

Board Policies and Administrative Procedures

CHAPTER 1 - DISTRICT

BP #	Board Policies	AP #	Administrative Procedures
BP 1100	Rio Hondo Community College District		
BP 1200	District Vision, Mission, Values Statement		
BP 1300	Legal Counsel		
BP 1310	Employee/Trustee Liability for Judgments		
BP 1500	Special Rio Hondo Awards		

CHAPTER 2 - BOARD OF TRUSTEES

BP #	Board Policies	AP #	Administrative Procedures
BP 2010	Board of Trustees Membership		
BP 2015	Student Member of the Board		
BP 2100	Board Elections		
BP 2105	Election of Student Member, Board of Trustees	AP 2105	Election of Student Members
BP 2110	Vacancies on the Board of Trustees	AP 2110	Vacancies on Board
BP 2200	Board Duties and Responsibilities		
BP 2210	Board of Trustees Officers		
BP 2220	Committees of the Board of Trustees		
BP 2305	Annual Organizational Meeting		
BP 2310	Regular Meetings of the Board		
BP 2315	Board Meetings: Closed Sessions		
BP 2320	Board Meetings: Special and Emergency Meetings	AP 2320	Board Meetings: Special and Emergency Meetings

BP 2330	Quorum and Voting		
BP 2340	Board Meeting Agenda	AP 2340	Agendas
BP 2345	Public Participation at Board Meetings		
BP 2350	Speakers at Board Meetings		
BP 2355	Decorum		
BP 2360	Board Meeting Minutes	AP 2360	Minutes
BP 2365	Recording of Board Meetings	AP 2365	Recording
BP 2410	Board Policies and Administrative Procedures	AP 2410	Board Policies and Administrative Procedures
BP 2430	Delegation of Authority	AP 2430	Delegation of Authority to the Superintendent/President
BP 2431	Superintendent/ President Selection	AP 2431	CEO Selection Process
BP 2432	Superintendent/ President Succession		
BP 2435	Evaluation of Superintendent/ President	AP 2435	Evaluation of Superintendent/President
BP 2510	Participation in Local Decision Making	AP 2510	Participation in Local Decision Making
BP 2610	Presentation of Initial Collective Bargaining Proposals	AP 2610	Presentation of Initial Collective Bargaining Proposals
BP 2710	Conflict of Interest	AP 2710	Conflict of Interest
		AP 2712	Conflict of Interest and Disclosure Code
		AP 2714	Distribution of Tickets or Passes
BP 2715	Code of Ethics/ Standards of Practice		
BP 2716	Political Activity		
BP 2717	Personal Use of Public Resources		
BP 2720	Communications Among Board Members		
BP 2725	Board Member Compensation		
BP 2730	Board Member Health Benefits		

BP 2735	Board Member Travel	AP 2735	Board Member Travel
BP 2740	Board Education	AP 2740	Board Education
BP 2745	Board Self-Evaluation		
BP 2750	Board Member Absence from The State		

CHAPTER 3 - GENERAL INSTITUTION

BP #	Board Policies	AP #	Administrative Procedures
BP 3050	Institutional Code of Ethics		
BP 3100	Organizational Structure	AP 3100	Organizational Structure
BP 3200	Accreditation	AP 3200	Accreditation
BP 3225	Institutional Effectiveness		
BP 3250	Institutional Planning	AP 3250	Institutional Planning
BP 3280	Grants		
BP 3300	Public Records	AP 3300	Public Records
BP 3310	Records Retention and Destruction	AP 3310	Records Retention and Destruction
BP 3410	Nondiscrimination	AP 3410	Nondiscrimination
BP 3420	Equal Employment Opportunity		
BP 3430	Prohibition of Harassment	AP 3430	Prohibition of Harassment
		AP 3435	Discrimination and Harassment
BP 3440	Service Animals	AP 3440	Service Animals
BP 3500	Campus Safety	AP 3500	Campus Safety
BP 3501	Campus Security and Access	AP 3501	Campus Security and Access
		AP 3502	Campus Security
BP 3505	Emergency Response Plan	AP 3505	Emergency Response Plan
BP 3510	Prevention of Workplace Violence & Disruption	AP 3510	Prevention of Workplace Violence and Disruption
BP 3515	Reporting of Crimes	AP 3515	Reporting of Crimes
		AP 3516	Registered Sex Offenders Information

BP 3518	Child Abuse Reporting	AP 3518	Child Abuse Reporting
BP 3520	Local Law Enforcement	AP 3520	Local Law Enforcement
BP 3525	On Campus Use/Forms of Personal Transportation	AP 3525	On Campus Use/Forms of Personal Transportation
BP 3530	Weapons on Campus	AP 3530	Weapons on Campus
BP 3540	Sexual and Other Assaults on Campus	AP 3540	Sexual and Other Assaults on Campus
BP 3550	Drug Free Environment and Drug Prevention Program	AP 3550	Drug Free Environment and Drug Prevention Program
BP 3560	Alcoholic Beverages	AP 3560	Alcoholic Beverages
BP 3570	Smoking on Campus	AP 3570	Smoking on Campus
BP 3710	Securing of Copyright	AP 3710	Securing of Copyright
BP 3715	Intellectual Property	AP 3715	Intellectual Property
BP 3720	Computer and Network Use	AP 3720	Computer and Network Use
BP 3810	Claims Against the District		
BP 3820	Gifts	AP 3820	Gifts
BP 3900	Speech: Time, Place and Manner	AP 3900	Speech: Time, Place and Manner

