

## RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, November 10, 2015, 2:30 p.m., Board Room

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**Members Present:** Kenn Pierson (Co-Chair and VPAA), Robert Bethel (Co-Chair and President, AS), Myeshia Armstrong (VPFB), Dr. Kevin Smith (1<sup>st</sup> VP, AS), Katie O'Brien (2<sup>nd</sup> VP, AS) Michelle Bean (Secretary, AS), John Frala (ASCCC Rep, AS), Dr. Adam Wetsman (Past President, AS), Dr. Sergio Guzman (President, RHCFA), Julius B. Thomas (Faculty), Jeannie Liu (Faculty), René Tai (CSEA), Suzanne Frederickson (CSEA), William Ashby (ASRHC), Sean Burton (ASRHC), Dr. Vann Priest (Mgmt. AA), Loy Nashua (Mgmt. SS) Mark Littrell (Faculty) Sandra Rivera (President, CSEA) Herzon Alfaro (ASRHC),

**Members Absent:** Sheila Lynch (Parliamentarian, AS) Reneé Gallegos (Recorder), Herzon Alfaro (ASRHC)

**Staff Members:** Howard Kummerman (Dean, IRP), Michelle Yriarte (Recorder)

**Special Guest:** Colin Young (Faculty) arrived 3:20 p.m.

- I. **Call to Order**– Kenn called the meeting to order at 2:35 p.m.
- II. **Acceptance of Minutes** – The minutes of October 27, 2015 were consensed upon with one edit on page three.
- III. **Co-Chair's Report** – Robert reported Program Review is up and running and going full speed. Kenn announced Howard would give an update on Program Review, and Colin Young would join the group at 3:20 to report on OEC (Online Education).

#### IV. **New Business**

BP/AP Review (8 items)

- BP 2200 Board Duties and Responsibilities – [Consensus was reached.](#)
- BP 2410 Board Policies and Administrative Procedures – [Consensus was reached.](#)
- BP 2430 Delegation of Authority – [Consenses was reached](#) with one minor edit.
- BP 2435 Evaluation of Superintendent/President – [Consenses was reached](#) with one minor edit.
- BP 2510 Participation in Local Decision Making – [Consenses was reached](#) with one minor edit.
- BP 2715 Code of Ethics/Standards of Practice – [Consensus was reached.](#)
- BP 2740 Board Education [Consenses was reached](#) with minor edits.
- BP 2745 Board Self Evaluation – [Consensus was reached.](#)

Robert announced that, starting in Spring 2016, PFC would be looking at the corresponding APs for these BPs so that we can have consistent language and dates of revisions on them. So, for the next set of BP's that comes through, we will be looking at a set of BP's and AP's in tandem with each other. When we have a Board Policy revision, we can make sure the procedure that goes with it follows, and we can look at the whole subject all at one time.

Adam reported that ACCJC, our accrediting commission, us to evaluate periodically review all APs and BPs. He asked whether there is a plan to do that. This is something we talked about but need to revisit now that we are on somewhat of an "accreditation low." When we might have a little extra time, it might be a good idea to try to identify the APs and BPs that are really old that have not been recently updated.

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Kenn responded that this is a good idea, and we will address it more in the spring semester because we are trying to finalize those in the fall that came through from CCLC. Howard responded that ACCJC is always more interested in the process to make sure all of them get reviewed within a certain time frame.

Adam reported that we do not have a process and suggested we can start to do them now. When we go into accreditation cycle, this will be just one less thing we have to worry about in the future.

## V. Unfinished Business

- PFC Subcommittee
  - ❖ List of Instructional Requests
  - ❖ List of Library Requests
  - ❖ Membership Update – Kenn referenced from the minutes the members selected for the Subcommittee for Instructional equipment, including Sandra Rivera, Jeannie Liu, Vann Priest, Michelle Bean, Melissa Rifino-Juarez, and Adele Enright with the help of Gary Van Voorhis, Carlos Monteros, and James Poper on call as needed.

Howard shared the resource request documents to be reviewed by the subcommittee. He handed out two documents: “2015-2016 Resource Allocation Requests - Instructional Equipment” and “2015-2016 Resource Allocation Request - Library Materials.” Some of these items could be an overlap from what the instructional subcommittee had looked at last year, since somebody might have ended up putting the same request in the unit plan, which then went through the area plan, because they may not have known there was a resource request coming through the process. He thinks there could possibly be some things on these lists we already funded through last year’s instructional equipment review process, but that’s why there is a sub-committee to review and weed out those items that either don’t fit or have already been funded.

Robert asked if all this information was extracted from the area plans.

Howard explained all these items came through the whole process last year, and the document is what was reviewed at the Institutional Planning Retreat—or at least a portion of it because the President only pulled out those items that were instructional in nature. If there was a request that was not, then she did not pull it out. This is an bridged portion of that document.

Vann reported this list has not been edited but some items have already been bought.

Howard clarified that this list has not been edited. It includes anything that was in the process that has been deemed by the President to be of an instructional nature or library-related.

Robert asked if we know if any of these any these ended up on the instructional equipment allocation from last year.

Kenn reported there was some overlap. Howard agreed there could be some overlap.

Adam asked that, since these two lists have approximately \$750,000 listed on them and we have \$600,000 (but some of the \$750,000 might actually be pulled off), is it possible that all we do is say “yup” and approve all of the requests?

Jeannie clarified that we still need to look at cost including tax and other things. Howard reported the subcommittee found last year that costs were not correct; some were much higher. There was a lot of vetting to do.

Robert asked does whether the committee knows how to proceed.

Kenn clarified that scheduling the meetings of the subcommittee will go through Sandy Sandello in the same way any PFC subcommittees gets scheduled automatically by the President's Office. Committee members will need to give her their availabilities. In looking at the time frame for doing this, Robert and Kenn had discussed next spring before the committee would convene, but now it seems it could be sooner.

Howard reported that he thinks the President was hoping this would happen sooner rather than later.

Myeshia added that, looking at the library materials list, there are three items that have already been purchased in this past process. These lists really need to be updated so the subcommittee will have a better idea of what they are working with. She thought it would not take very long to have an updated list within the next couple days and provide that list so the subcommittee so can move forward with how they want to prioritize the requests and identify anything new that rises up through the program review process, which can be added.

Howard clarified that the program review process is for the equipment that gets put in for the 2016-17 planning year, so unless we change that process, it doesn't fit into this particular review of last year's unfunded requests.

Myeshia clarified there is a total amount of \$609,000 that could very well fall below the \$500,000 threshold. Will we forego that remainder, or how will that work, if the requests are for the year 2016-17. Maybe we should just think about this when we get there.

Jeannie asked about all the items that were on the list that did not get funded. Kenn suggested that the committee needs to do that work

Myeshia said the final list we ended up with last year was a total of \$425,000, but that was based off of estimates. Once the purchases went forward and we got true data as far as requisitions and P.O.s that were issued, \$413,000 was actually spent. Then, we recently had task stools that were ordered in this current year. There are three remaining items that IT is researching, including a projector for the Health Science and Nursing Division and a USB recording system for Communication and Languages, which will take care of the remaining \$11,000.

Jeannie requested an updated list of what is on this list that has been purchased and what we can cross off from here.

Kenn asked Myeshia if she could have the list in a couple of days. Howard asked who had the final list of what was purchased. Myeshia will have the updated list of what was purchased by the end of the week. Howard offered to send Myeshia the Excel spreadsheets to make it easier.

Robert suggested that when we do this in the future, we should put an ID # on each of these request so that we know that item #523, for example, was or was not funded. Or whether it is the same item, like more computers or more stools, which may be overlooked as already purchased. It may not be the same item. At present, all we have to go on is a description, and even if it is a duplication it may not really be a duplication. This would make the committees work a little easier to look up item by item.

Howard reported we could not do this in the old software, but when we go to the new software this would be great to implement as part of the new system when we start putting the resource allocation part in there.

Kenn asked what the time frame is in which to provide the updated list.

Myeshia assured Kenn that she will have the updated list by Friday.

Kenn will advise President Dreyfuss and have Sandy begin scheduling the meetings as early as next week.

Howard shared that maybe the group should give the President a reasonable expectation of what they think the time frame should be so she can understand what needs to take place.

Kenn notified the group that he will advise Sandy to begin scheduling meetings as early as next week. If members don't put their schedules in Outlook, the administrative assistants think they don't have a schedule and then think any time is open. Kenn and Robert encouraged the group to use Outlook because it is a lot easier for scheduling meetings like this.

Jeannie reported when we first met, we had a list of all the approved things but we were not sure of the costs. How do we want to deal with costs this time? Should the costs be found first before we sit down and decide, especially when we don't know if the item costs that much or not?

Robert asked if these have to be re-costed who is responsible for doing that?

Kenn suggested each of the deans can be tasked with that, or else the subcommittee could do that. Sandra shared that the list will get passed around. Secretaries will cost things out, and Carlos Monteros will do audio visual stuff. The list gets passed around.

Myeshia stated that Carlos and Gary van Voorhis, as well as Jim Poper, will be considered as resources to the subcommittee, so if there is a particular item that really needs to be honed out, they will be available.

Jeannie asked whether we should send them this list.

Myeshia reminded that if this would happen, the list will not be ready by Friday. Costing out will take a lot longer and delay the process.

Kenn asked the members of the subcommittee to decide if they need the cost on the list—if so, be aware it will delay the process.

Myeshia asked the subcommittee if they wanted the list at a later date with everything on it. Michelle stated if it was left up to the subcommittee members, we wouldn't know the specific needed for this lower cost or higher cost.

Myeshia asked about the need to have the deans weigh in. For instance, for Health Science and Nursing, there are two basic GERI manikins. She didn't think anyone on her team would be able to get that price. Robert agreed that it made sense to have each list price reviewed by their areas.

Rene stated that the Deans are not experts in the price of computers. However, Robert clarified they would know or have an idea who actually requested and they get updated pricing because that's where they came from originally.

Katie asked whether we are talking about two different separate sets of items. Because there are some things that we will need Jim and Gary to see.

Myeshia recommended that when the subcommittee gets together, they can separate some of those more specialized items that should go to the departments.

Vann asked that he would like to have a clean copy. The cost can come second. He would like to see what exactly we haven't purchased and what still needs to be purchased.

