

Senate Executive Board Members

President: Dr. Angela Medina Rhodes
1st Vice President: Kelly Lynch
2nd Vice President: Aditi Sapra
Secretary: Michael Koger
Parliamentarian: Angelica Martinez
ASCCC Representative: Farrah Nakatani
Past-President: Dorali Pichardo Diaz
RHCFA President: Diana Valladares
Curriculum Chair: Elizabeth Ramirez

Discussion Expectations

1. Be respectful
2. Step back or step up
3. Challenge the idea, not the person
4. Stay focused on the issue
5. Speak your discomfort or support
6. Acknowledge each other's experiences
7. Commit to learning from each other

10 + 1

"Academic and professional matters" means the following policy development and implementation matters:

- (1) curriculum, including establishing prerequisites and placing courses within disciplines;
- (2) degree and certificate requirements;
- (3) grading policies;
- (4) educational program development;
- (5) standards or policies regarding student preparation and success;
- (6) district and college governance structures, as related to faculty roles;
- (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
- (8) policies for faculty professional development activities;
- (9) processes for program review;
- (10) processes for institutional planning and budget development; and
- (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate



Academic Senate Agenda

February 6, 2024 1:00 p.m.

Locations: 3600 Workman Mill Road, Room LR128, Whittier, CA/3000 San Gabriel Blvd., Rosemead, CA 91770/ 7226 Hamner Ave, Eastvale, CA 91752/840 East Whittier Blvd, La Habra, CA. 90631/ 18 W Sierra Madre Blvd # A, Sierra Madre, CA 91024/ 214 W Rt 66, Glendora, CA 91740/ 101 The City Dr., Orange, CA 92868/ 1370 Veteran Avenue # 104, Los Angeles, CA 90024

1. Call to Order
2. Approval of Minutes from November 21, 2023
3. **Public Comment:** Persons wishing to address the Academic Senate on any item on the agenda or comment on any other matter are allowed three minutes per topic. Pursuant to the Brown Act, the Academic Senate cannot discuss or take action on items not listed on the agenda. Matters brought before the Academic Senate that are not on the agenda may, at the Senate's discretion, be referred to the Senate Executive Council or placed on the next agenda.
4. **Committee Reports**
 - a. **Senate Committees**
 - i. Academic Rank, Frank Sotelo
 - ii. Curriculum, Elizabeth Ramirez
 - iii. Distance Education, Kenn Pierson-Geiger
 - iv. Open Educational Resources (OER), Sheila Lynch
 - v. Outcomes, Sean Hughes
 - vi. Staff Development/FLEX, Katie O'Brien
 - b. **Planning & Fiscal Council Committees**
 - i. Facilities, Scott Jaeggi
 - ii. Institutional Effectiveness (IEC), Julio Flores
 - iii. Planning and Procedural Council, Rudy Rios
 - iv. Program Review, Marie Eckstrom
 - v. Safety, Brian Brutlag
 - c. **Additional Committees**
 - i. Enterprise Systems Advisory, Colin Young
 - ii. Foundational Skills & Instructional Support, Tyler Okamoto
 - iii. Online Education Initiative (OEI), TBD
 - iv. ASCCC Open Educational Resources Initiative (ASCCC OERI), Sheila Lynch
 - v. Student Equity, Julio Flores
 - vi. Student Success and Support Services Program (SSSP), Bill Curington
 - vii. AI Taskforce, Oyenbhen Omotese
 - viii. Institutional Ethics, Civility, and Anti-bullying Taskforce
5. **President's Report**
 - a. **Announcement:** Rio Hondo College's accreditation was reaffirmed for the remainder of the cycle (notified 1/17/24)

- b. Announcement: Elizabeth Ramirez has been appointed to the CCN Council
 - c. Announcement: Impact of VPN on Non-instructional Faculty
 - d. Announcement: Got 60? Campaign, Attached
 - e. Discussion: \$1K to provide caps and gowns to students
6. Vice President's Report
- a. 1st Vice President, Kelly Lynch
 - i. RHC Fellow of the College, due in February-Appendix A
 - ii. RHC Distinguished Faculty Award, due in February-Appendix B
 - iii. Legislation Updates
 - b. 2nd Vice President, Aditi Sapra
7. Unfinished Business
- a. None
8. Guest Report
- a. None
9. New Business
- a. Announcement: Description of Academic Senate Executive Council positions, Attached
 - b. Announcement: Academic Senate Executive Council Election Timeline, Attached
 - c. Discussion: AP 7901 Remote Work, Attached
 - d. Discussion: AP 7259 Employment Procedures for Management/Confidential, Attached
 - e. Discussion: BP 4010-Academic Calendar, Attached
 - f. Discussion: BP 4110-Honorary Degrees, Attached
 - g. Discussion: BP 4220- Standards of Scholarship, Attached
 - h. Discussion: BP 4225-Course Repetition, Attached
 - i. Discussion: BP 4300-Field Trips and Excursions, Attached
 - j. Discussion: BP 4401-Visitors on Campus, Attached
10. Announcements
11. Adjournment

**Rio Hondo College
Vision Statement**

Rio Hondo College aspires to be an evolving community-focused institution that embraces diversity, equity, and inclusion as a means to achieve personal, professional, and educational goals in a caring and rigorous environment.
(Board Approved 5/12/21)

Mission Statement

Río Hondo College is an educational and community partner committed to advancing social justice and equity as an anti-racist institution that collectively invests in all students' academic and career pathways that lead to attainment of degree, certificate, transfer, and lifelong-learning goals.
(Board Approved 7/08/20)

Appendix A- Fellow of the College

Each year, by March 1, Prior to the first regular April Board Meeting, a committee composed of the Superintendent/President of the College, the president of the Board of Trustees, the president of the Academic Senate, and the president of the Associated Students of Rio Hondo College, and a CSEA representative will meet to recommend, if appropriate, to the Board of Trustees an individual or individuals who may be presented with the Fellow of Rio Hondo College Award at the next following commencement, subject to the approval of the Board.

1. This award is reserved for those who have made outstanding contributions to the District (e.g., employees, Board Members, and others) for the progress and development of Rio Hondo College. An appropriate plaque containing the Rio Hondo College seal will be presented to the recipient of the award, and a permanent plaque will be kept at the College honoring each of the "Fellows."

Appendix B-Distinguished Faculty Award

This award from faculty to faculty recognizes those who have consistently demonstrated excellence in and outstanding dedication to teaching and/or counseling, their discipline, and service to the college and the larger community.

1. Eligibility - All current and retired Rio Hondo College faculty are eligible with the exception of current members of the Senate Executive Committee. In addition, former faculty colleagues who are serving as administrators are also eligible.

