



2014

# Organizational Structure and Governance Manual



January 2014



## President's Message

I believe that collaborative efforts enhance and support student success. The information in this document provides an overview of College organization and governance. It is not intended as a substitute for the Board Policies and Administrative Procedures.

The governance framework facilitates our commitment to genuine participation in our governance processes.

I also believe that Rio Hondo College must maintain operational integrity in non-governance matters. Therefore, the organizational framework outlined herein facilitates ongoing operations within a context of responsible administrative management and collaborative efforts to further the mission of the College.

This *Organization and Governance Manual* is organized into three sections:

- I. Participatory Governance - Participatory Governance is an essential element in the planning and decision-making process. Clearly defined roles and responsibilities make governance transparent and ensure effective participation by stakeholders.
  - College Governance and Communications Flow Chart
  - Overview of the Participatory Governance Framework
  - Governance Councils and Committees

NOTE: Collective bargaining processes and procedures are specifically excluded from governance matters.

II. Administrative Operational Framework - Clearly defined areas of responsibility also acknowledge non-governance management functions essential to efficient and responsible operations.

- College Organizational Chart
- Overview of the District's Management Organization
- Management Councils and Committees

III. Appendix - For reference only. It is important to note that there are other processes, procedures, and protocols not subject to governance review but which are also part of college operations.

This document is reviewed under the general purview of the President's Council, which includes representatives from the Academic Senate, Classified staff, and Administration. In order to reflect new issues and processes, the document will be reviewed and distributed annually.

Teresa Dreyfuss  
*Superintendent/President*

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## **II. Management Organizational Structure**

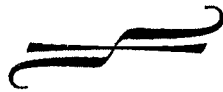
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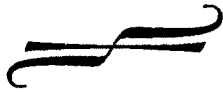
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# **Participatory Governance Structure**



The purpose of the Rio Hondo Community College District participatory governance structure is to provide each constituent group the opportunity to participate in the planning process and initiatives, as well as to develop, review, and revise policies and procedures through their representatives.

# Participatory Governance General Principles

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## Introduction

Participatory governance at the Rio Hondo Community College District is achieved in the spirit of cooperation, collaboration, and collegiality. It promotes the Vision, Mission, and Value Statement as well as the Code of Ethics statement (see appendix) of the College and ensures their achievement through policies and procedures, via a structure of councils, committees, and task forces that have effective processes of planning, implementation, and evaluation.

The purpose of the Rio Hondo Community College District participatory governance structure is to provide each constituent group the opportunity to participate in the planning process and initiatives, as well as to develop, review, and revise policies and procedures through their representatives. Functionally, this is accomplished by councils, committees, and task forces created to formalize collegiality, to facilitate collegial communication, and to resolve issues as close to the point of origin as possible. This structure provides an opportunity for the perspectives of constituent group interests to be considered.

## General Principles

1. All decision making is based on a recognition that the Rio Hondo Community College exists to educate students.
2. All constituent groups have a vested interest and a role in ensuring that Rio Hondo College fulfills the mission defined by the legislature, the State Board of Governors, and the Board of Trustees of the Rio Hondo Community College District.
3. Participatory governance is a method of organized and collegial interaction in which faculty, staff, and students participate in thoughtful deliberation and decision-making, leading to recommendations made to the Superintendent/President, who represents the administration of the District as an agent of the Board of Trustees.
4. Mutual agreement is the goal to be achieved through active participation and collegial interaction by all constituent groups.
5. The most effective means of developing policies and procedures is to provide

opportunity for involvement by the constituent groups affected by the implementation of these policies and procedures.

6. In academic and professional matters, as defined by AB 1725, the Superintendent/President will rely on the advice of the Academic Senate in reaching mutual agreement.
7. Representatives of constituent groups involved in the participatory governance process have the responsibility to keep their respective groups informed of the proceedings and recommendations of governance groups.
8. Individuals not serving as representatives have the opportunity to share concerns with the elected representatives of their constituent groups, with the anticipation that their views will be represented in governance councils, committees, and task forces.



# Councils and Committees Structure

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**Council** – A council meets on a regular basis and is composed of constituency representatives designated or selected to act in an advisory capacity. A council often directs the work of numerous committees or task forces. Councils at Rio Hondo College include:

- Academic Deans Council
- Administrative Council
- Finance and Business Council
- Planning and Fiscal Council
- President’s Council
- Student Services Program Leadership Council

**Standing Committee** – A standing committee is composed of constituency representatives and considers matters pertaining to a designated charge or subject. A committee reports its recommendations to appropriate representative bodies. Standing Committees at Rio Hondo College include:

- Academic Rank Committee
- ASO Committee
- Basic Skills Committee
- Bookstore Committee
- Commencement Committee
- Curriculum Committee
- Distance Education Committee
- Enterprise Systems Advisory Committee
- Equipment and Technology Committee
- Facilities Committee
- Faculty Awards Committee
- Food Service Committee
- Instructional Technology Committee
- Institutional Effectiveness Committee
- Program Review Committee
- Safety Committee
- Staff Development Committee
- Student Discipline Committee
- Student Success and Support Programs Committee (formerly known as Matriculation Advisory Committee)

- Staffing Committee
- Student Grievance Committee

**Task Force** – A task force addresses special college-wide issues or tasks and meets until the issue is resolved or the task is complete.

**Program Advisory Committee** – A program advisory committee provides recommendations to a single program or event and does not address district-wide issues and/or recommendations.

## Membership

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The Rio Hondo Community College District management, faculty, classified staff, and students serve on a variety of constituent group District councils, committees, and task forces. Members of the governance groups of the District are determined by position held or through selection by constituent groups. When the appointment is to be made based on the position held by the individual, the specific position is identified in the composition of the group (e.g., Superintendent/President, Academic Senate President, Classified Representative, Associated Students of Rio Hondo College President). When the individual is appointed or elected to represent a constituent group, the following processes are followed:

**Academic Senate/Faculty Appointments** – All Senate/Faculty appointments are made through the Senate.

**Classified Staff Appointments** – All classified staff appointments are made by the CSEA Chapter President and ratified by the Executive Board of the Chapter.

**Student Appointments** – All student appointments are made through the Associated Students of Rio Hondo College (ASRHC). Whenever possible, an elected student member will be asked to serve on the District councils, committees, or task forces. When elected student members are not able to serve, faculty, staff, and students are asked to recommend a student representative. Students who are recommended by staff need to be confirmed by ASRHC.

## **Management/Confidential Council Appointments – All**

Management/Confidential appointments are made by the Superintendent/President in consultation with the President of the Management/Confidential Council.

**Appointments** – Appointments of membership will generally be made in April/May to fill positions which will be vacated the subsequent year. Appointments may be otherwise made at any time deemed appropriate by the participatory governance group.

## **Timeline**

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**August** – Staff Development Week – Distribution of Organizational Structure and Governance Manual.

**January** – Staff Development Week – Revisions to the Organizational Structure and Governance Manual distributed.

**May** – Representatives from Academic Senate, CSEA, Management/Confidential, and ASRHC participate in the update of Organizational Structure and Governance Manual.

## **Request for New Council/Committee/Task Force**

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The process used to request additions, deletions, or changes to a council, committee, or task force begins by completing a Request for District-wide Committee/Council/Task Force form available in the President's Office. The completed form is submitted to the Superintendent/President, who has the responsibility to place the request on the President's Council agenda (see appendix).

# Formal Review Process of Governance Committees

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## Governance Committee Review Process: Timeframe

- Towards the end of the school year in late spring, each governance committee will complete a review process to determine whether or not it fulfilled its mission, realized its vision, and met its goals for that particular year.
- For the purpose of clarification, all governance committees are those listed in the most updated version of the governance manual.

## Governance Committee Review: Questions

- This review will include, but will not be limited to, the following questions:
  - Were good working relationships between your governance committee and other committees established/ continued?
  - Was staff preparation adequate to meet governance committee needs?
  - Were the meetings conducted in a satisfactory manner?
  - What was accomplished and what follow-up was needed?
  - What were the governance committee's strengths and weaknesses?
  - How are identified weaknesses used to make needed improvements within governance committees and decision-making structures?
  - What should be done differently in the following year?
  - How effectively did the governance committee decisions feed into the College's Strategic Planning process?
  - To what extent did you believe your committee's recommendations were incorporated into College decisions?

## Governance Committee Review: Decision Making Model

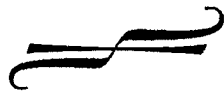
- Governance committees will conduct their meetings by consensus.

## **Other Steps of the Governance Committee Review Process**

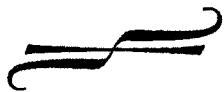
- After having the annual review meeting, the governance committee will send a summary of the survey results to the President's Office so the results of the meeting can be reviewed by the President's Council.
- At the President's Council, there will be an opportunity to discuss the governance committee review summaries. Any edits can be completed or clarifications can be made before updated versions of the review summaries are finalized.
- After the governance committee review summaries are presented, the members of President's Council will be encouraged to share them with their respective constituency groups and with all governance committees.
- The President's Office can include final versions of the governance committee review summaries on the college website under a new link titled "Governance Committee Review Summaries" as well as the college 'p' drive in the Governance Committees folder.
- After these meetings, the chair appointed by each governance committee will complete any necessary follow up tasks that emanate from the review summary.

## **Governance Committee Membership Roster and Minutes**

- Members from each constituency group will be appointed to the governance committees by their respective leadership representatives.
- If there are any changes throughout the semester, the chair of each governance committee will update the roster with appropriate contacts and contact information and will submit the updated roster to the President's Office so that the updated governance manual will reflect current membership.
- If a change in leadership of a governance committee is expected, the outgoing chair or co-chair will meet with the incoming chair or co-chair to share institutional knowledge and to help transition for the following year.
- Minutes of all meetings, retreats, planning sessions, etc...held by governance committees will be maintained by the chair and posted to the committee website, if available.



# **College Governance and Communications**



# College Governance and Communications

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Every Rio Hondo College constituent group has a designated role and opportunity for its representatives to participate in college governance and a reciprocal responsibility to communicate back to their respective members.

Communication is a two-way process. As participants in the governance process, everyone depends upon their representatives to 1) carry representative ideas and opinions forward and 2) to report back to their constituency, sharing what has been learned and decided in the process.

The Organizational Structure and Governance Manual “provides the District’s administrative organization, the process that ensures effective participation in the planning decision-making process, the College’s councils and committees, and their communication and reporting relationships to the administration.”

The Governance Flow Chart appears on the following page and illustrates the relationship of the constituent groups to the Superintendent/President and the Board of Trustees.

The Superintendent/President meets periodically, usually monthly, with the elected representatives of constituent groups. This is an opportunity for elected representatives to engage in one-to-one dialogue about topics of interest and/or concern. It is also their opportunity to voice opinions, and to seek information.

In addition, there are membership positions designated for appointed representatives on the College’s Councils and Committees described on the following pages.

In addition, College news and information is disseminated in a variety of ways:

- The President’s Update is a monthly newsletter, published and distributed electronically. It is also posted on the college website.
- News releases developed and disseminated to local media are posted on the college website.
- The E-messenger is a weekly electronic highlight of news, announcements, and events. All constituency groups have the opportunity to submit a question of the week they would like addressed.
- The Annual Report is a yearly compendium of Rio Hondo College updates and achievements, including financial reports, student profile, and highlights of the

prior year's activities. It is distributed throughout the Rio Hondo College service area.