John stated some of the stuff that was costed out originally might be replaced with something different that would be cheaper or more expensive. Costs generally change in a year quickly.

Jeannie stated that she would need to put the other items from last year that were not funded but on the subcommittee list. She would need some time between getting Myeshia's list to put those items in there. If Jeannie could get the list Friday, she could add those items Monday or Tuesday. Once the subcommittee gets the list, she will incorporate those other items that weren't funded to create a master list. The subcommittee could meet and rank that list, assuming that the costs are close to what they should be. The subcommittee will get those costs vetted out and evaluate those items.

Howard commented that this is a good example for why we all need to make sure that the original requests have very accurate numbers, even if it is something new or updated, it is easier to say, "OK, here is the updated price versus being way out of the ballpark originally, which a lot of them were last time." We should just reemphasize this point.

Kenn reported he had tried to that on the front end of the unit plans with the deans. For instance, with the Arts and Cultural table saw that was listed at \$3000, he would tell the dean, "Don't give me a round number. A round number always gets rejected. I know the saw does not cost exactly \$3000. Try to tell me exactly what that cost is."

Jeannie stated the subcommittee can still plan to meet Tuesday or Wednesday of next week. Kenn stated he will advise Sandy about the meeting.

Howard asked Jeannie about the list in which she was going to merge the list of what did not get funded last time. What would be on the list that did not get funded? What is the original source of that list--would that be from what the deans provided, or from the program plans from the previous year?

Jeannie clarified that there were multiple lists because last time, in addition to the list from program review, the subcommittee also went separately to ask the deans if there was anything they wanted now. So there was a priority list; the deans prioritized each area as priorities 1,2,3's. Jeannie has that all categorized so the subcommittee can look at all of that and see what the deans prioritized. We tried to fund all the 1's, so all the 2's and 3's are left, as well as what was left over from program review.

Robert asked if these items weren't in these program plans, does that mean they are no longer priorities? The subcommittee members will have to go back to the deans and ask. Jeannie offered to email the deans to see if the items are still a priority.

Rene replied to Jeannie that she likes her idea of numbering/identifying the items because there are things on the current list that look very much the same and we don't know whether they are or not.

Howard stated we will put a unique identifier for next year's 2016-17 spreadsheets and make sure the identifiers are in the software itself.

Sandra asked about computer rotations. Are there monies to provide the computers through the computer rotation? Because we have a number of requests for computers here. Maybe some can be taken out if there is already money for computers.

Kenn suggested that Gary could address that, as an advisor to the subcommittee.

## VI. Committee Reports

### PFC Sub-Committees

- Safety - No report
- Staffing - No report
- IEC- See below
- Program Review - See below
- Facilities - No report
- Equipment & Technology - See below

### Other Committees

- Staff Development - See below
- Basic Skills - No report
- SLO - No report
- Online Education (OEC) - See below

**OEC-** Colin gave a brief update on the Online Education Committee's recommendation to move from Blackboard and switch to Canvas. Faculty can start building their classes in Canvas starting in January. Training will take place in January and February. There will be three trainers with Sable Cantus being the main trainer, assisted by Zulma Calderon and Gabriela Olmos from the Online Education Office. They will be training faculty in January and February and hopefully deans as well.

Sergio explained there will be a certain number of training dates in January and some in February to catch up with those who did not attend in January. We have 90 possible spots to provide stipends of \$350 for the ones that attend the five hours of training, including questions and support. They also need to have certification for online teaching. Once the 90 stipends are funded, we will use FLEX credit for training hours to get FLEX credit for those five hours.

Colin reported most faculty were certified for Spring 2016 with a deadline of December 30<sup>th</sup> if they wanted to teach online. All but a handful of faculty finished. Those that did not finish are not teaching online till summer or fall but were aware of the deadline. The Academic Senate approved future dates for certification, so the District and Faculty Association may want to work on these. There will be rolling deadlines; if someone wants to teach online in fall, they have to be certified by April 30<sup>th</sup>. If they want to teach in spring, they have to be certified by September 30<sup>th</sup> and summer by February 28<sup>th</sup>. There is an exception if there is an emergency hire; they would need to get certified within the semester and begin teaching online. Several weeks ago, ACCJC showed up and commended the College on its online certification and also with the course expectation letter that students can look at to see the expectations of online courses before they enroll. Rio Hondo is part of the online Education Initiative (OEI). The broad plan for the future is for students would be able to enroll in online classes taught on the exchange. For example, if someone from San Francisco City College wants to take American Government online, they can enroll through Rio Hondo. We are part of the OEI, which is going to be using Canvas. Rebecca Green and Colin attended the first OEI consortium meeting in October, and by Spring 2017 Rio Hondo will start to offer courses on this exchange. Colin then addressed other minor questions regarding other aspects of online teaching.

**Program Review** – There are fourteen programs that are currently going through program review. Program Review had its first meeting last Friday on the first three of the fourteen. This was the first time that the committee utilized the new system that Marie brought to Academic Senate and PFC, where we talked about setting up a rubric to either accept the program review as is or indicate that it needed minor review or major revisions. The executive summary will go through a secondary review process before it is sent out to each of the groups, then after the committee is finished reviewing all the groups, the summaries will come to PFC, the Institutional Leadership Retreat, and Academic Senate. Tomorrow the committee will have program review for three of the programs going through. We will be completed with the peer review portion of the program review by the second week of December. All the program review executive summaries will be placed back into the plans online, so the programs can provide their responses to the executive summaries.

Robert asked when these get presented at the retreat, will the specific recommendations be presented.

Howard replied yes they will be presented as part of the summaries. The goal is to provide support. The committee put in place last week, as a pilot, the rubric so program members and committee members will all know more what the Program Review Committee expect. Once this rubric is fined-tuned, we will have it for next year to give out to everybody.

**IEC** – IEC is working to move forward with the process of the institutional goals and objectives by forming the work groups. Last week was the first meeting on institutional goal #2, and members have done a great job. Other groups will be moving forward with more recommendations. Next Monday, a group will review goal #1, and on Wednesday goal #3. Each of the groups should have a follow-up meeting before the end of the year. IEC is also working on revisions to the climate survey. We decided in 2014 we will do this survey every two years. A new climate survey will come out in April or May of 2016.

**Staff Development** – The Fall 2015 Staff Retreat is titled, "Enrollment & Student Success: We're All in This Together." About eighty-five people are registered to be there; half are folks who did not attend last year. The retreat will be held at Pico Park on Beverly Blvd. in Pico Rivera. Also, as the results from the campus wide survey, Sandy met with President Dreyfuss along with other classified staff to talk about professional development meetings for Classified staff. Katie had a follow-up with President Dreyfuss, and they came up with the following recommendations. The classified will attend to have a half-day FLEX like event for classified staff professional development. The President agreed that we can try this in the fall, and if it seems like a worthwhile to continue, we can do it every year or perhaps every semester. One of the focuses will be to find out what is new in terms of processes and information with key offices, such as Accounting, Admissions & Records, Counseling, and Financial Aid. They are looking for dates that are reasonable. Sable also wanted Katie to mention that there will be some Tech workshops at the end of the semester.

John shared his experience at his fifteenth Senate Plenary event. There is a new book out that is going to the Board of Governors in the next couple of days. The Senate has come up with a handbook of effective practices for accreditation. It is a thirty- two page book that has been put together by Senate with all new standards. We did a whole day of intensive review. We should get it back by January 2016. There will be a lot of explanation that will fill a lot of holes that we had we when we were recently going through accreditation. Napa College is the first college to submit under the accreditation new standards, and that was done last month. Everybody is now looking to find out what is going on and what ACCJC has put into it. Last year after our accreditation visit, there was a lot of talk that faculty was saying that we need to have yearlong committees and not wait until the last year before the accreditation visit.

- VII. Announcements**– Kenn announced all area Region 8 college vice presidents of instruction will meet with, deputy sector navigators and sector navigators from the various sectors in January 2016. Also, at the recent CIO conference in San Diego, the vice presidents took a vote of no confidence of ACCJC, calling for a different format for accreditation. This followed the lead of the CEOs, who also voted in this manner. John stated our Chancellor's Office took a vote of no confidence, as well.
- VIII. Public Comment** – Adam announced that the Chancellor's Office recommended accepting the task force recommendations on accreditation to move away from ACCJC and perhaps move to WASC, which is the umbrella origination of the ACCJC. This will take place at the Board of Governors meeting that will take place at Mt. SAC.
- IX. Adjournment** – Meeting adjourned 3:54 p.m. The next meeting will be held November 24, 2015, 2:30 – 4:00 p.m., Board Room



November 18, 2105

**To:** President's Council  
Administrative Council  
Planning Fiscal Council

**From:** Sandy Sandello

**Subject:** REVISION OF BOARD POLICIES

Attached is a revision to the following Administrative Procedures and Board Policies.

**Should you have any revisions or have any questions pertaining to the following, please respond to your appropriate Vice President prior to the next Planning Fiscal Council.**

- AP 2410 Board Policies and Administrative Procedures
- AP 3200 Accreditation
- AP 3410 Nondiscrimination
- AP 3500 Campus Safety
- AP 3518 Child Abuse Reporting
- AP 3900 Speech: Time Place and Manner
- AP 4222 Basic Skills Coursework
  
- BP 5500 Standards of Conduct
- BP 5700 Athletics
- BP 6300 Fiscal Management
- BP 6520 Security for District Property
- BP 6330 Purchasing
- BP 6700 Civic Center and Other Facilities Use

This will begin the review process for the above policies.

**BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**AP No.  
2410

Board Reviewed: 3/11/09; 10/14/09; 7/10/13

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- I. Proposed revisions to Board Policies and Administrative Procedures are received by the President's Office.
- II. Rio Hondo Community College District is a subscriber to the Community College League of California Board Policy and Administrative Procedure Service. The Policy and Procedure Service is based on principles inherent in effective board governance, policy development, and local decision-making. Understanding these principles helps facilitate the implementation process. As a subscriber, the District will receive updates on policies and procedures in partnership with the law firm of Liebert Cassidy Whitmore. Updates are in response to revised laws and regulations and legal opinions.
- III. The President's Office will alert those responsible for the sections within the Board Policy/Administrative Procedure Manual as follows, who will in turn discuss the revisions of Board policies with those parties involved:
  - a. Section 1000s – Executive Assistant to the **Superintendent**/President
  - b. Section 2000s – Executive Assistant to the **Superintendent**/President
  - c. Section 3000s – Executive Assistant to the **Superintendent**/President
  - d. Section 4000s – Vice President of Academic Affairs
  - e. Section 5000s – Vice President of Student Services
  - f. Section 6000s – Vice President of Finance and Business
  - g. Section 7000s – Director of Human Resources
- IV. Process for Review – Board Policies
  - A. Revisions requiring collegial consultation between the District and the Academic Senate as defined in Board Policy 2510 and Administrative Procedure 2510 will undergo collegial consultation and will then be forwarded to the Planning and Fiscal Council as information items for review.
  - B. Revisions not requiring collegial consultation between the District and the Academic Senate will be reviewed by the President's Cabinet, President's Council and the Administrative Council. Upon the **Superintendent**/President's recommendation, the revisions will be forwarded to the Planning and Fiscal Council for consensus. If consensus is not reached, a report will be prepared and sent to the Board by the **Superintendent**/President, with copies to the co-chairs of the Planning and Fiscal Council.
  - C. If the **Superintendent**/President does not forward revisions at any time during this process, he/she will provide a written explanation to the original proposer within three months of the initial proposal.
  - D. Upon completion of the process, the revised policies will be forwarded to the Board of **Trustees** for approval. A first and second reading will be required, with the policy being adopted upon Board approval at the second meeting.
- V. Process for Review – Administrative Procedures

**BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

<b>AP No. 2410</b>
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Board Reviewed: 3/11/09; 10/14/09; 7/10/13

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- A. Revisions requiring collegial consultation between the District and the Academic Senate as defined in Board Policy 2510 and Administrative Procedure 2510 will undergo collegial consultation and will then be forwarded to the Planning and Fiscal Council as information items for review.
  - B. Revisions not requiring collegial consultation between the District and the Academic Senate will be reviewed by the President's Cabinet, President's Council, and the Administrative Council. Upon the **Superintendent**/President's recommendation, the revisions will be forwarded to the Planning and Fiscal Council for consensus. If consensus is not reached, a report will be prepared and sent to the Board by the co-chairs of the Planning and Fiscal Council.
  - C. If the **Superintendent**/President does not forward revisions at any time during this process, he/she will provide a written explanation to the original proposer within three months of the initial proposal.
  - D. Upon completion of the process, the revised procedures will be forwarded to the Board as information items for review. Administrative Procedures are considered operational and do not require Board approval. They are forwarded to the Board as information items.
- VI. The Board will review the policies and procedures in sections every other year.
- VII. Sources/References:  
Education Code Section 70902  
**ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4. (formerly IV.B.1.b & e**

## AP 2410 Board Policies and Administrative Procedures

### References:

Education Code Section 70902;

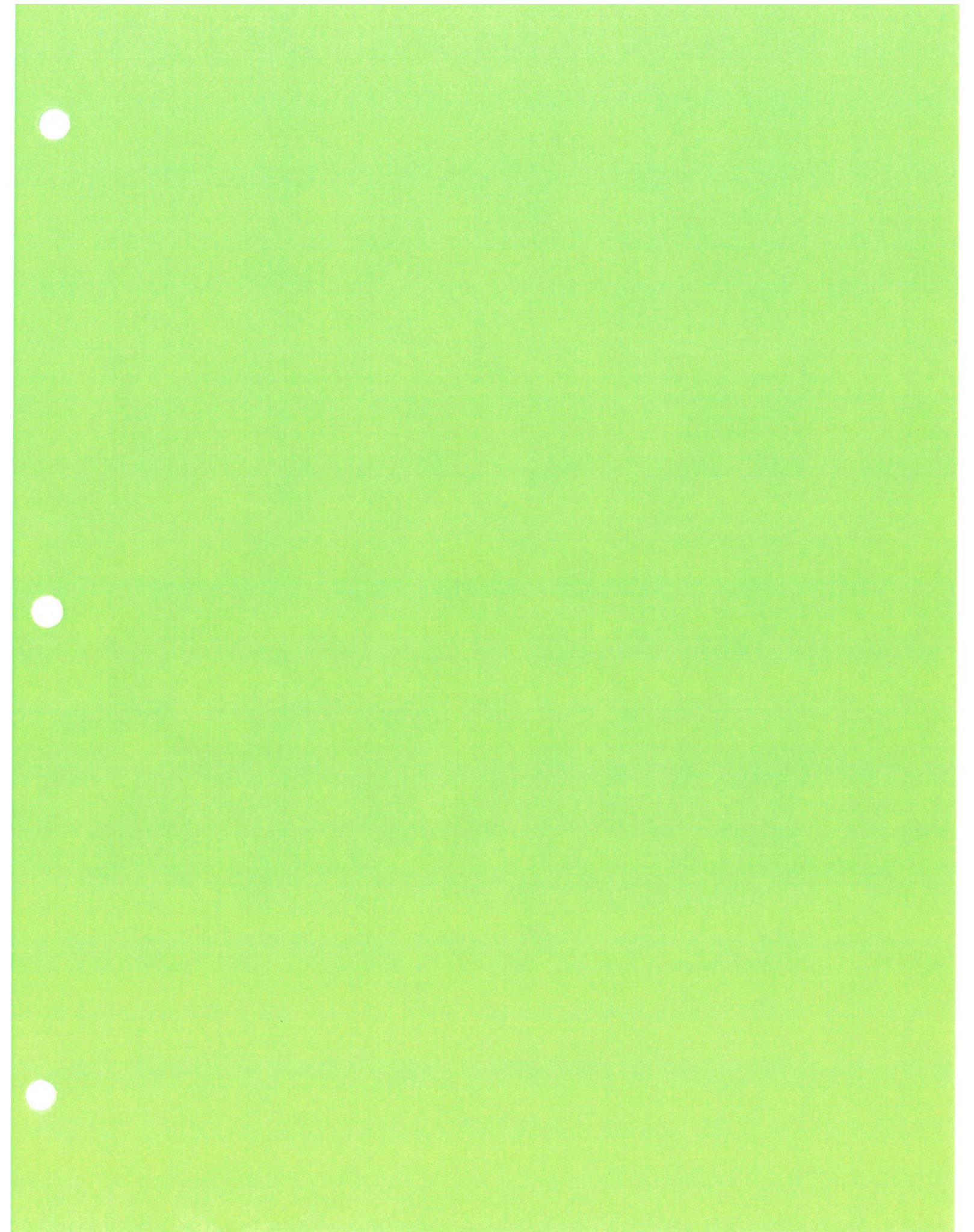
[ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 \(formerly IV.B.1.b & e\)](#)

**Note:** *This procedure is **suggested as good practice**. Insert local District procedures related to how policies and administrative procedures are developed, discussed, and adopted.*

*The procedures should include:*

- Steps in the process
- Any criteria for submitting change proposals
- Responsibilities of various people in the process
- Timelines and time limits
- Reference to relevant policies and procedures on faculty, staff, and student participation.

[Revised 11/14](#)



**ACCREDITATION**

<b>AP No. 3200</b>
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Board Reviewed: 10/3/09; 9/12/12; 11/12/14

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- I. Rio Hondo College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC), an institutional accrediting body recognized by the commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.
- II. In accordance with the standards of ACCJC, the College shall conduct a comprehensive self-study every six (6) years and host a visit by an ACCJC accreditation team. Mandatory reports are prepared and submitted to the Accrediting Commission as required.
- III. Those employees who are responsible for the functions related to the accreditation standards must be involved in the self-study and team visit.
- IV. The process for producing the written document that is the comprehensive self-study, which must include:
  - A. Self study co-chairs, appointed by the Superintendent/President in accordance with campus procedures. The appointment of the faculty co-chair will be mutually approved by the Superintendent/President and the Academic Senate;
  - B. Accreditation Liaison Officer, appointed by the Superintendent/ President;
  - C. Active, campus-wide involvement of administrators, faculty, classified staff, and students;
  - D. District representatives; and
  - E. A steering committee which is chaired by the lead co-chairs of the self-study committee.
- V. When the self-study is completed, it will be reviewed for submission to ACCJC by the Board of Trustees and other campus constituencies a minimum of 75 days prior to the team visit.
- VI. Sources/References:

**ACCJC Accreditation Eligibility Requirement 21, and ACCJC Standards I.C.12 and I.C.13 (formerly IV.B.1.i.)**  
Title 5 Section 51016

