



2011

# Organization Structures & Governance



June 8, 2011



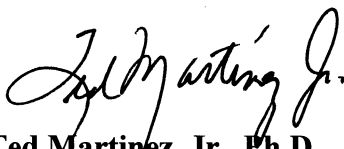
## President's Message

Participatory governance is enhanced with clearly defined roles and responsibilities. To that end, this document 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 administration.

This document reflects the efforts of the President's Council which includes representatives from the academic senate, classified staff and administration, to document the actual governance structures of the District. The document will be reviewed and distributed annually.

Student success through educational excellence will be achieved through our collaborative efforts. Our commitment to the organizational and governance structures outlined in this document is a positive step towards that vision.

Respectfully,

  
**Ted Martinez, Jr., Ph.D.**  
*Superintendent/President*

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## **Governance Councils and Committees**

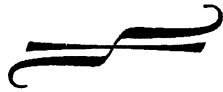
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# **Participatory Governance Structure**



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, State Board of Governors, and the Governing Board 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 governing board.
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 AB1725, 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 & 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.

- 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.

- Academic Rank Committee
- ASO Committee
- Basic Skills Committee
- Bookstore Committee
- Commencement Committee
- Curriculum Committee
- Enterprise Systems Advisory Committee
- Equipment & Technology Committee
- Facilities Committee
- Faculty Awards Committee
- Food Service Committee
- Instructional Technology Committee
- Institutional Effectiveness Committee
- Matriculation Advisory Committee
- Program Review Committee
- Sabbatical Leave Committee
- Safety Committee
- Staff Development Committee
- Student Discipline Committee
- Staffing Committee
- Student Grievance Committee



**Task Force** – An Ad Hoc Committee or Task Force address special college-wide issues or tasks and meets until the issue is resolved or the task is complete.

**Program Advisory Committee** – These committees provide recommendations to a single program or event and do not address district-wide issues and/or recommendations.

## Membership

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The Rio Hondo Community College District faculty, 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 Student Body 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 ASB. 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 ASB.

**Management/Confidential Council Appointments** – All Management/Confidential appointments are made by the Superintendent/President in consultation of the Management/Confidential President.

**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 Organization Structures & Governance Manual.

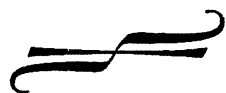
**January** – Staff Development Week – Revisions to the Organization Structures & Governance Manual distributed.

**May** – Representatives from Academic Senate, CSEA, Management/Confidential, and ASB participate in the update of Organization Structures & Governance Manual.

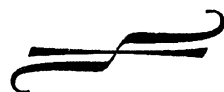
## Request for New Council/Committee/Task Force

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The process used to request additions, deletions, or changes to the councils, committees, or task forces begins by completing a Request for District-wide Committee/Council/Task Force form available in the President's Office and the Academic Senate 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)



# **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 opinion 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.
- 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.

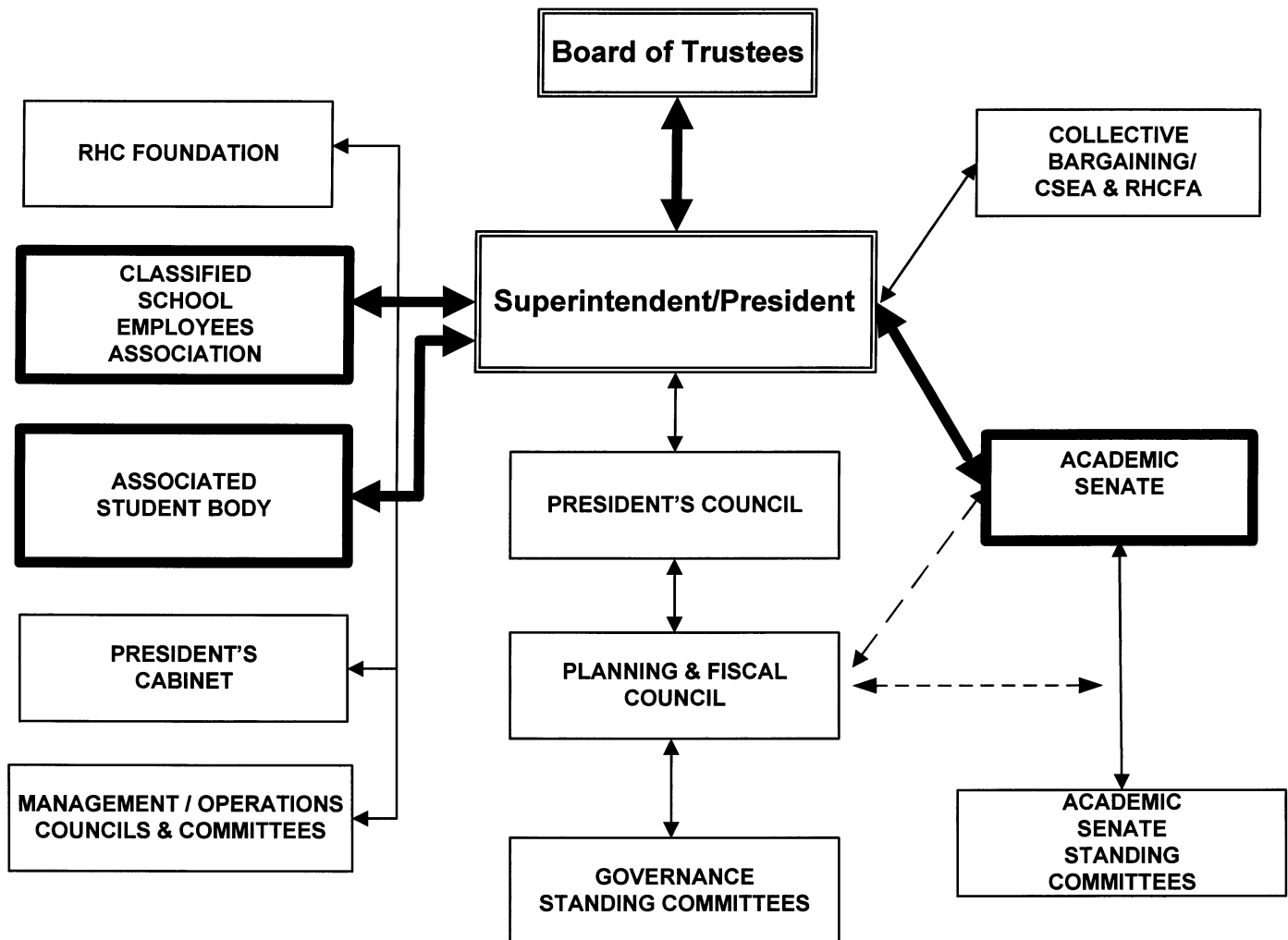
- Annual Report

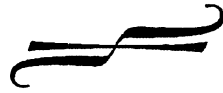
Finally, it is appropriate to suggest that elected representatives develop and share information about the communications mechanism they use to fulfill their communication responsibilities to their respective constituency. What reporting mechanisms are in place, to whom do they report/inform, with what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



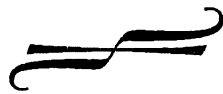
## Rio Hondo Community College District

College Governance Flow Chart





# **Governance Participants**



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



## **Classified Participation**

**CSEA - Classified School Employees Association** is a body composed of classified employees.

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

The Superintendent/President meets periodically, usually monthly, with the leadership of the Classified School Employees Association. The CSEA President and/or designee is a member of the President's Council. This is an opportunity for elected classified 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.

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

- B. COLLECTIVE BARGAINING - CSEA designees also represent the membership in the collective bargaining process. The organization is the recognized bargaining unit for classified employees.

## **Faculty Participation**

- A. GOVERNANCE - The Academic Senate is a representative body composed of faculty members. It is charged by law (AB1725) with the responsibility for representing faculty interests in the participatory governance process.

The Superintendent/President meets periodically, usually monthly, with the leadership of the Academic Senate. The President/designee of the Academic Senate is a member of the President's Council. These are opportunities for elected faculty representatives to engage in dialogue about topics of interest and/or concerns. 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 / 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**

The Associated Student Body (ASB) 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/committees as described in this manual.

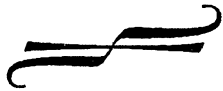
Student appointments are made through the ASB. When elected student members are not able to serve, faculty, staff and students are asked to recommend a student representative. However, students who are recommended by staff need to be confirmed by the ASB.

