

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: Doralí Pichardo Díaz
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 20, 2024 at 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 90024/22 W. Live Oak Ave., Arcadia, CA, 91007

1. Call to Order
2. Approval of Minutes from February 6, 2024
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. **Guest Report**
 - a. LEGACIE+ Program, Cesar Romero, Attached
5. **President's Report**
 - a. Announcement: Drop for non-payment will begin in Fall 2024
 - b. Discussion: Staff Development/FLEX Committee Structure and Reporting, Appendix A
6. **Vice President's Report**
 - a. 1st Vice President, Kelly Lynch
 - i. Fellow of the College
 - ii. Distinguished Service Award
 - iii. Distinguished Faculty Award
 - b. 2nd Vice President, Aditi Sapra
 - i. ASRHC President, Christina Miranda
7. **Unfinished Business**
 - a. Discussion: AP 7259 Employment Procedures for Administrators/Confidential, Attached
 - b. Discussion: BP 4010-Academic Calendar, Attached
 - c. Discussion: BP 4110-Honorary Degrees, Attached
 - d. Discussion: BP 4220-Standards of Scholarship, Attached
 - e. Discussion: BP 4225-Course Repetition, Attached
 - f. Discussion: BP 4300-Field Trips and Excursions, Attached
 - g. Discussion: BP 4401-Visitors on Campus, Attached
8. **New Business**
 - a. None
9. **Committee Reports**
 - a. Senate Committees

- i. Academic Rank, Frank Sotelo, Appendix B
 - 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, Oyebhen Omotese
 - viii. Institutional Ethics, Civility, and Anti-bullying Taskforce,

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- Staff Development/FLEX Proposal

Current Staff Development Committee recommendation on structure moving forward:

Rename the current Staff Development/FLEX Committee to the Professional Development/FLEX committee and restructure to include:

- A tri-chair model led by the Assistant Director of Human Resources, a designee from CSEA, and the faculty coordinator of Staff Development/FLEX;
- A reporting structure that maintains Academic Senate purview over faculty related professional development and that adds a report to Planning Fiscal Council to ensure institutional commitment to staff and management professional development; and
- Allocation of district resources (funding, release time...) that will effectuate a model that is truly responsive to the needs of all employees on campus.

Rationale: The current Staff Development/FLEX committee is chaired by a faculty coordinator who reports to the Academic Senate. Given that the mission of the committee is to support professional development for all employees, the change in name, structure, and district support is intended to operationalize an approach that both honor's the Academic Senate's purview over faculty professional development policies as laid out in the 10+1 charges of the ASCCC, and that makes intentional changes to ensure that CSEA, Management, and Confidential staff have equal support for their professional development activities and initiatives.

Appendix B-Academic Rank

2023 Academic Rank Committee Recommendations		
NAME	DIVISION	EARNED RANK
Richard Ramirez	Administration of Justice & Fire Tech	Assistant Professor
Jannine Livingston	Arts and Cultural Programs	Assistant Professor
Wendy Huang	Health Science and Nursing	Assistant Professor
Karen Beck	Behavioral and Social Sciences	Professor
Cassie Wright Jr.	Business	Instructor
Rudy Rios	Business	Professor
Theodros Kidane	Math, Science & Engineering	Associate Professor
Richard Smith	Administration of Justice & Fire Tech	Assistant Professor
Steve Johnson	Kinesiology, Dance, and Athletics	Assistant Professor
Rosalie Lopez	Arts and Cultural Programs	Assistant Professor
Veronica Holbrook	Math, Science & Engineering	Associate Professor
Eric Olson	Career and Technical Education	Instructor
Todd Lim	Kinesiology, Dance, and Athletics	Assistant Professor
Tim Shaw	Behavioral and Social Sciences	Assistant Professor
Tyler Okamoto	Communications and Languages	Professor
Rafael Munoz	Kinesiology, Dance, and Athletics	Instructor
Angelica Martinez	Counseling	Associate Professor



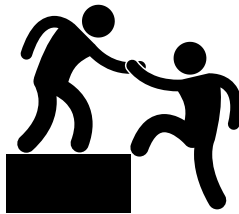
LATINOS EMPOWERED GUIDED AND CULTIVATED IN EDUCATION

LEGACIE+ is a new program designed to improve degree completion and transfer rates of Latino males/Men of color.

Services are available for current and new general education, dual enrollment, and online students.

PROGRAM
BENEFITS:

- ✓ Counselor Support
- ✓ Transfer Assistance
- ✓ Mentorship
- ✓ Networking
- ✓ Special Field Trips
- ✓ Conferences
- ✓ Book Voucher



FILL OUT
INTEREST FORM



✉ If you have any questions, email us at LegacieScholars@riohondo.edu
This program is funded by a grant from the Developing Hispanic-Serving Institutions (DHSI) Title V Program.

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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

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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

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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.