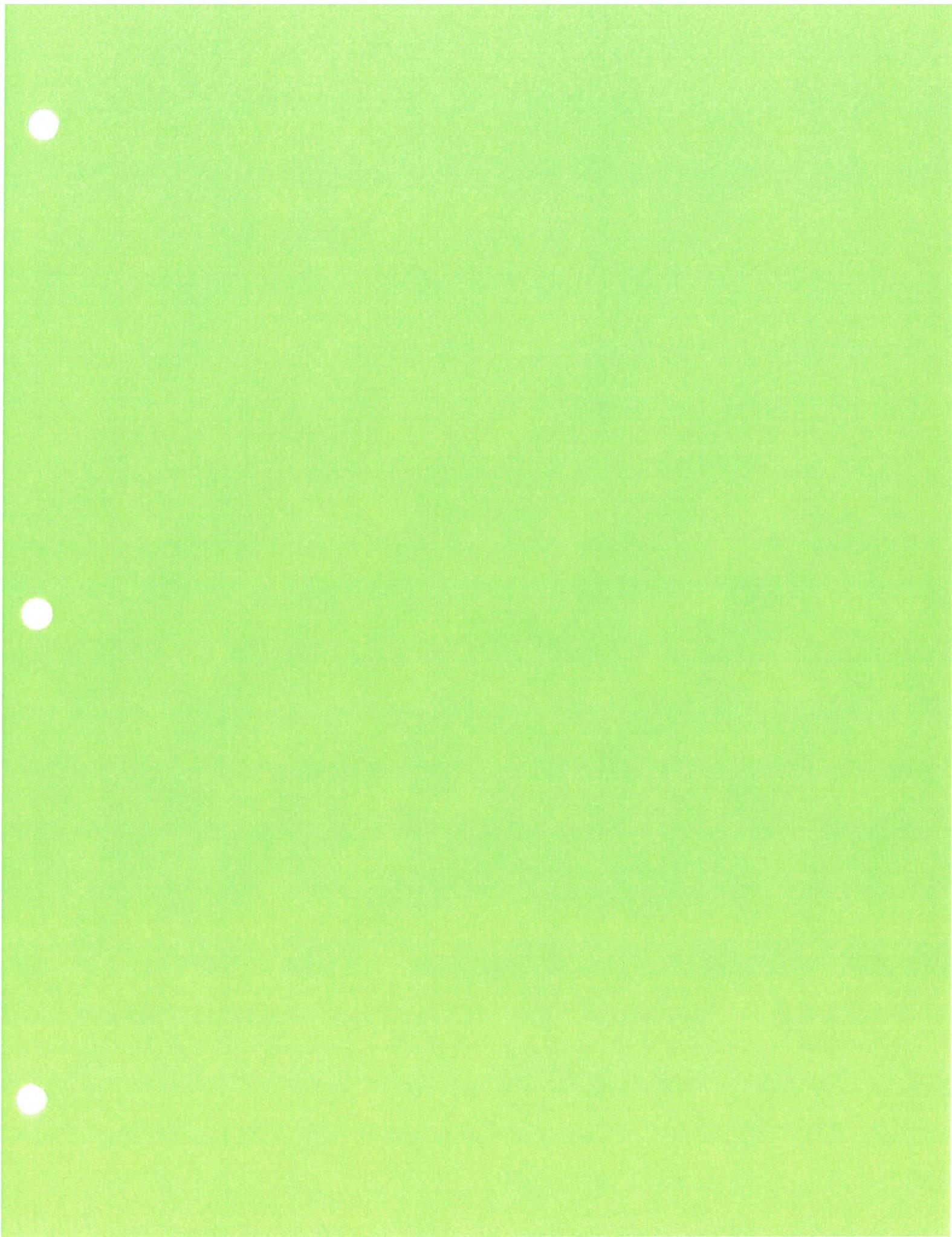
## AP 3200 Accreditation

### References:

[ACCJC Accreditation Eligibility Requirement 21](#) [and ACCJC Accreditation Standards I.C.12 and 13 \(formerly IV.B.1.i\)](#);  
Title 5 Section 51016

**Note:** *This procedure is **legally required**. Insert local practice here regarding procedures related to accreditation self-study processes and accreditation standards. The procedures may reference or incorporate portions of the Accrediting Commission for Community and Junior Colleges (ACCJC) Guide to Self-Study.*

Revised 3/12, 4/14, [11/14](#)



NONDISCRIMINATIONAP No.  
3410

Board Reviewed: 9-14-09; 6/13/12; 6/11/14

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I. Education Programs

- A. The District shall provide access to its services, classes and programs without regard to national origin, religion, age, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and/or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
- B. All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" mean's a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.
- C. The District shall not prohibit any student from enrolling in any class or course on the basis of gender.
- D. Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.
- E. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Education Programs:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.; Penal Code Sections 422.55 et seq.;

Title 5 Sections 59300 et seq.;

**ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Catalog Requirements (formerly II.B.2.c) Standard 1.6.**II. Employment

- A. The District shall provide equal employment opportunities to all applicants and employees regardless of ~~race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status~~ **national origin, religion, age, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and/or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.**

NONDISCRIMINATIONAP No.  
3410

Board Reviewed: 9-14-09; 6/13/12; 6/11/14

Page 2 of 2

- B. All employment decisions, including but not limited to, hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria, as well as be responsive to the District's needs.
- C. The District shall, from time to time as necessary, provide professional and staff development activities and training to promote understanding of diversity.

Nondiscrimination References for Employment:

Education Code Sections **87100** ~~66250 at seq., 200 at seq. and 72010~~ et seq.

Title 5 Sections **5300** ~~59300~~ et seq.

Penal Code section ~~422.55~~ et seq.;

Accreditation Standard 1.6.

**Government Code Sections 11135 et seq. and 12940 et seq.**

## AP 3410 Nondiscrimination

### Nondiscrimination References for Education Programs:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;

Penal Code Sections 422.55 et seq.;

Title 5 Sections 59300 et seq.;

[ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements \(formerly II.B.2.c\)](#)

**Note:** *This procedure is **legally required**. Local practice may be inserted, but should comply with these minimum requirements.*

### Education Programs

The District shall provide access to its services, classes and programs without regard to, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

*[NOTE: Districts may add additional protected categories.]*

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

### Nondiscrimination References for Employment:

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq.;

Government Code Sections 11135 et seq. and 12940 et seq.

### Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical

disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. *(Districts may add additional protected categories.)*

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

| Revised 7/02, 8/03, 2/06, 8/06, 9/08, 3/12, 6/13, 4/14, 11/14



CAMPUS SAFETYAP No.  
3500

Board Reviewed: 8/12/09; 9/12/12; 10/9/13

Page 1 of 1

- I. A campus safety plan shall be developed and provided to students.
- II. The Director of Facilities Services, or Vice President of Finance and Business as designee, in cooperation with the Dean of Student Affairs, will prepare and annually update a report of all occurrences reported to campus security and arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written Security Report will be submitted to the Board and posted on the campus website.
- III. Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, victim characteristics, and offender characteristics, if known.
- IV. **Note**—Education Code Section 67380 defines “hate violence” as: “any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identify, gender expression disability, or political or religious beliefs of that person or group.” Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of “non-criminal acts of hate violence” (Education Code Section 67380(a)(1)(B)).

For purposes of reporting under the Clery Act, “hate crimes” include domestic violence, dating violence and stalking.

- V. Sources/References:
  - Education Code Sections 212, 67380, and 87014
  - Penal Code Section 245
  - 20 U.S. Code Sections **1092(f) and** 1232g, ~~1292(f)~~
  - 34 Code of Federal Regulations 668.46
  - 34 Code of Federal Regulations 99.31(a)(13), (14)
  - Campus Security Act of 1990.

## AP 3500 Campus Safety

### References:

Education Code Sections 212, 67380, and 87014;  
Penal Code Section 245;  
20 U.S. Code Sections 1092(f) and 1232g, ~~1292(f)~~;  
34 Code of Federal Regulations 668.46;  
34 Code of Federal Regulations 99.31(a)(13), (14);  
Campus Security Act of 1990

**Note:** *This procedure is **legally required**. Local practice may be inserted.*

A campus safety plan shall be developed and provided to students (**identify the process or materials provided to students, such as a handbook or brochure**).

The [**designate authority**] prepares and annually updates a report of all occurrences reported to campus [**police, security personnel**] of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

**Note:** *Education Code Section 67380 defines "hate violence" as: "any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group." Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of "non-criminal acts of hate violence" (Education Code Section 67380(a)(1)(B)).*

*For purposes of reporting under the Clery Act, "hate crimes" include domestic violence, dating violence, and stalking.*

Revised 8/06, 3/12, 6/13, 11/14



**CHILD ABUSE REPORTING**

AP No. 3518
----------------

Board Reviewed: 11/11/09;

Page 1 of 2

- I. Rio Hondo Community College District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include faculty, educational administrators, and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.
- II. Child abuse is defined as physical abuse, neglect, sexual abuse, and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).
- III. "Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his or her training and experience, to suspect child abuse" (Penal Code Section 11166[a]).
- IV. A child protective agency is a police or sheriff's department, a county probation department, or a county welfare department. School district police or security departments are not child protective agencies (Penal Code Section 11165.9).
- V. Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section 11172(a)). Reporting is an individual responsibility. An employee making a report cannot be required to disclose his or her identity to the employer (Penal Code Section 11166(h)). However, a person who fails to make a required report is guilty of a misdemeanor punishable by up to six (6) months in jail and/or up to a \$1,000 fine (Penal Code Section 11172e).
- VI. Mandated reporters must report immediately any reasonable suspicion of child abuse to a local child protective agency and follow up with a written report within 36 hours to the local child protective service. The written report may be mailed or submitted by facsimile or electronic transmission.
- VII. No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false (Penal Code Section 11172a).
- VIII. When the District releases a minor pupil to a peace officer for the purpose of removing the minor from the campus, the District shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer,

CHILD ABUSE REPORTINGAP No.  
3518

Board Reviewed: 11/11/09;

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and regarding the place to which the minor is reportedly being taken (Education Code Section 87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code, or pursuant to Section 305 of the Welfare and Institutions Code. In those cases, the District shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

- IX. Non-accidental physical injury is considered to be a health and safety emergency, and parental consent is not required for release of student information under the Family Education Rights and Privacy Act, or the California Student Records Act (Ed Code Sections 76200 et seq.).
- X. Information relevant to the incident of child abuse may be given to an investigator from a child protective agency who is investigating the known or suspected cause of child abuse (Penal Code Section 11167b).
- XI. Rio Hondo **College** shall provide a mandated reporter with a statement informing the employee that he or she is a mandated reporter and inform the employee of his or her reporting obligations under Penal Code Section 11166, and of his or her confidentiality rights under subdivision (d) of Penal Code Section 11167. Rio Hondo **College** shall provide a copy of Penal Code Sections 11165.7, 11166, and 11167 to the employee **as well as training on the mandated reporting requirements within the first six weeks of each school year or within six weeks of new employment (AB 1432).**

Prior to commencing his or her employment and as a prerequisite to that employment, **a new** employee shall sign and return the statement to Rio Hondo. The signed statements shall be retained by **the College Rio Hondo** (Penal Code Section 11166.5).

- XII. Rio Hondo will distribute this procedure to all employees.

XII Sources / References:

Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3; Welfare and Institutions Code Sections 300, 318, and 601; Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892, **AB 1432.**

## AP 3518 Child Abuse Reporting

### References:

Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;

Welfare and Institutions Code Sections 300, 318, and 601;

Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

**Note:** *This procedure is **legally advised**. Local practice can be inserted here, but must comply with applicable law. Following is an illustrative example.*

The District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include faculty, educational administrators and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.

Child abuse is defined as physical abuse, neglect, sexual abuse and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his/her training and experience, to suspect child abuse” (Penal Code Section 11166(a)).

A child protective agency is a police or sheriff’s department, a county probation department, or a county welfare department. School district police or security departments are not child protective agencies (Penal Code Section 11165.9).

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section 11172(a)). Reporting is an individual responsibility. An employee making a report cannot be required to disclose his/her identity to the employer (Penal Code Section 11166(h)). However, a person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (Penal Code Section 11172(e)).