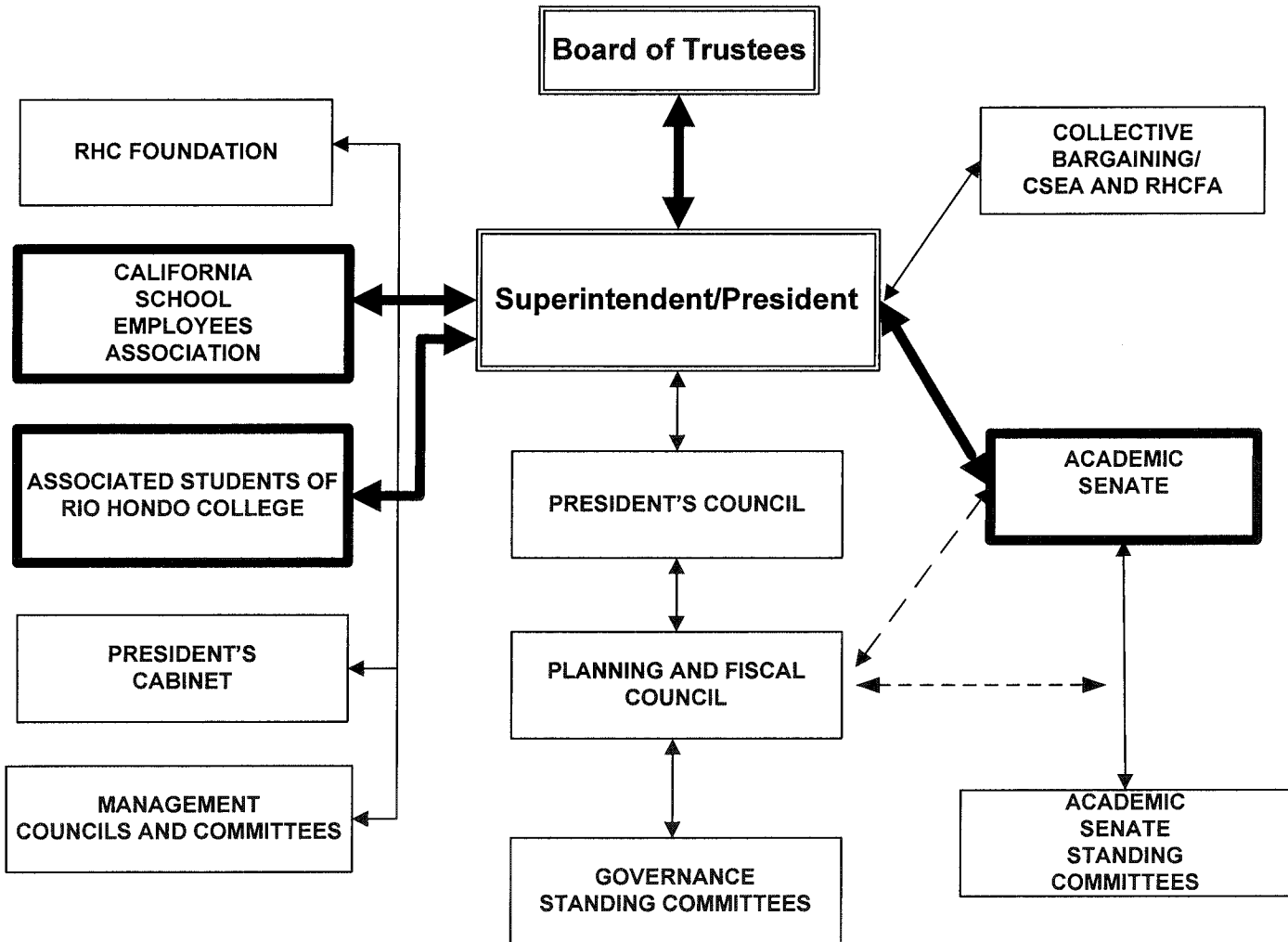
Finally, it is appropriate to suggest that elected representatives develop and share information about the communications mechanism they use to fulfill their communication responsibilities to their respective constituency. What reporting mechanisms are in place, to whom do they report/inform, with what frequency and in which scheduled venues?

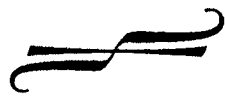




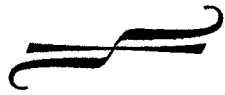
# Rio Hondo Community College District

College Governance Flow Chart





# **Governance Participants**



The purpose of the governance structure is to provide a framework for stakeholder participation in institutional planning and participatory governance in keeping with the spirit and intent of AB 1725.

# Classified Participation

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**CSEA - The California School Employees Association (CSEA)** is a body composed of classified employees.

- A. **GOVERNANCE** - CSEA appointed designees serve as representatives in the participatory governance process.

The Superintendent/President meets periodically, usually monthly, with the leadership of the California School Employees Association. This is an opportunity for elected classified representatives to engage in dialogue about topics of interest and/or concern. The CSEA President/designee is a member of the President's Council. It is also their opportunity to voice opinions and to seek information to report back to their membership.

CSEA representatives are members of councils and committees as described in this manual.

- B. **COLLECTIVE BARGAINING** - CSEA designees also represent the membership in the collective bargaining process. CSEA is the exclusive representative for classified employees.

# Faculty Participation

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- A. **GOVERNANCE** - The Academic Senate is a representative body composed of faculty members. It is charged by law (AB 1725) with the responsibility for representing faculty interests in the participatory governance process as outlined in Board Policies and Administrative procedures 2510.

The Superintendent/President meets periodically, usually monthly, with the leadership of the Academic Senate. These meetings are opportunities for elected faculty representatives to engage in dialogue about topics of interest and/or concerns. The President/designee of the Academic Senate is a member of the President's Council. It is also their opportunity to voice opinions and to seek information to report back to their membership.

The Academic Senate representatives are members of councils and committees as described in this manual.

- B. COLLECTIVE BARGAINING - The Rio Hondo Faculty Association (RHCFA) is a collective bargaining unit composed of faculty, whose role is prescribed by law with focus on the negotiation of compensation and working conditions.

## **Student Participation**

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The Associated Students of Rio Hondo College (ASRHC) represents student interests in the participatory governance process. The Student Trustee represents student interests as an advisory voting member of the Board of Trustees.

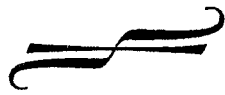
The Superintendent/President meets periodically, usually monthly, with the leadership of the Associated Student Body and the Student Trustee. This is an opportunity for elected student representatives to engage in dialogue about topics of interest and/or concern. It is also their opportunity to voice opinions and to seek information to report back to their membership. Student representatives are members of the councils and committees as described in this manual.

Student appointments are made through the ASRHC. When elected student members are not able to serve, faculty, staff and students are asked to recommend a student representative. However, students who are recommended by staff need to be confirmed by the ASRHC.

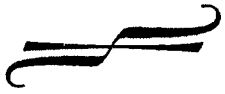
## **Management/Confidential Participation**

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The Management/Confidential Council (MCC) is a professional organization organized to promote the success and development of all Rio Hondo College managers, administrators, and confidential employees. The MCC strives to ensure equal benefits, as well as equal representation, by Management and Confidential employees on major College committees. Also, the MCC is charged with making recommendations to the Superintendent/President on matters related both to Rio Hondo College in general and MCC membership in particular.



# **Governance Councils and Committees**



**ACADEMIC RANK COMMITTEE  
(COMMITTEE OF ACADEMIC SENATE)**

<b>Charge</b>	The Academic Rank Committee examines the applications for academic rank advancement. It verifies that the applicant has met the minimum requirements and is qualified for the academic rank for which he/she has applied. The committee submits the verified application to the President of the Academic Senate to be put on the agenda for a simple majority vote on academic rank of the applicant.
<b>Meeting Schedule</b>	Fall semester, after November 15 deadline. The committee shall meet in Fall semester. The applications should be voted on in the first regular meeting in the Spring semester.
<b>Chair</b>	Faculty Representative
<b>Composition</b>	Committee shall consist of 5 members of the Academic Senate. Members are nominated for a two-year term by the Academic Senate President and approved by majority of Senate at a regular meeting. Chairperson is selected annually by the committee.
<b>Adopted</b>	10/12/88 BP 2209
<b>Revised</b>	
<b>Notes</b>	
<b>Support Staff</b>	

**CURRICULUM COMMITTEE  
(COMMITTEE OF THE ACADEMIC SENATE)**

<b>Charge</b>	The Curriculum Committee reviews and recommends course and program additions, revisions, deletions, and recommends policy related to academic offerings to the Rio Hondo Community College District Board of Trustees.		
<b>Meeting Schedule</b>	Wednesdays (as needed) from 11:15 a.m. until 12:30 p.m.		
<b>Chair</b>	Faculty Representative		
<b>Composition</b>	<b>DIVISION</b>	<b># of REPS</b>	<b>MEMBERS</b>
	Communications and Languages	3	1 Reading, 1 Composition, 1 at-large
	Business / Career Technology Education	3	1 Business, 1 Technology, 1 at-large
	Health Sciences and Nursing	1	
	Physical Education	1	
	Mathematics and Sciences	3	1 Math, 1 Science, 1 at-large
	Public Safety	2	1 A.J., 1 Fire Tech
	Behavioral and Social Sciences	3	1 Social Science 1 Humanities 1 at-large
	Arts and Cultural Programs (Continuing Education)	2	1 Visual Arts, 1 Performing Arts
	Library	1	
	Counseling	1	
	Disabled Students Program and Services	1	
	Articulation Officer	1	
	Student Representative	1	
	Evaluation Technician (non-voting)		
	Total Faculty Representation	22	
	Total Management Representation	2	Dean - Business Dean - Library
Total Student Representation	1		
<b>Adopted</b>			
<b>Revised</b>	2006; 2011		
<b>Notes</b>			
<b>Support Staff</b>	Articulation Specialist Dean, Library and Instructional Support		

## DISTANCE EDUCATION COMMITTEE

<b>Charge</b>	<ul style="list-style-type: none"> <li>• Developing and recommending quality standards for online education;</li> <li>• Developing best practices to ensure regular and effective contact for distance education;</li> <li>• Making recommendations to ensure online instructors conform to legal requirements including Title V, the California Education Code, Section 508 of the Americans with Disabilities Act, and other applicable provisions;</li> <li>• Recommending training standards for faculty teaching through distance education;</li> <li>• Providing input regarding the selection of the course management systems.</li> </ul>
<b>Meeting Schedule</b>	The Distance Education Committee will meet once a month or as needed.
<b>Chair</b>	Distance Education Coordinator (term: 2 years (Spring, 2015)*)
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Faculty representatives (12)</li> <li>• Academic administrators (2)</li> <li>• Classified representatives (DSPS, Virtual College suggested) (2)</li> <li>• Director of Information Technology</li> </ul>
<b>Adopted</b>	2013
<b>Revised</b>	
<b>Notes</b>	*The Distance Education Coordinator/Chair will be elected by the committee for a two-year term commencing Spring 2015.
<b>Support Staff</b>	TBD



**ENTERPRISE SYSTEMS ADVISORY COMMITTEE**

<b>Charge</b>	The Enterprise Systems Advisory Committee (ESAC) addresses the broader ongoing issues of administrative systems and the deployment of information technology to meet the operational needs of the Rio Hondo Community College District. The Chair will be the IT Director and the co-chair will be a faculty member elected from and by the membership for a one-year term.
<b>Meeting Schedule</b>	Once per month September-May, or as needed.
<b>Chair</b>	Director, Information/Technology Services
<b>Co-Chair</b>	Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Academic Dean (2)</li> <li>• Dean, Library and Instructional Support, or Representative (1)</li> <li>• Dean of Counseling and Student Success, or Representative (1)</li> <li>• Director, Admissions and Records, or Representative (1)</li> <li>• Director, Financial Aid (1)</li> <li>• Business and Finance Representative (1)</li> <li>• Director of Human Resources, or Representative (1)</li> <li>• Institutional Research and Planning Representative (1)</li> <li>• Faculty Representatives (2)</li> <li>• Classified Representatives (2)</li> <li>• Senior Systems Analyst (1)</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	<b>2013</b>
<b>Notes</b>	
<b>Support Staff</b>	IT Department

**EQUIPMENT AND TECHNOLOGY COMMITTEE  
(COMMITTEE OF PLANNING AND FISCAL COUNCIL)**

<b>Charge</b>	The Technology Committee has overall information technology governance responsibility at the Rio Hondo Community College District with the purpose of furthering the institution's strategic priorities. Included in this mission are evaluating, prioritizing, and approving technology initiatives that assist the student, faculty, staff, and administrators of the Rio Hondo Community College District in achieving educational excellence. The Technology Committee is a subcommittee of the Planning and Fiscal Council.
<b>Meeting Schedule</b>	Once per month September-May, or as needed.
<b>Chair</b>	Vice President, Finance and Business
<b>Co-Chair</b>	Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Vice President, Academic Affairs</li> <li>• Vice President, Student Services</li> <li>• Faculty Representatives (4)</li> <li>• Classified Representatives – Appointed by CSEA (3)</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2011; 2013
<b>Notes</b>	
<b>Support Staff</b>	Director of IT

<b>FACILITIES COMMITTEE (COMMITTEE OF PLANNING AND FISCAL COUNCIL)</b>	
<b>Charge</b>	To review facility requests related to maintenance and renovation, grounds, custodial issues, campus access, and traffic patterns; monitor the Campus Facilities Master Plan; and provide recommendations to the Planning and Fiscal Council.
<b>Meeting Schedule</b>	Minimum: Twice each semester. Additional meetings as necessary.
<b>Chair Co-Chair</b>	Director, Facilities Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Vice President, Academic Affairs</li> <li>• Vice President, Finance and Business</li> <li>• Vice President, Student Services</li> <li>• Executive Assistant to the President</li> <li>• Director, Facilities</li> <li>• Assistant Director, Facilities</li> <li>• Director, Information Technology</li> <li>• Classified Representatives (2)</li> <li>• Faculty Representatives (2)</li> <li>• ASRHC Representative</li> <li>• Administrative Representatives (3 deans)</li> </ul>
<b>Adopted</b>	11/13/2007
<b>Revised</b>	
<b>Notes</b>	
<b>Support Staff</b>	Facilities Secretary