## **Management/Confidential Participation**

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



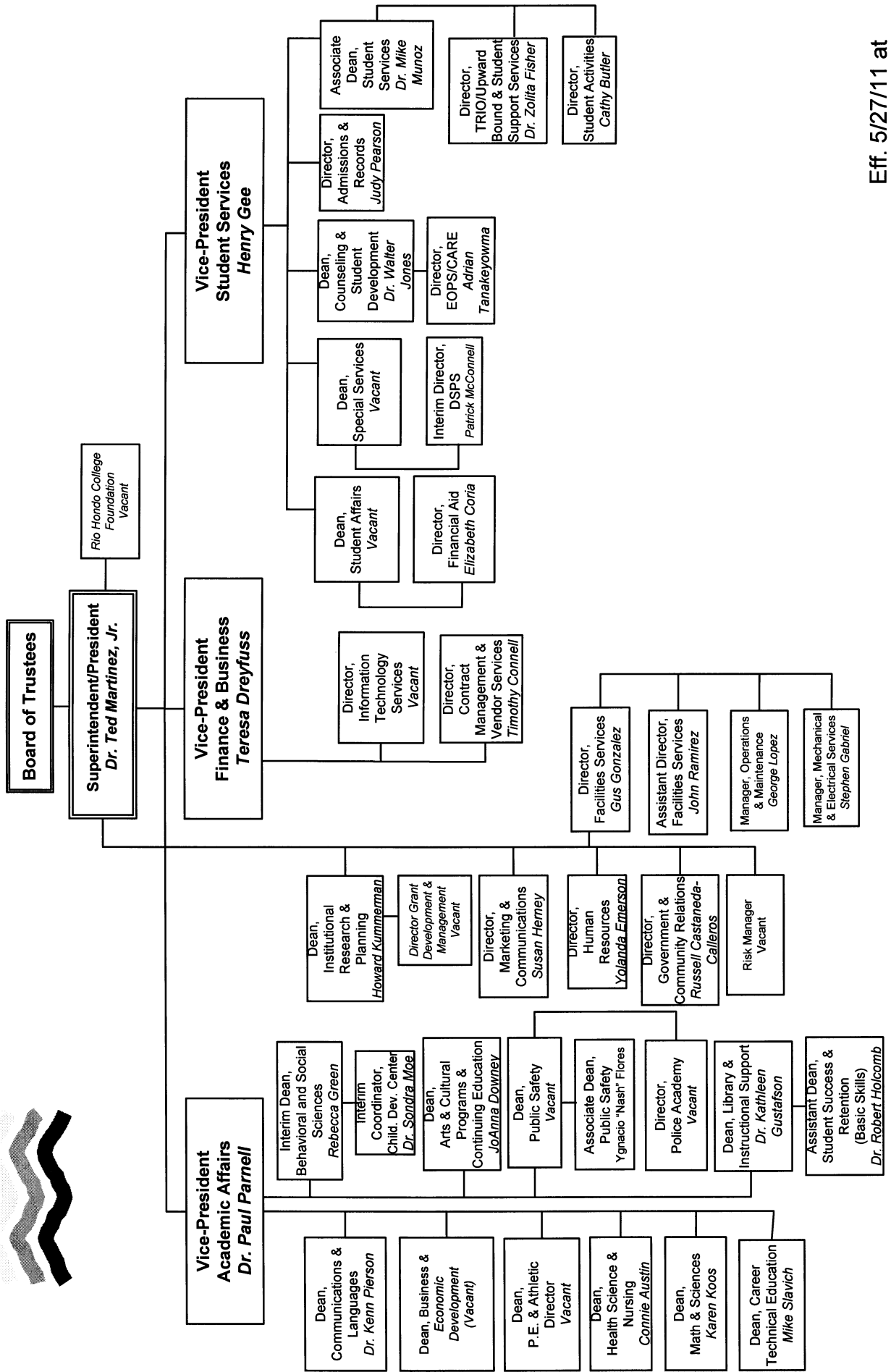
# **Management Organizational Structure**



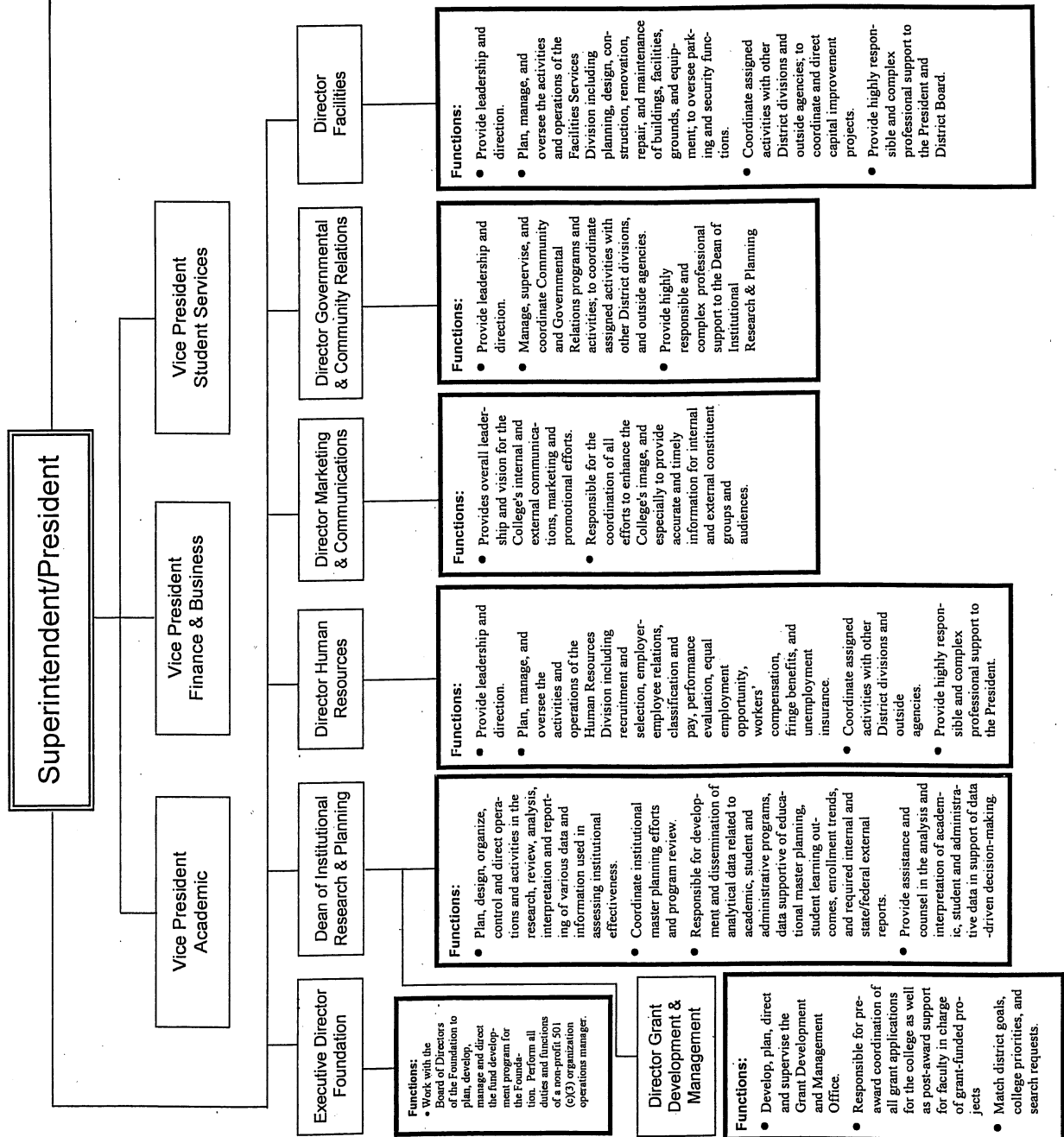
The purpose of the Management Organizational Structure is to provide administrative framework and stability for district-wide institutional operations.

