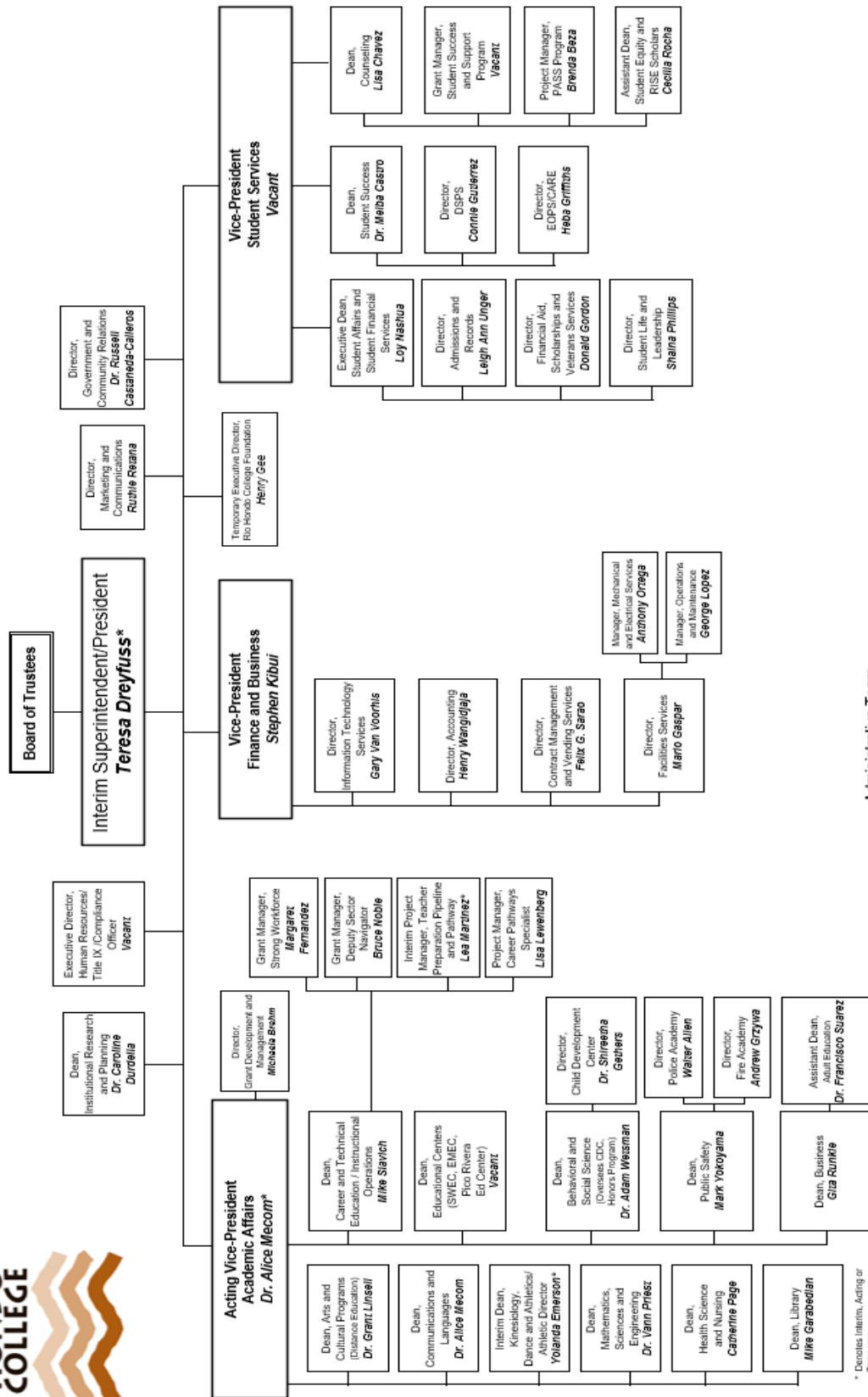




Rio Hondo College Organizational Chart

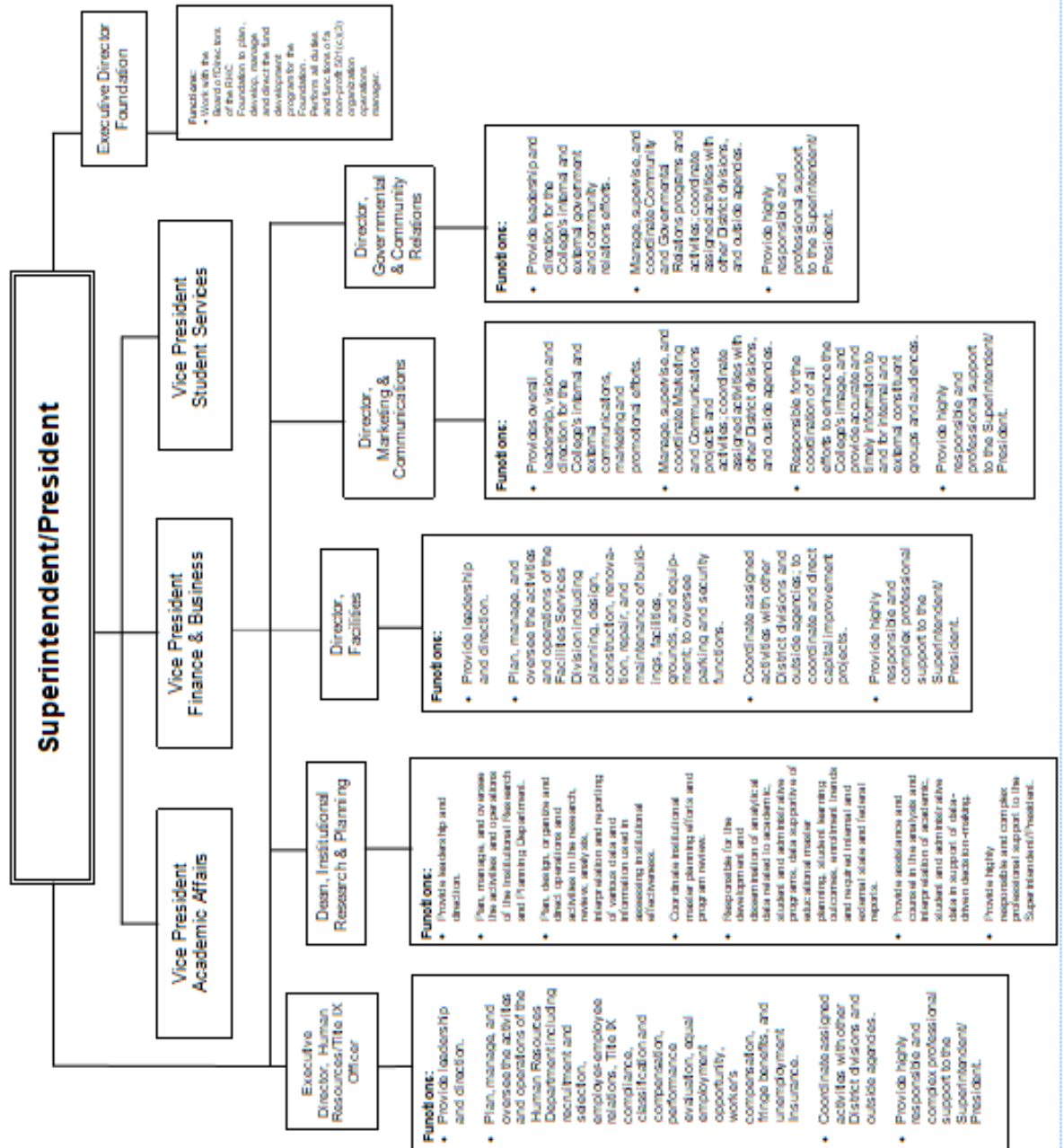


Administrative Team