Mandated reporters must report immediately any reasonable suspicion of child abuse to a local child protective agency and follow up with a written report within 36 hours. *[List*

*local child protective services*]. The written report may be mailed or submitted by facsimile or electronic transmission.

Child abuse reporting forms are available in [*Insert college location(s)*].

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false. (Penal Code Section 11172(a))

When [*list designated officials*] releases a minor pupil to a peace officer for the purpose of removing the minor from the campus, the District official shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken (Education Code Section 87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Penal Code Section 11165 or pursuant to Welfare and Institutions Code Section 305. In those cases, the official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

Non-accidental physical injury is considered to be a health and safety emergency; and parental consent is not required for release of student information under the Family Education Rights and Privacy Act, or the California Student Records Act (Education Code Sections 76200 et seq.).

Information relevant to the incident of child abuse may be given to an investigator from a child protective agency who is investigating the known or suspected cause of child abuse (Penal Code Section 11167(b)).

The District shall provide a mandated reporter with a statement informing the employee that he/she is a mandated reporter and inform the employee of his/her reporting obligations under Penal Code Section 11166 and of his/her confidentiality rights under subdivision (d) of Penal Code Section 11167. The District shall provide a copy of Penal Code Sections 11165.7, 11166, and 11167 to the employee. Prior to commencing his/her employment and as a prerequisite to that employment, employee shall sign and return the statement to the District. The signed statements shall be retained by the District (Penal Code Section 11166.5).

The District will distribute this procedure to all employees.

New 8/03, Revised 2/05, 2/06, 8/06, 2/08



SPEECH: TIME, PLACE, AND MANNERAP No.  
3900

Board Reviewed: 11/14/12; 5/14/14

Page 1 of 2

- I. The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these procedures.
- II. The College is a non-public forum, except for the following area, which is reserved for expressive activities which do not violate District policy and which are lawful: Upper Quad. This area is chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus, but also so as not to disrupt educational and other activities of the District on behalf of students:
  - This area is a designated public forum. The District reserves the right to revoke that designation and apply a non-public forum designation.
  - The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the College. Areas of the College that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, locker rooms, or any other area not specified above.
- III. The use of these areas reserved and open for expressive activities is subject to the following:
  - ~~Persons using and/or distributing material in the areas shall not impede the progress of passersby, nor shall they force passersby to take material.~~
  - No person using the areas shall touch, strike, or impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby.
  - Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs ~~or tends to disturb~~ the orderly conduct of the campus or classes **taking place at that time.**
  - **Persons using the areas reserved for expressive activities shall not disrupt the orderly operation of the College.**

Non-student, community groups wishing to engage in speech or expressive activities on campus in the areas designated as public forums must register with the District through the Office of Student Life and Leadership prior to engaging in the activities. This does not involve an advance approval process. No illegal activities will be permitted, nor activities that violate District or campus rules, including rules and laws on illegal harassment and discrimination, nor any activities that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas as described below. In the event the District receives multiple notifications seeking the same date and time, the District will provide alternate dates to accommodate the second, third, etc. notifications.

SPEECH: TIME, PLACE, AND MANNERAP No.  
3900

Board Reviewed: 11/14/12; 5/14/14

Page 2 of 2

- IV. All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. **Those persons distributing printed material must, prior to their departure from the areas that day, make reasonable efforts to retrieve, remove or properly discard material that is distributed in the areas that is discarded or dropped in or around the areas other than in an appropriate receptacle. ~~must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas that day.~~**
- V. Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Office of Student Life and Leadership. Materials displayed shall be removed after the passage of fourteen (14) days.
- VI. Sources/References:
- Education Code Sections 76120 and 66301

## AP 3900 Speech: Time, Place, and Manner

(formerly numbered AP 5550)

### References:

Education Code Sections 76120 and 66301

**Note:** *This procedure is **legally advised**. Local practice may be inserted, but should comply with these minimums and those in the related Board Policy.*

The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these procedures.

**Note:** *The following text offers the option of limiting expressive activities to certain areas of campus and is not legally required, but is recommended as good practice. If the District wishes to designate such areas, we encourage districts to consult with counsel for any recent development on the law governing the ability of public colleges in California community colleges to do so.*

### **Option 1:**

The college(s) of the District **[is/are]** non-public forums, except for the following areas, which are reserved for expressive activities which do not violate District policy and which are lawful; **[ -include a list of areas ]**. These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students:

- These areas are designated public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.
- The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, or locker rooms, and any other area not specified above.

### **Option 2:**

**Note:** *If the District does not wish to limit expressive activities by students and non-students to particular areas as described above, it can use the following language in place of the "list of areas" specified above: "those areas generally available to students and the community, defined as grassy areas, walkways, and other similar common"*

*areas.” Given the developing nature of this area of the law, we recommend consulting local counsel on the choice of language.*

**Note:** *The language is **legally advised**. Districts should consult with local counsel to ensure the District complies with federal and state law regarding speech and expressive activities.*

The use of these areas reserved and open for expressive activities is subject to the following:

- ~~• Persons using and/or distributing material in the areas shall not impede the progress of passersby, nor shall they force passersby to take material.~~
- No person using the areas shall touch, strike or **physically** impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby.
- Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs ~~or tends to disturb~~ the orderly conduct of the campus or classes **taking place at that time**.
- **Persons using the areas reserved for expressive activities shall not disrupt the orderly operation of the college.**

**Note:** *The following is **legally advised**. Local practice may be inserted.*

Non-student, community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must check in with the District to [ **the CEO's designee** ] prior to engaging in the activities. This does not involve an advance approval process. No illegal activities will be permitted, no activities that violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas, as described below. In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will offer alternative available areas or if none are available offer alternative dates. Students, outside organizations, and others are encouraged to make reservations in advance to use the areas for their expressive activities through the use of optional reservation forms.

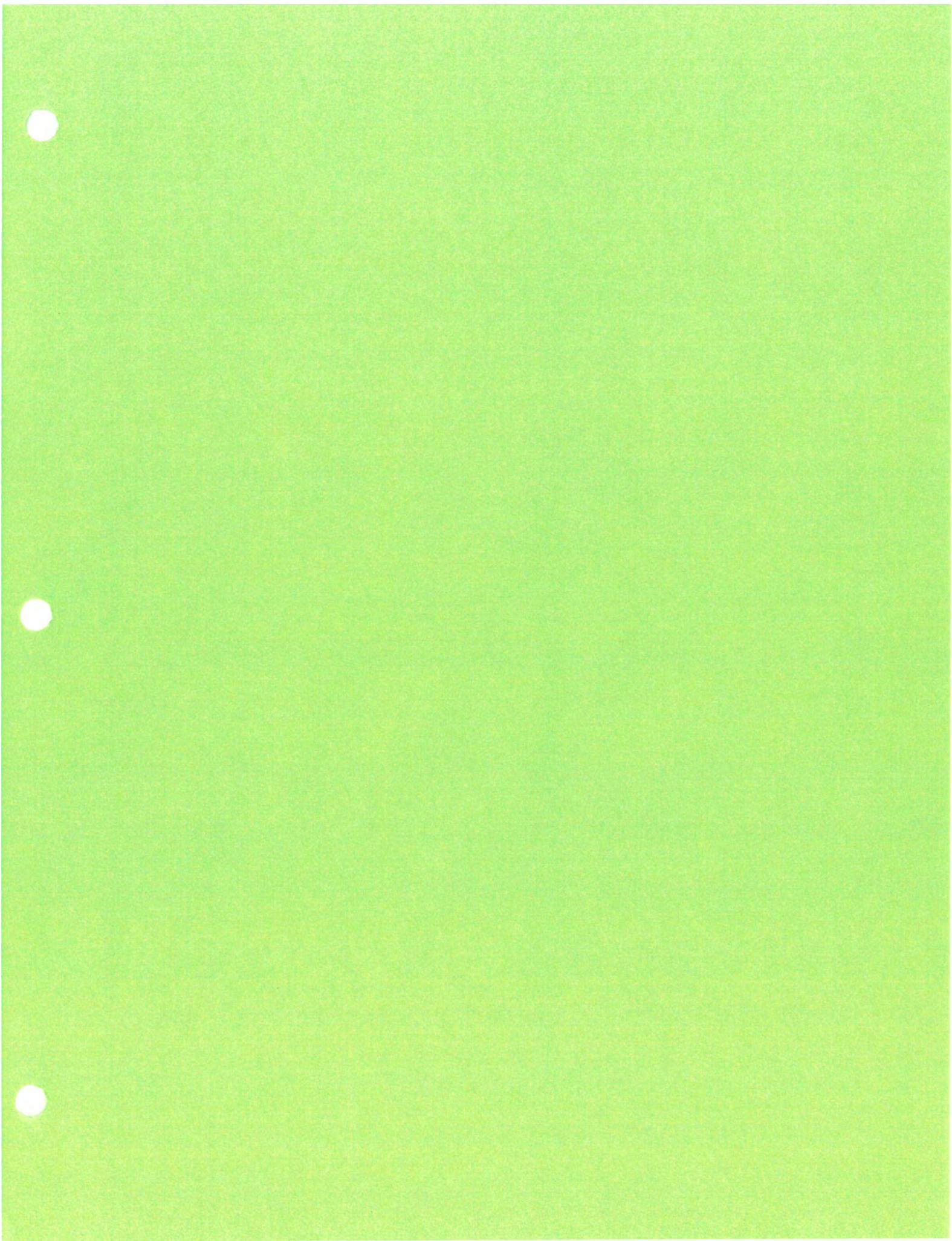
**Note:** *If the District opts to require advance notice for outside groups, it is advisable not to require notice more than three (3) business days in advance, so as to avoid challenge. It is also advisable to check with legal counsel concerning any current developments that affect advance notice requirements.*

All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. ~~Those persons distributing printed material must, prior to their departure from the areas that day, make reasonable efforts to retrieve, remove or properly discard Mmaterial that is distributed in the areas that is discarded or dropped in or around the areas other than in an appropriate receptacle; must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas that day.~~

### Posting

Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the **[designated authority]**. Materials displayed shall be removed after the passage of **[insert number; at least ten]** days.