# Rio Hondo College Organizational Chart

Administrative Team



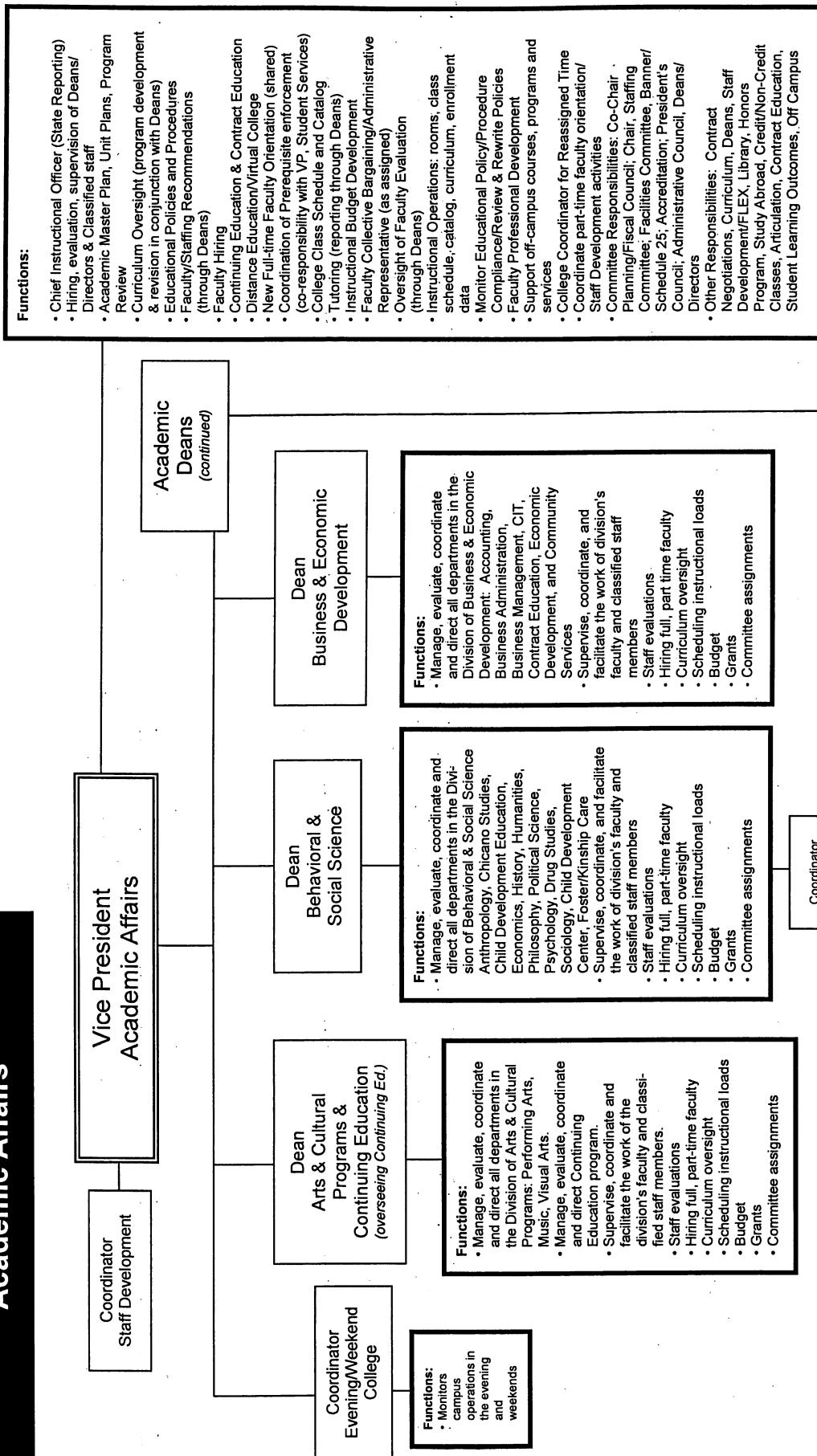
# President's Office



## 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

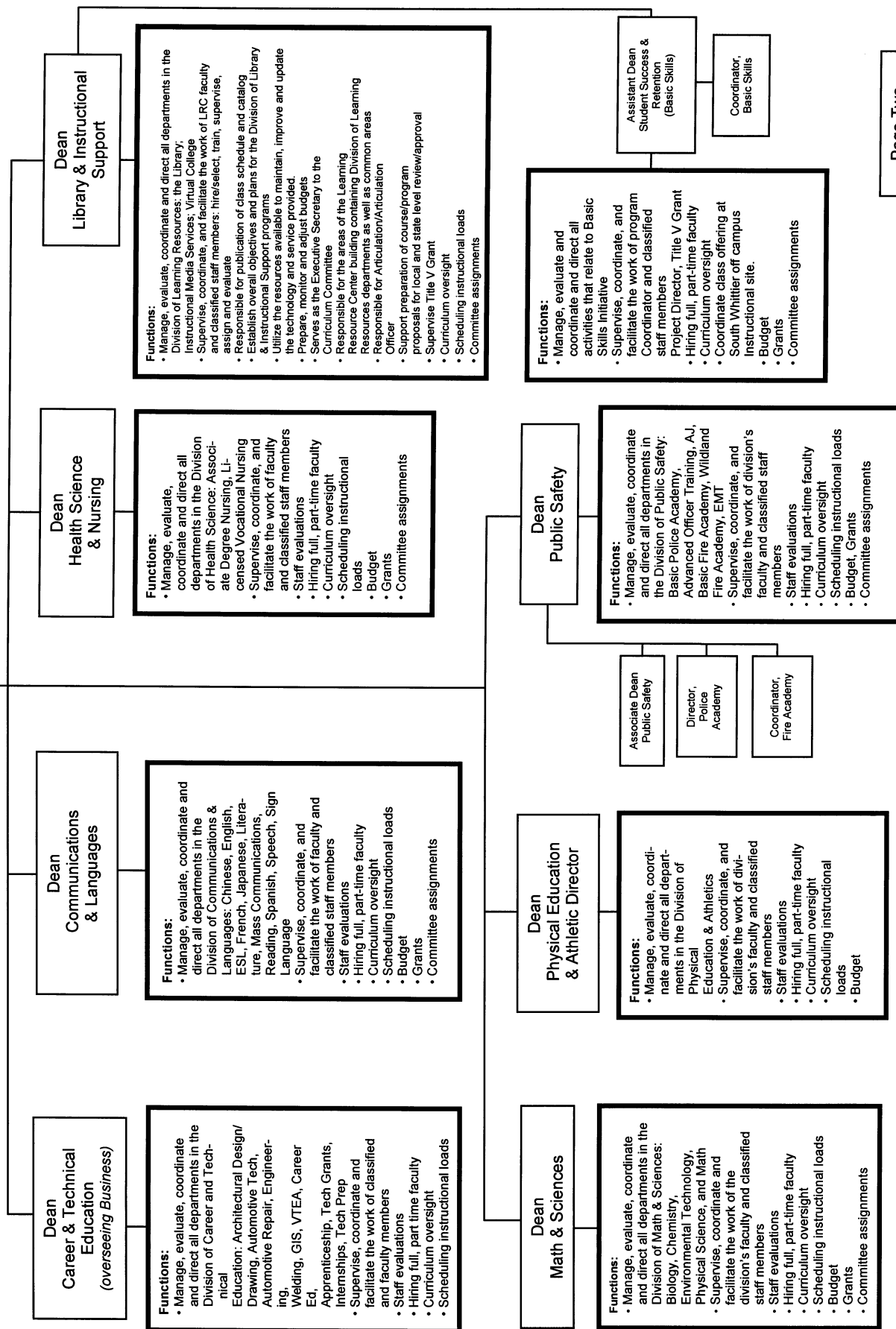
# Academic Affairs



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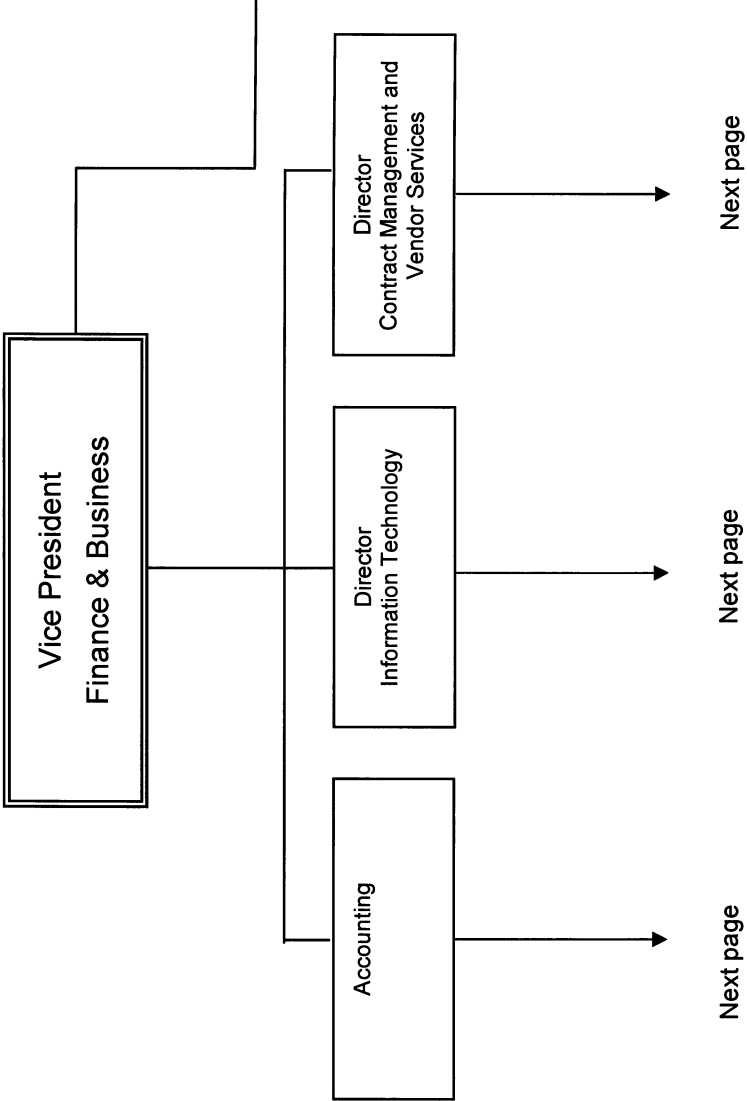
## Academic Affairs, continued

### Vice President Academic Affairs





# Finance & Business



## Functions:

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

# Finance & Business, continued

## Vice President Finance & Business

### Accounting

#### Functions:

- Provide leadership & direction & assume full management responsibility for Accounting Division services & activities including financial analysis & reporting.
- Manage development & implementation of Accounting division goals, objectives, policies, & priorities for each assigned service area.
- Allocate resources accordingly.
- Represent the Accounting division to other District divisions & outside agencies.
- Explain & interpret Accounting Division programs.
- Assist in the development of District budgets.
- Direct the forecast of additional funds needed for staffing, equipment & materials.
- Coordinate Accounting Division activities with those of other divisions & outside agencies & organizations.
- Plan, organize & direct fiscal record keeping to ensure financial control & successful audits.
- Develop procedures for computerized processing of accounting functions.
- Monitor the ASB Fund, the ASO Fund & other special funds & accounts.
- Ensure compliance for expenditures as they relate to legislative & District Board rules & regulations.
- Monitor federal, state, local & other special funds & coordinate reporting of such funds with appropriate divisions to ensure accurate reporting.
- Monitor debt collection.
- Direct the annual inventory of furniture & equipment, maintain inventory records.
- Areas of supervision are Accounts Payable, Accounts Receivable, Banking, Budget Control, College Cashier, General Accounting, Grants & Categorical Accounting, Internal & External Audits & Reports and Payroll.

### Accounts Payable

### Banking

### College Cashier

### Grants & Categorical Accounting

### Payroll

### Account Receivable

### Budget Control

### General Accounting

### Internal & External Audits & Reports

### Director, Information Technology Services

#### Functions:

- Oversee the activities and operations of the IT Division including Telecommunications.
- Coordinate assigned activities with other District divisions & outside agencies.
- Lead, direct & assume full management responsibilities for IT Division services & activities including network, system analyses, programming, acquisitions, cost/benefit analysis & needs forecasting.
- Manage development & implementation of IT Division objectives, policies & priorities for each assigned service area.
- Continuously monitor & evaluate the efficiency & effectiveness of IT service delivery methods & procedures.
- Conduct IT needs analysis assess & monitor work load.
