I. In the case of a Superintendent/President vacancy, the Board of Trustees has established a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations. (See AP 2431)

II. Board members are prohibited from appointing a spouse, partner, significant other or relative on the search committee to prevent any actual or perception of a conflict of interest or breach of confidentiality.

III. Source/Reference:

ACCJC Accreditation Standards IV.B and IV.C.3 (formerly IV.B.1 and IV.B.1.j.)
Title 5, Sections 53000 et seq.; AP 2431

• Belongs in AP 2431.

• The following statement should be added after Item VII. It will become the new Item VIII and each of the following items will be one number higher.

"To prevent any actual or perceived conflict of interest or breach of confidentiality, no Board member's spouse, partner significant other or relative shall serve on the search committee."

•
Accompanying AP 2431
I. The Board of Trustees is responsible for the hiring of the Superintendent/President. The Board will establish the calendar and approve the structure of the presidential hiring process. The Board will communicate to all those that participate in the selection process to conduct themselves in the highest ethical standards throughout the entire selection process.

II. The Board will establish a selection process for the consultant that ensures the consultant selected reflects the Board's expectations and values.

III. The Board will craft and express a clear statement on the role of the consultant and ensure that this role is clearly communicated to all stakeholders so that this role is clearly understood by all.

IV. The Board will clearly communicate the Board's expectations and values with respect to the hiring process to the members of the search committee before the hiring process begins. All members of the search committee will be provided training prior to the selection process on how to best reach consensus.

V. The Board or designee oversees the development of the Presidential Search Brochure and approves its content.

VI. The Board or designee approves all advertising for the presidential position.

VII. The Board determines the number of representatives from each constituent group. The search consultant will serve as a non-voting chair of the committee.

VIII. The current composition of the search committee, which is merely a description of what has been used in the past and can be changed by the Board in the future, is as follows:

- Faculty
- Classified
- Management/Confidential
- ASRHC President/Representative
- Community Representatives

The following are non committee members, but serve specific functions in the selection process:

- The Human Resources Officer or designee shall review the composition of the applicant pool to determine if legal requirements relating to Title V, the District's Equal Opportunity Plan, and non-discrimination have been met.

- An EEO Monitor who is appointed by the Equal Employment/Staff Diversity Officer
IX. Persons serving on the search committee participate in both the application review and search committee interview phases of the search process. Search committee responsibilities include evaluation of candidate applications, development of interview questions, determination of candidates to be interviewed by the search committee and recommendation of finalists to the Board of Trustees.

X. The search committee will try to reach consensus on all committee decisions. If the search committee is unable to reach consensus after discussion of an issue, then the majority view of the committee shall prevail.

XI. Committee members must be willing to give search committee responsibilities their highest priority. To assure equity in the process, attendance at all committee meetings is required.

XII. The Board requires four to six unranked finalists. Before the selection process begins, the Board will specify the minimum number of candidates to be advanced by the committee. The Board interviews the finalists and selects and hires the new Superintendent/President.

XIII. Before the selection process begins, the Board will clearly articulate to the members of the committee what options are available to the Board if the number of finalist candidates submitted does not fulfill the required minimum number of candidates as determined above. These options can include:

   Option 1: Directly interview additional candidates from the candidate pool
   Option 2: Accept the candidate(s) that are forwarded as finalists and proceed
   Option 3: Ask the committee to interview additional candidates from the applicant pool who could potentially become finalists
   Option 4: Ask the committee to forward additional finalists from the pool of candidates already interviewed
   Option 5: Cease the process and begin a new search

XIV. The Board will provide an opportunity for the search committee chair to submit a list of candidates along with narratives to the Board which could include the search committee members' reasons for forwarding or not forwarding candidates and perceived strengths and weaknesses of each candidates.

XV. The Board requires that a presidential forum be held for the finalists in conjunction with the Board of Trustees interviews. The Board of Trustees determines when the presidential forum is scheduled. The Board determines the structure and date(s) of the forum(s).
XVI. The Board determines the efficacy of a site visit(s) and, if necessary, determines the participants for the visiting team. The Board of Trustees also determines the structure and schedule for the site visit(s).