2. Nominations - Any current or retired faculty member, or current student may submit nominations. Nominators must complete the nomination form which consists of:

a. A description of the nominee's excellence in and dedication to teaching and/or counseling (300 words maximum)

b. A description of the nominee's enthusiasm for his/her discipline (300 words maximum)

c. A description of the nominee's superb service to the College and the community (300 words max)

d. Other materials the nominator wishes to submit (e.g., letters of support from students)

3. Nominators must submit the nominations to the Senate 1st Vice President by noon on the third Friday in February.

4. Selection Process - A subcommittee of the Academic Senate will serve as the selection committee for the award. The Academic Senate Executive Committee Members will select the members of the selection committee. A subcommittee composed of the Superintendent/President of the College, the President of the Board of Trustees, the President of the Academic Senate, and the President of the Associated Students of Rio Hondo College will affirm the choice of the selection committee, which will then be forwarded to the Board for final approval.

5. Award Presentation - The award will be presented at the first Board meeting in May. The awardee will be given a small plaque, and a permanent Distinguished Faculty plaque will be prominently displayed on campus.



Get Ready to Graduate in 2024!



Graduation Petition Week:

March 4th-March 7th | 10:00am-2:00pm

A graduation petition is an application for students to get their degree or certificate awarded. To receive help in submitting your graduation application, please visit the Counseling Center (SS160), Transfer Center (SS250), or Center for Career and Re-Entry Services (SS350) for assistance.

Graduation Petition Submission Celebration Day – Giveaways and Cap & Gown Drawing:

Thursday, March 14th | 11:00am-1:00pm | Upper Quad

Graduation Petition Deadline:

Friday, March 15th | Submit the graduation petition via your Access Rio by midnight.

Commencement Ceremony:

Friday, May 24, 2024 | Only students who were awarded a degree for Summer 2023, Fall 2023, and Spring 2024 candidates will be invited to participate.



For more information, please contact the Counseling Center at (562) 908-3410



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Scan here to
Petition to Graduate:



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March 4th-March 7th | 10:00am-2:00pm

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Academic Senate Executive Council Roles and Duties

2020-21

President

- Lead PFC as Co-Chair
- Collaborate with VPAA (standing bi-monthly meetings)
- Communicate with Superintendent/President (standing weekly meetings)
- Attend Board Agenda Reviews (for President's Council and Senate Executive Council)
- Maintain Senate Membership
 - Communicate with all divisions and deans for open seats
 - Communicate with Secretary, Parliamentarian, and VP for membership spreadsheet and notes
 - Complete Representation Census every January
- Attend Area C Meetings in fall and spring
- Attend Fall and Spring ASCCC Plenary
- Appoint Faculty to Committees—all hiring committees, all standing committees, all taskforces
- Communicate with all Senate subcommittees annually
 - To update website pages
 - To update Governance Manual
- Chair/Lead all Senate meetings (Robert's Rules)
 - Collaborate with Secretary to create agenda and compile necessary addendum materials
 - Hold standing meetings with Secretary and VPs as needed
- Lead all Senate Executive meetings
 - Prepare all Senate Executive agendas
 - Photocopy all Senate Executive agendas
- Ensure all of the Executive positions are supported and fill in as needed
- Attend all RHCFA Executive and general meetings
- Work with RHCFA president to create Deep River Newsletter once a semester

1st Vice President

- Provide Legislative update at every meeting
- Collaborate with President (standing meetings for presentation slide)
- Update Senate webpage

- Communicate with Secretary and President regarding webpage updates
- Post agendas online 72 hours in advance of meeting
- Post minutes online after Senate approval
- Update the motions table online
- Update membership list online
- Fill in for President at meetings as needed
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

2nd Vice President

- Attend all ASRHC meetings
 - Report highlights to Senators at every meeting
- Collaborate with President (standing meetings for presentation slide)
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

Secretary

- Maintain Senate Minutes and Agendas
 - Take minutes every meeting (noting motions and voting counts)
 - Organize all materials presented at meetings
 - Photocopy all materials for each meeting
 - Forward all PDFs to VP for webpage uploading (agendas and minutes with all addendums)
 - Distribute minutes to all faculty regularly through email
 - Collaborate with President to create agenda (standing bi-monthly meetings)
 - Post agenda in hardcopy outside of Board Room 72 hours in advance of meetings
- Organize Senate Meeting Rooms
 - Contact President's Office to book Board Room for Senate meetings
 - Contact CTE Secretary to book room for Senate Executive meetings
- Create Calendar Requests
 - Senate meetings
 - Senate Exec meetings (include Curriculum Chair and Articulation Officers)
- Maintain Senate Membership List
 - Contact IT to update Distribution List (for Outlook)
- Collaborate with VP and Parliamentarian on keeping membership list updated

- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

Parliamentarian

- Maintain Parliamentary Order during meetings (Robert's Rules)
 - Ensure quorum (count Senators)
- Oversee Officer Elections
 - Communicate dates
 - Create electronic voting link
 - Organize nominations (in spring)
 - Assist with OEC and any other senate committee elections as needed
- Record and maintain Senate attendance
 - Update longitudinal Excel sheet (notes for membership changes; keeping track of Senator terms)
 - Print attendance sheet for every meeting
 - Ensure circulation of attendance sheet at meetings
 - Give attendance sheet to secretary at close of meetings
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

ASCCC Representative

- Attend fall and spring Area C meetings
- Attend fall and spring ASCCC Plenaries as RHC voting delegate
 - Report highlights of plenary to Senators
- Communicate ASCCC Resolutions
 - Report and begin discussions for early plenary resolutions
 - Communicate with president and/or department leads on positions of resolutions as needed
 - Distribute and communicate all final/passed resolutions to Senators
- Assist Secretary with notetaking for minutes as needed
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

Election Timeline for Officers of the Senate Executive Council

Elections for officers of the Senate Executive Council will take place in March. The timeline for nominations and elections is below.

The Officers of the Senate Executive Council are:

- President,
- First Vice-President
- Second Vice-President
- Secretary
- Parliamentarian
- Representative to the Academic Senate of California Community Colleges (ASCCC)

WHAT	WHEN	WHY (<i>Reference in Bylaws</i>)
Election timeline distributed	Tuesday, February 6th	At least one week prior to the meeting at which nominations take place, the Parliamentarian or designee will distribute information regarding elections and the elections timeline
Nominations Open Nominations will be taken at the senate meeting. Nominations can also be made electronically to amartinez@rio.hondo.edu within the nominating period.	Tuesday, March 5 th	Nominations will take place at a Senate meeting and will be open for one week.
Nominations Close Deadline to submit nominations	Tuesday, March 12 th at 12pm	
Voting opens Senators will receive a link to an electronic ballot via their Rio Hondo email.	Tuesday, March 12 th @ 12:30pm	Voting will be open for one week following the close of nominations.
Voting closes	Monday, March 18 th @ 12:00pm	Voting will close at noon the day prior to the last Senate meeting
Results Announced	Tuesday, March 19 th at AS Meeting	

Senate Officers and Executive Council

The officers of the Senate shall be a President, First Vice-President, Second Vice-President, Secretary, and Parliamentarian. Each of these officers shall be duly elected Senators for the term they will be serving. The term of office shall be one year.

