

POLICY AND ADMINISTRATIVE PROCEDURE

AP No. 2410

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

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- I. Rio Hondo Community College District is a subscriber to the Community College League of California Board Policy and Administrative Procedure Service.
- II. The Policy and Procedure Service is based on principles inherent in effective board governance, policy development, and local decision-making. Understanding these principles helps facilitate the implementation process.
- III. As a subscriber, the college will receive updates on policies and procedures in partnership with the law firm of Liebert Cassidy Whitmore. The update is in response to revised laws and regulations and legal opinions.
- IV. Process for Review -
 - A. The President's Office and designated staff members will receive the updates from the Community College League of California. The President's Office will alert those responsible for the sections within the Policy/Procedure Manual as follows who will in turn discuss the revisions with those parties involved:
 - a. Section 1000s Executive Assistant to the President
 - b. Section 2000s Executive Assistant to the President
 - c. Section 3000s Executive Assistant to the President
 - d. Section 4000s Vice President Academic Affairs
 - e. Section 5000s Vice President Student Services
 - f. Section 6000s Vice President, Finance & Business
 - g. Section 7000s Director of Human Resources
 - B. Once the policies/procedures have been revised and reviewed, the Executive Assistant to the President will forward the proposed revisions to the President's Council, then on to the Administrative Council and then on to the Planning Fiscal Council for review and comment. Administrative Procedures are considered operational and do not require approval by the various constituent groups; they are solely forwarded for information.
 - C. Upon completion of review by these groups, the revised policies will be forwarded to the board as an Information item at the Board of Trustees meeting; then adopted at a subsequent meeting. Administrative Procedures are considered operational and do not require Board approval. They are forwarded to the Board as an information item.
 - D. The Board will review the policies in sections every other year.
- V. Reference:
 - Education Code Section 70902; Accreditation Standard IV.B.1.b & e