XVII. The Board will evaluate the effectiveness of the CEO Selection Process and will provide an opportunity to the committee members to submit an evaluation of the selection process.
I. The Board of Trustees maintains high standards of ethical conduct for its members and adopts Standards of Good Practice to promote a healthy working relationship among its members and its Superintendent/President, based upon mutual trust and support. Members of the Board are responsible to:

- Act only in the best interest of the District;
- Ensure public input into Board of Trustees deliberations, adhering to the law and spirit of the open meeting laws and regulations;
- Prevent conflicts of interest and the perception of conflicts of interest;
- Prevent breach of confidentiality or perception of breach of confidentiality;
- Support the District mission;
- Ensure that students receive the highest quality education;
- Exercise authority, not as individuals, only as a Board;
- Use appropriate channels of communication;
- Respect others and act with civility;
- Remain informed about the District, educational issues, and responsibilities of Board membership;
- Devote adequate time to Board work and preparing for meetings;
- Maintain the confidentiality of closed sessions;
- Deal with any violations;
- Adhere to the established Board protocols; and
- Adhere to responsibilities and legal requirements as elected officials or appointed college representatives

The Board will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

If a Board member feels BP 2715, Code of Ethics/Standards of Practice has been violated, the Board member should go to the President of the Board, or Vice President of the Board if the President of the Board is in violation. The President (or Vice President) of the Board shall go to the Board member (or Board President) who violated the policy and have a discussion to resolve the violation.

If not resolved, the President of the Board/Vice President of the Board, in open session at the next regularly scheduled Board meeting, will appoint a committee of two Board members to hear the case within a two-week period of the notification to determine if censure is in order.

If the appointed Board committee finds that the Board member should be censured, the item will be placed on the next regular Board meeting agenda for full Board discussion and follow the censure process associated with Robert's Rules of Order, the Board's chosen method of handling the Board's official business (Board Study Session 6-14-13 and reaffirmed at the Board Retreat on August 10, 2013).
If the alleged behavior violates laws, the President of the Board/Vice President of the Board may seek legal counsel and the violations referred to the District Attorney or Attorney General, as provided for in law.

III. The Board will review the Code of Ethics statement at least annually. (Agreed at the June 14, 2013 study session and reaffirmed at the Board Retreat on August 10, 2013.)

IV. Sources/References:
ACCJC Accreditation Standards IV.C.11 (formerly. IV.B.1. a, e, & h).
I. If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Board shall establish a Citizens Oversight Committee in accordance with the applicable law and necessary regulations.

II. Board members are prohibited from appointing a spouse, partner, significant other or relative on the search committee to prevent any actual or perception of a conflict of interest or breach of confidentiality.

BELONGS IN AP 6740

SUB-ITEM G UNDER ITEM V.

CLEARER STATEMENT:

"No Board member's spouse, partner, significant other or relative shall serve on the committee."

ADD SUB-ITEM V.6, THAT WOULD READ:

"No Board member's spouse, partner, significant other or relative shall be appointed to the committee."
Accompanying AP 6740
I. The Citizen’s Oversight Committee is established.

II. Purposes
   A. To inform the public about the expenditure of bond revenues;
   B. To review and report on the proper expenditure of taxpayers’ money for school construction; and
   C. To advise the public as to the [District’s] compliance with Proposition 39 requirements as contained in the California Constitution.

III. Activities
   A. Receive and review copies of the annual, independent performance audit;
   B. Receive and review copies of the annual, independent financial audit;
   C. Inspect school facilities and grounds to ensure that bond revenues are expended properly;
   D. Receive and review copies of any deferred maintenance proposals or plans developed by Rio Hondo College; and
   E. Review efforts by Rio Hondo College to maximize bond revenues by implementing cost-saving measures.

IV. Members. The committee shall consist of at least seven (7) members to serve for a term of two (2) years and for no more than two (2) consecutive terms. Members shall serve without compensation.

V. The committee shall be comprised of at least:
   A. One member active in a business organization representing the business community located within the district;
   B. One member active in a senior citizen’s organization;
   C. One member active in a bona fide taxpayer’s organization;
   D. One member of a student both currently enrolled in [District] and active in a campus group. The student may serve up to six (6) months after his or her graduation;
E. One member active in the support and organization of a district

F. No employee, official, vendor, contractor, or consultant of the Rio Hondo College District shall be appointed to the committee.

VI. Assistance. The Rio Hondo College District shall provide the committee with any necessary technical or administrative assistance, as well as other resources, to publicize its conclusions.

VII. Public Meetings. Meetings shall be open to the public and notice provided in accordance with the provisions of open meetings laws.

VIII. Reports. At least once a year the committee shall issue a report on the result of its activities. Minutes from its proceedings, all documents received, and reports issued are matters of public record and shall be made available on an internet website maintained by the district.

IX. Reference:

Education Code Sections 15278, 15280, 15282