The **President** shall call meetings, preside at all meetings, serve as chairperson of the Executive Council, and shall be an ex-officio member of all committees. The President shall, with the advice and consent of a majority of the Executive Council, appoint all committees and their chairpersons. The President shall also serve as co-chair of the Planning and Fiscal Council.

The **First Vice-President** shall preside in the absence of the President, and shall complete the President's term, if the President is unable to fulfill the term of office. This officer shall also function as Legislative Liaison whose function is to report to the Senate legislative activities and developments that might affect higher education. Other committee assignments will be allocated as needed.

The **Second Vice-President** shall preside in the absence of the President and the First-Vice President. This officer shall also function as Associated Students of Rio Hondo College (ASRHC) Liaison whose function is to work with the Executive Branch of the ASRHC. Other committee assignments will be allocated as needed.

The **Secretary** shall prepare and transmit the agenda for each meeting at least 72 hours in advance of each Academic Senate meeting

At the request of the Executive Council, the Secretary shall prepare a correspondence of the Senate, including correspondence with the Administration and with the Board of Trustees of the College.

The **Parliamentarian** shall be an authority and rule on parliamentary procedures based on the Robert's Rules of Order (current edition), and conduct the elections of the Senate.

The **representative to the Academic Senate of the California Community Colleges (ASCCC)** shall inform the Senate of state-wide matters and should attend the ASCCC plenary meetings.

The Senate Executive Council shall consist of the officers of the Senate, the ASCCC Representative, the immediate Past President, and the President of the Rio Hondo College Faculty Association.



AP 7901 Remote Work

Reference:

Remote Work Tentative Agreement with CSEA 9/18/2023

Remote Work options allow employees and supervisors to mutually agree upon a varied geographic and daily distribution of their normal work hours. It does not change the number of days and/or hours worked. The District continues to operate six days a week. Remote work allows individuals the flexibility to adjust their work location and/or schedule to manage their personal needs while maintaining or increasing the efficiency, effectiveness, and equity of outcomes of their work. Some benefits of a remote work program may be:

- Decrease the spread of communicable diseases;
- Decrease commuter traffic and improve regional air quality;
- Improve employee recruitment and retention;
- Enhance flexibilities and opportunities for persons with disabilities;
- Effectively continue business as a part of a disaster recovery or emergency plan.
- Improve program operational effectiveness and flexibilities, individual productivity, and morale;
- Reduce absenteeism; and
- Expand opportunities for employee health and wellness.

The Rio Hondo Community College District (“District”) encourages workplace flexibilities to better support students, employees, and District operations. The District recognizes the benefits of flexible work options for employees when both program and employee personal needs can be met.

Managers and employees must understand that adherence to the policy and procedures is essential to the success of the Remote Work program.

The decision to implement the remote work program is at the sole discretion of the District and shall not be considered a right or benefit of employment. The remote work program is temporary and the District has the right to evaluate the program for effectiveness and can decide whether the Program should be amended, altered or discontinued. Participation in the Program must ensure that no impact on student access, operations of the district, instruction and services to students or the community occur.

The District’s Remote Work program is a separate and independent process from the ADA/Medical Accommodation process. All ADA/Medical accommodation requests must be referred to Human Resources.

Eligibility

Remote work assignments are not suitable for all positions and essential personnel. Essential personnel are considered to perform critical functions, if not performed, pose significant risks to the continued operations of the college and student achievement and success. Essential workers are considered essential by the District to maintain health and safety of the campus community and ensure critical infrastructure operations. This definition of which employee are essential will vary depending on the circumstance.



Remote work will not be offered when doing so would impact the applicable unit's ability to meet demand for on-campus services and supports to address internal and external District needs. All permanent Management, Confidential, and Classified District employees in positions where one or more essential job functions may be performed remotely are eligible for a Remote Work assignment, pending approval as outlined below.

Temporary, short-term, substitute, and other non-permanent employees may be eligible for Remote Work when specific job duties allow. A remote work assignment for a temporary, short-term, substitute, or other non-permanent employee must be approved by the Superintendent/President and area Vice President.

General Eligibility Requirements:

- The employee and appropriate immediate supervisor meet to discuss position suitability, operational need, and employee eligibility for remote/hybrid work assignments.
- Employees must be in good standing and cannot be on a performance improvement plan within the last year.
- Employees must take their applicable breaks and lunches as scheduled (consistent with provisions of the Collective Bargaining Agreement—CBA) and continue to report absences and vacation time in workday.
- Changes in hours due to a remote assignment must be reported in accordance with applicable CBA.
- Employees' remote work location must be within the State of California and within 50 miles of the Main Campus in order to allow for a call to return to work.
- Employees must sign the Remote Work request and agreement.

Management, confidential, and classified staff are eligible to request remote work assignments pursuant to this protocol, with a maximum of up to two full workdays per work week. Any additional days requested must be approved by the Vice President over the area and the Superintendent/President.

Remote Work Assignment Options

- Ad Hoc: an occasional Remote Work assignment at the request of the employee and with the prior written approval by the appropriate supervisor or manager.
- Fixed: a set, recurring schedule of remote work and onsite work assignments at the request of the employee with prior written approval by the appropriate supervisor or manager.

All employees, as outlined under "Eligibility" above, may request an Ad Hoc or Fixed Remote Work assignment. Employees may not be assigned a Remote Work assignment without their consent unless the assignment is necessary for continuity of operations during an emergency. Ad Hoc Remote Work assignments may also be used to manage personal and public health concerns, such as allowing employees who are experiencing symptoms of a communicable illness to work remotely, health permitting.



The decision to approve or deny a request for a remote work assignment shall be at the sole discretion of the District. Sustained remote work may be required of employees if and when the District declares an emergency situation.

Note: Remote work is not to be used for pet or dependent care (i.e. any individuals requiring constant supervision, including infants, toddlers, preschoolers, school-aged children, adults, and elderly adults) purposes. Dependent care arrangements must be made for agreed-upon work hours.

