serve the community. This award is not necessarily restricted to those who have made specific and direct contributions to the College, but to those who have benefited the community, and presumably, indirectly improved Rio Hondo College.
2. The Distinguished Service Award will be commemorated with an appropriate scroll, permanently mounted with a brief legend indicating that the award is for distinguished service.
3. The award may be bestowed at any Board meeting either by recommendations of the staff and approval by the Board or motion by a member of the Board and subsequent ratification by the entire Board. A unanimous vote is required for bestowal of the Distinguished Service Award.

C. Classified Employee Award

SPECIAL RIO HONDO AWARDS

BP No. 1500

Board Adopted: 6/29/77; 1/10/79; 3/13/02; 11/12/03; 5/13/09

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1. This **The Classified Employee Award** is established through the Board of Governors along with the System Office and the Foundation for California Community Colleges and will be conferred by vote of the Board of Trustees to recognize outstanding Classified employees throughout the community college system.
2. This award honors community college Classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board. No later than March 10 each local Board may forward the information for one nominee to the California Community Colleges Chancellor's Office.
3. The following guidelines are to be used in making the selection of nominees and finalists:
 - a. The nominee should be committed to the fundamental principles of the California Community College mission as well as the mission of the local college District.
 - b. The nominee should be committed to high standards of job performance and exemplify professionalism. The essay response and supporting letters should reflect this commitment.
 - Is motivated and interested in the job
 - Demonstrates high skills, competence, and knowledge on the job
 - Plays a leadership role in employee/management collaboration
 - Promotes collaboration within the work environment
 - Is committed to high standards of performance
 - Exemplifies professionalism at all times
 - Steps up to cooperatively work through problems
 - c. The nominee should be committed to serving the institution through participation in College, professional, and/or community activities. There should be evidence of this participation.
 - Is involved in College and/or District activities
 - Organizes others within the work environment
 - Promotes open communication among work groups
 - Is willing to take the extra step (to be identified)
 - d. The nominee should be committed to serving as a leader beyond the local institution through service in local, statewide, and/or national activities. There should be evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations.

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1500

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- Is involved in professional and/or community volunteerism/activities
- Organizes others within the community
- Shows acts of service above and beyond the call of duty (to be identified)

D. Distinguished Faculty Award

This award from faculty to faculty recognizes those who have consistently demonstrated excellence in and outstanding dedication to teaching and/or counseling, their discipline, and service to the college and the larger community.

1. Eligibility:

All current and retired Rio Hondo College faculty are eligible with the exception of current members of the Senate Executive Committee. In addition, former faculty colleagues who are serving as administrators are also eligible.

2. Nominations:

Any current or retired faculty member, administrator, ~~classified staff, confidential employee~~ or current student may submit nominations.

Nominators must complete the nomination form which consists of:

- A description of the nominee's excellence in and dedication to teaching and/or counseling (300 words maximum)**
 - A description of the nominee's enthusiasm for his/her discipline (300 words maximum)**
 - A description of the nominee's superb service to the College and the community (300 words max)**
 - Other materials the nominator wishes to submit (e.g., letters of support from students)**
- 3. Nominators must submit the nominations to the Senate 1st Vice-President by noon on the third Friday in February.**
 - 4. Selection Process:**

A subcommittee of the Academic Senate will serve as the selection committee for the award. The Academic Senate Executive Committee Members will select the members of the selection committee. A subcommittee composed of the Superintendent/President of the College, the President of the Board of Trustees, the President of the Academic Senate, and the President of the Associated Students of Rio Hondo College will affirm the choice of the selection committee, which will then be forwarded to the Board for final approval. (Academic Senate)

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5. Award Presentation:

The award will be presented at the first Senate Board meeting in May. The awardee will be given a small plaque, and a permanent Distinguished Faculty plaque will be prominently displayed on campus.

II. Source/References: Former Board Policy 1025.

BOARD MEETINGS: CLOSED SESSIONS

BP No. 2315

Board Adopted: 03/13/02; 11/12/03; 2/20/08

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- I. Closed sessions of the Board **of Trustees** 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.