- Represent IT division to other District divisions & outside agencies. Explain & interpret Info Tech division programs.
- Plan, direct & coordinate IT's division work plan. Meet with management staff to identify & resolve problems. Assign projects & programmatic areas.
- Manage & participate in the development & administration of the IT division budget.
- Supervise, monitor & coordinate the College's voice, video, data & satellite communications programs & other centralized computer services functions.
- Develop & coordinate College-wide long & short range plans for systems development, systems maintenance, production activities & support services.
- Provide technical advice & guidance to College Administrators, faculty & staff on the design, installation, modification & operation of College-based info sys projects & equipment.
- Manage various aspects of info tech sys design, equipment, needs assessment, vendors, procurement through College business procedures & contracts.
- Direct & supervise the technology Help Desk.
- Oversee & direct records management.
- Negotiate hardware, software & service contract.
- Areas of supervision are Computer Repair Technician, Computer Operations Technicians, Network Administrator, Programmer, Programmer Analyst, Senior Systems Analyst, Systems Programmer Analyst, Technology Trainer and Web Developer.

### Computer Repair Technician

### Network Administrator

### Programmer Analyst *Vacant*

### Senior Systems Programmer Analyst

### Web Developer

### Computer Operations Technicians

### Programmer

### Senior Systems Analyst

### Technology Trainer

### Director Contract Management and Vendor Services

#### Functions:

- Plan, manage & oversee activities/operations of division including fixed assets, vendor services, warehouse, mail room, printing, phones & equipment maintenance.
- Provide leadership & direction for division.
- Manage the development & implementation of division goals, objectives & policies.
- Continuously monitor & evaluate the efficiency & effectiveness of service delivery methods & procedures.
- Represent the division to other District divisions & outside agencies.
- Explain & interpret division programs, policies & activities.
- Negotiate and resolve sensitive, significant & controversial issues.
- Manage & participate in development & administration of budget.
- Develop & maintain construction contracts; report to state agencies on compliance and/or change; prepare documentation for federal & state claims or matching funds for construction projects & equipment.
- Develop & maintain a hazardous materials program which complies with applicable laws.
- Supervise, monitor, coordinate & develop RFP's, RFQ's, quotes & bids, including public works projects.
- Coordinate risk, management activities, including liability & insurance.
- Coordinate & manage fixed assets, central stores & warehousing.
- Monitor, coordinate & manage contract services, including book store & food services.
- Areas of supervision are the Book Store, Duplicating & Printing, Food Service, Mail Room, Purchasing and Warehouse.

