

SPECIAL RIO HONDO AWARDS

<p style="text-align: center;">BP No. 1500</p>
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Board Adopted: 6/29/77; 1/10/79; 3/13/02; 11/12/03; 5/13/09

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- I. In recognition of contributions of many citizens to the growth and development of Rio Hondo Community College and unselfish services for the good of the community at large, the following special awards programs are established.

A. Fellow of Rio Hondo College **Award**

Each year, by March 1, 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** ~~body~~ 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** ~~on campus~~ (e.g., employees, Board Members, and others) ~~who have contributed on campus to~~ **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."

B. Distinguished Service Award

1. ~~This~~ **The Distinguished Service Award** will be conferred by vote of the Board of Trustees upon ~~citizens~~ **members** of the Rio Hondo **Community** College District who have made outstanding contributions to the community which the Board feels should be recognized. The award may go to political office holders, non-partisan public office holders, or other distinguished ~~citizens~~ **members** who have made unusual efforts to serve the community. This award is not necessarily restricted to those who have made specific and direct contributions to the College, but to those who have benefited the community, and presumably, indirectly improved Rio Hondo College.
2. The Distinguished Service Award will be commemorated with an appropriate scroll, permanently mounted with a brief legend indicating that the award is for distinguished service.
3. The award may be bestowed at any Board meeting either by recommendations of the staff and approval by the Board or motion by a member of the Board and subsequent ratification by the entire Board. A unanimous vote is required for bestowal of the Distinguished Service Award.

C. Classified Employee Award

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1. This **The Classified Employee Award** is established through the Board of Governors along with the System Office and the Foundation for California Community Colleges and will be conferred by vote of the Board of Trustees to recognize outstanding Classified employees throughout the community college system.
2. This award honors community college Classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board. No later than March 10 each local Board may forward the information for one nominee to the California Community Colleges Chancellor's Office.
3. The following guidelines are to be used in making the selection of nominees and finalists:
 - a. The nominee should be committed to the fundamental principles of the California Community College mission as well as the mission of the local college District.
 - b. The nominee should be committed to high standards of job performance and exemplify professionalism. The essay response and supporting letters should reflect this commitment.
 - Is motivated and interested in the job
 - Demonstrates high skills, competence, and knowledge on the job
 - Plays a leadership role in employee/management collaboration
 - Promotes collaboration within the work environment
 - Is committed to high standards of performance
 - Exemplifies professionalism at all times
 - Steps up to cooperatively work through problems
 - c. The nominee should be committed to serving the institution through participation in College, professional, and/or community activities. There should be evidence of this participation.
 - Is involved in College and/or District activities
 - Organizes others within the work environment
 - Promotes open communication among work groups
 - Is willing to take the extra step (to be identified)
 - d. The nominee should be committed to serving as a leader beyond the local institution through service in local, statewide, and/or national activities. There should be evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations.

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- Is involved in professional and/or community volunteerism/activities
- Organizes others within the community
- Shows acts of service above and beyond the call of duty (to be identified)

D. 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 description of the nominee's excellence in and dedication to teaching and/or counseling (300 words maximum)**
- A description of the nominee's enthusiasm for his/her discipline (300 words maximum)**
- A description of the nominee's superb service to the College and the community (300 words max)**
- 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. (Academic Senate)

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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.

II. Source/References: Former Board Policy 1025.

INSTITUTIONAL CODE OF ETHICSBP No.
3050

Board Adopted: NEW (Board approved Code of Ethics Statement on 8/12/09)

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Note: The Accreditation Standard requires districts to uphold a written code of professional ethics for all of its personnel.

- I. **The employees of Rio Hondo Community College District are committed to providing a high quality learning environment to help our students successfully achieve their educational goals and objectives. Accordingly, they have interests in, and commitment to, ethical behavior. Ethical persons are those who abide by principles and exemplify virtues as understood within a given moral framework. Many believe that virtue is intrinsically rewarding. At the very least, that one be perceived as ethical is instrumental in establishing credibility and trust.**
- II. **To support this Rio Hondo's* commitment to ethical behavior*, college employees adhere to standards of ethical and professional behavior related to their duties, and have responsibilities to the institution and to individuals they serve. Although one cannot "legislate morality" in the sense of mandating virtuous intentions, we can, and do, establish general expectations of conduct.**
- III. **There are many sources of ethical* inspiration and guidance. All employees of Rio Hondo College are subject to official College policies and procedures; applicable regulatory agency requirements; local, state, and federal laws; and professional standards (when applicable). This includes policies such as the Rio Hondo College Policy on Sexual Harassment (BP 3430), its Policy on Nondiscrimination (BP 3410), and its Policy on Academic Freedom (BP 4030).**
- IV. **In addition, the Board of Trustees is subject to its own Code of Ethics (BP 2715), and most of our employees are members of professional organizations with their own established codes of ethics, such as the CTA, CSEA, and ACCCA. Employees are encouraged to consult their own organizations, when applicable, for further guidance. As constituents of Rio Hondo College, students are likewise encouraged to maintain high Standards of Conduct (BP 5500).**
- V. **As a further demonstration of commitment to high ethical standards, employees of Rio Hondo College aspire to be guided by the following values statements. ~~They~~ These are intended-as guidelines and aspirations to be used for educational rather than and not enforcement purposes, with our own conscience as the first and most salient means of evaluation: (Board subcommittee 7/11/14)**
 - ~~This~~ **The*** College values open communication, honesty, and truthfulness, and aspires to an "open door" philosophy.
 - ~~This~~ **The*** College values open inquiry and honors academic freedom.
 - ~~This~~ **The*** College strives to protect human dignity and individual freedom.

INSTITUTIONAL CODE OF ETHICS

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- ~~This~~ **The*** College values clear roles and responsibilities, teamwork, and cooperation (as outlined in AB1725), and therefore aspires to develop a climate of trust and mutual support.
 - ~~This~~ **The*** College is committed to providing excellent educational opportunities to the community, and the instructional faculty seeks to evaluate students by honest appraisal of student performance against faculty standards.
- V. ~~This Code of Ethics shall not be used for disciplinary purposes.~~* (Board subcommittee 7/11/14)

**(Recommended by PFC Subcommittee 10/9/12)*

DRAFT