

## RIO HONDO COMMUNITY COLLEGE DISTRICT PLANNING FISCAL COUNCIL MINUTES Tuesday, March 22, 2016, 2:30 p.m., Board Room

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**Members Present:** Robert Bethel (Co-Chair and President, AS), Henry Gee (VPSS), 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), Sheila Lynch (Parliamentarian), Dr. Adam Wetsman (Past President, AS), Dr. Sergio Guzman (President, RHCFA), Julius B. Thomas (Faculty), Jeannie Liu (Faculty), Sandra Rivera (CSEA), Sean Burton (ASRHC), Dr. Vann Priest (Mgmt. AA), Dr. Mike Muñoz (Mgmt. SS)

**Members Absent:** JoAnna Schilling (Co-Chair and VPAA), John Frala (ASCCC Rep.), Mark Littrell (faculty), Suzanne Frederickson (CSEA), René Tai (CSEA), William Ashby (ASRHC), Javier Cano (ASRHC)

**Staff Members:** Reneé Gallegos (Recorder)

- I. **Call to Order-** Robert called the meeting to order at 2:35 pm.
- II. **Acceptance of Minutes** – The minutes of March 8, 2016 were consensed upon as presented.
- III. **Co-chairs Report** – Robert reported that JoAnna is attending a conference today. We will move on to new business.
- IV. **New Business**

BP and AP Review (6 Items)

- BP 2010 Board Membership - [Consensus with minor edits.](#)
- BP 3410 Nondiscrimination - [Consensus with minor edits.](#)
- BP 3501 Campus Security and Access - [Consensus with minor edits.](#)
- BP 6200 Budget Preparation - [Consensus with minor edit.](#)
  
- AP 2712 Conflict of Interest and Disclosure Code - [Consensus with minor edits \(Robert Bethel requests to clean up the document replacing "agency" with "the District" in multiple places within the AP\).](#)
- AP 3250 Institutional Planning – this item was pulled for further study.

Sergio questioned the list of designated positions in the “new position” category. Is this in case we get some positions in the future? He also asked about the Risk Manager position.

Sandra reported that Jim Alcala is the current Risk Manager and he is a consultant. As specified in the AP consultants have to file the conflict of interest form. There are different numbers assigned for the Risk Manager and the consultant.

- V. **Unfinished Business** – No items.
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## VI. Committee Reports

### PFC Sub-Committees

- Safety – Report below.
- Staffing – Report below.
- IEC
- Program Review
- Facilities
- Equipment & Technology

### Other Committees

- Staff Development
- Basic Skills
- SLO
- Distance Education (DEC)
- Student Equity

**Safety** – Myeshia reported that while she is not an official member of the Safety Committee, she has some information to report. The Safety Committee met last Friday, March 18, 2016. An Evening Emergency Drill was conducted on March 17<sup>th</sup> and went well. Myeshia also provided the following update on security cameras on campus. The contractor is conducting the initial opening that involves ordering equipment and developing a timeline. The staff for the contractor will be properly identified when installation begins. The Contractor has a comprehensive plan addressing what the District's needs are. We have a target time for completion that is contingent upon receiving the required equipment. A facilities alert will be sent out to the campus when work begins. Myeshia also reported that the safety committee discussed pets on campus. Apparently, there has been multiple reports of an increase of dogs on campus. The Facilities staff will address the recent increase of joy riding on District golf carts on campus. Many of the carts can be easily started even without the proper key.

Julius reported that there is an increase of students bringing pets on campus. He had to meet with a student that brought a python with her so it is not specific to dogs alone.

Vann reported that while we have both BP and AP on service animals, we do not have anything written about bringing pets on campus.

Adam reported that this is a problem with pets. While service dogs are allowed on campus, anyone can go on the internet and get a certificate. If someone is in need of a disabled placard, one must get authorization from a licensed physician. We need to research Ed Code to see if there is any language to revise our current BP/AP or create a new one.

**Staffing** – Robert reported that the Staffing committees met March 9, 10, 16 and 17. Grade submissions are due tomorrow for both faculty and classified positions.

**IEC** – Vann reported that the IEC is planning the Leadership Retreat scheduled for Friday, April 15, 2016, 8-3:30 pm, Whittier Radisson.

**Facilities** – Kevin asked if there are any updates on the a/c? Robert talked to Jim Poper and Robert Marsh on this issue. Unfortunately, it is not just one problem. They have to deal with multiple issues and repairs have to be completed in stages. Myeshia reported that facilities staff is working on this now and the goal is to have units back online when we return from Spring Break. We are hopeful.

**Staff Development** – Katie reported that tomorrow is the deadline for the Leadership Academy applications. Katie sent out the feedback from Spring FLEX Day in a separate email to PFC members.

Tomorrow is the second Full-time Faculty Orientation series that Katie and Adam are hosting. This session will cover classroom issues including distance education. There will be two more workshops, one in April and one in May. Adam reported that he is hosting a workshop for part-time faculty who wish to crossover to full-time faculty. So far there are 20 people signed up for this workshop. For future workshops, Adam will reach out to CSEA membership in case there are classified staff members who teach at other campuses. Adam may have missed some people this time around.

Katie reported that on April 22<sup>nd</sup> a First Year Seminar workshop will be held on helping students develop key habits. It will be a three-hour workshop with a guest presenter from Cerritos College. This workshop is open to everyone. The motive here is to develop the concept to streamline for the First Year Seminar that will be rolled out in Spring 2018.