**INSTITUTIONAL EFFECTIVENESS COMMITTEE (IEC)  
(COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)**

<b>Charge</b>	The Institutional Effectiveness Committee (IEC) is a committee of the Planning and Fiscal Council (PFC). The IEC facilitates and evaluates the annual planning process in conjunction with the Office of Institutional Research and Planning (IRP). The IEC analyzes evidence of institutional effectiveness and forwards recommendations for improvement to the PFC. Such evidence includes, but is not limited to, the Educational Master Plan, accreditation documents and processes, surveys, and student success data.
<b>Meeting Schedule</b>	Second and Fourth Tuesday from 1:00 -2:00 p.m.
<b>Co-Chairs</b>	Dean, Institutional Research and Planning Institutional Effectiveness Coordinator
<b>Composition</b>	Faculty Representatives (3) Classified Staff Representatives (3) Administrative Representatives (3)
<b>Adopted</b>	
<b>Revised</b>	2011, 2012
<b>Notes</b>	
<b>Support Staff</b>	Senior Secretary, Institutional Research and Planning

**INSTRUCTIONAL TECHNOLOGY COMMITTEE  
(COMMITTEE OF THE ACADEMIC SENATE)**

<b>Charge</b>	The Instructional Technology Committee is charged with the task of reviewing information and making recommendations to the Academic Senate on matters relating to technology for the use in teaching and providing student services. This includes assessment of both software and hardware resources available for classrooms and online. The committee will also evaluate training opportunities for the use of instructional technology.
<b>Meeting Schedule</b>	Up to twice per month minimum during Fall and Spring semesters on first and third Tuesday at 2:30 p.m.
<b>Chair</b>	Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Director, Information Technology (1)</li> <li>• Administrators (2)</li> <li>• Faculty Representatives (10)</li> <li>• Classified Representatives (2)</li> </ul>
<b>Adopted</b>	7/2002
<b>Revised</b>	2013
<b>Notes</b>	The ITC role is now modified to solely look at instructional technology while another committee (Distance Education) is formed to focus on online education.
<b>Support Staff</b>	TBD

<b>PLANNING AND FISCAL COUNCIL</b>	
<b>Charge</b>	The Planning and Fiscal Council (PFC) is established in accordance with AB 1725, California Education Code, Title V, and the RHC AP 3250 to make recommendations to the Superintendent/President regarding the development, planning, and budgetary needs of the College.
<b>Meeting Schedule</b>	Second and Fourth Tuesday of the month (and as needed) 2:30 p.m., Board Room
<b>Co-Chairs</b>	Vice President, Academic Affairs President, Academic Senate
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (5)</li> <li>• Faculty Representatives (11)</li> <li>• CSEA Representatives (3)</li> <li>• ASRHC Representatives (3)</li> </ul>
<b>Adopted</b>	10/11/95
<b>Revised</b>	2010, 2011, 2013
<b>Notes</b>	
<b>Support Staff</b>	<ul style="list-style-type: none"> <li>• Dean, Institutional Research and Planning</li> <li>• Coordinator, Staff Development</li> <li>• Director, Facilities</li> <li>• Senior Administrative Assistant, Academic Affairs</li> </ul>

**PRESIDENT'S COUNCIL**

<b>Charge</b>	The purpose of the President's Council is to serve in an advisory capacity regarding district-wide issues; serve as a clearinghouse for the Governance Manual; review the monthly Board agenda; and facilitate the understanding of college decision-making processes.
<b>Meeting Schedule</b>	Once a month, Tuesday, 8:30 a.m.
<b>Chair</b>	Superintendent/President
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Vice President, Finance and Business</li> <li>• Vice President, Academic Affairs</li> <li>• Vice President, Student Services</li> <li>• President, Academic Senate</li> <li>• Director, Human Resources</li> <li>• Director, Facilities</li> <li>• Director of Marketing and Communications</li> <li>• President, CSEA</li> <li>• President, Management/Confidential Council</li> </ul>
<b>Adopted</b>	2/21/08
<b>Revised</b>	2011
<b>Notes</b>	Prior to May 2008 known as President's Cabinet
<b>Support Staff</b>	Executive Assistant to the Superintendent/President

<b>PROGRAM REVIEW COMMITTEE (COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)</b>	
<b>Charge</b>	Intensive, collaborative review/discussion of all programs with the objective to make program-level and institutional-level recommendations.
<b>Meeting Schedule</b>	Fall
<b>Co-Chairs</b>	Dean, Institutional Research and Planning Program Review Coordinator
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Program Review Committee Co-chairs (2)</li> <li>• SLO Committee Representative (1)</li> <li>• IEC Representative (1)</li> <li>• Curriculum Committee Representative (1)</li> <li>• Administrator (2)</li> <li>• Classified Member (2)</li> <li>• Faculty Member (2)</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2011, 2013
<b>Notes</b>	
<b>Support Staff</b>	Sr. Secretary, Institutional Research and Planning



<b>SAFETY COMMITTEE</b> (COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)	
<b>Charge</b>	The purpose of the Safety Committee is to provide education on health and safety issues to the campus community and to review/recommend policy and/or procedures relating to these issues to the Planning Fiscal Council. Areas to be addressed by the Safety Committee may include emergency preparedness/training, hazardous materials, safe working conditions, compliance with laws and regulations regarding health/safety, and communication of health/safety issues with the campus community.
<b>Meeting Schedule</b>	Minimum: Twice each semester. Additional meetings as appropriate.
<b>Co-Chairs</b>	Director, Facilities Services Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Administrative Representatives (2)</li> <li>• Faculty Representatives (2)</li> <li>• Classified Representatives (2)</li> <li>• Student Representatives (2)</li> <li>• Director, Human Resources, or designee</li> <li>• Coordinator, Student Health Center</li> <li>• Director, DSPS</li> <li>• Risk Management Consultant as a non-voting advisor/member</li> <li>• Division of Public Safety Representative</li> </ul>
<b>Adopted</b>	11/27/07
<b>Revised</b>	2011
<b>Notes</b>	
<b>Support Staff</b>	Assistant Director, Facilities Services Secretary, Facilities Services

**STAFF DEVELOPMENT COMMITTEE  
(COMMITTEE OF THE ACADEMIC SENATE)**

<b>Charge</b>	The purpose of the Staff Development Committee is to facilitate faculty fulfillment of Flexible calendar obligations. To plan and facilitate the offering of professional development activities for the campus, including institutional, departmental, and individual initiatives.
<b>Meeting Schedule</b>	Second and Fourth Wednesday of each month, 3:00-4:00 p.m.
<b>Chair</b>	Coordinator, Staff Development
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (3)</li> <li>• Classified Representatives (3)</li> <li>• Faculty Representatives (3)</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2011
<b>Notes</b>	
<b>Support Staff</b>	Support Staff, Staff Development

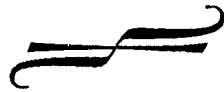
<b>STAFFING COMMITTEE</b> (COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)	
<b>Charge</b>	There are two components to the Staffing Committee: (1) Faculty hiring and (2) Classified hiring. These committees are responsible for using a multiple-criterion based process for prioritizing staff and faculty position requests.
<b>Meeting Schedule</b>	On an as-needed basis
<b>Co-Chairs (Faculty)</b>	Vice President, Academic Affairs Faculty Representative
<b>Co-Chairs (Classified)</b>	Vice President, Student Services Classified Staff Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Vice President, Academic Affairs</li> <li>• Vice President, Finance and Business</li> <li>• Vice President, Student Services</li> <li>• Instructional Dean (1)</li> <li>• Student Services Dean (1)</li> <li>• Classified Staff Representatives (2)</li> <li>• Management/Confidential Representatives (2)</li> <li>• Faculty Representatives (10)</li> </ul> <p><i>For Faculty Positions:</i></p> <ul style="list-style-type: none"> <li>• Vice President, Academic Affairs – Co-chair</li> <li>• Vice President, Finance and Business</li> <li>• Vice President, Student Services</li> <li>• Instructional Dean (1)</li> <li>• Student Services Dean (1)</li> <li>• Faculty Representatives (10)</li> </ul> <p><i>For Classified Positions:</i></p> <ul style="list-style-type: none"> <li>• Vice President, Academic Affairs</li> <li>• Vice President, Finance and Business</li> <li>• Vice President, Student Services – Co-chair</li> <li>• Instructional Dean (1)</li> <li>• Student Services Dean (1)</li> <li>• Classified Staff Representatives (2)</li> <li>• Management/Confidential Representatives (2)</li> </ul>
<b>Adopted</b>	2/19/08
<b>Revised</b>	2011; 2013
<b>Notes</b>	
<b>Support Staff</b>	Senior Administrative Assistant, Academic Affairs

## STUDENT GRIEVANCE COMMITTEE

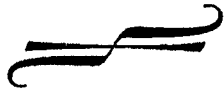
<b>Charge</b>	The purpose of the Student Grievance Committee is to provide a forum where a student may request a hearing when he or she reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student.
<b>Meeting Schedule</b>	As needed
<b>Chair</b>	The Grievance Hearing Committee shall appoint an administrator or faculty member of the committee to serve as the chair.
<b>Composition</b>	<p>Varies each year due to appointments of faculty and students to this committee.</p> <ul style="list-style-type: none"> <li>• Administrative Representative (1)</li> <li>• Faculty Representative (3)</li> <li>• Student Representative (3)</li> </ul>
<b>Adopted</b>	12/20/78
<b>Revised</b>	1/10/79; 5/4/81; 2/1/82; 12/9/87; 2011, 2013
<b>Notes</b>	Was previously called the College Review Board. Described in former BP 4220 "Student Grievance."
<b>Support Staff</b>	<ul style="list-style-type: none"> <li>• Dean, Student Affairs</li> <li>• Senior Secretary, Student Affairs</li> </ul>

**STUDENT LEARNING OUTCOMES COMMITTEE  
(COMMITTEE OF THE ACADEMIC SENATE)**

<b>Charge</b>	The Student Learning Outcomes Committee, as a sub-committee of the Academic Senate, is charged with several responsibilities, including: the development of campus policy related to student learning outcomes (SLOs); providing guidance and support to faculty and, when necessary, other members of the campus community in the development of SLOs for courses, programs, degrees, and the institution as a whole; the review of SLO's to ensure that a uniform, high-level standard for assessment is practiced campus-wide; and regular evaluation of campus SLO policies to ensure that current practices are relevant, meaningful, and appropriately linked to the program review process, College planning and budgeting.
<b>Meeting Schedule</b>	Monthly
<b>Co-Chairs</b>	Student Learning Outcomes Coordinator
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Vice President, Academic Affairs, or designee</li> <li>• Vice President, Student Services, or designee</li> <li>• Dean, Institutional Research and Planning, or designee</li> <li>• Dean, Library and Instructional Support, or designee</li> <li>• Student Services Area Manager (1)</li> <li>• Academic Division Dean (1)</li> <li>• Two faculty members each from Communications, Behavioral and Social Sciences, Math and Sciences Divisions</li> <li>• One faculty member each from all remaining academic divisions (including one each for Library, Counseling, and DSPS)</li> </ul>
<b>Adopted</b>	9/6/07; 5/27/11
<b>Revised</b>	2012
<b>Notes</b>	
<b>Support Staff</b>	None