BOARD MEETINGS: CLOSED SESSIONS

BP No. 2315

Board Adopted: 03/13/02; 11/12/03; 2/20/08

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- II. 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.
- III. 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 **or abstention** of every member present.
- IV. 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.
- V. 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.
- VI. 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.
- VII. The Board may also instruct its designated representative to meet and negotiate matters in closed sessions pursuant to the provisions of the Government Code.
- VIII. Source/References:

Government Code Sections **54956.8, 54956.9**, 54945-8, 54957, 54957.6, 11125.4; Education Code Section 72122; Former RHC Board Policy 1005;

FINANCIAL AIDAP No.
5130

Board Reviewed: Replaces former CP4410, CP4440 and BP 4150

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1. **Financial Aid may be received for remedial (basic skills) courses if the remedial courses are a prerequisite for entrance into a regular college program. Aid cannot be received for more than 30 attempted units of remedial coursework.**
2. **English as a New Language (ENLA) coursework must be part of an eligible program of study to receive financial aid. A student enrolled in ENLA classes, who is not in an eligible program of study, is not eligible for financial aid funds.**
3. **ENLA and remedial coursework will count toward the 2.0 GPA and 67% units completion requirements (SAP standards). However, ENLA units will not count towards the maximum timeframe limit and a maximum of 30 attempted remedial units will be subtracted from the total; when maximum time frame units are being counted.**

D. Repeat Courses

1. **Federal regulations allows for classes to be repeated only once. Unauthorized repetition of classes will not receive credit for Title IV funding eligibility.) Repeated semester units will count toward the 90 unit maximum allowed (former BP 4150)**

E. Students who fail to meet any of the Satisfactory Academic Progress Standards will be considered:

1. Financial Aid Warning: Failure to complete attempted units with a G.P.A. of 2.0 will result in the student being placed on financial aid warning. If the student fails to meet the terms of the warning period, he/she will be ineligible for further financial aid. (former BP4150)
2. Financial Aid **Suspension** Terminated: Failure to meet the satisfactory academic progress standard during the warning period will ~~suspend~~ **cause suspension of** the student's financial aid. The student will no longer be eligible to receive Title IV Aid, only a BOGW.

F. The Office of Financial Aid will review Satisfactory Academic Progress at the end of every semester once grades are posted.

G. Reinstatement of Eligibility:

1. **Students may submit a satisfactory academic progress appeal.**
2. Once a student's financial aid is terminated due to not making satisfactory academic progress, he/she may submit a Satisfactory

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Board Reviewed: Replaces former CP4410, CP4440 and BP 4150

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Academic Progress Appeal demonstrating extenuating circumstances. The student must submit documentary evidence showing extenuating circumstance.

3. All required documentation will be reviewed by the Financial Aid Director and the following decision will be taken:

- **Approve with probationary conditions**
- **Approval with ed plan conditions**
- **Deny**

4. If students cannot demonstrate any extenuating circumstances, they must successfully complete attempted units and show sustained progress for two semesters before submitting a Satisfactory Academic Progress Appeal.

~~H. Repetition of Classes: Federal regulations allows for classes to be repeated only once. **Unauthorized repetition of classes will not receive credit for Title IV funding eligibility. (former BP4150)**~~

I. General Stipulations: (former BP 4150)

- 1. All financial aid recipients must have a stated acceptable educational objective on file with the Office of Financial Aid. (former BP 4150)**
- 2. Any student whose previous and/or current academic record exhibits a pattern of unsatisfactory academic progress extending beyond the standards set for the above shall be placed on financial aid probation and be subject to a reduction in aid or disqualification from participation in the financial aid program. (former BP 4150)**
- 3. Financial aid will be withheld from a student when the Financial Aid Office has knowledge of a discrepancy in the information reported on the student's financial aid application. (former BP 4150)**

~~J. Appeals:~~

- ~~1. All appeals and documentation will be reviewed by the Financial Aid Director~~
- ~~2. The Financial Aid Director will make the following decisions:~~

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- ~~Approve unconditionally~~
- ~~Approve with conditions~~
- ~~Deny~~

~~3. The Director of Financial Aid's decision is final~~

~~K. The Office of Financial Aid will review Satisfactory Academic Progress at the end of every semester once grades are posted.~~

[Note: This procedure provisions below are legally required in an effort to show good faith compliance with the applicable federal regulations.]