CHAPTER 4 - ACADEMIC AFFAIRS

BP #	Board Policies	AP #	Administrative Procedures
BP 4010	Academic Calendar	AP 4010	Academic Calendar
BP 4020	Program, Curriculum and Course Development	AP 4020	Program and Curriculum Development
		AP 4021	Program Discontinuance
BP 4025	Philosophy and Criteria for Associate Degree and General Education	AP 4025	Philosophy and Criteria for Associate Degree and General Education
		4026 - Retired 10/09/19	Philosophy and Criteria for International Education
BP 4030	Academic Freedom		
BP 4040	Library and Learning Support Services		
BP 4050	Articulation	AP 4050	Articulation

BP 4060	Delineation of Functions		
BP 4100	Graduation Requirements for Degrees and Certificates	AP 4100	Graduation Requirements
		AP 4101	Independent Study/Directed Study
		AP 4102	Technical Education Programs
		AP 4104	Contract Education
		AP 4105	Distance Education
BP 4106	Nursing Programs		
BP 4110	Honorary Degrees		
BP 4220	Standards of Scholarship	AP 4220	Standards of Scholarship
		AP 4222	Basic Skills Coursework
BP 4225	Course Repetition	AP 4225	Course Repetition
BP 4226	Multiple and Overlapping Enrollments		
		AP 4227	Repeatable Courses
BP 4230	Grading Symbols	AP 4230	Grading and Academic Record Symbols
BP 4231	Grade Changes	AP 4231	Grade Changes
		AP 4232	Pass/No Pass
BP 4235	Credit by Examination	AP 4235	Credit by Examination
BP 4236	Credit Through Non-Collegiate Programs	AP 4236	Credit Through Non-Collegiate Programs
BP 4240	Academic Renewal	AP 4240	Academic Renewal
BP 4245	Academic Rank Policy	AP 4245	Academic Rank Procedure
BP 4250	Probation, Dismissal and Readmission	AP 4250	Probation
		AP 4255	Disqualification and Dismissal
BP 4260	Pre-requisites and Co-requisites	AP 4260	Prerequisites and Corequisites
BP 4300	Field Trips and Excursions	AP 4300	Field Trips and Excursions
BP 4400	Community Services Programs	AP 4400	Community Services

BP 4401	Visitors on Campus Attending Classes		
BP 4500	College Newspaper	AP 4500	News Media
CHAPTER 5 - STUDENT SERVICES			
BP #	Board Policies	AP #	Administrative Procedures
BP 5010	Admissions and Concurrent Enrollment	AP 5010	Admissions
		AP 5013	Students in the Military
BP 5015	Residence Determination		
BP 5020	Non-Resident Tuition		
		AP 5025	Employment Procedures For Administrators
BP 5030	Fees		
BP 5035	Withholding of Student Records		
BP 5040	Student Records and Directory Information	AP 5040	Student Records, Directory Information and Privacy
		AP 5045	Student Records-Challenging Content and Access Log
BP 5050	Student Success and Support Program	AP 5050	Matriculation
BP 5052	Open Enrollment		
BP 5055	Enrollment Priorities		
BP 5110	Counseling	AP 5110	Counseling
BP 5120	Transfer Center	AP 5120	Transfer Center
BP 5130	Financial Aid	AP 5130	Financial Aid
BP 5140	Disabled Student Programs and Services		
BP 5150	Extended Opportunity Programs and Services	AP 5150	Extended Opportunity Programs and Services
BP 5200	Student Health Services		
BP 5205	Student Accident Insurance		
BP 5210	Communicable Diseases	AP 5210	Communicable Diseases

BP 5300	Student Equity	AP 5300	Student Equity
BP 5400	Associated Students Organization	AP 5400	Associated Students
BP 5410	Associated Students Elections	AP 5410	Associated Students Elections
BP 5420	Associated Students Finance	AP 5420	Associated Students Finance
		AP 5421	Emergency Student Loans
BP 5430	Clubs- Regulations	AP 5430	Clubs- Regulations
BP 5500	Standards of Conduct	AP 5500	Standards of Student Conduct
BP 5510	Off-Campus Student Organizations	AP 5510	Off-Campus Organizations and Activities
		AP 5520	Student Conduct Procedures
		AP 5530	Student Rights and Grievances
BP 5570	Student Credit Card Solicitation	AP 5570	Student Credit Card Solicitation
BP 5700	Intercollegiate Athletics	AP 5700	Athletics
BP 5800	Prevention of Identity Theft in Student Financial Transactions		