# **Management Organizational Structure**

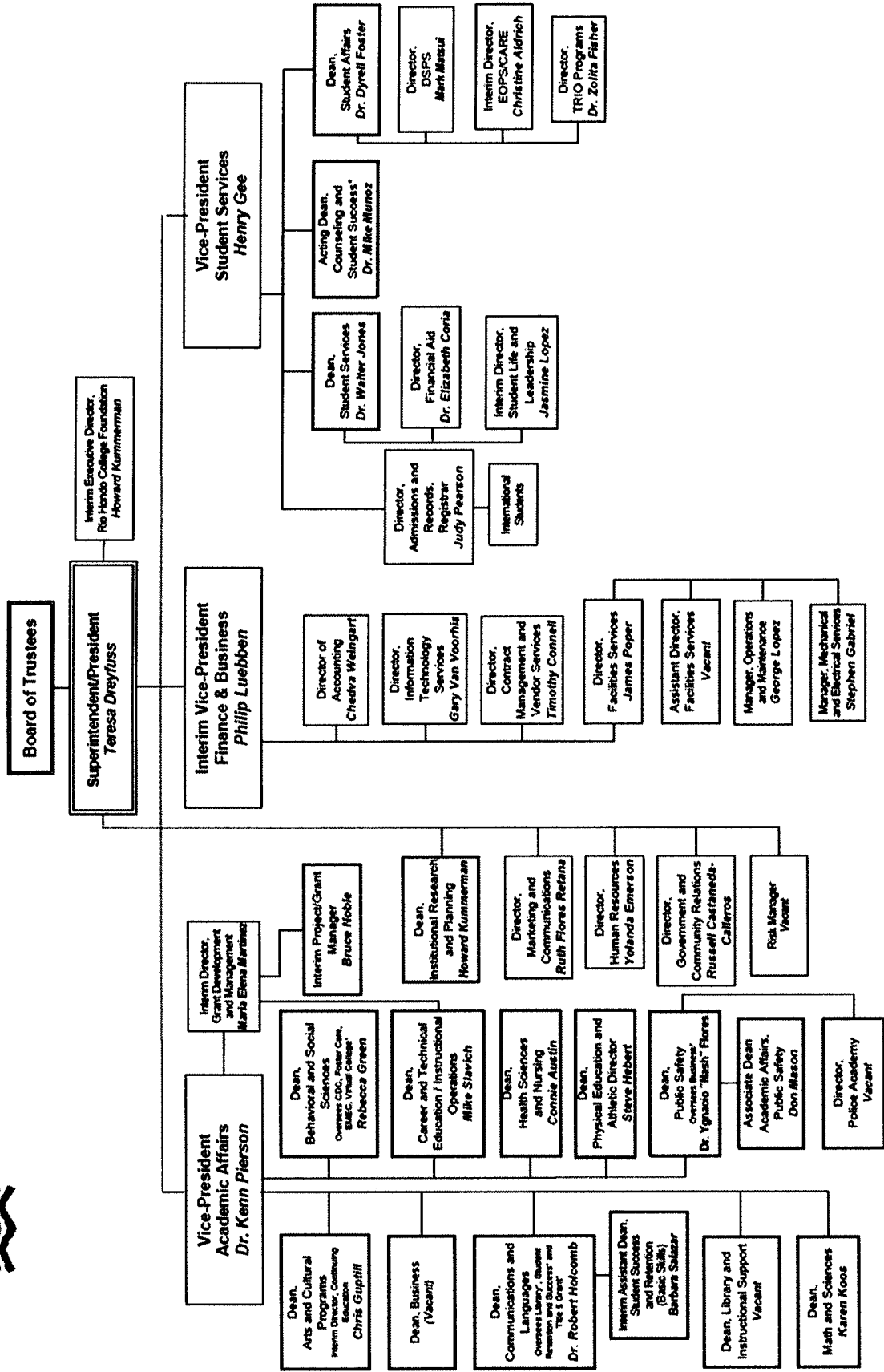


The purpose of the Management Organizational Structure is to provide administrative framework and stability for district-wide institutional operations.



# Rio Hondo College Organizational Chart

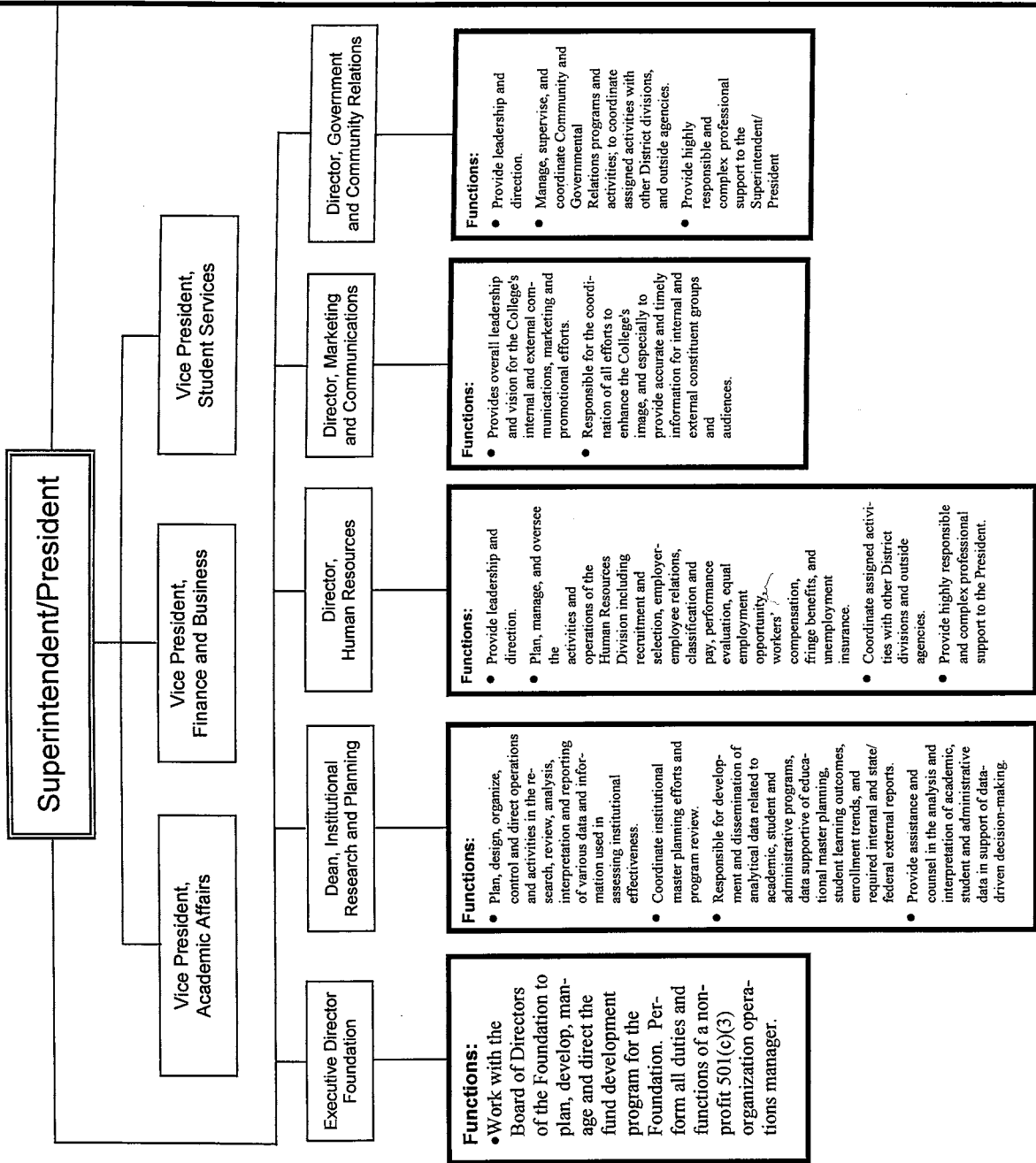
## Administrative Team



\*Denotes on an acting basis

Eff. 11/19/13 TD/at

# Superintendent/President's Office



**Functions:**

- Attend all Board meetings and make recommendations related to budget, policies, personnel, salary schedule for certificated and classified personnel.
- Keep the Board of Trustees fully informed of campus matters.
- Ensure Board policies are reviewed, followed, and developed as needed to meet the needs of the District and insure compliance with applicable laws and regulations.
- Provide overall leadership for the college's accreditation process.
- Formulate reports requested by local, county, state, or national agencies.
- Oversee College Governance (Committees, Policies & Procedures, Structure).
- Promote the college's image and oversee public information.
- Provide leadership for the overview of planning and development of instructional and student services programs; fiscal management; human resources, building program, technology, facilities and community and governmental relations.
- Plan, organize, direct and evaluate the activities of the college pursuant to district and college vision, mission, Educational and Facilities Master Plans.
- Promote participatory governance that is accountable, with an inclusive management style; promote collegial consultation.
- Demonstrate a commitment to diversity and provide leadership as the college meets the educational needs of a diverse and changing community.
- Provide leadership in working with business and industry as the college maintains and/or develops state of the art, career and technical education programs.
- Provide leadership in the development and implementation of an enrollment management plan to achieve and maintain enrollment targets.
- Provide leadership to the Rio Hondo College Foundation.
- Committee Responsibilities:
  - President's Council
  - President's Cabinet
  - Administrative Council
  - Planning & Fiscal Council
  - Governance Committee



# Academic Affairs

Vice President,  
Academic Affairs

Offices and Educational Centers

Interim Director,  
Continuing  
Education/  
Contract  
Education

Coordinator,  
Staff  
Development/  
FLEX

Coordinator,  
El Monte  
Educational  
Center  
(EMEC)

Coordinator,  
South Whittier  
Educational  
Center  
(SWECC)

Coordinator,  
Evening  
and Weekend  
College

Interim Director,  
Grant  
Development and  
Management

Academic Divisions

Dean,  
Arts and Cultural  
Programs  
*(overseeing Continuing Ed.)*

Dean,  
Behavioral and  
Social Science  
*(overseeing EMEC and  
Virtual College)*

Dean,  
Career and Technical  
Education/Instructor  
Operations  
*(overseeing Grant Development  
and Management)*

**Functions:**

- Manage, evaluate, coordinate and direct all departments in the Division of Arts and Cultural Programs: Performing Arts, Music, Visual Arts.
- Manage, evaluate, coordinate and direct Continuing Education program.
- Supervise, coordinate and facilitate the work of the division's faculty and classified staff members.
- Evaluate staff
- Hire full, part-time faculty
- Oversee curriculum
- Schedule and assign instructional loads
- Prepare budget
- Identify grants
- Arrange committee assignments

**Functions:**

- Manage, evaluate, coordinate and direct all departments in the Division of Behavioral and Social Science: Anthropology, Chicano Studies, Child Development Education, Economics, History, Humanities, Philosophy, Political Science, Psychology, Drug Studies, Sociology, Child Development Center, Foster/Kinship Care
- Supervise, coordinate, and facilitate the work of division's faculty and classified staff members.
- Evaluate staff
- Hire full, part-time faculty
- Oversee curriculum
- Schedule and assign instructional loads
- Prepare budget
- Identify grants
- Arrange committee assignments
- Serves as the Administrative Distance Education Coordinator for State compliance.

**Functions:**

- Manage, evaluate, coordinate and direct all departments in the Division of Career and Technical Education: Architectural Design/Drawing, Automotive Tech, Automotive Repair, Engineering, Welding, GIS, Perkins, Career Education, Apprenticeship, Tech Grants, Internships, Tech Prep and Instructional Operations
- Supervise, coordinate and facilitate the work of classified and faculty members
- Evaluate staff
- Hire full, part time faculty
- Oversee curriculum
- Schedule and assign instructional loads
- Prepare budget
- Identify grants
- Arrange committee assignments
- Responsible for publication of class schedule and catalog
- Serves as the administrative advisor for compliance with Title 5 and Ed Code to the Curriculum Committee
- Responsible for articulation updates and recordation
- Support preparation of course/program proposals for local and state level review/approval
- Oversee instructional related data and state filings (MIS, scheduling, catalog, class max, unit evaluations, and load sheets.)