### Bookstore

### Duplicating & Printing

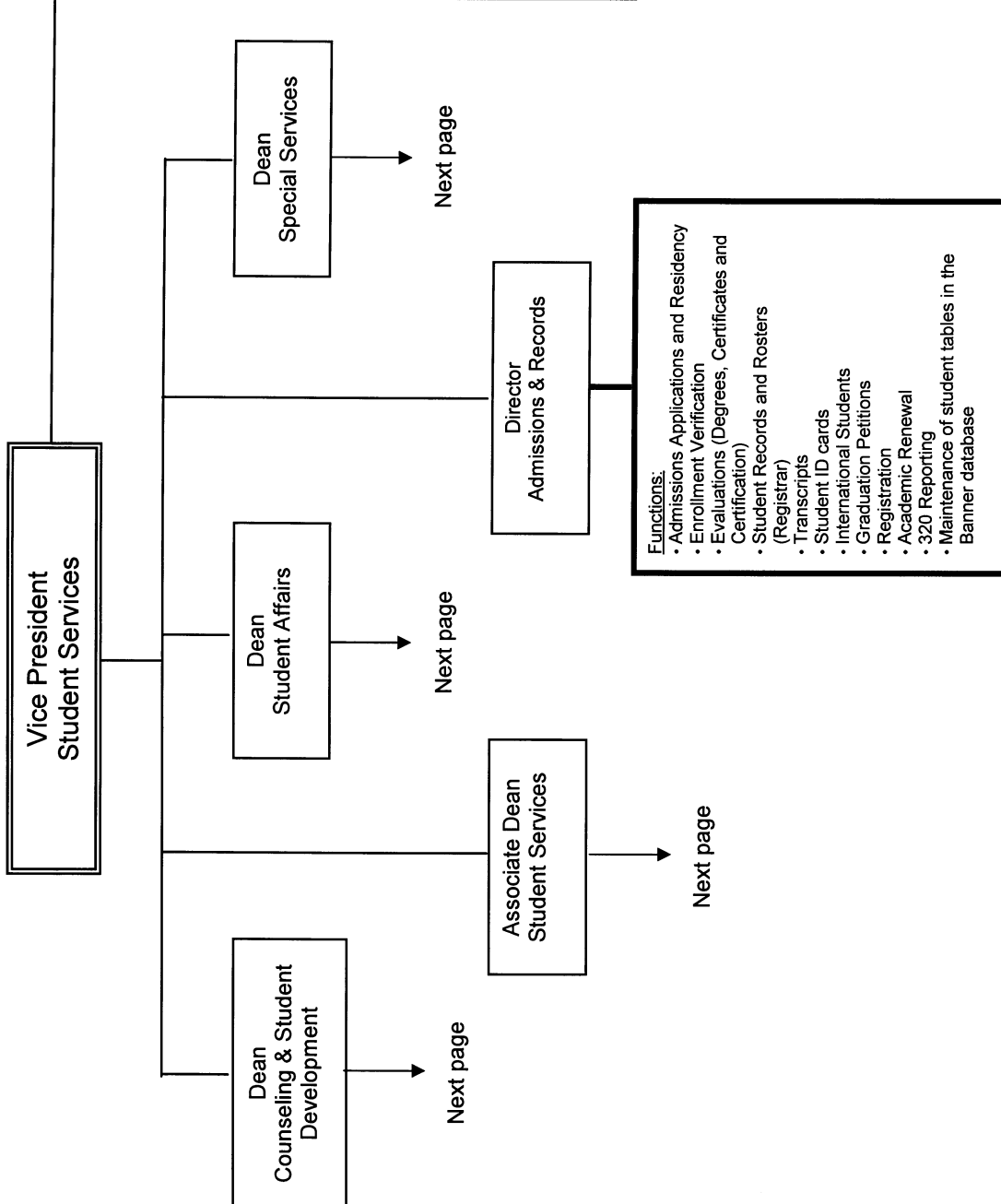
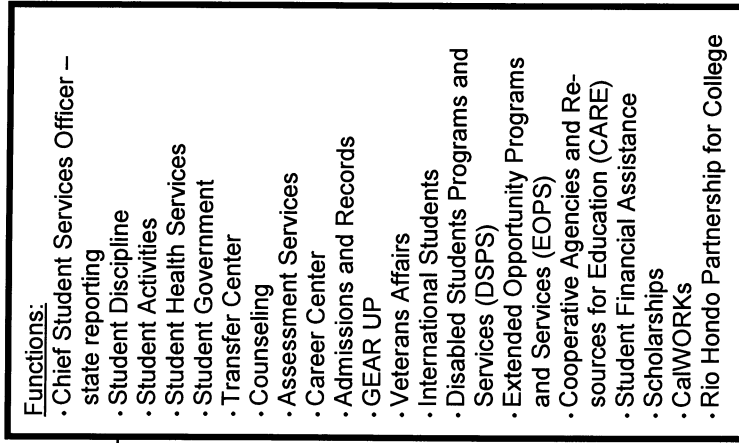
### Food Service

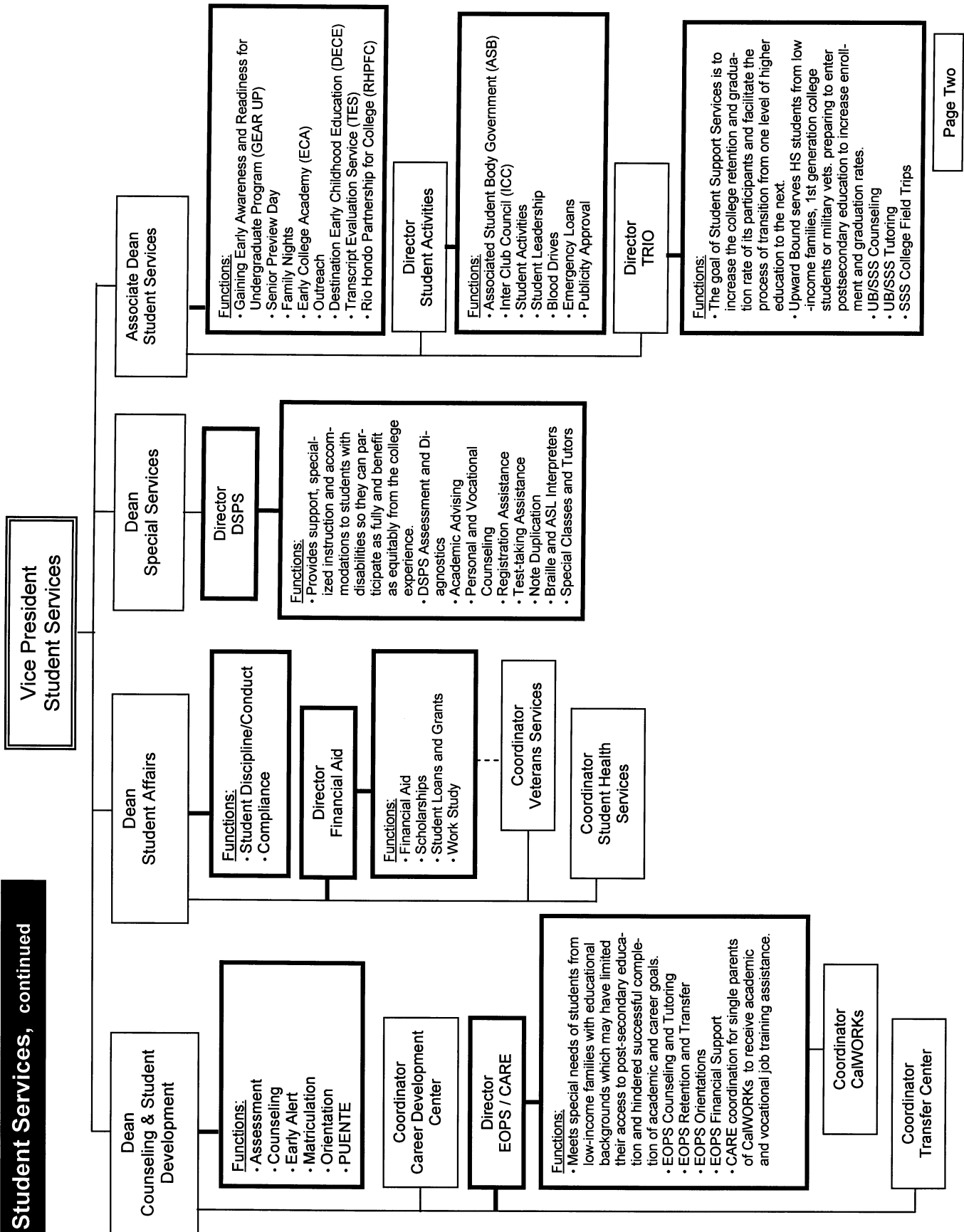
### Mailroom

### Purchasing

### Warehouse

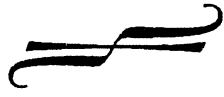
# Student Services







# **Management Councils & Committees**



<b>ACADEMIC DEANS COUNCIL</b>	
<b>Charge</b>	To develop, oversee, monitor, review, evaluate and make recommendations to the President in regards to operations.
<b>Meeting Schedule</b>	Every Thursday
<b>Chair</b>	Vice President, Academic Affairs
<b>Composition</b>	<p>Vice President, Academic Affairs</p> <p><b>12 Academic Deans/Associate Deans and/or Assistant Deans</b></p> <ul style="list-style-type: none"> <li>• Assistant Dean, Student Success &amp; Retention (1)</li> <li>• Associate Dean, Public Safety (1)</li> <li>• Dean, Arts &amp; Cultural Programs (1)</li> <li>• Dean, Behavioral &amp; Social Sciences (1)</li> <li>• Dean, Business &amp; Economic Development (1)</li> <li>• Dean, Career &amp; Technical Education (1)</li> <li>• Dean, Communications &amp; Languages (1)</li> <li>• Dean, Health Sciences &amp; Nursing (1)</li> <li>• Dean, Institutional Research &amp; Planning (1)</li> <li>• Dean, Library and Instructional Support (1)</li> <li>• Dean, Physical Education &amp; Athletic Director (1)</li> <li>• Dean, Math &amp; Sciences (1)</li> <li>• Dean, Public Safety (1)</li> </ul> <p><b>Ex-officio members</b></p> <ul style="list-style-type: none"> <li>• Dean of Counseling &amp; Student Development (1)</li> <li>• Director of Admissions and Records(1)</li> <li>• Director of Information Technology (1)</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	
<b>Notes</b>	
<b>Support Staff</b>	Senior Administrative Assistant, Academic Affairs