Employee Responsibilities

- Employees must be working and available for regular communication while working remotely. Regular communication may include telephone, email, video conferencing, and other readily available forms of communication. The supervisor may assign acceptable communication methods and expectations for timely response as long as they are consistent with onsite work expectations and standard business practices. Acceptable communication methods and expectations shall be clearly communicated to the employee.
- Employees must maintain substantially similar overall work performance while working remotely. While some tasks, projects, and assignments may be improved while working remotely and others may be less efficient or effective, the overall level of performance must meet expected onsite work performance standards.
- Employees must maintain regular communication with managers and supervisors, coworkers, and individuals served in the performance of their job while working remotely at a substantially similar level as would be accomplished working onsite.
- Employees must complete a safety and ergonomic checklist attesting that their Remote Work location is safe and that they have appropriate equipment. Employees assume the duty to secure District equipment.
- Employees must maintain the confidentiality and privacy of documents, communications, data, and any other information used while working remotely. The District will provide training as needed for the employee to effectively maintain confidentiality and privacy.
- Employees must comply with District IT policies and procedures, including appropriate use of District equipment, timely and routine software and firmware updates, and other protocols to protect the integrity and operations of the District's IT resources.
- Employees must comply with all District policies/procedures, and applicable law, and CBA. Remote work is not a substitute for utilizing leave balances.

Supervisor Responsibilities

- Supervisors must provide timely support, feedback, and direction for employees working remotely in a substantially similar manner to employees working onsite.
- Supervisors must be available through regular communication methods during their work hours, with clear expectations for responses to employees' communications.
- Supervisors must conduct an assessment of their employees' job responsibilities to determine what duties can and cannot be completed remotely (see Remote Work Assignment Considerations).
- Supervisors must proactively monitor employee performance, provide support and feedback, and ensure services and operations are not negatively impacted by remote work assignments.



- Supervisors must manage coverage and availability of services to ensure students, other District employees, and/or the general public receive timely and adequate service.
- Supervisors must ensure employees have completed all requirements to participate in the remote work program and maintain eligibility, or promptly notify HR and the employee when they are no longer eligible for remote work.
- Supervisors must complete training on managing remote work assignments successfully and maintain substantially similar performance in their supervisory duties.
- Supervisors must ensure employees on a remote work assignment comply with all confidentiality and privacy requirements and District IT policies and requirements.
- Supervisors shall endeavor to provide equitable remote work opportunities to all employees under their supervision.

Expenses

Employees participate in this remote work program voluntarily and are responsible for any costs incurred to work remotely. Such non-reimbursable expenses include but are not limited to utilities, internet service, phone service, purchase of office equipment or furniture, home improvements, any construction, and any alterations to real or personal property.

The District must provide software and equipment employees are required to use to perform their job (e.g. laptop, headset, web cam, and soft phone). Employees must request equipment and supplies necessary to perform their job from their supervisor. Employees who purchase and use any equipment and/or supplies without prior approval will not be reimbursed.

Remote Work Assignment Considerations

Remote work assignments are assessed based on the essential job functions and employee performance. The following elements must be considered before a remote work assignment is approved:

- Job Knowledge – does the employee have adequate job knowledge to perform their core functions without close supervisor or regular input from their supervisor and coworkers that would impede the efficiency of working remotely.
- Employee Characteristics – does the employee's past performance demonstrate the necessary work quality, consistency, responsibility, accountability, and self-direction for successful remote work.
- Task, Assignment, and Projects – can the employee's core work responsibilities be assigned, performed, completed, and managed away from the office.
- Student/Employee/Public Contact – can the employee's routine interpersonal interactions be conducted remotely without reducing the effectiveness, efficiency, or equity of services provided.
- Reference Materials – does the employee have access to necessary information, guides, manuals, and similar resources and materials necessary to perform their work remotely.
- Technology Resources – does the employee have adequate technology resources to perform work remotely (e.g. high-speed internet, monitors, etc.).
- Special Equipment – do the employee's routine work assignments require any special equipment requiring them to be onsite to complete core tasks.



- Information Security – can the District provide adequate security of confidential and private information stored and transmitted through internet technologies and can the employee provide adequate security of information possessed, viewed, and used while working remotely.
- Travel – will the employee be able to meet travel needs while working remotely.

Remote Work Assignment Termination

Employees may request to end a remote assignment and return to onsite work at any time.

Supervisors may cancel an employee's remote work agreement based on performance concerns with 5 calendar days' notice.

A Vice President may cancel an employee's remote work agreement based on a validated conduct issue with one (1) working day's notice.

A Vice President may require employees to report to work onsite temporarily due to an unforeseen business necessity or emergency with one (1) working day's notice. Supervisors may require employees to report to work onsite immediately during an emergency as directed by the Superintendent/President or Vice President.

Applicability of CBA

If a provision in this Policy conflicts with a provision in any relevant Collective Bargaining Agreement(s) ("CBA"), or any applicable memorandum of understanding ("MOU"), the provisions of the CBA or applicable MOU shall apply.

Board Reviewed

EMPLOYMENT PROCEDURES FOR ADMINISTRATORS
/CONFIDENTIAL
(NOT INCLUDING SUPERINTENDENT/PRESIDENT)

AP No.
7259
5025

Board Reviewed: 2/13/91; 7/9/03; 4/14/04

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The Río Hondo Community College District is committed to advancing social justice and equity as an anti-racist institution when hiring qualified administrators and confidential employees. The College's mission, vision, values, institutional goals and the College's Equal Employment Opportunity Plan will guide and inform this process. The hiring process for each opening shall be coordinated by the Office of Human Resources.

Process for Requesting to Fill Opening a Position

Prior to initiating a requisition, the hiring administrator shall review the job description. At a minimum the review shall consider if any changes are to be made in the duties, responsibilities, reporting relationships, services or programs supervised, particular skills, knowledge or abilities required, minimum qualifications, and desirable or preferred qualifications. All of the listed skills, knowledge, abilities, and other qualifications must be job related. Any substantive changes shall go to Executive Cabinet and then to the Planning Fiscal Council for consultation recommendations to the Superintendent/President. The Superintendent/President shall make the final decision on any changes and forward recommendations to the Board of Trustees for approval. If no changes to the current job description are necessary, the opening position can be announced opened immediately. Upon approval, the hiring administrator shall initiate a requisition. Requisitions shall be completed and approved by the Superintendent/President.

If the position is a newly created one, it shall be reviewed by the President's Executive Cabinet and sent to the Planning and Fiscal Council for review and input. The Chief Financial Officer Vice President of Finance and Business shall verify that the position is budgeted and/or if a budget augmentation is required, due to approved augmentation, a letter of resignation, or transfer, etc. The Vice President of Human Resources will review the newly created job description for job analysis. The requisition shall be forwarded to the Office of Human Resources to begin recruitment.

When filling a vacant position as acting due to an extended leave, the Superintendent/President will conduct appropriate consultation within the college and then recommend to the Board of Trustees the appointment of an actual position, for up to six months. After six months, the Superintendent/President may exercise discretion to continue an acting as an interim position for not more than 18 months or until the conclusion of the leave.