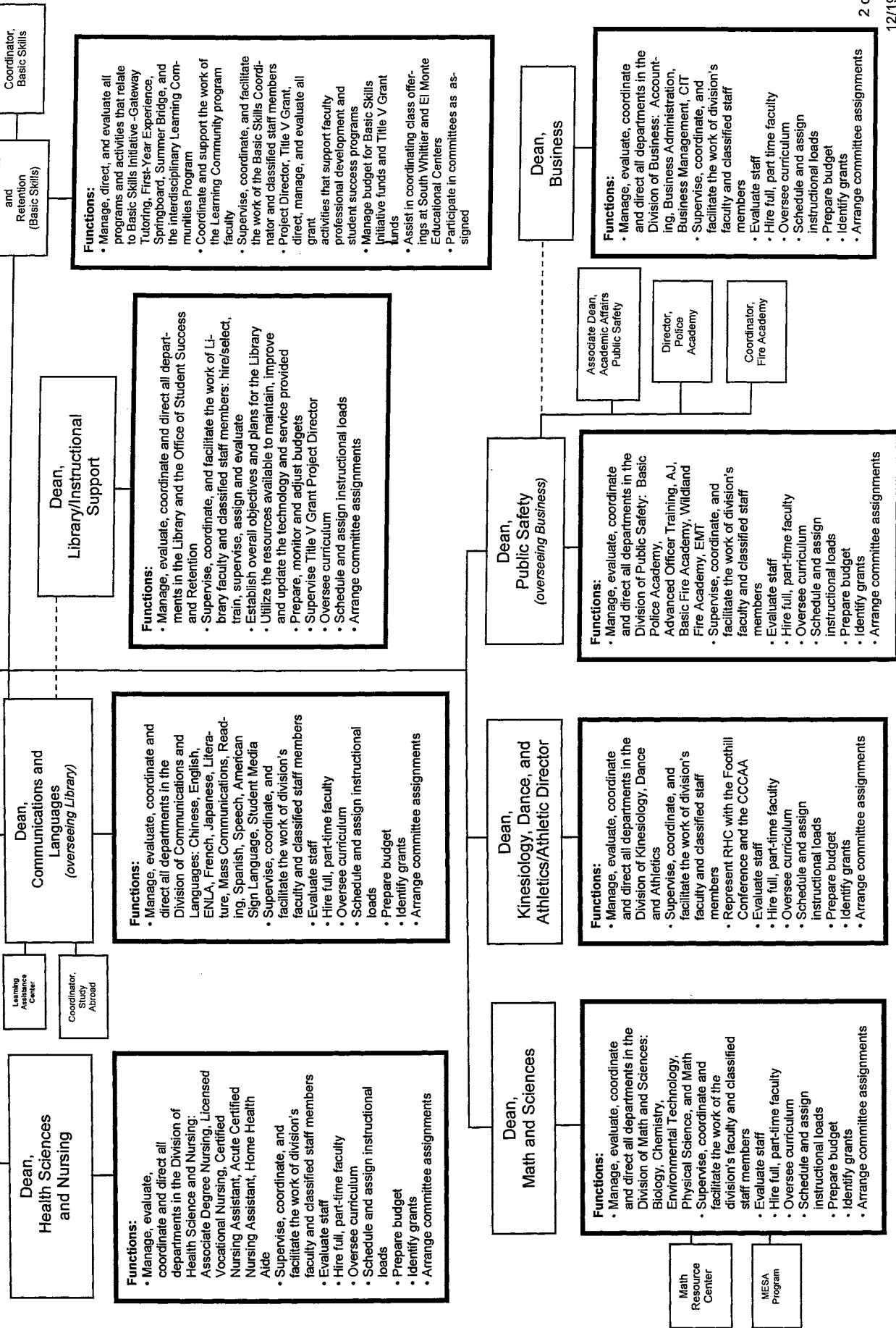
**Functions:**

- Chief Instructional Officer (State Reporting)
- Hire, supervise, evaluate Deans/Directors and Classified staff of Academic divisions and offices
- Academic Master Plan, Unit Plans, Program Review
- Provide curriculum Oversight (program development and revision in conjunction with Academic Deans)
- Educational Policies and Procedures
- Faculty/Staffing Recommendations (through Deans)
- Faculty Hiring
- Continuing Education and Contract Education
- Distance Education/Virtual College
- Evening/Weekend College
- Educational Centers (SWECC/EMEC)
- Staff Development/FLEX
- New Full-time Faculty Orientation (shared)
- Coordination of Prerequisite enforcement (co-responsibility with VP, Student Services)
- College Class Schedule and Catalog
- Tutoring (reporting through Deans)
- Instructional Budget Development
- Classified Collective Bargaining/Administrative Representative (as assigned)
- Oversight of Faculty Evaluation (through Academic Deans)
- Instructional Operations: rooms, class schedule, catalog, curriculum, enrollment data
- Monitor Educational Policy/Procedure Compliance/Review & Rewrite Policies
- Faculty Professional Development
- Support off-campus courses, programs, and services
- College Coordinator for Reassigned Time
- Coordinate part-time faculty orientation/Staff Development activities
- Committee Responsibilities: Co-Chair Planning/Fiscal Council; Co-Chair, Staffing Committee; Facilities Committee, Banner/Schedule, 25; Co-Chair Accreditation; President's Council; President's Cabinet, Administrative Council, Deans/Directors, Chair, Sabbatical Leave Committee, Institutional Effectiveness Committee
- Other Responsibilities include: Library, Honors Program, Study Abroad, Credit/Non-Credit Classes, Articulation, Student Learning Outcomes.