CHAPTER 6 - BUSINESS & FISCAL AFFAIRS

BP #	Board Policies	AP #	Administrative Procedures
BP 6100	Delegation of Authority	AP 6100	Delegation of Authority, Finance and Business
BP 6150	Designation of Authorized Signatures	AP 6150	Designation of Authorized Signatures
		AP 6160	Revolving Cash Funds
		AP 6170	District Fee for Requested Clerical and Duplication of Materials Cost
		AP 6175	Check Cashing / Credit Cards
		AP 6180	Associated Student Fund- Auxiliary Services Fund
		AP 6185	Enrollment Free Waiver/ Deferment
BP 6200	Budget Preparation	AP 6200	Budget Preparation
BP 6250	Budget Management	AP 6250	Budget Management

BP 6300	Fiscal Management	AP 6300	Fiscal Management
		AP 6310	Accounting
BP 6320	Investments	AP 6320	Investments
		AP 6322	Employee Indemnity Bonds
BP 6323	Debt Management		
		AP 6325	Payroll
BP 6330	Purchasing	AP 6330	Purchasing-Principles
		AP 6331	Purchasing- Source of Supply
		AP 6332	Purchasing- Legal Considerations
		AP 6333	Purchasing- Emergency Work
		AP 6335	Purchasing-Open Accounts
		AP 6336	Purchasing- Student Body and Clubs
		AP 6337	Purchasing-Fixed Asset Control
		AP 6338	Purchasing- Change Order Procedure
BP 6340	Contracts	AP 6340	Bids and Contracts
BP 6345	Bids, Award/Rejection		
		AP 6350	Contracts-Construction
		AP 6360	Contracts-Electronic Systems and Materials
		AP 6365	Accessibility of Information Technology
		AP 6370	Contracts-Personal Services
		AP 6380	Vendors
BP 6400	Audits	AP 6400	Audits
BP 6450	Wireless or Cellular Telephone Use		
BP 6500	Property Management	AP 6500	Property Management
		AP 6530	District Vehicles

		AP 6535	Use of District Equipment
BP 6520	Security for District Property		
BP 6540	Insurance	AP 6540	Insurance
BP 6550	Disposal of Property	AP 6550	Disposal of Property
BP 6600	Capital Construction	AP 6600	Capital Construction
BP 6620	Naming Buildings		
BP 6700	Civic Center and Other Facilities Use	AP 6700	Civic Center and Other Facilities Use
BP 6740	Citizens Oversight Committee	AP 6740	Citizens Oversight Committee
BP 6750	Parking		
BP 6800	Safety		
		AP 6850	Hazardous Materials
BP 6900	Bookstore and Food Services	AP 6900	Bookstore, Food Services and Fund Raising Projects
CHAPTER 7 - HUMAN RESOURCES			
BP #	Board Policies	AP #	Administrative Procedures
		AP 7040	Conference and Meeting Attendance
BP 7100	Commitment To Diversity		
BP 7110	Delegation of Authority, Human Resource	AP 7110	Delegation of Authority, Human Resources
BP 7120	Recruitment and Selection		
		AP 7125	Verification of Eligibility for Employment
		AP 7126	Applicant Background Checks
BP 7130	Compensation	AP 7130	Wage Rates, Selected Personnel
BP 7135	Healthy Families		
BP 7140	Collective Bargaining		
BP 7145	Personnel Files		
BP 7150	Drug/Alcohol Free Workplace		
BP 7160	Professional Development		

BP 7210	Academic Employees		
BP 7211	Faculty Service Area Minimum Qualification and Equivalency		
		AP 7217	Faculty: Employment of Contract
BP 7225	Hours of Work: Classified		
BP 7230	Classified Employees		
BP 7240	Confidential Employees		
		AP 7250	Administrators
BP 7255	Administrative Evaluation		
BP 7310	Nepotism		
BP 7330	Communicable Disease	AP 7330	Communicable Disease
BP 7335	Health Examinations		
BP 7337	Fingerprinting: All Personnel	AP 7337	Fingerprinting
BP 7340	Leaves		
BP 7342	Holidays		
BP 7343	Industrial Accidents & Illness		
BP 7345	Catastrophic Leave Program	AP 7345	Catastrophic Leave Program
		AP 7346	Employees Called to Military Duty
BP 7350	Resignations	AP 7350	Resignations
BP 7360	Discipline and Dismissals: Academic Employees		
BP 7365	Discipline and Dismissal- Classified-Unit Members		
BP 7370	Political Activity		
BP 7385	Salary Deductions		
BP 7400	Travel		
		AP 7405	Mileage Reimbursement
BP 7510	Domestic Partners		
BP 7600	College Campus Security	AP 7600	College Contract Security
BP 7700	Whistleblower Protection	AP 7700	Whistleblower Protection