When filling a vacant position as interim due to a vacancy, the Superintendent/President will determine whether to conduct an internal or external recruitment. For internal recruitments, the recruitment period will be at least seven business days. The Superintendent/President and the appropriate Vice President will review the application materials and select candidates to interview. The selected candidate will serve as an interim administrator and can apply for the permanent position. For

EMPLOYMENT PROCEDURES FOR ADMINISTRATORS
/CONFIDENTIAL
(NOT INCLUDING SUPERINTENDENT/PRESIDENT)

AP No.
7259
5025

Board Reviewed: 2/13/91; 7/9/03; 4/14/04

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external recruitments, the District will follow the regular recruitment and hiring procedures.

Recruitment

It is the policy of Río Hondo Community College District to have diverse applicant pools and provide equal employment opportunities. Vacancies for full-time positions will be advertised in and out of the District unless a reduction in force, a reorganization, or business necessity is determined by the Superintendent/President. Job announcements will be prepared based on the information contained in the job description and information provided by the hiring administrator. Job announcements shall be in accordance with Title 5, Section 53021 and shall be at a minimum, statewide. Records of recruitment efforts shall be retained in the Office of Human Resources and all applicants, whether internal or external shall be treated equally. At a minimum, recruitments will be open for a two-week period based on need and may be extended as needed.

Interrupting the Recruitment Procedure

Recruitment may be stopped, postponed or extended by the Superintendent/President and the position may be reopened at any step of this process. In addition, applicant pools for external job postings will remain viable for a period of six months after the hire date of the initial recruitment.

1. ~~Advertisements shall be in accordance with Title 5, Section 53021 and shall be nationwide~~
2. ~~Records of recruitment efforts shall be maintained in the Office of Human Resources~~
3. ~~All applicants, whether internal or external, shall be treated equally.~~

Application Process

All application materials shall be submitted online. It is the applicant's responsibility to ensure all required materials are submitted within the designated timelines. A supplemental application form may be used to gather specialized job-related information for use in the screening process. All applicants shall submit, at a minimum, a cover letter, resume and a copy of transcripts verifying college work completed and degree(s)/certification earned. The Office of Human Resources shall ensure that all deadlines are observed met for all candidates to ensure equal employment opportunity. treatment.

The Vice President Director of Human Resources, or designee, shall certify that the pool of candidates is acceptably diverse or, if not, that defensible recruitment efforts were made to try to achieve diversity. If such certification cannot be made, recruitment shall be reopened. When a position is advertised as "Open until filled," applications will be accepted as long as feasible before they must be prepared for review by the Selection Advisory Committee. The Office of Human Resources shall

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screen all applicants to verify that minimum requirements are met. Screening criteria shall be job-related and based on the job announcement and required application materials. Those with incomplete applications or those who do not meet the minimum requirements shall be notified by the Office of Human Resources that they are no longer in the pool of applicants.

1. ~~Application materials shall be supplied to potential applicants upon request, including position job description.~~
2. ~~A complete application is one that contains all of the materials required in the job flyer's application process.~~

~~Closure of Opening~~

~~Paper Screening of Applications~~

2. ~~The application review shall include the materials required in the application process. This shall include the application form, letter of interest, evidence of required education, certification or licensure, and resume, plus any other materials requested for the application process.~~

Selection Advisory Committee

~~The Selection Committee shall serve in an advisory capacity to the President or designee. The committee's role in the selection process shall be to review application materials submitted by **qualified** candidates, to recommend candidates for the first **level** interview, to conduct the first **level** interview, and to recommend candidates for further consideration to the **Superintendent/President** or designee. **The Equal Employment Opportunity Officer or designee will review the committee composition for appropriate diversity and to ensure that the screening committee members are not applicants or related to any applicant by blood, marriage or domestic partnership. If modification to committee membership is required, the Equal Employment Opportunity Officer or designee will consult with the screening committee chair.** Agents who appoint committee members shall observe the necessity of providing racial/ethnic and gender diversity; the EEO/Staff Diversity Officer shall determine the sufficiency of the committee composition. **Each recruitment will include an EEO Committee form that will include the name of the committee member, the constituency group they represent, gender and ethnicity. EEO/Staff Diversity Officer will assist with the collection of gender and ethnicity data to ensure a diverse committee composition.** ~~Individuals related by blood or marriage shall not serve on the same committee.~~~~

Persons serving on a Selection Advisory Committee will be required to have completed the EEO training session provided by Human Resources. Training shall be valid for two years. Individuals who have not received this training shall not serve

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on Selection Advisory Committees. Selection Advisory Committee members who do not complete tasks assigned to the Committee or who fail to participate in scheduled meetings will be removed from the Committee. The Committee will proceed with the process with existing members unless more than two members are removed. If this occurs, the Chair will consult with the appropriate constituency group to assign replacements. The Chair and the Human Resources Officer/~~Equal~~ Employment/Staff Diversity Officer or designee shall coordinate the schedules of the Selection ~~Advisory~~ Committee for all necessary meetings and interviews.

~~Each opening shall be processed and monitored by the Office of Human Resources. Each opening shall have the Human Resources Officer or designee and an EEO representative at each stage of the selection process, serving in the role described below. The President may designate the Human Resources Officer or designee to also serve as the EEO representative on a committee.~~

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The Chair may recommend faculty, classified, administrators and confidential to serve on the Selection Advisory Committee based on the nature and relevancy of the position, through consultation with the Academic Senate, CSEA and MCC. These recommendations need to be provided to Human Resources staff within the first two weeks of posting. The Selection Advisory Committee will consist of members as follows:

	Vice President	Non-Academic Deans, Directors, and Supervisors	Academic Deans and Directors	Confidential
Number of administrators appointed by the Superintendent/ President in addition to the Chair	3	1-2**(Chair will be the hiring administrator)	1-2**(Chair will be the hiring administrator)	1-2**(Chair will be the hiring administrator)
Number of administrators appointed by Management/ Confidential Council	2	2	2	2
Number Confidential to be appointed by Management/ Confidential Council, if available	1	1	1	1
Number of faculty appointed by Academic Senate	3	2	3 (2 shall be at minimum within the division)	2
Number of classified appointed by CSEA	3	2	2 (1 shall be at minimum within the division)	2
Number of students that may be appointed by Associated Student body	1	1	1	1
Total number of committee members	11 – 13*	7 – 10	8 – 11	7 – 10

*The President shall designate one of the committee members to serve as Chair.

**The hiring administrator may appoint an administrator to the Selection Advisory Committee in consultation with area Vice President.