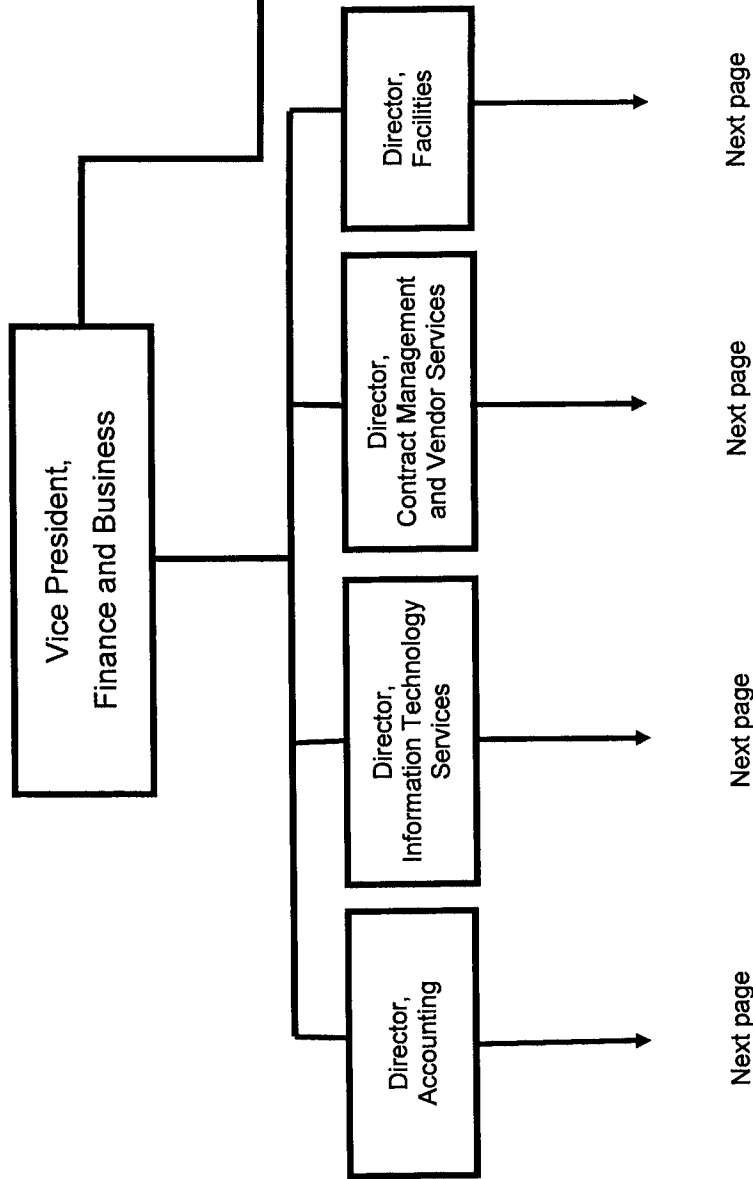
# Academic Affairs, continued

## Vice President Academic Affairs (continued)

### Academic Divisions, continued



# Finance and Business

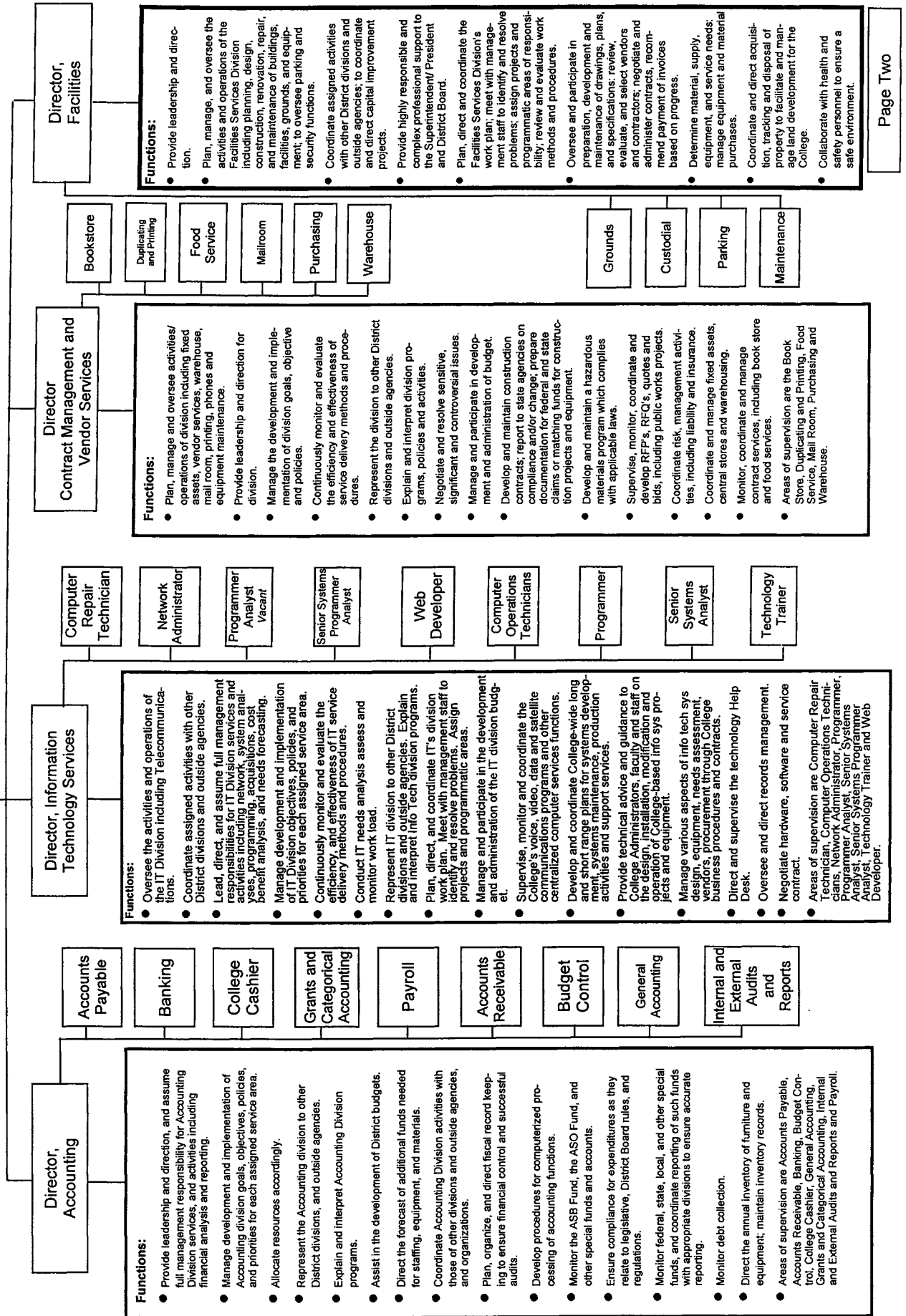


**Functions:**

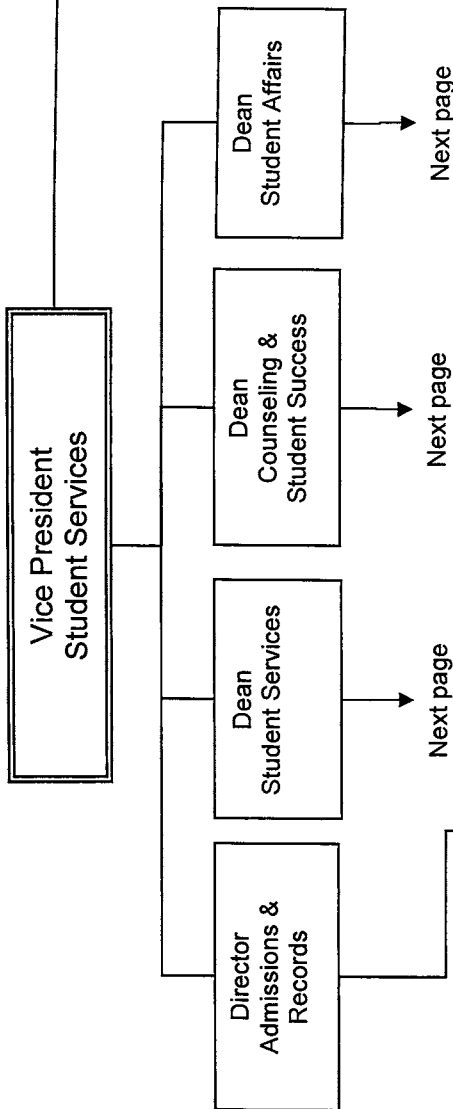
- Plan, organize, coordinate, direct and administer the College's fiscal, info tech, and business services functions including accounting, investments, auditing, computer systems, warehousing, print shop, purchasing, switch-board, bookstore, and food services.
- Provide expert advice and assistance to Board, Superintendent/ President, and Cabinet.
- Perform related duties as assigned.
- Single position with overall accountability for fiscal, financial and business services division of the College District with overall accountability for fiscal and financial services of the District.
- Plan, organize, coordinate, administer, and direct the work of the fiscal/business services and information technology division of College, through subordinate managers.
- Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for division.
- Serve a member of the Superintendent/President's Council.
- As CFO, responsible for preparation, coordination, presentation, and management of annual budget.
- Development of various funds including general fund, capital project fund, ASO, ASB, Financial Aid fund, Child Development fund.
- Coordinate fiscal management of grants in conjunction with Grant Development and Management office.
- Oversee all fiscal and financial areas including cashiers, A/P, A/R, inventory, payroll, general liabilities, and investment management.
- Provide recommendation on fiscal areas to Superintendent/President regarding Foundation.
- Oversee fiscal matters related to construction, plant maintenance, improvement and state schedule maint and capital fund.
- Responsible for investments, annual audit, and ongoing internal auditing.
- Monitor District financial status to ensure financial solvency.
- Monitors District cash positions to maximize investment/interest income.
- Select and recommend investments funds and work with investment firms.
- Prepare or direct the preparation of annual, quarterly, and other required reports to federal, state, and local agencies.
- Plan, oversee, and manage general bond proceeds and investments; audits bond.
- Recommend to Superintendent /President on bond authorizations and bond sales.
- Represent District as CBO for California Community Colleges.
- Coordinate work of the division with other College divisions, programs, outside agencies, and other entities and represents the College as liaison.
- Serve on, chair, and otherwise participate in variety of internal and external committees including Cabinet, Council, Worker's Comp JPA Board, Planning and Fiscal Council, County Office of Education, civic & community organizations.
- Ensure compliance of College fiscal and division activities to applicable codes, regulations, and guidelines.

# Finance and Business, continued

## Vice President, Finance and Business



# Student Services

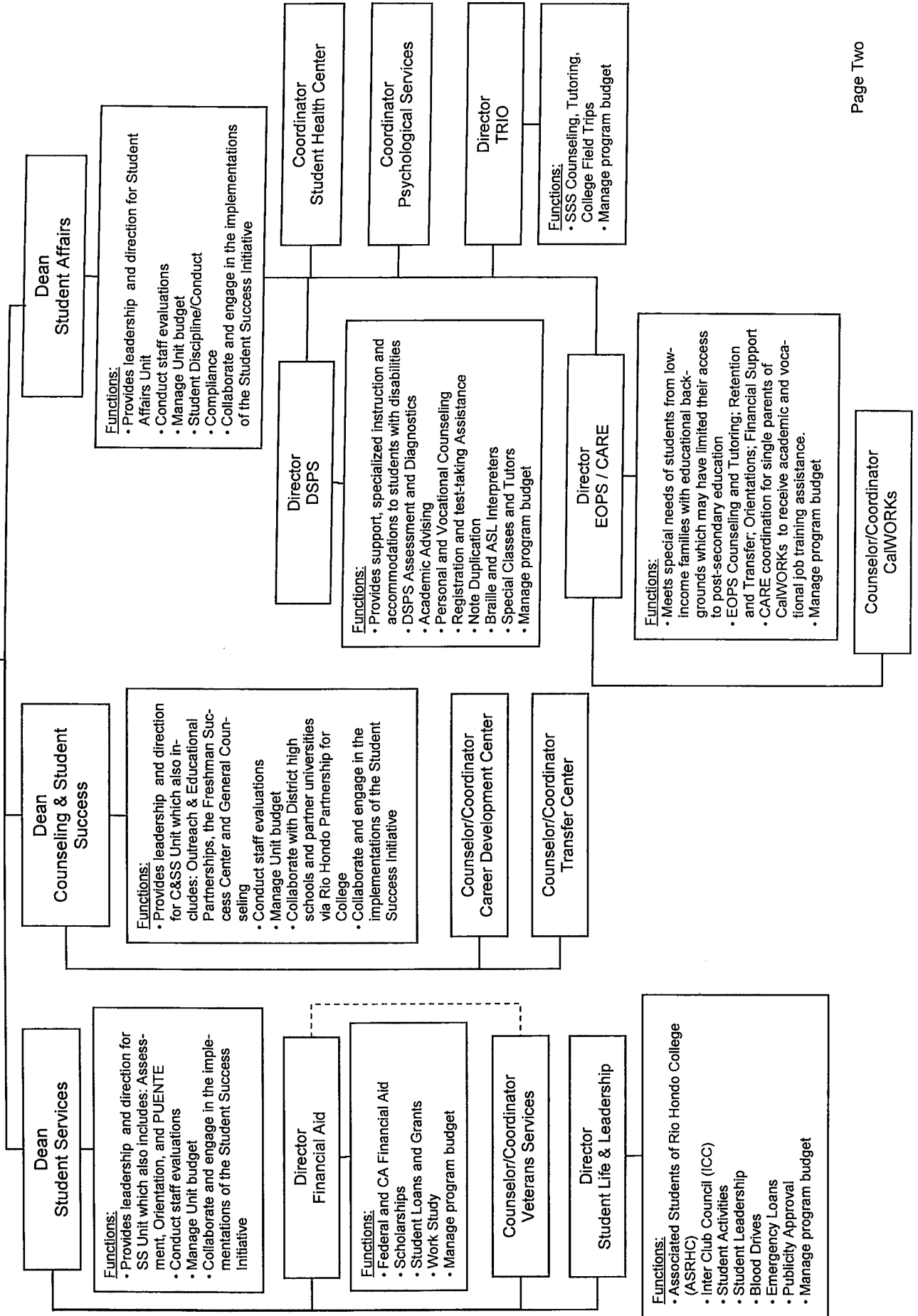


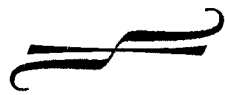
- Functions:**
- Admissions Applications and Residency
  - Enrollment Verification
  - Evaluations (Degrees, Certificates and Certification)
  - Student Records and Rosters (Registrar)
  - Transcripts
  - Student ID cards
  - International Students
  - Graduation Petitions
  - Registration
  - Academic Renewal
  - 320 Reporting
  - Maintenance of student tables in the Banner database
  - Conduct staff evaluations
  - Manage A&R budget

- Functions:**
- Chief Student Services Officer – state reporting
  - Provide overall leadership in planning, organizing and directing the student advancement activities and functions of the District; assure the effective and integrated operations of Student Services programs.
  - In collaboration with the Vice President of Academic Affairs, provide leadership for overall program development and the improvement of all Student Services curriculum and instructional activities.
  - Provide guidance and administrative support to students; serve as liaison with the Associated Students of Rio Hondo College; process student grievances.
  - Administer the department budget; recommend budget requests for each fiscal year to the Superintendent/President; assure expenditures are appropriate and within budget.
  - Supervise and evaluate the performance of assigned staff, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions to the Superintendent/President; review and recommend staffing patterns.
  - Design, implement and evaluate the effectiveness of student programs and services.
  - Assure accountability for categorical funding; provide for audit trails for categorical funds; assure the proper expenditures for meeting the purpose of the categorical programs.
  - Promote College programs and services and encourage collaboration, teamwork and positive working relationships among all staff.
  - Promotes equal opportunity, student and gender equity to effectively serve the District's diverse community.
  - Serve on local civic and/or community organizations as a College representative and may serve as a liaison with professional organizations as appropriate.
  - Monitor, review and rewrite as needed Student Services related policies and procedures to ensure compliance.
  - Administer the Drop for Non-Payment procedure
  - Participate in planning and implementation of the Student Success Initiative.
  - Participate in contract negotiations.

# Student Services, continued

## Vice President Student Services





# **Management Councils and Committees**



## ACADEMIC DEANS COUNCIL

<b>Charge</b>	To develop, oversee, monitor, review, evaluate, and make recommendations to the President in regards to operation of divisions within Academic Affairs.
<b>Meeting Schedule</b>	Every Thursday at 10:00 a.m., Board Room
<b>Chair</b>	Vice President, Academic Affairs
<b>Composition</b>	<p>Vice President, Academic Affairs</p> <p><b>12 Academic Deans and/or Associate Deans/Assistant Deans</b></p> <ul style="list-style-type: none"> <li>• Dean, Arts and Cultural Programs (1)</li> <li>• Dean, Behavioral and Social Sciences (1)</li> <li>• Dean, Business (1)</li> <li>• Dean, Career and Technical Education (1)</li> <li>• Dean, Communications and Languages (1)</li> <li>• Dean, Health Sciences and Nursing (1)</li> <li>• Dean, Library and Instructional Support (1)</li> <li>• Dean, Physical Education and Athletics (1)</li> <li>• Dean, Math and Sciences (1)</li> <li>• Dean, Public Safety (1)</li> <li>• Associate Dean, Public Safety (1)</li> <li>• Assistant Dean, Student Success and Retention (1)</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2013
<b>Notes</b>	
<b>Support Staff</b>	<ul style="list-style-type: none"> <li>• Senior Administrative Assistant, Academic Affairs</li> <li>• Dean, Institutional Research and Planning (1)</li> <li>• Dean of Counseling and Student Development (1)</li> <li>• Director of Admissions and Records(1)</li> <li>• Director of Information Technology (1)</li> </ul>



## ADMINISTRATIVE COUNCIL

<b>Charge</b>	This council serves in an advisory capacity to the President in all matters related to the administration of the college. It is the college-wide communication link that interacts with all other segments of the community college district when appropriate.
<b>Meeting Schedule</b>	First Tuesday of the month, 10:30 a.m., a week before each Board of Trustees Meeting
<b>Chair</b>	Superintendent/President
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Vice President, Academic Affairs</li> <li>• Vice President, Student Services</li> <li>• Vice President, Finance and Business</li> <li>• Dean, Arts and Cultural Programs/Continuing Education</li> <li>• Dean, Business</li> <li>• Dean, Career and Technical Education/Instructional Operations</li> <li>• Dean, Communications and Languages</li> <li>• Dean, Counseling and Student Success</li> <li>• Dean, Health Sciences and Nursing</li> <li>• Dean, Institutional Research and Planning</li> <li>• Dean, Math and Sciences</li> <li>• Dean, Physical Education and Athletic Director</li> <li>• Dean, Public Safety</li> <li>• Dean, Behavioral and Social Sciences</li> <li>• Dean, Library and Instructional Support</li> <li>• Dean, Student Affairs</li> <li>• Dean, Student Services</li> <li>• Associate Dean, Public Safety</li> <li>• Assistant Dean, Student Success and Retention</li> <li>• Director, Accounting</li> <li>• Director, Admissions and Records, Registrar</li> <li>• Director, Contract Management and Vendor Services</li> <li>• Director, DSPS</li> <li>• Director, EOPS/CARE</li> <li>• Director, Facilities Services</li> <li>• Director, Financial Aid</li> <li>• Director, Government and Community Relations</li> <li>• Director, Grant Development and Management</li> <li>• Director, Human Resources</li> <li>• Director, Information Technology Services</li> <li>• Director, Marketing and Communications</li> <li>• Director, Police Academy</li> <li>• Director, Student Life and Leadership</li> <li>• Director, TRIO Programs</li> <li>• Assistant, Director Facilities Services</li> <li>• Project/Grant Manager</li> <li>• Manager, Operations and Maintenance</li> <li>• Manager, Mechanical and Electrical Services</li> <li>• Confidential Employees (8)</li> </ul>
<b>Adopted</b>	2/21/08; rev. 2011; rev. 2012; rev. 2013
<b>Support Staff</b>	Administrative Assistant to the Superintendent/President

## BASIC SKILLS COMMITTEE

<b>Charge</b>	To discuss the needs of the campus relating to basic skills and to plan the future of basic skills across the curriculum at Rio Hondo College.
<b>Meeting Schedule</b>	Monthly
<b>Chair</b>	Assistant Dean, Student Success and Retention
<b>Co-Chair</b>	Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Vice President, Academic Affairs</li> <li>• Vice President, Student Services</li> <li>• Dean, Communications and Languages</li> <li>• Dean, Math and Sciences</li> <li>• Dean, Counseling and Student Success</li> <li>• Communications and Languages Faculty (6)</li> <li>• Math and Science Faculty (2)</li> <li>• Counseling (1)</li> <li>• Associated Students of Rio Hondo College (ASRHC) Representative (1)</li> <li>• Classified Representatives (3)</li> </ul>
<b>Adopted</b>	2/21/08
<b>Revised</b>	2011, 2012, 2013
<b>Notes</b>	
<b>Support Staff</b>	<ul style="list-style-type: none"> <li>• Clerical Support Staff, Student Success and Retention</li> <li>• Researcher</li> </ul>