Katie also reported that the Annual Reflection and Renewal Retreat will be held on Friday, May 13 if anyone is interested. It will be held at the Mater Dolorosa Passionist Retreat Center in Sierra Madre. Also, the deadline for Staff Development Grants for Spring and Summer is Friday, April 8<sup>th</sup>.

Sandra reported that the first ever CSEA professional development day will be held on June 3<sup>rd</sup> for classified staff. Student Services has been a leader in this area holding a professional development day for the past few years. The committee made up of Teresa Martinez, Kathy Gomez, Gloria Reyes, Lisa Sandoval and Sandra have been working on the planning.

**Basic Skills** - Sergio reported that the Basic Skills Grant Application is due tomorrow. The amount of funding we are competing for is \$1.5 million.

**SLO's** – Adam reported that there are some developments in SLOs that he will share at the next PFC meeting.

**Student Equity & SSSP** – Mike shared updates from the Student Success conference he attended last week. Areas of interest included the Chancellor's Office's new technology – we will have to decide if we will adopt this new software which will include a Student Services portal. Starfish a degree software and early alerts are part of this user friendly software. It is faculty driven where the instructor can see student's activity when accessing services on a dashboard. It has helpful appointment setting technology as well. It also integrates Canvas and Common Assessment that we are already participating in.

Robert asked who will make the decision to make the change.

Mike reported that the degree audit software affects counselors so we would need a demo for that group, potentially, with PFC and other end users. Mike believes that Senate Exec and the Technology Committee would have major input into the decision making process. Degree Works in its current use is not meeting our needs. The question is do we want to invest in modifications or do we want to wait and see about this new statewide technology. We don't use Degree Works the way the state does because it is not reliable. It will cost a significant amount to bring us up to where we need it.

Henry reported that we have to wait on Common Assessment so it may be another year or two but it would be helpful to get some demos on campus now so we can see how the software works. DSPS is doing demos now on software and we want to be careful so that we don't have multiple platforms.

Mike reported that the state is phasing in software and it matters when the college is in the que. In theory, we could transition early so we are not left behind in terms of what makes the most sense for our campus.

Katie asked when are we going to hear about the results of the Student Equity applications.

Henry reported that he is hoping for Friday, March 25. Some of the proposals are still being vetted.

- VII. **Announcements** – Sheila reported that there is an exhibit in the gallery from the late Richard Lopez who was a Painting and Drawing instructor here at the college. An opening was held on Friday evening to accommodate the Lopez family. Richard was the consummate artist.
- VIII. **Public Comment** – No public comments were made.
- IX. **Adjournment** – Robert adjourned the meeting at 3:20 pm. The next PFC meeting will be held on April 12, 2016, 2:30 – 4:00 p.m., Board Room.

**Important Dates:**

Friday, April 15, 2016, 8-3:30 pm, Whittier Radisson – Institutional Planning Retreat

Friday, May 6, 2016, 5:30 pm, Mid-Quad – A Taste of Rio

Enrollment Management Plan – DRAFT Action Plan

<b>1. Develop trustworthy, accurate data and a reliable system for planning, projecting, and monitoring FTES.</b>		
<b>Proposed Action Plan</b>	<b>Timeline</b>	<b>Responsible Area</b>
a) Research EM software products, including ESS, to determine the best system for our EM plan. Products being considering are revised ESS, Tableau data warehouse.	Spring 2016	Academic Affairs, IR&P, IT
b) Solicit input and buy-in from users	Spring 2016	Academic Affairs
c) Decide on new EM system and begin design. Essential features must include: i) consistent data ii) Access to data reports regularly iii) Dashboard with user-configurable features (ad hoc reports)	Summer- Fall 2016	Academic Affairs, IR&P, IT
d) Implement new system	Spring 2017	IT, IR&P
e) Provide ongoing training about how to effectively use data	Spring 2017	Academic Affairs, IR&P, IT

Enrollment Management Plan – DRAFT Action Plan

<p><b>2. Develop common protocols and basic understanding and knowledge for all employees responsible for scheduling and/or monitoring schedule and college performance relative to best business practice metrics for enrollment management, including WSCH/FTEF, fill rates, use of scheduling matrix, use of waitlists, strategies for assignment of FTEF, sections, class additions/class cancellations.</b></p>		
<b>Proposed Action Plan</b>	<b>Timeline</b>	<b>Responsible Area</b>
a) Provide ongoing training	Spring-Summer 2016	Academic Affairs
b) Evaluate scheduling for student ease, accessibility, program course sequencing	Spring-Summer 2016	Academic Affairs
c) Develop EM reports: fill rates, high demand lists, success rates, etc.	Spring-Summer 2016	Academic Affairs
<p><b>3. Enhance partnership, collaboration, and communication between student services and academic affairs leadership to enhance a culture of student centeredness, and address collaborative enrollment management topics, such as student assessment scores, student educational plans, Student Success and Equity Plans, First Year Experience/Title V/Trio grant activities, outreach activities, marketing of programs, waitlists, and priority registration, to name a few.</b></p>		
<b>Proposed Action Plan</b>	<b>Timeline</b>	<b>Responsible Area</b>
a) Create pilot for fast-track for ADTs	Fall 2016 (Spring 2017)	Academic Affairs, Student Services
b) Enhance K12 partnerships by adding academic component to Outreach (including recruitment for MESA, TRIO, EOP&S, SHP, FYE in high schools, not after students arrive at RHC)	Fall 2016-Spring 2017	Academic Affairs, Student Services