<b>ADMINISTRATIVE COUNCIL</b>	
<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 Board 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 &amp; Business</li> <li>• Dean, Arts &amp; Cultural Programs &amp; Continuing Education</li> <li>• Dean, Business</li> <li>• Dean, Career Technical Education &amp; Business</li> <li>• Dean, Communications &amp; Languages</li> <li>• Dean, Counseling &amp; Student Development</li> <li>• Dean, Health Science &amp; Nursing</li> <li>• Dean, Institutional Research &amp; Planning</li> <li>• Dean, Math &amp; Sciences</li> <li>• Dean, Outreach &amp; Matriculation Services</li> <li>• Dean, PE &amp; Athletic Director</li> <li>• Dean, Police Academy</li> <li>• Dean, Behavioral &amp; Social Sciences</li> <li>• Dean, Library &amp; Instructional Support</li> <li>• Dean, Student Life</li> <li>• Assistant Dean, Student Success and Retention</li> <li>• Associate Dean, Student Services</li> <li>• Director, Admissions &amp; Records</li> <li>• Director, Community &amp; Governmental Relations</li> <li>• Director, Contract Mgmt. / Vendor Services</li> <li>• Director, DSPS</li> <li>• Director, EOPS</li> <li>• Director, Facilities Services</li> <li>• Director, Financial Aid &amp; Veterans</li> <li>• Director, Grant Development and Management</li> <li>• Director, Human Resources</li> <li>• Director, Information &amp; Technology Services</li> <li>• Director, Marketing &amp; Communications</li> <li>• Director, Public Safety</li> <li>• Director, TRIO Program</li> <li>• Director, Student Activities</li> <li>• Director, Grant Development and Management</li> <li>• Asst., Director Facilities Services</li> <li>• Manager, Operations &amp; Maintenance</li> <li>• Manager, Mechanical &amp; Electrical Service</li> <li>• Coordinator, Child Development Center</li> <li>• Confidential Employees (8)</li> </ul>
<b>Adopted</b>	2/21/08; rev 2011
<b>Support Staff</b>	Administrative Assistant to the Superintendent/President



<b>BASIC SKILLS COMMITTEE</b>	
<b>Charge</b>	To discuss how to allocate the funds, to discuss the needs of the campus. To plan the future of basic skills across the curriculum and apply the Basic Skills Initiative and how it applies to Rio Hondo College.
<b>Meeting Schedule</b>	Monthly
<b>Chair</b> <b>Co-Chair</b>	Assistant Dean, Student Success & Retention Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Vice President of Academic Affairs</li> <li>• Vice President of Student Services</li> <li>• Dean, Communications &amp; Languages</li> <li>• Dean of Math/Science</li> <li>• Dean, Counseling &amp; Student Development</li> <li>• Communications &amp; Languages Faculty (6)</li> <li>• Math/Science Faculty (2)</li> <li>• Counseling (1)</li> <li>• Associated Student Body Representative (1)</li> <li>• Classified Representatives (3)</li> </ul>
<b>Adopted</b>	2/21/08
<b>Revised</b>	2011
<b>Notes</b>	
<b>Support Staff</b>	<ul style="list-style-type: none"> <li>• Clerical Support Staff, Student Retention &amp; Success</li> <li>• Researcher</li> </ul>

<b>BOOKSTORE COMMITTEE</b>	
<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, Purchasing & Contract Management
<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 Asst., Finance & Business

<b>COMMENCEMENT COMMITTEE</b>	
<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 Activities
<b>Composition</b>	<ul style="list-style-type: none"> <li>• VP Student Services</li> <li>• Executive Asst. to the Superintendent/President</li> <li>• Associate Dean, Student Services</li> <li>• Assistant Director, Facilities</li> <li>• Manager, 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 of Student Activities

<b>FINANCE &amp; BUSINESS COUNCIL</b>	
<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 & Business
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Vice President, Finance &amp; Business</li> <li>• Director, Information Systems</li> <li>• Director, Purchasing &amp; Contracts</li> <li>• Manager, Bookstore</li> <li>• Manager, Food Service</li> <li>• Sr. Accountant</li> <li>• Sr. Administrative Assistant, Finance &amp; Business</li> <li>• Accountant II</li> <li>• Accountant</li> <li>• Sr. Systems Analyst</li> <li>• Sr. Offset Machine Operator Lead</li> <li>• Mailroom &amp; Switchboard Lead</li> <li>• Warehouse Storekeeper Lead</li> <li>• Payroll Coordinator</li> </ul>
<b>Adopted</b>	2/21/08
<b>Revised</b>	2011
<b>Notes</b>	
<b>Support Staff</b>	Sr. Administrative Assistant, Finance & Business

<b>FOOD SERVICE COMMITTEE</b>	
<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, Purchasing & Contract Management
<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>	Sr. Administrative Assistant, Finance & Business

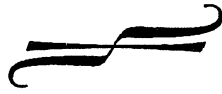
<b>MATRICULATION ADVISORY COMMITTEE</b>	
<b>Charge</b>	To provide input and advisement to the college regarding how to provide and improve Matriculation Services to college students.
<b>Meeting Schedule</b>	Twice a semester.
<b>Chair</b>	Dean, Counseling & Student Development
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management representatives (5)</li> <li>• Faculty representatives (4)</li> <li>• Classified Representative (1)</li> </ul>
<b>Adopted</b>	11/12/96
<b>Revised</b>	Reinstated in Spring 2008; 2011
<b>Notes</b>	
<b>Support Staff</b>	To be determined

<b>PRESIDENT'S CABINET</b>	
<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. (except when President's Council meets)
<b>Chair</b>	Superintendent/President
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Vice President, Academic Affairs</li> <li>• Vice President, Finance &amp; Business</li> <li>• Vice President, Student Services</li> <li>• Dean, Institutional Research &amp; Planning</li> <li>• Director, Human Resources</li> <li>• Director, Marketing &amp; Communications</li> <li>• Director, Facilities</li> <li>• Director, Governmental &amp; 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



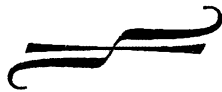
<b>STUDENT DISCIPLINE COMMITTEE</b>	
<b>Charge</b>	The purpose is to hear student discipline cases where there is a recommendation of suspension and to make an official committee recommendation to the President.
<b>Meeting Schedule</b>	As needed basis.
<b>Chair</b>	Director, Student Activities
<b>Composition</b>	<p>(members vary each year)</p> <ul style="list-style-type: none"> <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
<b>Notes</b>	Was called the Administrative Panel in the old BP 4210 "Suspension-Expulsion" and contained 3 or more certificated employees.
<b>Support Staff</b>	Administrative Secretary, Student Support Services

<b>STUDENT SERVICES PROGRAM LEADERSHIP COUNCIL</b>	
<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>	<p>(15) Administrators</p> <ul style="list-style-type: none"> <li>• Dean, Student Affairs</li> <li>• Dean, Special Services</li> <li>• Dean, Counseling &amp; Student Development</li> <li>• Director, Admissions &amp; Records</li> <li>• Associate Dean, Student Services</li> <li>• Director, EOPS/CARE</li> <li>• Director, TRIO</li> <li>• Director, Student Activities</li> <li>• Director, Financial Aid</li> <li>• Coordinator, Transfer Center</li> <li>• Coordinator, Career Development Center</li> <li>• Coordinator CalWORKs</li> <li>• Coordinator, Student Health Center</li> <li>• Coordinator, Veteran Services</li> <li>• Assistant Dean, Student Success and Retention</li> </ul>
<b>Adopted</b>	July 1995
<b>Revised</b>	2/21/08, 2011
<b>Notes</b>	Formerly called the Student Services Management Team
<b>Support Staff</b>	Sr. Administrative Assistant to the VP, Student Services