~~A. The Selection Committee for Vice President shall consist of the following:-~~

- ~~1. Seven (7) faculty members appointed by the Academic Senate-~~
- ~~2. Five (5) managers appointed by Management/Confidential Council-~~

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3. ~~One (1) confidential employee appointed by Management/Confidential Council~~
4. ~~Three (3) classified employees appointed by CSEA~~
5. ~~Two (2) representatives of the Associated Student Body~~

The following ~~are not committee members~~, but serve specific functions in the selection process **and not voting committee members**:

- **The Human Resources Officer/Equal Employment/Staff Diversity Officer or designee** ~~The Human Resources Officer or designee~~
- ~~An EEO Monitor appointed by the Equal Employment/Staff Diversity Officer~~
- The **Superintendent**/President may opt to appoint an outside subject matter expert to participate at the **Orientation** stage of the selection process. At the committee's request, the individual may also be invited to participate in the interview stage **to provide input and feedback**.

The Selection **Advisory** Committee shall screen, either individually or as a group, only the application materials submitted by each **qualified** candidate. Ratings and decisions shall be based on evidence, or lack of evidence, found in the application materials. Under no circumstances shall a committee member introduce information that is not contained in the application materials, and ~~which~~ would substantially influence a decision on ~~the~~ **a** candidate. If the candidate successfully competes and is recommended for further consideration to the **Superintendent**/President or designee, the committee member should advise the Chair of any relevant information so that appropriate reference checks can be made.

All applicants selected for interview must show sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. Areas of focus will be as follows: Demonstrated commitment to collaboration and teamwork in the delivery of services to students and community; providing quality educational and student services to a diverse student population and community; fostering equity and diversity among individuals, programs and services; creating a positive, safe and pleasant educational environment that respects differences of opinions, beliefs and lifestyles; involvement in the communities similar to those serviced by Río Hondo College.

The ~~paper~~ **applicant** screening process should allow the committee member to **assess the applicant's skills and experience** ~~get a "profile" of the applicant~~ in order to assign an initial rating. The committee's initial ratings for the applicant will show whether there is a common perspective on that applicant; for example, a broad base of strong support or a broad base of non-support. The ratings are to be used as a starting point for discussion. There may be less need for discussion on candidates whose ratings show a strong convergence of opinion, and more discussion on candidates with mixed reviews. Members may change their ratings as a result of

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perspectives shared in the discussion **based solely on application materials provided**. In **determining** ~~deciding on~~ candidates to interview, the decision-making process described in ~~Section IV.G.7,~~ below, shall be used. All candidates must be **rated** ~~judged~~ by the standards established for the position and the relative strength of the pool of applicants. **The Chair and Human Resources Officer/Equal Employment/Staff Diversity Officer or designee will ensure discussions regarding applicants are compliant with EEO standards.**

Orientation

The Selection **Advisory** Committee members shall participate in an orientation for the particular position being filled. The orientation will include a detailed review of the job announcement and the position's job description. The **Superintendent**/President or designee will be available to answer questions about the position, to define its role in the institution, and to provide information on specific needs or emphases the committee should be aware of. The purpose is for the committee members to have a common understanding of the position as they paper screen and interview.

The orientation will include **screening process, calendar, screening criteria, development of interview questions,** the **review of** methods to be used in rating and evaluating candidates, ~~the procedures for arriving at committee decisions,~~ and training in Equal Employment Opportunity principles. The purpose is for committee members to understand and apply these methods, procedures, and principles throughout the selection process. **At the orientation, consensus shall be established. Consensus shall be at minimum 2/3 of the committee.** ~~Reached when the committee, as a whole, can support the slate of candidates to be recommended for further consideration.~~ Consensus means that every committee member ~~"can live with"~~ **will support** the decision **through common consent** and will support it as the committee's unanimous decision.

Responsibilities of The Chair

The Chair will be responsible for the following: leading committee discussions of candidates, such as facilitating the process to identify **qualified** candidates to interview, ~~facilitating the discussion of strengths and weaknesses of the candidates after each interview,~~ and facilitating the process to identify candidates recommended for further consideration; ensuring that each committee member joins the discussion on each candidate; ensuring that committee members are respectful of differing opinions; summarizing and preparing written assessment of candidates on the appropriate form, which will include a job-related reason(s) for not recommending a candidate for further consideration; **serve on the final interview committee** and reminding committee members of the importance of confidentiality throughout the process so as not to jeopardize the selection process.

Role of the Member

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The Members of the Selection **Advisory** Committee will be responsible for the following: contributing to developing and reviewing job related selection criteria, assessments and interview questions; reviewing applications prior to scheduled interviews; interviewing all selected candidates; discussing the strengths and weaknesses of all candidates and recommending candidates for further consideration to the **Superintendent/President** or designee; assisting the Chair of the committee in summarizing and preparing written assessment of each candidate, including a job-related reason(s) for not recommending a candidate for further consideration; adhering to equal employment opportunity principles throughout the process; and maintaining the confidentiality of the selection process. Additionally, the committee members are responsible for bringing to the timely attention of the Chair and **the Human Resources Officer/Equal Employment/Staff Diversity Officer or designee** ~~Human Resources Officer~~ any concerns about the process, fairness, committee member conduct, or any other matter that may adversely affect the committee's task.

Role of the Human Resources Officer/Equal Employment/Staff Diversity Officer or Designee

The Human Resources Officer/**Equal Employment/Staff Diversity Officer** or designee will be responsible for the following: providing guidelines and instructions on equal employment opportunity and staff diversity; **ensuring the committee make-up is diverse**, ~~and sitting in and~~ monitoring each meeting of the whole committee to ensure that equal employment opportunity principles are applied in each process and decision. **In addition**, providing expertise and advice on screening, evaluating, interviewing and selecting; providing the orientation to the committee; organizing and scheduling meetings; in consultation with the Chair, developing drafts of job related selection criteria, assessments and questions to bring to the Committee for its consideration, discussion and final determination, for both the paper screening and interview; ensuring the security of all documents after each meeting; ensuring that documentation is accurate and complete; and ensuring the legality of the process.

Role of the Equal Employment/Staff Diversity Officer or Designee

~~The Equal Employment/Staff Diversity Officer or designee will be responsible for:~~

Selection **Advisory Committee Interviews**

The Office of Human Resources ~~or designated office~~ will notify and schedule the applicants for interviews. Interviews shall be scheduled on succeeding days, if possible, and with sufficient time to allow the committee to discuss a candidate's responses following each interview. At all times, the Committee should be flexible to accommodate needs of **applicants** ~~interviewees~~. The candidate shall be provided the opportunity to review the interview questions privately, without benefit of reference materials, before the start of the interview.