Enrollment Management Plan – DRAFT Action Plan

c) Develop Rio Road to College workshops for K12 parents	Fall 2016 - Spring 2017	Academic Affairs, Student Services
d) Host K12 Summit with RHC and all area HS counselors, faculty, administrators	Fall 2016	Academic Affairs, Student Services
<b>4. Create clear procedures and assignment of roles relative to enrollment management as well as centralization/identification of enrollment management leadership.</b>		
<b>Proposed Action Plan</b>	<b>Timeline</b>	<b>Responsible Area</b>
a) Develop a working structure for enrollment management procedures	Spring 2016	Academic Affairs
b) Renew Enrollment Management Committee	Spring 2016	Campus Leadership
c) Identify an enrollment management “champion”	Spring 2016	Campus Leadership
d) Develop a manual of enrollment management procedures, definitions, and information	Summer-Fall 2016	Enrollment Management Committee
e) Specify faculty, staff, administrative responsibilities and regularly communicate	Fall 2016	Enrollment Management Committee
f) Hire scheduling analyst to ensure schedules are student centered and consistent with student demand/need and can be a resource and provide training	Summer 2016	Academic Affairs

Enrollment Management Plan – DRAFT Action Plan

<b>5. Modify classroom and lab facilities allocation practices in order to maximize space allocation by departments/divisions.</b>		
<b>Proposed Action Plan</b>	<b>Timeline</b>	<b>Responsible Area</b>
a) Implement new version of R25	Summer 2016	Academic Affairs, IT, Facilities
b) Develop comprehensive classroom usage reports	Fall 2016	IT, Facilities, Academic Affairs
c) Re-purpose labs experiencing usage decline	Summer 2016	Academic Affairs
d) Provide time of day reports: afternoons, summer, and week-end timeframes and evaluate usage throughout college's open hours	Spring 2016	IR&P, Academic Affairs
e) Promote classroom sharing among divisions/ Departments	Spring-Summer 2016	Academic Affairs
f) Identify individual responsible for monitoring facility use	Spring 2016	President/Superintendent
<b>6. Develop research with data specifically tailored to enrollment management. Create a greater connection and interaction between Institutional Research &amp; Planning (IRP), Information Technology Services (ITS), and decision makers to develop appropriate inquiries.</b>		
<b>Proposed Action Plan</b>	<b>Timeline</b>	<b>Responsible Area</b>
a) Develop data warehouse with widespread access and query capability	Fall 2016	IT, IR&P
	Fall-Spring 2016	IT, IR&P, Academic Affairs

Enrollment Management Plan – DRAFT Action Plan

<ul style="list-style-type: none"> <li>b) Create dashboards of routine and special reports accessible to all deans, faculty, counselors, administrators</li> <li>c) Provide historical trend reports</li> <li>d) Provide projections of high school graduation rates</li> <li>e) Refine scheduling software</li> </ul>	<p style="text-align: center;">Fall-Spring 2016</p> <p style="text-align: center;">Fall-Spring 2016</p> <p style="text-align: center;">Fall-Spring 2016</p>	<p style="text-align: center;">IT, IR&amp;P, Academic Affairs</p> <p style="text-align: center;">IT, IR&amp;P, Academic Affairs</p> <p style="text-align: center;">IT, IR&amp;P, Academic Affairs</p>
<p><b>7. Regularly determine and report statistics for high school graduate enrollments at RHC from area feeder high schools, and prioritize maintaining and increasing those enrollments.</b></p>		
<ul style="list-style-type: none"> <li>a) Evaluate data and practices</li> <li>b) Develop clear transitions from high school to RHC for more efficient enrollment/access opportunities</li> <li>c) Coordinate and enhance outreach efforts with K12, student services, and academic affairs</li> <li>d) Define/expand priority registration capacities</li> </ul>	<p style="text-align: center;">Spring-Fall 2016</p> <p style="text-align: center;">Fall 2016-Spring 2017</p> <p style="text-align: center;">Fall 2016-Spring 2017</p> <p style="text-align: center;">Fall 2016-Spring 2017</p>	<p style="text-align: center;">Academic Affairs, Student Services</p>
<p><b>8. Holistically evaluate program mix vis a vis age distribution projections and educational attainment of service area population.</b></p>		

Enrollment Management Plan – DRAFT Action Plan

<b>Proposed Action Plan</b>	<b>Timeline</b>	<b>Responsible Area</b>
a) Analyze programs relative to regional colleges and universities	Spring-Summer 2016	Student Services
b) Create a “brand” for RHS non-credit programs	Summer-Fall 2016	Academic Affairs, Marketing
c) Develop additional continuing education programs aimed at mature learners	Summer-Fall 2016	Academic Affairs
d) Focus on pathways for adults (evening degree pathways, class offerings at work site, etc.)	Summer-Fall 2016	Academic Affairs
<b>9. Using results of Student Media Preferences Survey, prioritize engaging marketing messaging that focuses on RHC benefits to students and that utilizes social and digital media.</b>		
<b>Proposed Action Plan</b>	<b>Timeline</b>	<b>Responsible Area</b>
a) Re-brand campaign for best programs	Summer-Fall 2016	Marketing
b) Update college logo	Summer-Fall 2016	Marketing
c) Increase outreach to older populations	Summer-Fall 2016	Marketing
d) Highlight new programs and initiatives	Summer-Fall 2016	Marketing
e) Develop culture that “we are all RHC ambassadors”	Fall 2016 – Spring 2017	Campus Leadership
	Fall 2016 – Spring 2017	Campus Leadership