| Revised 2/04, 2/07, 2/10, 10/13, 11/14



**REMEDIAL BASIC SKILLS COURSEWORK**AP No.  
4222

Board Reviewed: new

Page 1 of 1

- I. The District offers remedial **basic skills** coursework which consists of pre-collegiate **non-degree applicable** basic skills courses in mathematics, reading, English, and English as a New Language. **Such coursework will be referred to here as “basic skills coursework.”**
- II. A student’s need for basic skills coursework shall be determined using appropriate assessment instruments, methods, or procedures.
- III. No student shall receive more than a total of 30 semester units for **non-degree applicable** basic skills coursework. ~~A student who exhausts this limitation shall be referred to appropriate adult non-credit education services.~~

Students will be considered exempt from this limitation under the following criteria:

- a. Students are enrolled in one or more courses of ENLA;
- b. Students are identified by the District as having a learning disability as defined in Title 5, Section 56036;
- c. Students show significant, measurable progress toward those skills appropriate to their chosen field of study.**

~~A student who successfully completes basic skills coursework may request reinstatement from the Vice President of Academic Affairs (VPAA) and proceed with college-level coursework.~~

~~The VPAA may grant a waiver from the 30-unit limitation for students who show significant, measurable progress toward collegiate skills appropriate to their chosen field of study.~~

**Students who have reached the 30-semester unit limit may petition the Vice President of Academic Affairs (VPAA), or designee, for a waiver to continue their studies based on the exemptions outlined above.**

- IV. The College catalog shall include a statement of the limited applicability of basic skills coursework towards fulfilling degree, certificate, and other transfer requirements, as well as any exemptions that may apply.
- V. Sources/References:  
Title 5 Section 55000, 55035

**Strike outs and sentences in red are revisions approved from Academic Senate**

## AP 4222 Remedial Coursework

### References:

Title 5 Section 55035;  
ACCJC Accreditation Standard II.A.4

**NOTE:** *This procedure is **legally required**. Local practice may be inserted here, which must include the following:*

Remedial coursework consists of pre-collegiate basic skills courses.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units **[or 45 quarter units]** for remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

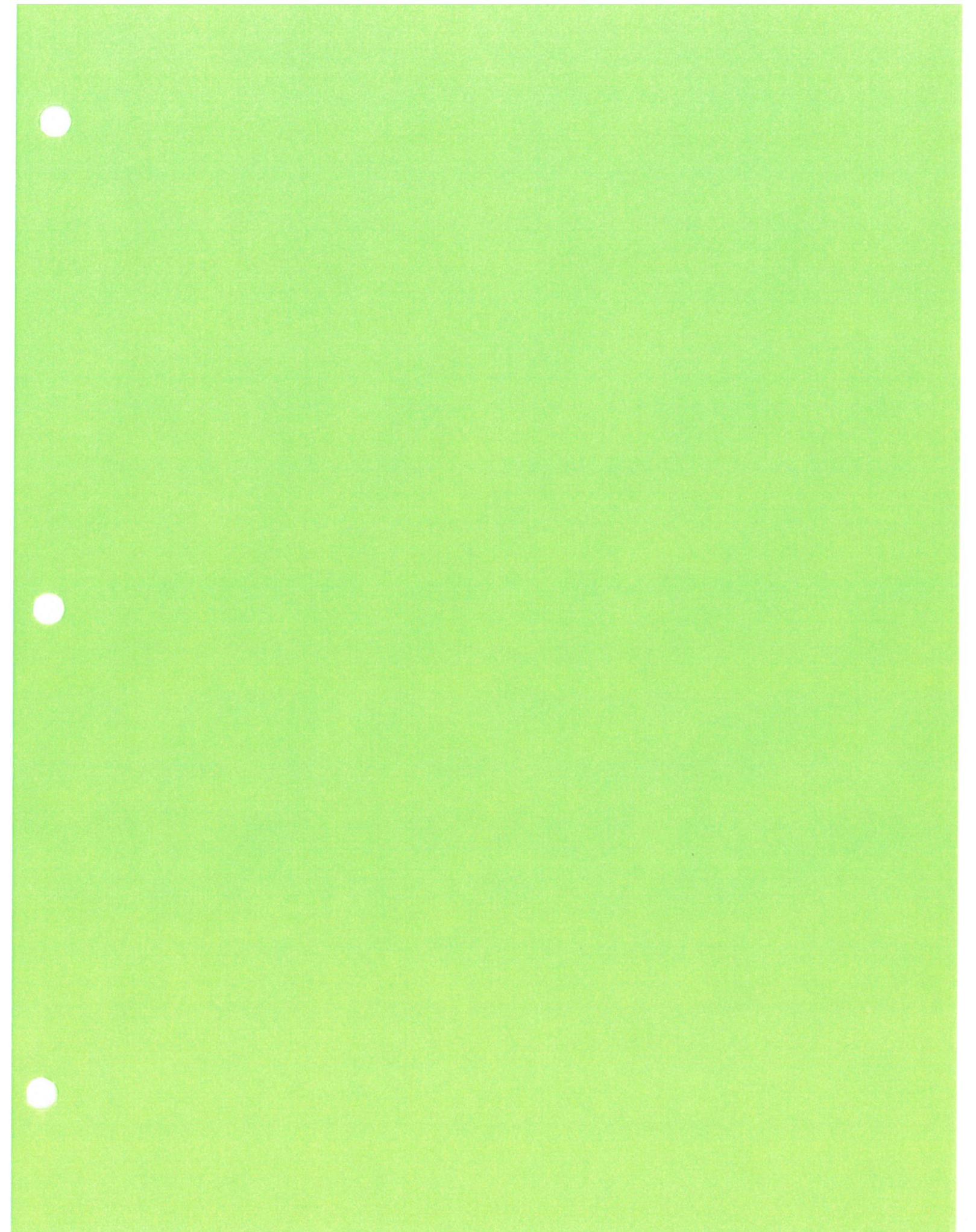
A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure.

**[District]** catalogs shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

**Revised 9/05, 2/08, 4/15**



STANDARDS OF CONDUCT

BP No. 5500
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Board Adopted: 12/6/78, 1/10/79, 3/12/80, 3/9/83, 6/9/93, 11/21/07, 1/15/09;  
12/12/12

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Page 1 of 4

- I. The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of federal and state laws and regulations.
- II. The procedures shall clearly define the conduct that is subject to discipline and shall identify potential disciplinary actions, including but not limited to, the removal, suspension, or expulsion of a student.
- III. The Board **of Trustees** shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.
- IV. The procedures shall be made widely available to students.
- V. The following conduct shall constitute good cause for discipline, including but not limited to, the removal, suspension, or expulsion of a student:
  - A. Fighting, causing, attempting to cause, or threatening to cause physical injury to another person.
  - B. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred with by the College Superintendent/President.
  - C. Unlawful possession, use, sale, offer to sell, furnishing, or being under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, including an alcoholic beverage or an intoxicant of any kind; or unlawful possession, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
  - D. Drinking, possessing, or being under the influence of alcoholic beverages on campus or at any College sponsored event.
  - E. Committing or attempting to commit robbery or extortion.
  - F. Causing or attempting to cause damage to District property or to private property on campus.

STANDARDS OF CONDUCT

<b>BP No.</b> <b>5500</b>
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Board Adopted: 12/6/78, 1/10/79, 3/12/80, 3/9/83, 6/9/93, 11/21/07, 1/15/09;  
12/12/12

Page 2 of 4

- G. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- H. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or the District.
- I. Committing sexual harassment as defined by law or by District policies and procedures.
- J. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- K. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying.

[Note: Language regarding hazing is added here per section 245.6 of the California Penal Code and Education Code Section 32050-32051; this language is included in the College Catalog but is not currently reflected within District policy.]

- L. Hazing, as defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by the college, which is likely to cause serious bodily danger, personal degradation, or disgrace, resulting in physical or mental harm.
- M. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- N. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
- O. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- P. Dishonesty; forgery; alteration or misuse of College documents, records, or identification; or knowingly furnishing false information to the District.

STANDARDS OF CONDUCT

<b>BP No.</b> <b>5500</b>
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Board Adopted: 12/6/78, 1/10/79, 3/12/80, 3/9/83, 6/9/93, 11/21/07, 1/15/09;  
12/12/12

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- Q. Unauthorized entry upon or use of College facilities.
- R. Lewd, indecent, or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
- S. Engaging in expression which is obscene, libelous, slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises; the violation of lawful District administrative procedures; or the substantial disruption of the orderly operation of the District.
- T. Persistent, serious misconduct for which other means of correction have failed to bring about proper conduct.
- U. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to, handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
- V. Knowingly accessing and without permission altering, damaging, deleting, destroying, or otherwise using any data, computer system, or computer network in order to either (a) devise or execute any scheme or artifice to defraud, deceive, or extort, or (b) wrongfully control or obtain money, property, or data.
- W. Knowingly accessing and without permission taking, copying, or making use of any data from a computer, computer system, or computer network; or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network.
- X. Knowingly and without permission using or causing the use of computer services.
- Y. Knowingly accessing and without permission adding, altering, damaging, deleting, or destroying any data, computer software, or computer programs which reside or exist internal or external to a computer, computer system, or computer network.
- Z. Knowingly and without permission disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer system or computer network.

STANDARDS OF CONDUCT

<b>BP No. 5500</b>
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Board Adopted: 12/6/78, 1/10/79, 3/12/80, 3/9/83, 6/9/93, 11/21/07, 1/15/09;  
12/12/12

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- AA. Knowingly and with~~out~~ permission providing or assisting in providing a means of accessing a computer, computer system, or computer network in violation of this section.
  - BB. Knowingly and without permission accessing or causing to be accessed any computer, computer system, or computer network.
  - CC. Knowingly introducing any computer contaminant, commonly called viruses or worms, into any computer, computer system, or computer network.
- VI. Sources/References:
- Education Code Sections 32050, 32051, 66300, 66301
  - ACCJC** Accreditation Standards **I.C.8 and 10 (formerly** II.A.7.b)
  - California Penal Code Section 245.6.
- See Administrative Procedure 5500.

## BP 5500 Standards of Student Conduct

### References:

Education Code Sections 66300 and 66301;

ACCJC Accreditation Standards s I.C.8 and 10 (formerly II.A.7.b)

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

The [ **CEO** ] shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the [ **CEO** ] for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

**Note:** *Although the establishment of actual standards of student conduct can be delegated to the CEO, it is **legally advised** that the Board itself do so by policy. The following language is provided as an example.*

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.

- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying;
- Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of college facilities.
- Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

Revised 9/01, 8/03, 2/07, 3/12, 11/14



**ATHLETICS**

<b>BP No. 5700</b>
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Board Adopted: 11/21/07, 1/14/09; 12/11/13

Page 1 of 1

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- 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/**federal** law, the California Community College Athletic Association (CCCAA) Constitution, Bylaws and **Sport Championship Handbooks** ~~Championship Sports Guides~~, and appropriate Conference Constitution and Bylaws regarding student athlete participation.
- III. Source/Reference:  
  
Education Code sections 78223, 66271.6, 66271.8, 67360 et seq.

See Administrative Procedure 5700.

## BP 5700 Athletics

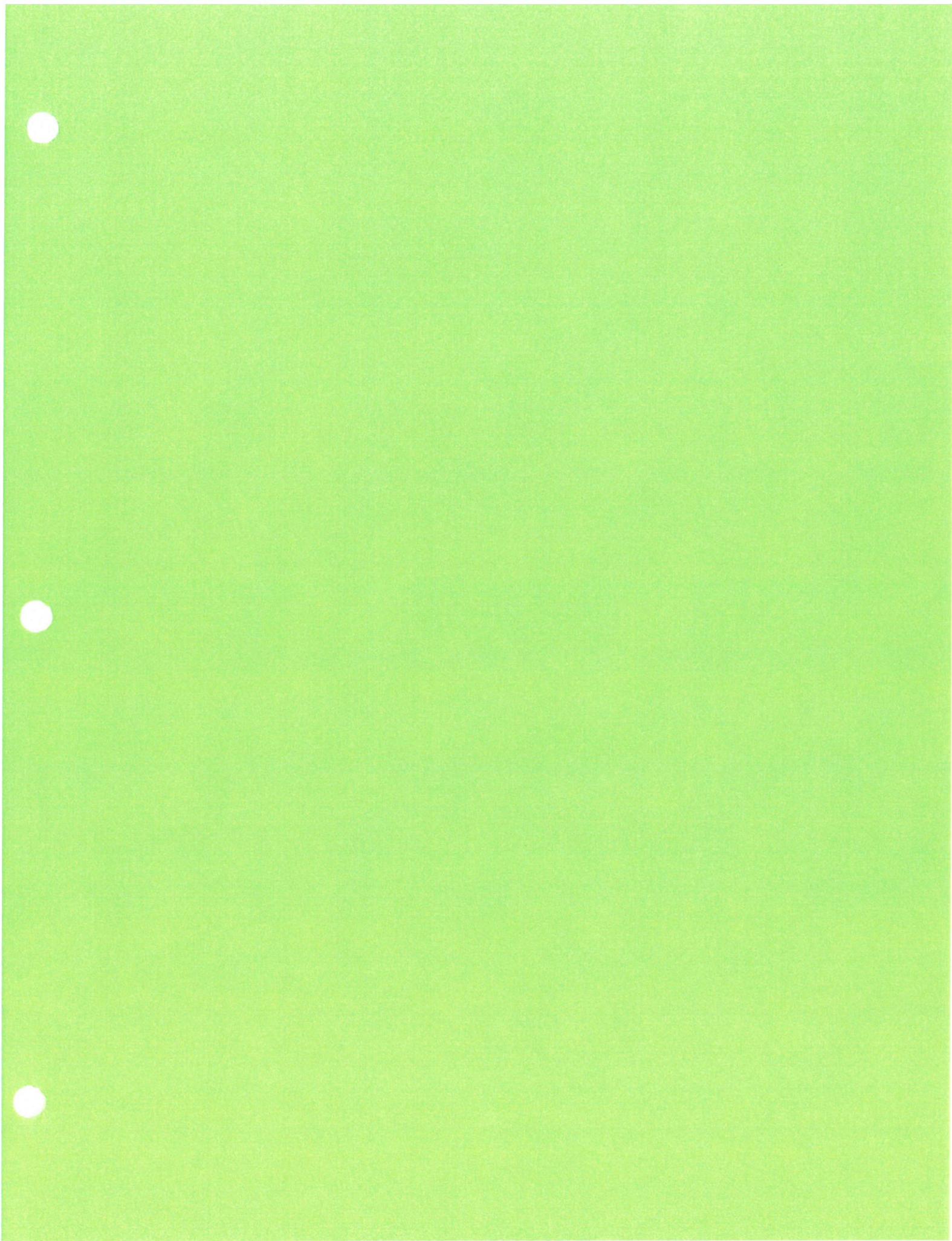
### References:

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) Constitution and Sport Championship Handbooks, Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

| Revised 2/04, 2/07, 6/13, 11/14



FISCAL MANAGEMENT

BP No. 6300
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Board Adopted: 11/10/04

Page 1 of 1

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- I. The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5, Section 58311, specifically:
  - A. Adequate internal controls exist.
  - B. Fiscal objectives, procedures, and constraints are communicated to the Board **of Trustees** and employees.
  - C. Adjustments to the budget are made in a timely manner, when necessary.
  - D. The management information system provides timely, accurate, and reliable fiscal information.
  - E. Responsibility and accountability for fiscal management are clearly delineated.
- II. The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.
- III. As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.
- IV. As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred.
- V. Sources/References:

Education Code Section 84040(a);  
Title 5, Section 58311  
**ACCJC Accreditation Standard III.D**

## BP 6300 Fiscal Management

### References:

Education Code Section 84040(c);

Title 5 Section 58311;

[ACCJC Accreditation Standard III.D](#)

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

The [ **CEO** ] shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

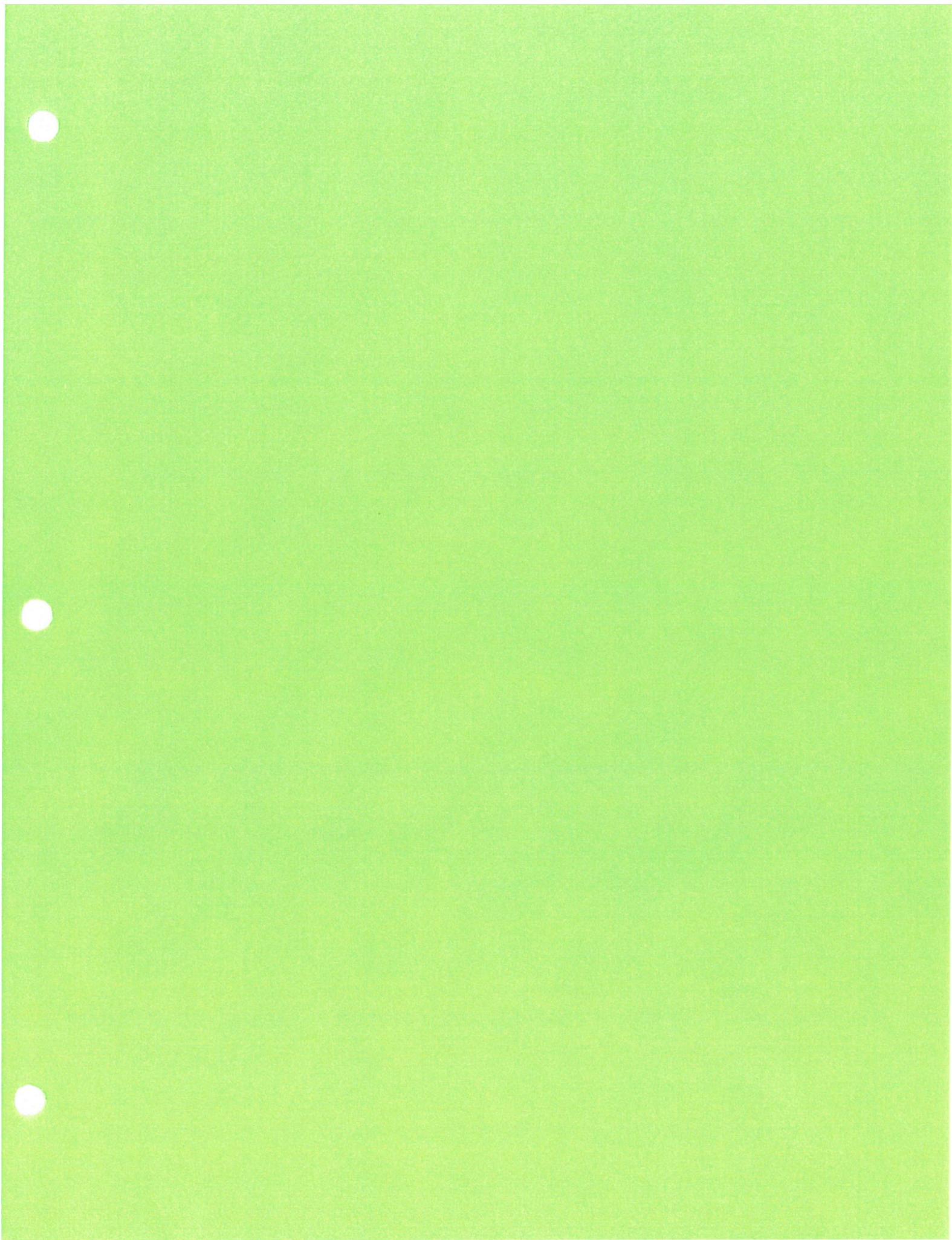
- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the [California Community Colleges](#) Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

[Revised 11/14](#)



SECURITY FOR DISTRICT PROPERTY

BP No. 6520
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Board Adopted: 12/12/12

Page 1 of 1

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I. The Superintendent/President shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to, ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

II. Sources/References:

Education Code Sections 81600 et seq.