**BOOKSTORE COMMITTEE**

<b>Charge</b>	To review and update the sale of text books, policies, and pricing.
<b>Meeting Schedule</b>	Two times a year: Fall and Spring semesters
<b>Chair</b>	Director, Contract Management and Vendor Services
<b>Composition</b>	<ul style="list-style-type: none"><li>• Management Representatives (2)</li><li>• Classified Representatives (2)</li><li>• Faculty Representatives (2)</li><li>• Student Representatives (2)</li></ul>
<b>Adopted</b>	2/21/08; 2011
<b>Revised</b>	
<b>Notes</b>	
<b>Support Staff</b>	Senior Administrative Assistant, Finance and Business

**COMMENCEMENT COMMITTEE**

<b>Charge</b>	To plan and coordinate the annual Commencement Ceremony.
<b>Meeting Schedule</b>	Once or twice a month from the beginning of January until May
<b>Chair</b>	Director, Student Life and Leadership
<b>Composition</b>	<ul style="list-style-type: none"><li>• Vice President, Student Services</li><li>• Executive Assistant to the Superintendent/President</li><li>• Dean, Student Services</li><li>• Director, Facilities</li><li>• Assistant Director, Facilities</li><li>• Classified Representatives</li><li>• Marketing Representative</li><li>• Bookstore Representative</li><li>• Student Representative</li></ul>
<b>Adopted</b>	1995
<b>Revised</b>	2011
<b>Notes</b>	
<b>Support Staff</b>	Assistant to the Director, Student Life and Leadership

## FINANCE AND BUSINESS COUNCIL

<b>Charge</b>	This council identifies issues of common concern in providing faculty, staff, and students support services; develops joint plans and strategies for addressing issues; and facilitates coordination of services across the campus and district.
<b>Meeting Schedule</b>	Quarterly (TBA)
<b>Chair</b>	Vice President, Finance and Business
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Director, Accounting</li> <li>• Director, Information Technology Services</li> <li>• Director, Contract Management and Vendor Services</li> <li>• Director, Facilities Services</li> <li>• Manager, Bookstore</li> <li>• Manager, Food Service</li> <li>• Senior Accountant</li> <li>• Accountant II</li> <li>• Accountant</li> <li>• Senior Systems Analyst</li> <li>• Senior Offset Machine Operator Lead</li> <li>• Mailroom and Switchboard Lead</li> <li>• Warehouse Storekeeper Lead</li> <li>• Payroll Coordinator</li> </ul>
<b>Adopted</b>	2/21/08
<b>Revised</b>	2011; 2012
<b>Notes</b>	
<b>Support Staff</b>	Senior Administrative Assistant, Finance and Business

**FOOD SERVICES COMMITTEE**

<b>Charge</b>	To review the cafeteria operations. Recommend improvements such as menu items, pricing, and hours of operation.
<b>Meeting Schedule</b>	2 times a year: Fall and Spring semesters
<b>Chair</b>	Director, Contract Management and Vendor Services
<b>Composition</b>	<ul style="list-style-type: none"><li>• Management Representatives (2)</li><li>• Classified Representatives (2)</li><li>• Faculty Representatives (2)</li><li>• Student Representatives (2)</li></ul>
<b>Adopted</b>	
<b>Revised</b>	2/21/08; 2011
<b>Notes</b>	
<b>Support Staff</b>	Senior Administrative Assistant, Finance and Business

**PRESIDENT'S CABINET**

<b>Charge</b>	Comprised of those administrators and managers who are direct reports to the Superintendent/President, the cabinet meets to provide information, advice, and counsel regarding college leadership, management, and operations.
<b>Meeting Schedule</b>	Tuesdays, 8:30 a.m. (alternates with President's Council)
<b>Chair</b>	Superintendent/President
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Vice President, Academic Affairs</li> <li>• Vice President, Finance and Business</li> <li>• Vice President, Student Services</li> <li>• Dean, Institutional Research and Planning</li> <li>• Director, Human Resources</li> <li>• Director, Marketing and Communications</li> <li>• Director, Facilities Services</li> <li>• Director, Governmental and Community Relations</li> </ul>
<b>Adopted</b>	2008
<b>Revised</b>	
<b>Notes</b>	Prior to May 2008, known as Planning Group
<b>Support Staff</b>	Executive Assistant to the Superintendent/President

## STUDENT DISCIPLINE COMMITTEE

<b>Charge</b>	The purpose is to hear student discipline cases when a student requests a formal hearing and there is a recommendation of a long-term* suspension or expulsion. This committee will make an official committee recommendation to the Superintendent/President.
<b>Meeting Schedule</b>	As needed
<b>Chair</b>	Dean, Student Affairs shall appoint an administrative representative of the panel to serve as the chair.
<b>Composition</b>	<p>Members vary each year.</p> <ul style="list-style-type: none"> <li>• Administrative Representatives (1)</li> <li>• Faculty Representatives (1)</li> <li>• Student Representatives (1)</li> </ul>
<b>Adopted</b>	1/10/79
<b>Revised</b>	11/10/82; 2/1/84; 3/7/84; 7/26/89; 2011; 2013
<b>Notes</b>	*Long-term suspension - exclusion of the student for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.
<b>Support Staff</b>	<ul style="list-style-type: none"> <li>• Dean, Student Affairs</li> <li>• Administrative Secretary, Student Services</li> </ul>

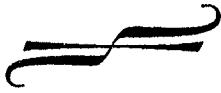


**STUDENT SERVICES PROGRAM LEADERSHIP  
COUNCIL**

<b>Charge</b>	The council identifies issues of common concern in providing student services; develops joint plans and strategies for addressing issues; and facilitates coordination of Student Services across all program areas.
<b>Meeting Schedule</b>	Second and Fourth Wednesday of each month; 9:30-11:00 a.m.
<b>Chair</b>	Vice President, Student Services
<b>Composition</b>	(10) Administrators, (5) Faculty Coordinators  <ul style="list-style-type: none"> <li>• Dean, Counseling and Student Success</li> <li>• Dean, Student Affairs</li> <li>• Dean, Student Services</li> <li>• Director, Admissions and Records, Registrar</li> <li>• Director, DSPS</li> <li>• Director, EOPS/CARE</li> <li>• Director, Financial Aid</li> <li>• Director, Student Life and Leadership</li> <li>• Director, TRIO Programs</li> <li>• Counselor/Coordinator CalWORKs</li> <li>• Counselor/Coordinator, Career Development Center</li> <li>• Coordinator, Student Health Center</li> <li>• Counselor/Coordinator, Transfer Center</li> <li>• Counselor/Coordinator, Veteran Service Center</li> <li>• Assistant Dean, Student Success and Retention</li> </ul>
<b>Adopted</b>	July 1995
<b>Revised</b>	2/21/08, 2011; 2012
<b>Notes</b>	Formerly called the Student Services Management Team
<b>Support Staff</b>	Senior Administrative Assistant to the Vice President, Student Services

**STUDENT SUCCESS AND SUPPORT PROGRAMS  
COMMITTEE**

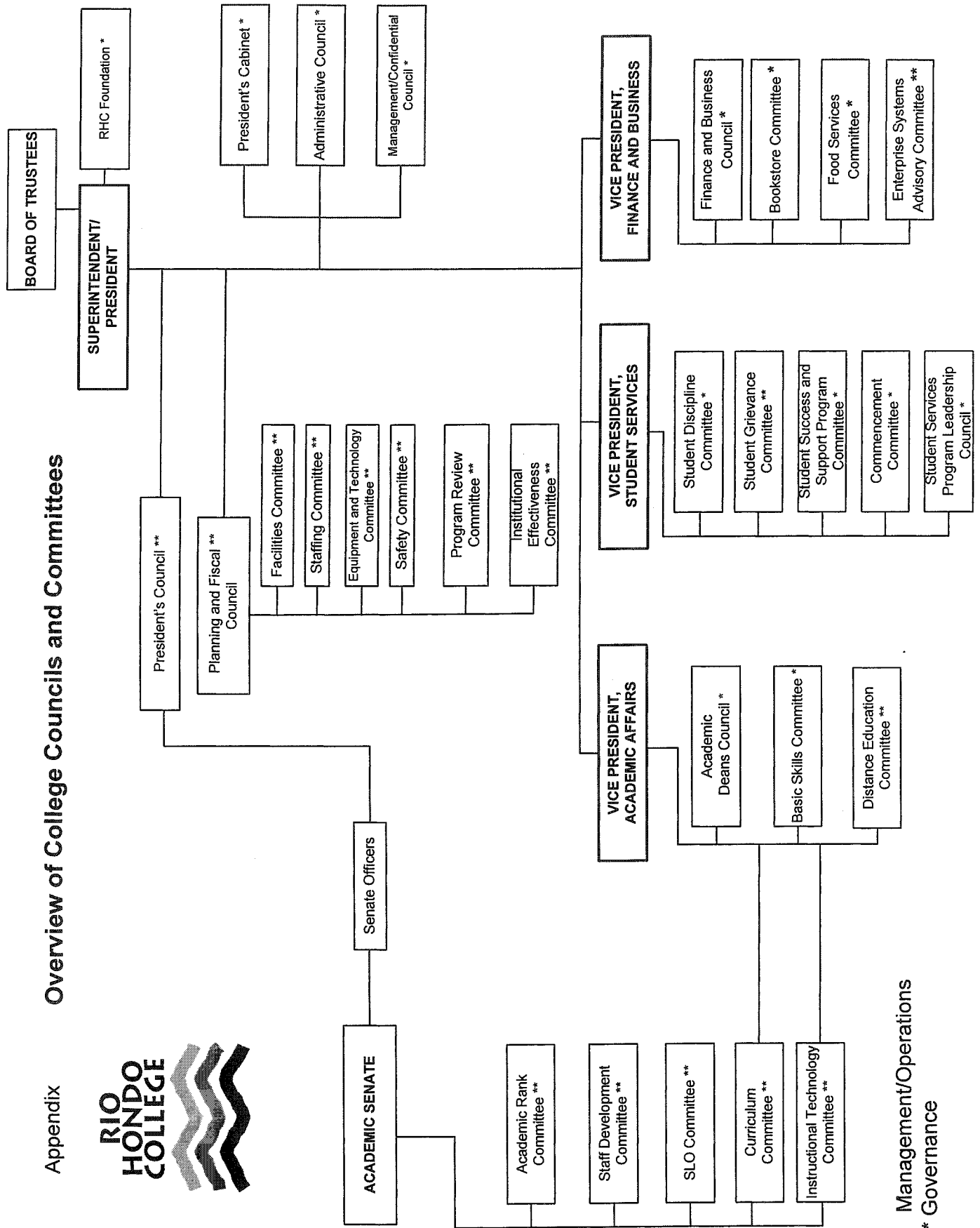
<b>Charge</b>	To provide input and advisement to the college regarding the Student Success Initiative recommendation 2 and other related recommendations such as 1, 3.1, 3.2, 3.3 and 8.1.
<b>Meeting Schedule</b>	Monthly
<b>Co-Chairs</b>	Dean, Counseling and Student Development Dean, Communications and Languages Associate Dean of Student Services
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Dean of Math and Sciences</li> <li>• Assistant Dean, Student Success and Retention</li> <li>• Faculty representatives from             <ul style="list-style-type: none"> <li>○ Math Division (1)</li> <li>○ Communications &amp; Languages (1)</li> <li>○ Counseling (3)</li> <li>○ Academic Senate (5)</li> <li>○ Basic Skills Coordinator (1)</li> </ul> </li> <li>• Classified representatives from:             <ul style="list-style-type: none"> <li>○ Assessment (1)</li> <li>○ Institutional Research (1)</li> <li>○ Outreach and Educational Partnerships (1)</li> <li>○ Transfer Center (1)</li> </ul> </li> <li>• Students (2)</li> </ul>
<b>Adopted</b>	11/12/96
<b>Revised</b>	Reinstated in Spring 2008; 2011; 2012; 2013 Prior to 2013, known as Matriculation Advisory Committee
<b>Notes</b>	<ul style="list-style-type: none"> <li>• Recommendation 1-Increase College and Career Readiness</li> <li>• Recommendation 2-Strengthen Support for Entering Students</li> <li>• Recommendation 3.1-Adopt system-wide enrollment priorities reflecting the core mission of community colleges</li> <li>• Recommendation 3.2-Require student receiving BOGW to meet various conditions and requirements</li> <li>• Recommendation 3.3-Provide students the opportunity to consider attending full time</li> <li>• Recommendation 8.1-Encourage categorical program streamlining and cooperation</li> </ul>
<b>Support Staff</b>	Senior Secretary, Counseling



# **Appendices**



# Overview of College Councils and Committees



\* Management/Operations  
 \*\* Governance



# COUNCIL/COMMITTEE Request Form

<b>Directions:</b>						
<b>Person Submitting Request</b>					<b>Date</b>	
<b>Name of Council/Committee</b>						
<b>Action Requested:</b>		Add		Delete		Change*
<p><b>Change of Council or Committees:</b> Give a concise description of what the council or committee seeks to accomplish.</p>						
<b>Proposed Meeting Schedule:</b>						
<p><b>Committee Composition:</b> Identify individuals by position and not names. <i>(Example: Faculty representative from instructional division, Dean of Counseling, Classified Representative, etc.)</i> Identify Chair and/or Co-Chair by position and not name.</p>						
<p>Would any other councils or committees be impacted by the formation, change, or rejection of this council or committee? If yes, what would be the impact?</p>						
<b>Additional Information:</b>						

*\*If change is requested, attach current structure and list proposed changes.*



# COUNCIL/COMMITTEE Request Review

The President's Council determined that the \_\_\_\_\_ *(Council or Committee)*  
meets the requirements stipulated on the Rio Hondo College Participator Governance Structure Document.