Enrollment Management Plan – DRAFT Action Plan

<ul style="list-style-type: none"> <li>f) Create a more attractive environment for students (food, activities, parking, wifi)</li> <li>g) Develop Rio as the “1<sup>st</sup> Choice Option”</li> <li>h) Create clear communication on pathway opportunities</li> <li>i) Complete Degree Works</li> <li>j) Develop completion dashboards for students (from Degree Works)</li> </ul>	<p>Fall 2016 – Spring 2017</p> <p>Summer - Fall 2016</p> <p>Fall 2016 – Spring 2017</p> <p>Fall 2017</p>	<p>Marketing, Academic Affairs, Student Services</p> <p>Marketing</p> <p>Admissions &amp; Records, IT</p> <p>Academic Affairs, Student Services, IT</p>
<p><b>10. Develop and provide clear, thorough, coordinated and customer-friendly communications and instructions to students about Admissions and Financial Aid processes, pathways, timelines, and procedures.</b></p>		
<p><b>Proposed Action Plan</b></p>	<p><b>Timeline</b></p>	<p><b>Responsible Area</b></p>
<ul style="list-style-type: none"> <li>a) Provide clear one-stop services</li> <li>b) Create full matriculation opportunities prior to entry</li> <li>c) Email students with reminders</li> <li>d) Answer phones in a customer-friendly way</li> <li>e) Answer in-person questions, behind the counter, in a customer-friendly way</li> </ul>	<p>Fall 2016-Spring 2017</p> <p>Spring 2017</p> <p>Fall 2016- Spring 2017</p>	<p>Student Services</p> <p>Student Services</p> <p>Student Services</p>

Enrollment Management Plan – DRAFT Action Plan

f) Revise website to customer-service language		Marketing
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OFFICE OF THE PRESIDENT

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March 17, 2016

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

**FROM:** Sandy Sandello

*OK 4/8/16*

**SUBJECT: Revision of BPs / APs**

The following BP is recommended for deletion in that the material is covered in BP 3430, Prohibition of Harassment and AP 3435 Discrimination and Harassment:

BP 7160 Sexual Harassment

The following BPs have been revised:

BP 3820 Gifts  
BP 5010 Admissions and Concurrent Enrollment  
BP 5015 Residence Determination  
BP 5040 Student Records and Directory Information  
BP 5050 Student Success and Support Programs  
BP 5110 Counseling  
BP 5130 Financial Aid  
BP 5700 Intercollegiate Athletics

The following Aps have been revised:

AP 5013 Students in the Military (revised by Senate)  
AP 3510 Prevention of Workplace Violence and Disruption (PFC Sub-committee / Senate)

**SEXUAL HARASSMENT**

**BP No.  
7160**

Board Adopted: 12-8-82; 5-13-98; 11/9/05

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- I. It is the intent of the Governing Board to deem as unacceptable any form of sexual harassment. Conduct constituting sexual harassment will not be tolerated at Rio Hondo College.
- II. This Policy applies to all aspects of employment and the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.
- III. All District employees who violate this Policy will be subject to disciplinary action up to and including termination in accordance with applicable College Procedures, Education Code sections and collective bargaining agreements. Non-employees, such as sales representatives, service vendors, contractors or consultants are also covered by this Policy and will be subject to corrective measures.
- IV. Source/Reference  
  
California Code of Regulations, Title 5, sections 59300 et seq; California Code of Regulations, Title 2, sections 7285.0 et seq (7291.1 & 7287.6); California Education Code, section 200 et seq; (California Government Code 12940); Civil Rights Act of 1964 (Title VII) and amendments thereto; Education Amendments of 1972 (Title IX); EEOC Policy Guidance on Current Issues of Sexual Harassment Sex Equity in Education Act (Education Code sections 200 et seq); Title 29 Code of Federal Regulations, section 1604.11, United States Department of Education Office of Civil Rights Sexual Harassment Guidance, May 1997

GIFTSBP No.  
3820

Board Adopted: 1/14/81; 2/18/09; 9/12/12

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- I. It is the policy of the Rio Hondo Community College District Board of Trustees to encourage and solicit the donation of equipment, instructional materials of all kinds, and any other items which will enhance the learning process of Rio Hondo College students.
- II. Individual administrators will work with the college Foundation to contact prospective donors and indicate items that will be useful supplements to the various instructional programs of the college.
- III. The Board shall consider all gifts, donations and bequests made to the District. The Board will approve the acceptance of all gifts and donations made to the college, and the college reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.
- IV. The District shall assume no responsibility for appraising the value of gifts made to the District.
- V. Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.
- VI. In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, **military or veteran status**, or physical or mental disability or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

~~Note: A district should consult with counsel if confronted with a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. Generally, a district should not accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability.~~

- VI. Source/Reference:

Education Code Section 72122

## BP 3820 Gifts

### Reference:

Education Code Section 72122

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

The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

**NOTE:** *The District should consult with counsel if confronted with a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. Generally, a District should not accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability.*

Revised 3/12, 4/15, 10/15



**ADMISSIONS AND CONCURRENT ENROLLMENT**

<b>BP No. 5010</b>
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Board Adopted: 11/21/07; 1/11/12; 12/11/13

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- I. The District shall admit students who meet one of the following requirements and who are capable of benefitting from the instruction offered:
- A. Any person over the age of 18 and possessing a high school diploma or its equivalent.
  - B. Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President, or his or her designee, are capable of benefitting from the instruction offered. Such persons shall be admitted as provisional students and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
  - C. Persons who are apprentices as defined in Section 3077 of the Labor Code.
  - D. The District may deny or place conditions on a student's enrollment upon finding that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.
  - E. The District shall at its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Superintendent/President or designee, shall establish procedures for evaluating the validity of a student's high school completion.
- II. Admission
- A. Any student whose age or class level is equal to grades 9-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.
  - B. Any student whose age or class level is equal to grades 9-12 is eligible to attend as a special full-time student.
  - C. Any student enrolled in 9-12 may attend summer session.

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

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

ADMISSIONS AND CONCURRENT ENROLLMENTBP No.  
5010

Board Adopted: 11/21/07; 1/11/12; 12/11/13

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## III. Denial of Requests for Admission

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

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

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

## IV. Claims for State Apportionment for Concurrent Enrollment

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

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

## V. Sources/References:

Education Code Section 76000, 76001, 76002; or 76038

Labor Code Section 3077;

~~U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;~~

34 Code of Federal Regulations Part 668.16(p) **(U.S. Department of Education Regulation on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);**  
**ACCJC Accreditation Standard II.C.6**

See Administrative Procedures 5010.

## BP 5010 Admissions and Concurrent Enrollment

### References:

Education Code Sections 76000, 76001, 76002, and 76038;  
Labor Code Section 3077;

~~U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;~~

~~34 Code of Federal Regulations Section 668.16(p) (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);~~  
~~ACCJC Accreditation Standard II.C.6~~

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

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

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

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

**NOTE:** *The following policy language is **legally required** in an effort to show good faith compliance with the applicable federal regulations.*

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

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

*Districts may also make a statement regarding summer school attendance. Examples of such policies are listed below.*

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

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

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

Any student enrolled in [ **insert grade level** ] may attend summer session.

The [ **CEO** ] shall establish procedures regarding ability to benefit and admission of high school and younger students.

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

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

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

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

The [ **CEO** ] shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

**NOTE:** *Nonresident students, including international students, are addressed in BP 5020 titled Nonresident Tuition. The District is not required to admit nonresident students, and thus is not required to admit international students. However, if the District admits nonresident students, it should not exclude international students as a*

*matter of policy based on that status alone, because the district has no authority to discriminate on the basis of national origin.*

**See Administrative Procedures [ # ].**

**Revised 2/04, 7/11, 6/13, 10/13, 4/15**



RESIDENCE DETERMINATIONBP No.  
5015

Board Adopted: 12/12/84, 11/21/07

Page 1 of 1

- I. California state law requires that each community college district adopt a policy on residency determination and how residency classifications may be appealed. The Rio Hondo Community College District will comply with requirements of the Education Code and appropriate sections of Title V regarding student's classification (residency). College guidelines concerning student's classification (residency) are available from the Admissions Office.
- II. Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.
- III. A resident is any person who has been **physically present in the state for more than** a bona fide resident of California for at least one year and one day on the residence determination date, **and has demonstrated an intent to make California a permanent home.** The residence determination date shall be the day immediately preceding the first day of a semester, or summer session, **or intersession** for which the student applies to attend.
- IV. Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester **(Fall or Spring)**. A student previously classified as a nonresident may be reclassified as of any residence determination date.
- V. The President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.
- VI. **California Education Code 68130.5 grants specific groups who meet specific criteria to be exempt from paying nonresident tuition. The District shall grant these exemptions in accordance with the Education Code and California Code of Regulations.**
- ~~VII. On October 12, 2001, Governor Davis signed into law Assembly Bill 540 (Stats. 2001, ch. 814) which adds a new section to the California Education Code. Section 68130.5 creates a new exemption from payment of nonresident tuition for certain nonresident students who have attended high school in California for three or more years and received a high school diploma or its equivalent. The new law does not grant residency status.~~
- VIII. Source/Reference:  
  
Education Code Sections 68040; 68130.5; 76140;  
Title 5, Sections 54000, et seq.  
**California Code of Regulations**  
  
See Administrative Procedures 5015.

## **BP 5015 Residence Determination**

### **References:**

Education Code Sections 68040 and 76140;  
Title 5 Sections 54000 et seq.

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The [ *CEO* ] shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 Regulations.

See Administrative Procedures [ # ].