# **Governance**

## **Councils and Committees**



<b>ACADEMIC RANK COMMITTEE</b> <b>(COMMITTEE OF THE ACADEMIC SENATE)</b>	
<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 Nov 15 deadline The committee shall meet in fall. 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 regular meeting. Chairperson is selected annually by the committee.
<b>Adopted</b>	BP 2209 10/12/88
<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 until 12:30		
<b>Chair</b>	Faculty Representative		
<b>Composition</b>	<b>DIVISION</b>	<b># of REPS</b>	<b>MEMBERS</b>
	Communications & Languages	3	1 Reading, 1 Composition, 1 at-large
	Business & Applied Technology	3	1 Business, 1 Technology, 1 at-large
	Health Sciences	1	
	Physical Education	1	
	Mathematics & Sciences	3	1 Math, 1 Science, 1 at-large
	Public Safety	2	1 A.J., 1 Fire Tech
	Social Sciences, Humanities & Philosophy	3	1 Soc.Sci, 1 Hum, 1 at-large
	Arts & Cultural Programs (Continuing Education)	2	1 Visual Arts, 1 Perf. Arts
	Library	1	
	Counseling	1	
	Disabled Students Program & Services	1	
	Articulation Officer	1	
	Student Representative	1	
	Evaluation Technician (non-voting)		
	Total Faculty Representation	22	
	Total Administration Representation	2	Dean-Business Dean - Library
	Student Representation	1	
<b>Adopted</b>			
<b>Revised</b>	2006; 2011		
<b>Notes</b>			
<b>Support Staff</b>	Articulation Specialist Dean, Library & Instructional Support		

<b>ENTERPRISE SYSTEMS ADVISORY COMMITTEE (COMMITTEE OF THE TECHNOLOGY COMMITTEE)</b>	
<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. The ESAC is a subcommittee of the Technology Committee.
<b>Meeting Schedule</b>	Once per month September-May or as needed.
<b>Chair</b>	Director of IT
<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 or Representative (1)</li> <li>• Director of Admissions and Records or Representative (1)</li> <li>• Director of Financial Aid (1)</li> <li>• Business &amp; Finance Representative (1)</li> <li>• Director of Human Resources or Representative (1)</li> <li>• Institutional Research 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>Notes</b>	
<b>Support Staff</b>	IT Department

<b>EQUIPMENT &amp; TECHNOLOGY COMMITTEE</b> <b>(COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)</b>	
<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>• Academic Senate President and Faculty Representatives (3)</li> <li>• Classified Representatives – Appointed by CSEA (3)</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2011
<b>Notes</b>	
<b>Support Staff</b>	Director of IT

<b>FACILITIES COMMITTEE (COMMITTEE OF THE PLANNING &amp; 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>• ASB Representative</li> <li>• Administrative Representatives (3 deans)</li> </ul>
<b>Adopted</b>	November 13, 2007
<b>Revised</b>	
<b>Notes</b>	
<b>Support Staff</b>	Facilities Secretary



<b>INSTITUTIONAL EFFECTIVENESS COMMITTEE (IEC) (COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)</b>	
<b>Charge</b>	The Institutional Effectiveness Committee (IEC) is a committee of the Planning and Fiscal Council (PFC). The work product of the IEC is the annual strategic planning process.
<b>Meeting Schedule</b>	TBD
<b>Co-Chairs</b>	Dean, Institutional Research & Planning Faculty Representative
<b>Composition</b>	Faculty Representatives (3) Classified Staff Representatives (3) Administrative Representatives (3) Student Representatives (2-3)
<b>Adopted</b>	
<b>Revised</b>	2011
<b>Notes</b>	
<b>Support Staff</b>	Secretary, Research & Planning

<b>INSTRUCTIONAL TECHNOLOGY COMMITTEE</b>	
<b>Charge</b>	<p>The Instructional Technology Committee , as a sub-committee of the Academic Senate, reviews and recommends the following to the Academic Senate;</p> <p>Develop quality standards for online education, develop policies to ensure online instructors are in line with the requirements of Title V, ensure compliance with Section 508 of ADA, recommend training standards for both experienced faculty and those new to teaching, provide quality input regarding the selection of the course management system, study and analyze the implications of recommended best practices and technological innovations for both online and classroom teaching, provide advice for prioritizing requests for both existing and new classroom technology, provide instruction and advice for the use of academic technology.</p>
<b>Meeting Schedule</b>	Minimum of one meeting up to twice per month during Fall & Spring semesters on first & third Tuesday at 2:30 p.m.
<b>Chair</b>	Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Director of Information Technology (1)</li> <li>• Administrators appointed by VP Academic Affairs in consultation with President of Academic Senate (2)</li> <li>• Communications &amp; Languages Faculty (2)</li> <li>• Business &amp; Applied Technology (2)</li> <li>• Health Science &amp; Nursing (2)</li> <li>• Physical education (2)</li> <li>• Math &amp; Sciences (2)</li> <li>• Public Safety (2)</li> <li>• Behavioral &amp; Social Sciences (2)</li> <li>• Arts &amp; Cultural Programs (2)</li> <li>• Library (2)</li> <li>• Counseling (2)</li> <li>• Career &amp; Technical Education (2)</li> </ul>
<b>Adopted</b>	7/2002
<b>Revised</b>	
<b>Notes</b>	Replaces the Virtual College Committee
<b>Support Staff</b>	

<b>PLANNING AND FISCAL COUNCIL</b>	
<b>Charge</b>	The Planning/Fiscal Council (PFC) is established in accordance with AB1725, 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>	2 <sup>nd</sup> and 4 <sup>th</sup> Tuesdays of the month (and as needed) 2:30 p.m., Board Room
<b>Chair</b>	Vice President of Academic Affairs President of Academic Senate
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (5)</li> <li>• Faculty Representatives (11)</li> <li>• Classified Representatives (3)</li> <li>• ASB Representatives (3)</li> </ul>
<b>Adopted</b>	10/11/95
<b>Revised</b>	2010, 2011
<b>Notes</b>	
<b>Support Staff</b>	Dean, Institutional Research and Planning Coordinator, Staff Development Sr. Asst. to VP Academic Affairs Director, Facilities Services

<b>PRESIDENT'S COUNCIL</b>	
<b>Charge</b>	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>• Superintendent/President</li> <li>• Vice President, Finance &amp; 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>	Exec. Asst. to the Superintendent/President

<b>PROGRAM REVIEW COMMITTEE</b> <b>(COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)</b>	
<b>Charge</b>	To review all programs/student support services/auxiliary services for the college and provide recommendations to the Planning Fiscal Council for planning and budget.
<b>Meeting Schedule</b>	As needed
<b>Chairs</b>	Representative, Institutional Research & Planning Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Classified Representatives (2)</li> <li>• Faculty Representatives (2)</li> <li>• Administrative Representatives (2)</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2011
<b>Notes</b>	
<b>Support Staff</b>	Secretary, Research & Planning

<b>SABBATICAL LEAVE COMMITTEE</b>	
<b>Charge</b>	To review sabbatical leave requests, establish criteria, and rank and forward to the Superintendent/President for transmittal to the Board of Trustees.
<b>Meeting Schedule</b>	Once a year after October 31 <sup>st</sup> this committee meets approximately 3-4 times.
<b>Chair</b>	Vice President of Academic Affairs
<b>Composition</b>	Management Representatives (3) Faculty Representatives (3)
<b>Adopted</b>	
<b>Revised</b>	
<b>Notes</b>	Administrators appointed by VP, Academic Affairs Faculty Representatives appointed by Faculty Assoc.
<b>Support Staff</b>	Sr. Administrative Assistant to the VP Academic Affairs

<b>SAFETY COMMITTEE</b>	
<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 (4)</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, Facilities Services</li> <li>• Director, DSPS</li> <li>• Risk Management Consultant as a non-voting advisor/member</li> </ul>
<b>Adopted</b>	November 27, 2007
<b>Revised</b>	2011
<b>Notes</b>	
<b>Support Staff</b>	Assistant Director, Facilities Services Secretary, Facilities Services

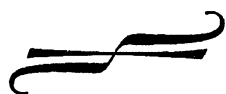
<b>STAFF DEVELOPMENT COMMITTEE (COMMITTEE OF THE ACADEMIC SENATE)</b>	
<b>Charge</b>	To facilitate faculty fulfillment of Flexible calendar obligations. To plan and facilitate the offering of professional development activities for the campus including institutional, departmental, and Individual initiatives.
<b>Meeting Schedule</b>	2 <sup>nd</sup> & 4 <sup>th</sup> Wednesday of the month, 3:00-4:00 pm
<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