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~~A period of approximately ten (10) to 12 (twelve) minutes shall be provided following each interview to share observations about the candidate's interview. Committee members shall first write their own individual evaluation of the candidate. Then members may share their observations about the candidate's responses, communication and presentation skills, and personal characteristics relevant to the position. The purpose is not to persuade others, but to identify elements which were very impressive and/or elements that caused reservations and, if necessary, to clarify information the candidate presented in the interview. This sharing should also help members see if there is a common perspective on the relative qualifications of the candidates being interviewed.~~

Each member of the Selection **Advisory** Committee shall prepare a written assessment of each applicant interviewed using a form provided by the Office of Human Resources. The Selection **Advisory** Committee shall make a conscientious effort to reach consensus in deciding on candidates to recommend to the **Superintendent**/President for further consideration. It is imperative that every committee member has the opportunity to voice their views and to speak in support of candidates they think should be recommended. It is also required that every candidate be given fair consideration and that the job-related reason(s) for not recommending as a finalist be stated. It will be a key responsibility of the Chair to facilitate this process.

The intent of this decision-making process is to encourage open, candid discussion of ~~all perspectives on~~ the candidates and to allow the Committee to work its way to a common conclusion. It is also intended to make committee members responsible for the integrity of the process, aware of the need to protect the institution from **litigation** liability, and accountable for the decisions made. ~~A desired outcome is that every committee member will believe that the selection process was fair, that they had the opportunity to voice their opinions, and that candidates were given due consideration.~~

If the Committee is unable to reach consensus, and the Chair, in consultation with the Human Resources Officer/**Equal Employment/Staff Diversity Officer or designee**, determines that a conscientious effort has been made, the Chair will call for a polling of committee members. If one-third, or fewer, of the committee are not in agreement with the rest of the committee, each of the minority members must state the job-related reasons for not agreeing to consensus on the particular candidates being considered as finalists. The Human Resources Officer/**Equal Employment/Staff Diversity Officer or designee** and the ~~EEO Representative~~ must agree that the reasons are not arbitrary. The committee will discuss the weight and merit of the reasons, with the continued goal of reaching consensus. If the discussion does not result in consensus, the committee's task will be deemed to have been completed. The job-related reasons for this outcome shall be documented.

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The Selection **Advisory** Committee shall complete their task by recommending not less than three (3) nor more than five (5) of the best qualified candidates for further consideration. (A selection process that produces less than three qualified candidates is acceptable only in extraordinary circumstances. In such cases, the committee must provide a written statement of substantial reasons for their recommendation. The reason(s) must be job-related, and not based on preferring one candidate over another.) The candidates sent forward are to be unranked and considered qualified candidates for the position. ~~The committee may decide to submit a statement of the relative qualities (strengths and/or weaknesses) of the recommended candidates, to be considered as additional information rather than an obligation to select a particular candidate.~~

The Office of Human Resources shall ~~mail notifications to~~ **notify** all applicants who were not hired or forwarded for a second level interview.

Recommended Candidates Interviews

The Office of Human Resources shall notify and arrange **for second/final level** interviews for the candidates recommended by the Selection **Advisory** Committee for further consideration.

The **Superintendent/President** shall interview the candidates recommended by the committee. The **Superintendent/President** may select **Executive** Cabinet members to participate in these interviews ~~and to provide comments regarding strengths and weaknesses of each candidate to the Superintendent/President.~~ The chair of the Selection **Advisory** Committee, or designee, shall ~~sit in on~~ **participate in** the interviews as an observer and, at their conclusion, shall **provide feedback** ~~strengths and/or weaknesses of the candidates as viewed by the Committee.~~ ~~During these interviews, a person serving as EEO monitor/representative shall be in attendance.~~

After the **Superintendent/President** has interviewed the recommended candidates, the **Superintendent/President** shall decide **who will perform** ~~when and how~~ reference checks ~~shall be made and for which candidates.~~ The **Superintendent/President** shall make the final evaluation and recommendation **of employment** ~~to employ to the~~ Board of Trustees. The **Superintendent/President** reserves the right to recommend none of the candidates to the Board of Trustees. ~~The Board of Trustees may meet with the Superintendent/President to review the top candidate(s) for the position.~~

The **Vice President of Human Resources** ~~President~~, or designee, shall notify both the successful and unsuccessful candidates by phone. The Office of Human Resources shall contact the successful candidate concerning salary, benefits, and the process for completing the employment process.

Reference Checks

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After the ~~Superintendent~~/President has interviewed the recommended candidates, the ~~Superintendent~~/President shall determine which of the recommended candidates will have reference checks ~~completed~~ ~~done~~ and, in consultation with the ~~Vice President~~ Director of Human Resources, the manner in which they will be conducted, and by whom. ~~References are not limited to the names provided by the candidate. The hiring administrator may also contact the candidate's current or previous supervisor if they so desire.~~ Unless authorized by the ~~Superintendent~~/President, or designee, no person ~~shall~~ ~~is to~~ make reference calls on any applicant for the position. In no case shall reference checks be ~~conducted~~ ~~done~~ for any applicant prior to the completion of the Selection ~~Advisory~~ Committee Interviews. The ~~Superintendent~~/President shall determine if site visits will be scheduled for any of the finalist(s).

Completing the Hiring Procedure

The ~~Superintendent~~/President, or designee, shall complete the paperwork for the hiring of the selected candidate, ~~including~~ ~~The hiring administrator will complete the Letter of~~ ~~District~~ Transmittal ~~form~~, and forward it to the Office of Human Resources for processing. Under no circumstances may a new employee begin work prior to the date set/approved by the Board of Trustees. The successful candidate's name shall be submitted to the Board of Trustees for approval of appointment, terms, ~~salary~~ and conditions of employment, ~~and salary~~.

At this point, all ~~Equal Employment~~ ~~application and recruitment~~ records must be complete.

Note: The deletions below were either completely removed and/or reworded in a different area to align with workflow.

~~Steps in the Selection Process~~

~~A. Position Analysis~~

- ~~1. The President shall review the current job description for the vacant position and submit it to the Cabinet for input.~~
- ~~2. If changes to the job description are necessary, the Vice President Director of Human Resources will develop a job description based upon the request of the President.~~
- ~~3. If the job description contains substantive changes, it shall be forwarded through the President to the Board of Trustees for approval.~~

~~B. The Job Announcement~~

- ~~1. The job announcement shall contain a description of the most essential duties and responsibilities of the position; the skills, knowledge, abilities, certifications, training and experience that are minimum qualifications, including any required by law or regulation; any desirable qualifications; the requirements of the application process,~~

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~~identifying these materials that must be submitted by applicants; compensation information; and opening and closing dates. Positions may be advertised as "Open until Filled" to permit acceptance of applications as long as possible and to provide greater access and opportunity.~~

- ~~2. The job announcement shall contain information about Rio Hondo Community College District.~~
- ~~3. Applicants shall be required to submit a district application form; a letter of interest specific to the position; evidence of any required education, certification or licensure; and a detailed resume of educational preparation and professional experience. The job announcement will state that the letter of interest should address how the applicant meets the requirements of the position.~~