Revised 9/01



STUDENT RECORDS AND DIRECTORY INFORMATIONBP No.  
5040

Board Adopted: 12/6/78, 1/10/79, 11/21/07; 1/14/09

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- I. The **Superintendent**/President or designee shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.
- II. The **Superintendent**/President or designee may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.
- III. Any currently enrolled or former student of the **Rio Hondo Community College** District has a right of access to any and all student records relating to him or her maintained by the district except under exclusions contained in Board Policy 5035.
- IV. No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.
- V. Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.
- VI. Directory information shall include:
  - A. Student's name, student participation in officially recognized activities and sports information to include weight, height and high school of graduation of athletic team members.
  - B. Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.
- VII. To ensure the rights of students concerning release of information, students may complete requests for non-disclosure on an annual basis if withholding of Directory information is desired.
- VIII. Source/Reference:

Education Code Sections 76200, et seq.;  
Title 5, Sections 54600, et seq.  
**20 U.S. Code Section 1232g(i)**  
**ACCJC Accreditation Standard II.C.8**

See Administrative Procedure 5040.

## BP 5040 Student Records, Directory Information, and Privacy

### References:

Education Code Sections 76200 et seq.;  
Title 5 Sections 54600 et seq.;  
[20 U.S. Code Section 1232g\(j\)](#);  
[ACCJC Accreditation Standard II.C.8](#)

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

The [ CEO ] shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The [ CEO ] may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so. Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

**NOTE:** This is an extremely limited definition of "directory information." Both state and federal laws permit the Board to adopt a definition of "directory information" that includes any of the following: name, address, telephone number, date and place of birth, major field of study, student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members, degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition, dates of attendance, and the most recent public or private school attended by the student. Such an expansive definition of "directory information" is no longer recommended out of concern for both the family privacy and the safety of students. Applicable law does not give the District discretion

to use a more expansive definition of directory information on a selective basis, e.g., in order to make such data available to potential vendors.

**See Administrative Procedures [ # ].**

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



**STUDENT SUCCESS AND SUPPORT PROGRAM**

**BP No.  
5050**

Board Adopted: 11/21/07, 1/14/09; 4/9/14

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- I. The District shall provide Student Success and Support Program services to students for the purpose of enhancing the equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goals through the District's established programs, policies, and requirements.
- II. The Superintendent/President, or designee, shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.
- III. Source/Reference:  
  
Education Code Sections 78210 et seq.;  
Title 5 Sections 55500 et. seq.  
**ACCJC Accreditation Standard II.C.2**  
  
See Administrative Procedures 5050.

## **BP 5050 Student Success and Support Program**

### **References:**

Education Code Sections 78210 et seq.;

Title 5 Sections 55500 et. seq.;

[ACCJC Accreditation Standard II.C.2](#)

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

The [ CEO ] shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

**See Administrative Procedures [ # ].**

**Revised 2/08, 10/13, 4/15**

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COUNSELING

<b>BP No. 5110</b>
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Board Adopted: 11/21/07

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- I. Counseling services are an essential part of the educational mission of the **Rio Hondo Community College** District. The **Superintendent**/President shall assure the provision of counseling services including academic, career, transfer and personal counseling that is related to and serves to enhance student success in actualizing their educational goals.
- II. Counseling shall be recommended for all first time students enrolled for more than six units, students enrolled provisionally, and required for students on academic or progress probation.
- III. Source/Reference:  
  
Education Code Section 72620;  
Title 5, Section 51018  
**ACCJC Accreditation Standard II.C.5**

See Administrative Procedure 5110.

## BP 5110 Counseling

### References:

Education Code Section 72620;

Title 5 Section 51018;

[ACCJC Accreditation Standard II.C.5](#)

Counseling services are an essential part of the educational mission of the District.

The [ CEO ] shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

**See Administrative Procedure [ # ].**

**Revised: 4/15**

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FINANCIAL AIDBP No.  
5130

Board Adopted: 11/21/07, 1/11/12, 11/14/12; 4/9/14

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- I. A program of financial aid to students will be available, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.
- II. All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.
- III. The Superintendent/President, or designee, shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV and state student aid programs in compliance with the United States Department of Education Policies and Regulations.

## IV. Misrepresentation

- A. Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.
- B. The Superintendent/President, or designee, shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admissions services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.
- C. The Superintendent/President, or designee, shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public, and take corrective action where needed.
- D. This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and Board of Trustees do not waive any defenses or governmental immunities by enacting this policy.

## V. Source/Reference:

20 U.S. Code Sections 1070 et seq.;  
34 Code of Federal Regulations Section 668;  
Education Code Sections 66021.6, 76300;  
U.S. Department of Education regulations on the Integrity of Federal Student  
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as  
amended.

**ACCJC Accreditation Standard III.D.15**

See Administrative Procedure 5130.

## BP 5130 Financial Aid

### References:

Education Code Sections 66021.6 and 76300;  
20 U.S. Code Sections 1070 et seq.;

[34 Code of Federal Regulations Section 668; \(U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended\);](#)

[U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended- ACCJC Accreditation Standard III.D.15](#)

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

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The [ **CEO** ] shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

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

### **Misrepresentation**

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The [ **CEO** ] shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The [ **CEO** ] shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.

| Revised 7/11, 3/12, 10/13, 4/15

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**INTERCOLLEGIATE ATHLETICS**

<b>BP No. 5700</b>
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Board Adopted: 11/21/07, 1/14/09; 12/11/13; 1/13/16

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- I. The District shall maintain an organized program for men and women in intercollegiate athletics. **The District will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law.** ~~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, and appropriate Conference Constitution and ~~Bylaws~~ regarding student athlete participation.
- III. Source/Reference:  
  
Education Code sections 78223, 66271.6, 66271.8, 67360 et seq.  
**20 U.S. Code Sections 1681 et seq.,**  
**ACCJC Accreditation Standard II.C.4**  
  
See Administrative Procedure 5700.