IX. Misrepresentation (CCLC)

A. Misrepresentation is defined as any false, erroneous or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education. (CCLC)

B. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial. (CCLC)

C. This policy does not apply to statements by students through social media outlets or by vendors that are not providing covered services as reflected herein. (CCLC)

~~X. Student Scholarships~~ **Administration of Scholarships**

~~A. Administration of Scholarships~~ **Student Scholarships and donor funds are administered through The Rio Hondo College Foundation.**

B. The Financial Aid Office will work closely with The Rio Hondo College Foundation to award eligible recipients

C. The Rio Hondo College Foundation will provide a listing of awarded students to the Financial Aid Office

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~~1. Student Scholarships are handled through both The Office of Financial Aid and The Foundation. All donor funds are administered through the Foundation.~~

~~2. All scholarships will adhere to the Donor eligibility requirements.~~

~~D. Scholarship Applications~~

~~1. Students can apply for available scholarships online.~~

~~2. Once the deadline to apply for scholarship has passed the scholarship committee will be formed.~~

~~E. Scholarship Committee~~

~~1. The Director of Financial Aid will form a scholarship committee that will review all electronic applications. A rating criteria established will be followed when reviewing applications.~~

~~2. All applicant ratings will be reviewed by the Office of Financial Aid and determine the students that were awarded.~~

~~F. Awarding Students~~

~~1. Students that were awarded a scholarship will be notified via email.~~

~~2. A listing of students will be sent to the Foundation Office. The Foundation Office will prepare requisitions and submit to the Accounting Office.~~

~~3. The Accounting Office will draw warrants for awarded students and the Foundation Office will mail out checks to students.~~

~~4. The donor will also be notified of the award winner. (former CP4410)~~

XI. Sources / References:

Education Code Sections 66021.6, 76300; Title 5 Sections 58600 et seq.; 20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Section 668; 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. (CCLC)

Volume 1, Chapter 1 (p. 1-10), 2012-2013 Federal Student Aid (FSA) Handbook

AP 5130 Financial Aid

References:

Education Code Sections 66021.6, 76300;
Title 5 Sections 58600 et seq.;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668;
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.

NOTE: This procedure is **legally required**. Local practice may be inserted here. Many Districts have published extensive handbooks for financial aid. They may, if desired, be incorporated by reference rather than reproduced. Further information can be obtained at: <http://www.ifap.ed.gov>, the California Community College Student Financial Assistance Unit.

Financial Aid programs offered usually include:

- BOG
- CalWORKS
- Cal Grants
- Federal Pell Grants
- Federal Direct Student Loan Program
- Federal Family Education Loan Program

Regulations must address at minimum:

- Application procedures, including deadlines
- Student eligibility
- Payment procedures
- Overpayment recovery
- Accounting requirements
- Satisfactory progress

NOTE: This procedure provisions below are **legally required** in an effort to show good faith compliance with the applicable federal regulations.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Revised: 7/11, 10/13

OFF-CAMPUS STUDENT ORGANIZATIONS AND ACTIVITIES

AP No. 5510

Board Reviewed: New

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[Note: This procedure is legally required.]

- I. The District contracted security company does not provide law enforcement service to off-campus organizations (CCLC)
- II. Off Campus activities activities are not recognized by District authority (CCLC)
- III. In an emergency on campus, campus security will respond and coordinate if law enforcement is required. (Director of Facilities)
- IV. Source / Reference: (CCLC)
34 Code of Federal Regulations Section 668.46(b)(7) (CCLC)

AP 5510 Off-Campus Student Organizations

Reference:

34 Code of Federal Regulations Section 668.46(b)(7)

Note: *This procedure is **legally required**. Either alternative may be used. For Districts whose police monitor off-campus activity, insert Alternative A. For Districts whose police do not monitor off-campus activity or for Districts without a police department, insert Alternative B.*

[Alternative A] When a student is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. **[Local law enforcement authority]** police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Students may live in the neighborhoods surrounding the campus. Although **[local law enforcement authority]** have primary jurisdiction in all areas off campus, campus officers can and do respond to student-related incidents that occur in close proximity to campus. Campus officers have direct radio communications with the city police, fire department, and ambulance services to facilitate rapid response in any emergency situation.

[Alternative B] **[Identify name of District Police Department or Responsible Security Official]** does not provide law enforcement service to off-campus organizations nor are activities off-campus recognized by District authority.

New 7/11