~~I. General~~

- ~~B. The Selection Committee for non-instructional Deans, Directors and Supervisors shall consist of the following:~~
- ~~1. Three (3) faculty members appointed by the Academic Senate~~
 - ~~2. Three (3) managers appointed by Management/Confidential Council~~
 - ~~3. Three (3) classified employees appointed by CSEA~~
 - ~~4. Associated Student Body President may designate a student to participate in the interview process~~

~~The President shall designate one of the committee members to serve as Chair.~~

~~The following are not committee members, but serve specific functions in the selection process:~~

- ~~• The Human Resources Officer or designee~~
- ~~• An EEO Monitor appointed by the Equal Employment/Staff Diversity Officer~~
- ~~• The President may opt to appoint an outside subject matter expert to participate at the Orientation stage of the selection process. At the committee's request the individual may also be invited to participate in the interview stage.~~

- ~~C. The Selection Committee for Instructional and Student Services Deans and Directors who supervise faculty shall consist of the following:~~
- ~~1. Any full-time faculty members in the division/department with the vacancy, as designated on a list prepared by the Academic Senate~~

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- ~~2. Three (3) managers appointed by the Vice President of the area with the vacancy.~~
- ~~3. One (1) classified employee from within each division (area) that is supervised by the Instructional and/or Student Services Dean and/or Director resulting in up to three (3) representatives appointed by CSEA.~~
- ~~4. Associated Student Body President may designate a student to participate in the interview process.~~

~~The Committee shall designate one of the committee members to serve as Chair.~~

~~The following are not committee members, but serve specific functions in the selection process:~~

- ~~• The Human Resources Officer or designee~~
- ~~• An EEO Monitor appointed by the Equal Employment/Staff Diversity Officer~~

ACADEMIC CALENDAR**BP No.
4010**

Board Adopted: 3/15/06

Revised:

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-
- I. The Superintendent/President shall, in consultation with the appropriate groups, **[develop or submit to the Board for approval]** authorize the negotiation of the an academic calendar with the appropriate collective bargaining unit.

II. **Source/Reference:**

Education Code Section 70902 subdivision (b)(12)

Also see AP 4010 Academic Calendar and AP 7342 Holidays.

NOTE: The language in **red ink** is recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

HONORARY DEGREES**BP No.
4110**

Board Adopted: 3/15/06

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- I. Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board [of Trustees](#).
- II. The Superintendent/President with appropriate involvement of the faculty and the Academic Senate shall establish procedures and criteria for the award of honorary degrees.
- III. **Source/Reference:**
Education Code Section 72122

[Also see AP 4110 Honorary Degrees.](#)

NOTE: This procedure is **legally advised** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

STANDARDS OF SCHOLARSHIP**BP No.
4220****Board Adopted:** 3/15/06;**Revised:** 1/14/09; 6/12/19

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-
- I. The Superintendent/President shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5, Sections **51002**, 55020 et seq., 55030 et seq., 55040 et seq., 55050 et seq., and Board Policy with appropriate involvement of the faculty and Academic Senate in all processes.
- II. These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination **for prior learning**, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the College's catalogs.

III. **Sources/References:**

Education Code Section 70902 subdivision (b)(3);

Title 5, Sections 51002 et seq., 55020 et seq., **55031 et seq.**, 55040 et seq., and 55050 et seq.

Also see BP/AP 4100 Graduation Requirements for Degrees and Certificates, AP 4220 Standards of Scholarship, AP 4222 Remedial Coursework, BP/AP 4225 Course Repetition, BP/AP 4230 Grading and Academic Record Symbols, BP/AP 4231 Grade Changes, BP/AP 4235 Credit for Prior Learning, BP/AP 4240 Academic Renewal, BP 4250 Probation, Dismissal, and Readmission, AP 4250 Probation, and AP 4255 Dismissal and Readmission.

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this policy in September 2005, February 2008, April 2016, **April 2018**, and **April 2020**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

COURSE REPETITION**BP No.
4225****Board Adopted:** 3-/15-/06;**Revised:** 1-/14-/09; 6-/12-/19;

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- I. Students may repeat courses twice (total of three attempts) in which substandard grades (less than "C" and including **FW**, ~~"D"~~, ~~"F"~~, ~~"NP"~~ and ~~"W"~~) were earned. The Board [of Trustees](#) has determined reasonable limitations on course repetition as described in AP 4225 Course Repetition.
- II. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
- III. Under special circumstances, students may repeat courses in which a "C" or better grade was earned. The special circumstances are defined in Administrative Procedures.
- IV. **Sources/References:**
 - Title 5; Sections 55040, 55041, 55042, 55044, and 58161;

[Also see AP 4225 Course Repetition, AP 4227 Repeatable Courses, AP 4228 Course Repetition – Significant Lapse of Time, AP 4229 Course Repetition – Variable Units, BP/AP 4230 Grading and Academic Record Symbols, BP/AP 4231 Grade Changes, AP 4232 Pass/No Pass, BP/AP 4240 Academic Renewal, and AP 5075 Course Adds and Drops.](#)

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore) to comply with Title 5. The Policy & Procedure Service issued legal updates to this policy in August 2006, August 2007, April 2009, and **September 2012**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and legally compliant.

FIELD TRIPS AND EXCURSIONS**BP No.
4300**

Board Adopted: 5/27/76;

Revised: 8/10/77; 1/10/79; 4/13/83; 7/23/86; 3/15/06; 1/14/09; 5/8/19

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- I. The Superintendent/President shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.
- II. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.
- III. Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

NOTE: Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions. The California Community Colleges Chancellor's Office has indicated it will not approve requests from local community college districts to travel to a restricted state. The California Community Colleges Chancellor's Office has also opined that Government Code Section 11139.8 does not apply to local community college districts. However, California law has recognized local community college districts as state agencies for certain purposes, among those is the community college funding mechanism. Thus, districts should consult with legal counsel in implementing Government Code Section 11139.8.

IV. Sources/References:

Government Code Section 11139.8;

[Title 5 Section 55220](#)

[Also see AP 4300 Field Trips and Excursions, BP/AP 5400 Associated Students Organization, AP 6530 District Vehicles, and BP/AP 7400 Employee Travel.](#)

FIELD TRIPS AND EXCURSIONS**BP No.
4300**

Board Adopted: 5/27/76;

Revised: 8/10/77; 1/10/79; 4/13/83; 7/23/86; 3/15/06; 1/14/09; 5/8/19

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this policy in August 2007 and **October 2017**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and legally compliant.

VISITORS ON CAMPUS ATTENDING CLASSES

BP No.
4401

Board Adopted: 3/28/84;

Revised: 3/15/06

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- I. A visitor is anyone who is not enrolled in a class he/she/they wishes to visit.
- II. Instructors must approve all visitors except authorized District representatives and authorized accreditation agencies.

NOTE: This policy is **unique** to Rio Hondo College. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and legally compliant.