## BP 5700 Intercollegiate Athletics

### References:

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

20 U.S. Code Sections 1681 et seq.;

ACCJC Accreditation Standard II.C.4

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

The District shall maintain an organized program for men and women in intercollegiate athletics. ~~The District will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law. The District will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law. 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, and appropriate Conference Constitution regarding student athlete participation.

Revised 2/04, 2/07, 6/13, 11/14, 4/15

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STUDENTS IN THE MILITARYAP No.  
5013

Board Reviewed: 6/11/14; 6/10/15

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- I. Residence Determinations for Military Personnel and Dependents
- A. A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.
- B. An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in California on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.
- C. A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, ~~2015~~ 2016, and his/her dependents, regardless of the veteran's state of residence, is entitled to resident classification.
- D. An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California and enrolls at Rio Hondo College within three years of the service member's death in the line of duty following a period of active duty service of 90 days or more is entitled to resident classification.**
- E. A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to California as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- F. A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042).

STUDENTS IN THE MILITARYAP No.  
5013

Board Reviewed: 6/11/14; 6/10/15

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## II. Withdrawal Policies for Members of the Military

- A. ~~A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders.~~

*A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders [at any time during the term?]. The student must submit the appropriate form prior to withdrawal. An "MW" grade shall be assigned and the student shall receive a full refund of the tuition and fees the student paid to the college for the term in which the student was required to report for military service. Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals.*

~~A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an "FW" GRADE. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specific date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service. (CCLC)~~

(Academic Senate 3-15-16)

Students who are members of the military may be assigned an "MW" grade as referenced in AP 4220.

- B. See AP 5075

## III. Source / References:

Education Code Sections 68074, 68075, 68075, and **68075.7**.;  
Title 5 Sections 55023, 55024 54041, 54042, 54050, and 58620  
Military and Veterans Code Section 824  
**38 U.S. Code Section 3679**



PREVENTION OF WORKPLACE VIOLENCE AND  
DISRUPTIONAP No.  
3510

Board Reviewed: NEW

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**Proposed revisions made by Board sub-committee at July 11<sup>th</sup> sub-committee meeting in red print**

## I. Purpose.

Rio Hondo Community College District ("District") is committed to **providing and maintaining** a safe work and learning environment.

The purpose of this Administrative Procedure is to provide a means to ~~quickly~~ address behavior that is disruptive of or threatens the safety of the workplace in a timely manner.

## II. Definitions.

Workplace violence includes, but is not limited to the following : bullying, intimidation, stalking, threats, unwanted physical contact, property damage, physical attack, or violent behavior. This includes acts of violence committed by or against district employees. Such incidents may also involve students, visitors or vendors.

The following definitions are provided to assist individuals in identifying disruptive or violent behavior that should be reported to allow the District to promptly address such behavior.

- A. Disruptive Behavior consists of persistent, intentional behavior or conduct, whether in person, in writing, by telephone, or by other electronic means, that may seriously **disturb, interfere with or prevent normal work functions or activities** of the workplace, including, but not limited to, the following:

1. Bullying - **unwanted** offensive or malicious behavior which **includes an element of vindictiveness, and is intended to** undermine, **patronize, humiliate,** intimidate or demean the recipient **through persistently negative attacks. Examples include but not limited to the following: yelling, using profanity, waving arms or fists, verbally abusing others, derogatory remarks, insults, and epithets.**

- a. In cases of reported bullying, a subcommittee with equal representation of administrators, classified staff, and faculty will be formed to review whether the action meets the definition of bullying. (Academic Senate 3-15-16)

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2. Intimidation - **unwarranted** behavior intended to frighten, coerce, or induce duress. **Examples include but not limited to the following : making statements which are false, malicious, disparaging, derogatory, rude, disrespectful, abusive, or which have the intent to hurt others' reputations.**
    - a. In cases of reported intimidation, a subcommittee with equal representation of administrators, classified staff, and faculty will be formed to review whether the action meets the definition of intimidation.  
  
(Academic Senate 3-15-16)
  3. Stalking - behavior involving harassing or pestering an individual, **in person, in writing, by telephone or by electronic format**, including following, spying on, alarming the individual, **or causing them distress, which may involve physical violence or the fear of physical violence.**
  4. Threat - expression of intent to cause physical or mental harm, which may be direct, indirect, conditional, or contingent, regardless of whether the individual has the present ability to carry out the threat.
- B. Violent Behavior consists of behavior or attempted behavior of a violent nature in the workplace including, but not limited to, the following:
1. Unwanted Physical Contact - behavior such as grabbing, hitting, kicking, pushing, tripping, shoving, throwing objects, or the use of a weapon against an individual, or any other conduct or attempted conduct of a person that endangers the physical health or physical safety of an employee.
  2. Property Damage - behavior that **intentionally** damages an individual's work area, an individual's

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property, or other District property.