**ACCJC Accreditation Standard III.B.1**

~~See Administrative Procedures [ # ].~~

## BP 6520 Security for District Property

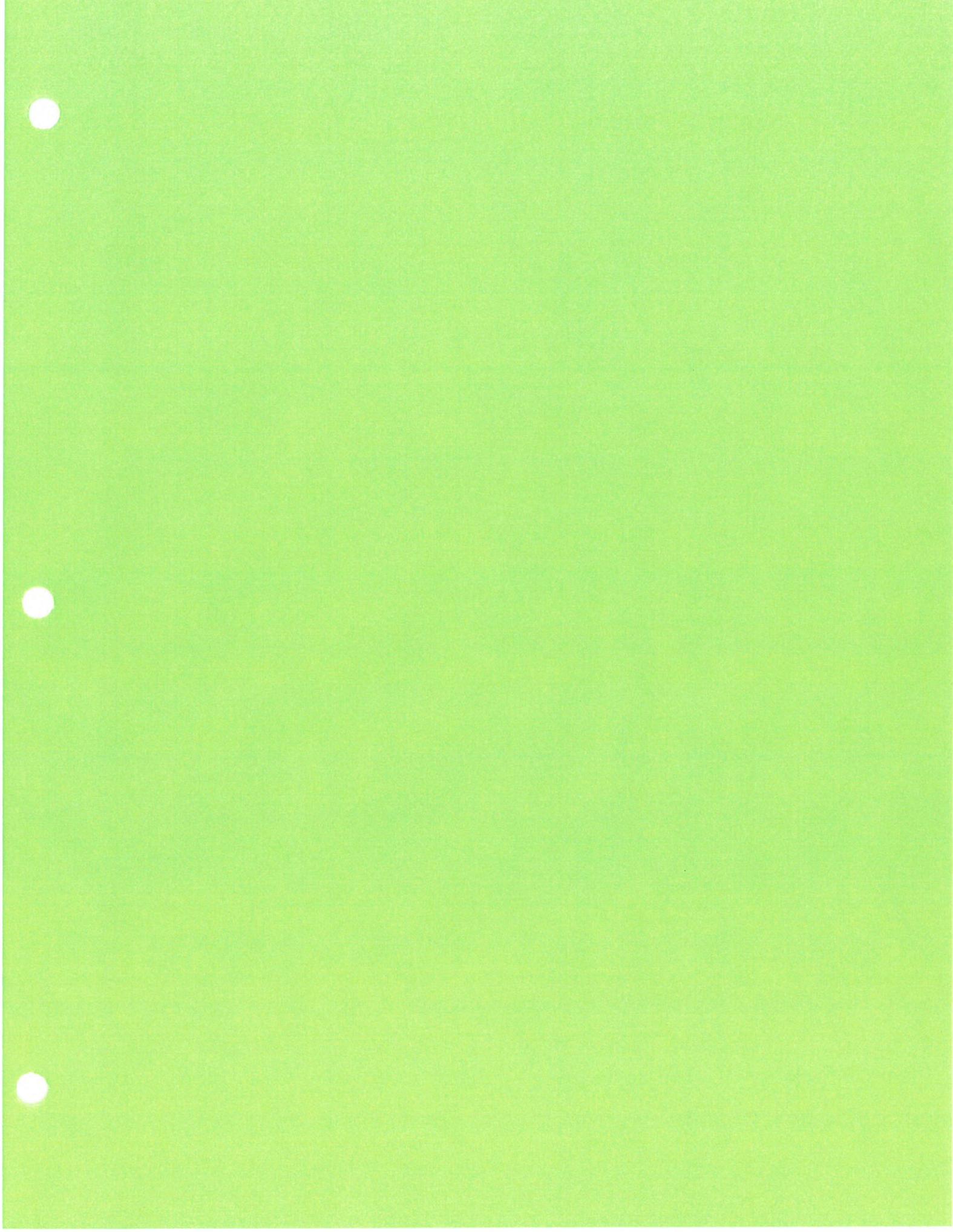
### References:

Education Code Sections 81600 et seq.;  
[ACCJC Accreditation Standard III.B.1](#)

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

The [ **CEO** ] shall establish procedures necessary to manage, control and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

[Revised 11/14](#)



PURCHASINGBP No.  
6330Board Adopted: 12/12/63; 9/8/71; 10/10/73; 1/10/79; 1/14/81; 2/9/83; 11/9/88;  
10/11/96; 11/10/04;

Page 1 of 3

- I. The Superintendent/President is delegated the authority to purchase supplies, materials, apparatus, equipment, and services necessary for the efficient operation of the District.

No such purchase shall exceed the amounts specified in the California Public Contract Code unless allowed by exceptions stated in code.

Examples:

- A. Public Contract Code Section 20652 (Purchase through public corporations without advertising for bids)
  - B. Public Contract Code Section 20653 (Purchasing materials through the Department of General Services)
  - C. Public Contract Code Section 20654 (Emergency work)
- II. When soliciting proposals which are below bid threshold and two or more identical bids are received, preference shall be given in the following priority:
- A. Service record of bidder;
  - B. Bidder whose business is located within the Rio Hondo Community College District boundaries;
  - C. District may draw by lot which bid is accepted (G.C. 53064).
- III. Pursuant to provisions requiring competitive bidding when two or more identical lowest or highest bids as the case may be the District may draw by lot which bid shall be accepted. (G.C. 53064)
- IV. All such transactions shall be reviewed by the Board **of Trustees** every sixty (60) days.
- V. The Superintendent/President shall notice the Board on a regular Board Meeting Agenda, quarterly, of suppliers, vendors, and other purchases when the annual aggregate of multiple expenses to one supplier or vendor exceeds the current bid threshold for equipment, materials, supplies, and services.

**PURCHASING**

<b>BP No. 6330</b>
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Board Adopted: 12/12/63; 9/8/71; 10/10/73; 1/10/79; 1/14/81; 2/9/83; 11/9/88;  
10/11/96; 11/10/04;

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Page 2 of 3

- VI. Purchasing and contracting for supplies and equipment for public projects shall be based on sound business practices, Board policies, and Administrative Procedures currently in effect, and shall be effected in accordance with Business & Professionals Code, Civil Code, California Code of Regulations, Education Code, Governmental Code, Health and Safety Code, Labor Code, Public Contract Code, Public Resources Code, and Revenue and Taxation Code.
- VII. Sound Business Practices recognizes that the exact approach for operational risk management will depend upon a range of factors, including size, sophistication, nature, and complexity of the activity, including the following:
  - A. Clear strategies and oversight by directors and senior management;
  - B. Strong internal control structure;
  - C. Clear lines of responsibility and segregation of duties;
  - D. Effective internal reporting;
  - E. Contingency planning.
- VIII. All purchases shall be reviewed by the Director of Contract Management and Vending Services or Vice President of Finance and Business for best possible price, quality, and delivery requirements, consistent with Board policies and Administrative procedures.
- IX. Purchases made by individuals or departments without authorization and fiscal approval are the financial responsibility of the individual who made the unauthorized purchase.
- X. The District shall allow all businesses the opportunity to provide their services to the District by reaching out to the local business community through advertisements, workshops, and prequalification efforts.
- XI. The District shall conduct an annual vendor fair for the purpose of outreach, creating a prequalification pool of vendors, and providing information on current, routine, foreseeable opportunities. Vendors will not be limited to only a "pre-qualified" pool.

PURCHASING

<b>BP No. 6330</b>
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Board Adopted: 12/12/63; 9/8/71; 10/10/73; 1/10/79; 1/14/81; 2/9/83; 11/9/88;  
10/11/96; 11/10/04;

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Page 3 of 3

- XII. The District shall create an annual pool of pre-qualified vendors of various services to consider in future opportunities that are less than bid threshold. Those on the list shall be given notice of opportunities within the scope of their services. The list shall be updated annually. Vendor applications shall be good for a period of two years after which they shall expire. The District shall provide procedures that provide for a uniform system of rating on the basis of a questionnaire for projects under bid threshold, which may include:
- XIII. The Superintendent/President is encouraged to consider bidders from a prequalification pool.
- XIV. The Superintendent/President is authorized to purchase supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals in any amount needed for the operation of the schools of the District without taking estimates or advertising for bids (EC81651).
- XV. The Superintendent/President is authorized to make purchases up to \$3,000 of surplus property without prior Board approval. All such purchases shall be submitted to the Board of Trustees for ratification.
- XVI. The Superintendent/President may purchase from the federal government or any public agency thereof any surplus property, as defined in the Surplus Property Act of 1944, in any amount needed for the operation of the schools of the District without taking estimates or advertising for bids (EC 81653).
- XVII. Continuing contracts for work to be done, services to be performed, or for apparatus or equipment to be furnished, sold, built, installed, or repaired for the District, or for materials or supplies to be furnished or sold to the District may be made with an acceptable vendor as follows: for work or services, or for apparatus or equipment, not to exceed five years; for materials and supplies, not to exceed three years. (EC81644)
- XVIII. Sources/References

Public Contract Code Sections 20118, 20651, 20652, 20654, et seq.,  
Education Code sections 81641, 81656, et. Seq.,  
Government Code Section 53060 et Seq. and College Procedures.

**ACCJC Accreditation Standard III.A.1**

## **BP 6330 Purchasing**

### **References:**

Education Code Section 81656;  
Public Contract Code Sections 20650 and 20651

<b>NOTE:</b> This policy is <b>legally required</b> .
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The [ **CEO** ] is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.

All such transactions shall be reviewed by the Board every 60 days.

Revised 11/14



CIVIC CENTER AND OTHER FACILITIES USEBP No.  
6700

Board Adopted: 11/10/04; 7/11/12; 1/9/13

Page 1 of 1

- I. There is a Civic Center at the College. ~~The~~ Civic Centers are large auditoriums or other facilities on campus suitable for public use. Use of the **District** Civic Center shall be granted as provided by law. The Superintendent/President shall establish procedures regarding the use of College property and facilities, including property designated by the District as a Civic Center by community groups, outside contractors, and others.
- II. These administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The procedure shall include reasonable rules regarding time, place, and manner of use of District facilities. They shall assure that persons or organizations using College property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.
- III. No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, **military or veteran status**, disability, gender, gender identify, gender expression, or sexual orientation, or on the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics or on any basis prohibited by law.
- IV. Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.
- V. Source/Reference:  
  
Education Code Sections 82537 and 82542

## BP 6700 Civic Center and Other Facilities Use

### References:

Education Code Sections 82537 and 82542

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

There is a Civic Center at [ **each of** ] the college[s]. The Civic Centers are [**designate large auditoriums or other facilities suitable for public use** ]. Use of the Civic Center shall be granted as provided by law. The [ **CEO** ] shall establish procedures regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and others.

The administrative procedure shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

Revised 2/10, 9/12, 11/14