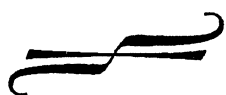
STAFFING COMMITTEE (COMMITTEE OF THE PLANNING & FISCAL COUNCIL)	
<b>Charge</b>	There are two components to the Staff Committee: (1) for faculty hiring and (2) Classified hiring. These committees are responsible for using a multiple-criterion based process for prioritizing staff and faculty position requests.
<b>Meeting Schedule</b>	On an as needed basis.
<b>Co-Chairs</b>	Vice President, Academic Affairs Faculty Representative
<b>Co-Chairs</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 &amp; 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 (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 - Chair</li> <li>• Vice President, Finance &amp; Business</li> <li>• Vice President, Student Services</li> <li>• Instructional Dean (1)</li> <li>• Faculty Representatives (10)</li> <li>• Student Services Dean (1)</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 &amp; Business</li> <li>• Vice President, Student Services - Chair</li> <li>• Instructional Dean (1)</li> <li>• Student Services Dean (1)</li> <li>• Classified Staff Representatives (2)</li> <li>• Management/Confidential (2)</li> </ul>
<b>Adopted</b>	2/19/08
<b>Revised</b>	2011
<b>Notes</b>	
<b>Support Staff</b>	Sr. Administrative Assistant, Academic Affairs

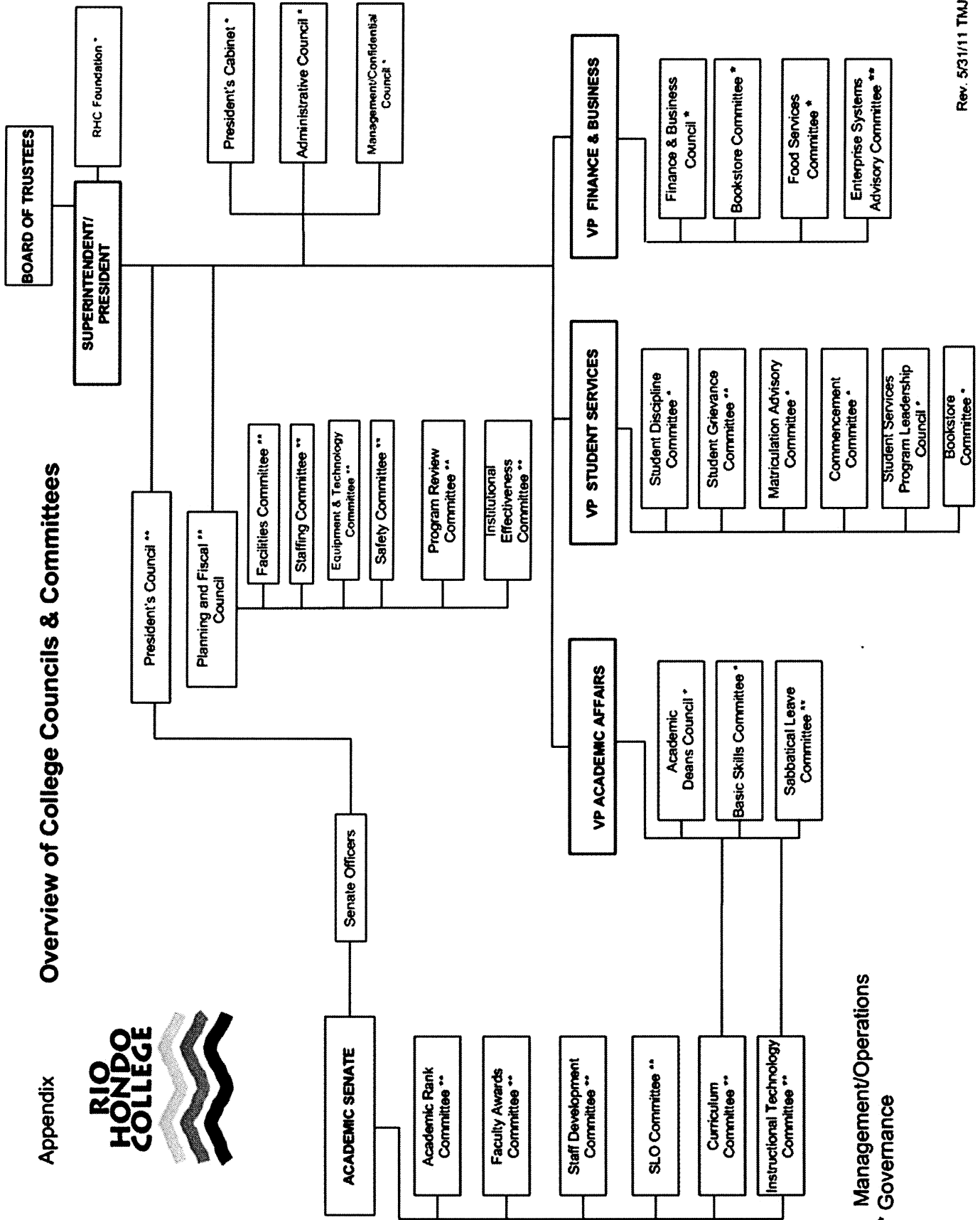
<b>STUDENT GRIEVANCE COMMITTEE</b>	
<b>Charge</b>	The purpose of the committee is to provide a forum where a student may have a hearing for a grievance they have against any faculty or staff member.
<b>Meeting Schedule</b>	As needed basis.
<b>Chair</b>	Director, Student Activities
<b>Composition</b>	<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
<b>Notes</b>	Was previously called the College Review Board. It was in the old BP 4220 "Student Grievance"
<b>Support Staff</b>	Sr. Secretary, Student Affairs

<b>STUDENT LEARNING OUTCOMES COMMITTEE</b>	
<b>Charge</b>	Coordinate the implementation of student learning outcomes to be in full compliance with proficiency standards established for accreditation.
<b>Meeting Schedule</b>	Monthly
<b>Co-Chairs</b>	Instructional Dean Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (1)</li> <li>• Faculty Representatives (20)</li> <li>• Classified Representatives (5)</li> </ul>
<b>Adopted</b>	5/27/11
<b>Revised</b>	
<b>Notes</b>	
<b>Support Staff</b>	none



## Appendix







# COUNCIL/COMMITTEE

## Request Form

<b>Directions:</b> Please send your request to the Office of the President. All requests will be reviewed by the President's Council.						
Person Submitting Request					Date	
Name of Council/Committee						
Action Requested:		Add		Delete		Change*
<b>Change of Council or Committees:</b> Give a concise description of what the council or committee seeks to accomplish.						
Proposed Meeting Schedule:						
<b>Committee Composition:</b> Identify individuals by position and not names. (Example: Faculty representative from Instructional division, Dean of Counseling, Classified Representative, etc.) Identify Chair and/or Co-Chair by position and not name.						
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?						
Additional Information:						

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

MC/3.09



# 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: \_\_\_\_\_

Submitted to Planning and Fiscal Council for notification purposes only.

Date of Planning and Fiscal Council meeting: \_\_\_\_\_

DELEGATION OF AUTHORITYBP No.  
2430

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 2 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

Page 1 of 2

- I. The Board 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's action under which the District is governed and administered.

The Rio Hondo College Board of Trustees believes that shared governance furthers the mission, goals, and purposes of the District. In keeping with the spirit and intent of AB 1725, the Board recognizes the unique role of the faculty, acting through the Academic Senate, in 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 shared governance activities most appropriate to their interests and expertise.

- II. Each of the following shall participate as required by law in the decision-making processes of the District:
- A. Academic Senate (Title 5, Sections 53200-53206) The board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.
- 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 Classified 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.

**PARTICIPATION IN LOCAL DECISION MAKING**

<b>BP No. 2510</b>
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Board Adopted: 11/12/03

Page 2 of 2

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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 Student Body 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 have been provided the opportunity to participate.
- 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/departamental 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

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## 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*



## OFFICE OF THE PRESIDENT

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### **RIO HONDO COMMUNITY COLLEGE DISTRICT**

#### **VISION**

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.

#### **MISSION**

“Rio Hondo College is a collaborative center of lifelong learning which provides innovative, challenging, and quality educational offerings for its diverse students and community.”

#### **VALUE STATEMENT**

##### ***Rio Hondo College values:***

1. Quality teaching and learning
2. Student access and success
3. Diversity & Equity
4. Fiscal Responsibility
5. Integrity and Civility

*Board Approved 4/29/11*