3. Threat of Violent Behavior - expression of intent to engage in unwanted physical contact (**e.g., moving closer aggressively**), or property damage including a threatening statement or threatening behavior that gives an individual reasonable cause to believe that the individual is at risk of injury. Examples include, but not limited to the following: "You better watch your back" or "I'll get you" as well as implicit threats "you'll be sorry" or "this isn't over". A threat of violent behavior **also** includes bringing a firearm, knife or other weapon of any kind onto campus property, unless such possession or use is a job requirement.
4. **Physical attack - unwanted or hostile physical contact including but not limited to hitting, fighting, shoving, restraining, or throwing objects.**
5. **Violent behavior - any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent [e.g., throwing things, pounding on a desk or door, or destroying property].**

## IV. Procedures.

## A. Roles.

1. All persons on campus are expected to respect the rights and welfare of others in the workplace and on District property. Individuals who experience or witness Disruptive Behavior or Violent Behavior are encouraged to report such behavior pursuant to this Administrative Procedure.
2. Supervisors are responsible for training and implementing sound practices to ensure a safe and secure workplace, and shall implement appropriate corrective action in accordance with applicable District policies and procedures.
3. All supervisors and managers have a mandatory duty to report violent and disruptive behavior.

## B. Reporting.

**PREVENTION OF WORKPLACE VIOLENCE AND  
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1. Emergency - Violent or Disruptive behavior that is of a criminal nature that requires immediate intervention and/or assistance from police, fire or medical personnel shall be reported by calling 911.
2. Non-Emergency - Violent or Disruptive behavior that is not an emergency shall be reported to any of the following:
  - The supervisor or appropriate department head
  - Human Resources Department [Director of Human Resources]
  - Dean of Student Affairs/Compliance Officer
  - Campus Security

**An employee should normally report violent or disruptive behavior to the employee's supervisor or appropriate department head. If the employee (complainant) is uncomfortable doing so, due to extenuating circumstances or a conflict of interest, the employee may report the violent or disruptive behavior to any of the above. A conflict of interest may exist when the accused is the complainant's supervisor/department head, which may directly influence the accused's own interests or interests treated as the accused's own (perceived or actual), such as interests relating to the accused's spouse or friend, or personal gain.** (Edit made by Loy/Kenn P following Board sub-committee on 11/13/15)

- C. No person who in good faith initiates a complaint or reports an incident under this policy shall be subject to retaliation or harassment.
- D. Restraining Orders/Court Orders: An employee shall notify the District of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order to the Compliance Officer, Room SS-204. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the Compliance Officer, ensure he/she is aware of it, and that he/she has a copy of the restraining order on file.
- E. **Prohibition On Retaliation**

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1. All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, students, visitors or vendors and shall report all acts of violence and threats of violence to the employee's supervisor or appropriate department head as provided in this procedure.
  2. This procedure prohibits retaliation against any employee who, in good faith, reports a violation of this policy. All reports of violence will be handled in a confidential manner, with information released on a need-to-know basis. District supervisors and administrators shall be sensitive and responsive to fears from the reporting employee of reprisal.
- F. District's Response.
1. Disruptive Behavior: The District supervisor, appropriate department head or Compliance Officer shall take appropriate action to promptly investigate and review the factual information gathered to determine the validity of the complaint and/or the extent and nature of the problem, and, if the report is substantiated after investigation, the District supervisor, appropriate department head, or Compliance Officer shall take reasonable steps to ensure that the disruptive behavior in the workplace stops by undertaking efforts to address the behavior by, including but not limited to the following: mediation, rearrangement of work/academic schedules; reassignment; obtaining apologies; providing informal counseling and/or training, etc. and shall report the behavior to the Director of Human Resources or appropriate official.
  2. Violent Behavior: Any supervisor, department head or other District official who receives a report of alleged Violent Behavior shall call Campus Security or 911 immediately.
  3. If Violent or Disruptive Behavior occurred in violation of BP 3510 or this procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. Disciplinary actions against faculty, staff and students will conform to all relevant

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statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

4. The District shall also take reasonable steps to protect the complainant from further Violent or Disruptive Behavior, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation.
5. The District will make efforts to protect victims of workplace violence by offering all feasible security measures. Victims may also need support, special accommodations or adjustments to their work schedule, work location or working conditions in order to enhance their safety. The District will accommodate these requests and needs whenever possible and appropriate.

G. Education and Prevention

The District shall provide education and prevention information about workplace violence and disruption to all of its employees, which shall include: **diversity and cultural awareness in the workplace, conflict resolution**, definitions of violent and disruptive behaviors, preventative steps to maintain a safe workplace, identifying problem behavior, how to respond to violent or disruptive behavior, reporting protocol, and record keeping. This information shall be disseminated to all employees and posted on the college website. Targeted on-going training will be provided to those employees responsible for responding to workplace violence incidents.

V. Reference and Related Policies:

A. Board Policies and Procedures.

1. BP & AP 3410, BP & AP 3430, BP & AP 3500, BP & AP 3505, 3515, BP & AP 3530, BP & AP 3540, BP & AP 5500, and AP 7365
2. District Collective Bargaining Agreements.
3. District Code of Ethics Statement.

**PREVENTION OF WORKPLACE VIOLENCE AND  
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4.      District Mission and Values Statement.

B.      Legal References:

Cal/OSHA; Labor Code Sections 6300 et seq., Title 8,  
Section 3203, Code of Civil Procedure Section 527.8,  
Penal Code Sections 273.6; 626.9; 26.10; and 12021.