The President's Council determined that the \_\_\_\_\_ *(Council or Committee)*  
does not meet the requirements stipulated on the Rio Hondo College Participatory Governance Structure Document.

**Reason for denial:**

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**Approvals:**

Superintendent/President \_\_\_\_\_

President, Academic Senate \_\_\_\_\_

Date: \_\_\_\_\_

**DELEGATION OF AUTHORITY**

<b>BP No. 2430</b>
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Board Adopted: 11/12/03

Page 1 of 2

- I. The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.
- II. The Superintendent/President may delegate any powers and duties entrusted to him or her by the Board, including the administration of educational centers, but will be specifically responsible to the Board for the execution of such delegated powers and duties.
- III. The Superintendent/President is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the President and/or the whole Board of such action and to recommend written board policy if one is required.
- IV. The Superintendent/President is expected to perform the duties contained in the Superintendent/President's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent/President.
- V. The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.
- VI. The Superintendent/President shall make available any information or give any report requested by the President and/or the whole Board. Individual trustee requests for information shall be met if, in the opinion of the Superintendent/President in consultation with the Board President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.
- VII. The Superintendent/President shall act as the professional advisor to the Board in policy formation and keep the Board President or the whole Board informed of news, events and actions that may concern the Board.
- VIII. All employee communications and reports to the Board of Trustees and Board communications and reports to the employees shall be coordinated through the Superintendent/President.
- IX. In the absence of the Superintendent/President, his/her duties shall be assumed by the Executive Vice President of Academic Services.

**DELEGATION OF AUTHORITY**

<b>BP No. 2430</b>
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Board Adopted: 11/12/03

Page 1 of 2

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X. In the event the office of the Superintendent/President becomes vacant because of resignation, termination, or death of the existing Superintendent/President, or by an extended and incapacitating illness as certified by medical documentation, the Board shall appoint an Interim Superintendent/President.

XI. Source/Reference

Education Code Sections 70902(d), 72400; Accreditation Standard 10.A.3; former Policy 1000 and 1030.



PARTICIPATION IN LOCAL DECISION MAKING

BP No.  
2510

Board Adopted: 11/12/03; 1/15/14

Page 1 of 2

- I. The Rio Hondo College Board of Trustees is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.
  - A. Participatory/Shared governance furthers the Vision, Mission, and Values of the District. In keeping with the spirit and intent of Assembly Bill 1725, the Board recognizes the unique role of the faculty, acting through the Academic Senate, in Participatory/Shared governance at Rio Hondo College. The Board affirms the District's commitment to maintaining and following the agreements developed with the Academic Senate to achieve the implementation of Title V, Section 53200. In addition, the Board encourages and recognizes the active participation of other District constituencies in those Participatory/Shared governance activities most appropriate to their interests and expertise.
  - B. Definition of Participatory/Shared Governance

Participating effectively in district and college governance is shared involvement in the decision-making process. It does not imply total agreement; the same level of involvement by all is not required; and final decisions rest with the Board or designee.
- II. Each of the following shall participate as required by law in the decision making processes of the District as stated in AB1725 (commonly known as the "10+1" legislation):
  - A. Academic Senate (Title 5, Sections 53200-53206)
    1. The Board and its designees will consult collegially with the Academic Senate with respect to academic and professional matters. Academic and professional matters include the following:
      - a) Curriculum, including the establishment of prerequisites and placing courses within disciplines;
      - b) Degree and Certificate requirements;
      - c) Grading policies;
      - d) Educational program development;
      - e) Standards regarding student preparation and success;
      - f) Governance structures as related to faculty roles;
      - g) Faculty involvement in accreditation;
      - h) Policies for Faculty professional development activities;
      - i) Policies for program review;

**PARTICIPATION IN LOCAL DECISION MAKING**

**BP No.  
2510**

Board Adopted: 11/12/03; 1/15/14

Page 2 of 2

- j) Processes for institutional planning and budget development, and;
- k) Other academic and professional matters as mutually agreed upon between the Academic Senate and the Board.

B. Staff (Title 5, Section 51023.5)

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

C. Students (Title 5, Section 51023.7)

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

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

IV. Nothing in this policy will be construed to interfere with the formation or Administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act. (Government Code Sections 3540, et seq.)

**INSTITUTIONAL PLANNING**

<b>AP No.</b> <b>3250</b> <b>(Formerly CP</b> <b>1055)</b>
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Board Reviewed: 2/14/96; 2/11/98; 12/10/08

Page 1 of 2

This procedure implements Board Policy 3250, College Planning and Fiscal Management.

- I. Oversight for the college planning and fiscal management processes shall be the responsibility of the Superintendent/President.
- II. The Planning & Fiscal Council shall be responsible for developing and presenting planning, budget and other recommendations to the Superintendent/President.
- III. The Planning & Fiscal Council shall consist of the following members:
  - A. The Vice President of Academic Affairs, Vice President of Student Services and Vice President of Finance & Business;
  - B. The members of the Executive Committee of the Rio Hondo College Academic Senate;
  - C. The President of the Rio Hondo College CSEA chapter and two additional classified employees designated by the local CSEA;
  - D. The President of the Associated Student Body and two additional students designated by the ASB;
  - E. Three additional faculty members (designated by Academic Senate);
  - F. One Dean from Student Services and one Dean from Academic Affairs.
- IV. The co-chairs of the Planning & Fiscal Council shall be the Vice President of Academic Affairs and the President of the Academic Senate.
- V. The following members of the Planning & Fiscal Council shall have the following responsibilities:
  - A. The co-chairs shall jointly develop the agenda for Planning & Fiscal Council meetings. Members of the Planning & Fiscal Council may provide agenda items for discussion and referral, if necessary, to the appropriate Vice President(s).
  - B. The co-chairs shall share the responsibility of presiding over the meetings of the Planning & Fiscal Council.
  - C. The Vice Presidents shall ensure that college faculty and staff (administrative and classified) in divisions/areas participate, along management lines, in developing planning recommendations.
  - D. Members representing the Academic Senate, the CSEA, the Rio Hondo College Faculty Association, and Association Student Body shall ensure that members of their constituent groups participate in developing and/or reviewing planning recommendations.

INSTITUTIONAL PLANNING

AP No. 3250 (Formerly CP 1055)
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Board Reviewed: 2/14/96; 2/11/98; 12/10/08

Page 2 of 2

- E. The Vice President of Finance & Business and Dean of Institutional Research & Planning shall be responsible for general oversight and management of the planning and budget development processes.
- VI. Other members of the faculty and staff (administrative and classified) may be invited by the Planning & Fiscal Council, for a specified time and purpose, to participate as resource persons to the Council, e.g., the co-chairs of the Accreditation Self-Study Team.
- VII. Sub committees of cross-representational and voluntary membership, as appropriate, shall provide information to the Planning & Fiscal Council and address coordination concerns.
- VIII. The Planning & Fiscal Council shall provide a budget process that includes broad campus participation in the development of recommendation to the Superintendent/President as follows:
- A. The Vice President of Finance & Business shall prepare a budget calendar and be responsible for scheduling activities in sufficient time for presentation of recommendations to the Superintendent/President. Tentative and Adopted Budgets shall be presented to the Board of Trustees according to the timeline of the California Code of Regulations.
- B. Divisional/departmental staff members will participate by making recommendations to the appropriate Vice Presidents and Superintendent/President under the same process as practiced in past fiscal years.
- IX. All planning recommendations, whether from management or constituent groups, shall be presented to the President's Council by the appropriate Vice President(s) for discussion before forwarding to the Planning & Fiscal Council.
- X. All Planning & Fiscal Council recommendations shall be reached through consensus.
- XI. The Superintendent/President shall be responsible for implementation and evaluation of this procedure.



OFFICE OF THE PRESIDENT

## Code of Ethics Statement

Ethical persons are those who abide by principles and exemplify virtues as understood within a given moral framework. Many believe that virtue is intrinsically rewarding. At the very least, that one be perceived as ethical is instrumental in establishing credibility and trust. The employees of Rio Hondo Community College District are committed to providing a high quality learning environment to help our students successfully achieve their educational goals and objectives. Accordingly, they have interests in, and commitment to, ethical behavior.

To support this commitment, college employees adhere to standards of ethical and professional behavior related to their duties, and have responsibilities to the institution and to individuals they serve. Although one can not “legislate morality” in the sense of mandating virtuous intentions, we can, and do, establish general expectations of conduct.

There are many sources of inspiration and guidance. All employees of Rio Hondo College are subject to official College policies and procedures, applicable regulatory agency requirements, local, state, and federal laws, and professional standards (when applicable). This includes policies such as the Rio Hondo College Policy on Sexual Harassment (BP 3430), its Policy on Nondiscrimination (BP 3410), and its Policy on Academic Freedom (BP 4030).

In addition, the Board of Trustees is subject to its own Code of Ethics (BP 2715), and most of our employees are members of professional organizations with their own established codes of ethics, such as the CTA, CSEA, and ACCCA. Employees are encouraged to consult their own organizations, when applicable, for further guidance. As constituents of Rio Hondo College, students are likewise encouraged to maintain high Standards of Conduct (BP 5500).

As a further demonstration of commitment to high ethical standards, employees of Rio Hondo College aspire to be guided by the following values statements. They are intended as guidelines and aspirations, to be used for educational rather than enforcement purposes, with our own conscience as the first and most salient means of evaluation.

- This College values open communication, honesty, and truthfulness, and aspires to an “open door” philosophy.
- This College values open inquiry, and honors academic freedom.
- This College strives to protect human dignity and individual freedom.
- This College values clear roles and responsibilities, teamwork, and cooperation (as outlined in AB1725), and therefore aspires to develop a climate of trust and mutual support.
- This College is committed to providing excellent educational opportunities to the community, and the instructional faculty seeks to evaluate students by honest appraisal of student performance against faculty standards.

*Board Approved 8/12/09*

**RIO HONDO COMMUNITY COLLEGE DISTRICT****Board Policy****DISTRICT VISION, MISSION, VALUES STATEMENT**

<b>BP No. 1200</b>
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**Board Adopted:** 1/9/02; 11/12/03; 12/12/12**Page 1 of 1**

Note: This policy pertaining to "Mission" is required by the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) accreditation standards.

- I. As stipulated in AB 1725, California Community Colleges are charged with the following broad missions: Transfer, vocational education, community services contract education, economic development.
  
- II. Vision – The Vision of the Rio Hondo Community College District is as follows:  
  
 "Rio Hondo College strives to be an exemplary California community college, meeting the learning needs of its changing and growing population and developing a state of the art campus to serve future generations" (Board: 6/21/06)
  
- III. Mission - The Mission of the Rio Hondo Community College District is as follows:  
  
 "Rio Hondo College is a collaborative center of lifelong learning which provides innovative, challenging, and quality educational offerings-for its diverse students and community." (Board: 6/21/06)  
  
 The mission is evaluated and revised on a regular basis.
  

Note: Institutional mission defines the broad-based educational purposes the district seeks to achieve and the students it intends to serve, as well as the parameters under which programs can be offered and resources allocated.

  
- IV. Value(s) Statement – The Value(s) of Rio Hondo Community College District is/are as follows:
  - Quality Teaching and Learning
  - Student Access and Success
  - Diversity and Equity
  - Fiscal Responsibility
  - Integrity and Civility
  
- V. Source/Reference:  
WASC/ACCJC Standard One