Eff. 03/11/21 at

* Denotes Interim, Acting or Temporary

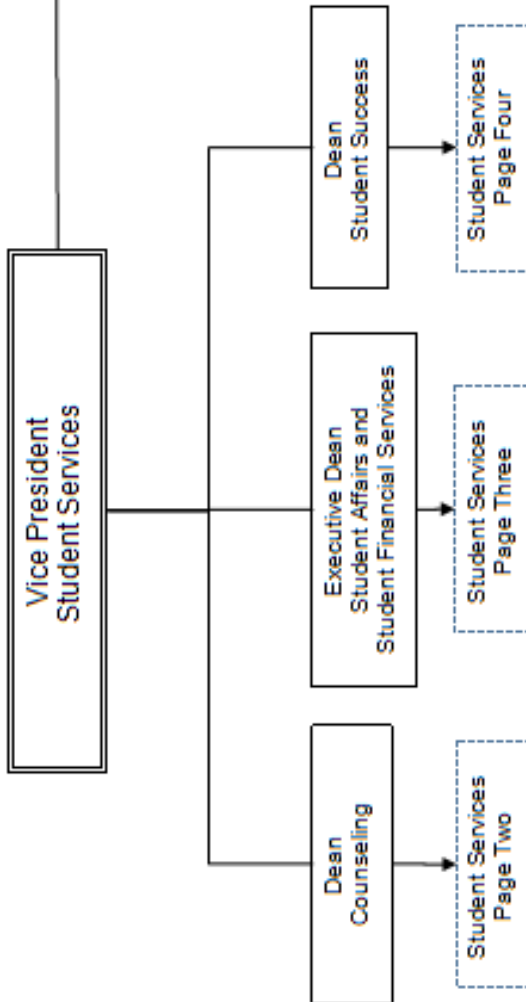
Superintendent/President



Functions:

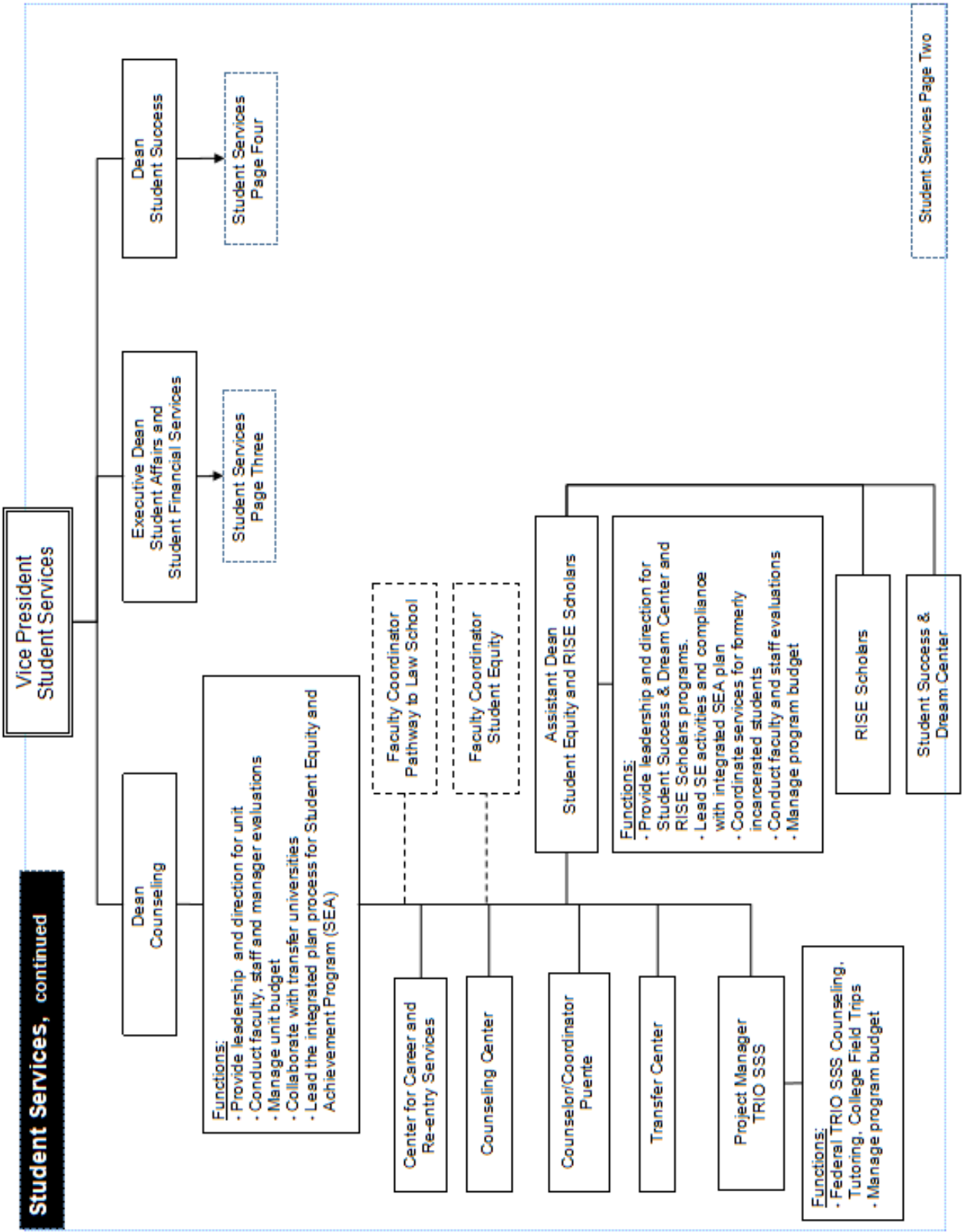
- Chief Executive Officer (State Reporting)
- Attend all Board meetings and make recommendations related to budget, policies, personnel, salary schedule for certificated and classified personnel.
- Keep the Board of Trustees fully informed of campus matters.
- Ensure Board Policies are reviewed, followed, and developed as needed to meet the needs of the District and ensure compliance with applicable laws and regulations.
- Provide overall leadership for the college's accreditation process.
- Formulate reports requested by local, county, state, and/or federal agencies.
- Oversee College Governance (Committees, Policies and Procedures, Structure).
- Promote the college's image and oversee public information.
- Provide leadership for the oversight of planning and development of instructional and student services programs; fiscal management; human resources; building program; technology; facilities; community and governmental relations.
- Plan, organize, direct and evaluate the activities of the college pursuant to district and college vision, mission, Educational and Facilities Master Plans.
- Promote participatory governance that is accountable, with an inclusive management style, promote collegial consultation.
- Demonstrate a commitment to diversity and provide leadership as the college meets the educational needs of a diverse and changing community.
- Provide leadership in working with business and industry as the college maintains and/or develops state of the art, career and technical education programs.
- Provide leadership in the development and implementation of an enrollment management plan to achieve and maintain enrollment targets.
- Provide leadership to the Rio Hondo College Foundation.
- Committee Responsibilities:
 - President's Council
 - President's Cabinet
 - Administrative Council
 - Planning and Fiscal Council
 - Governance Committees

Student Services

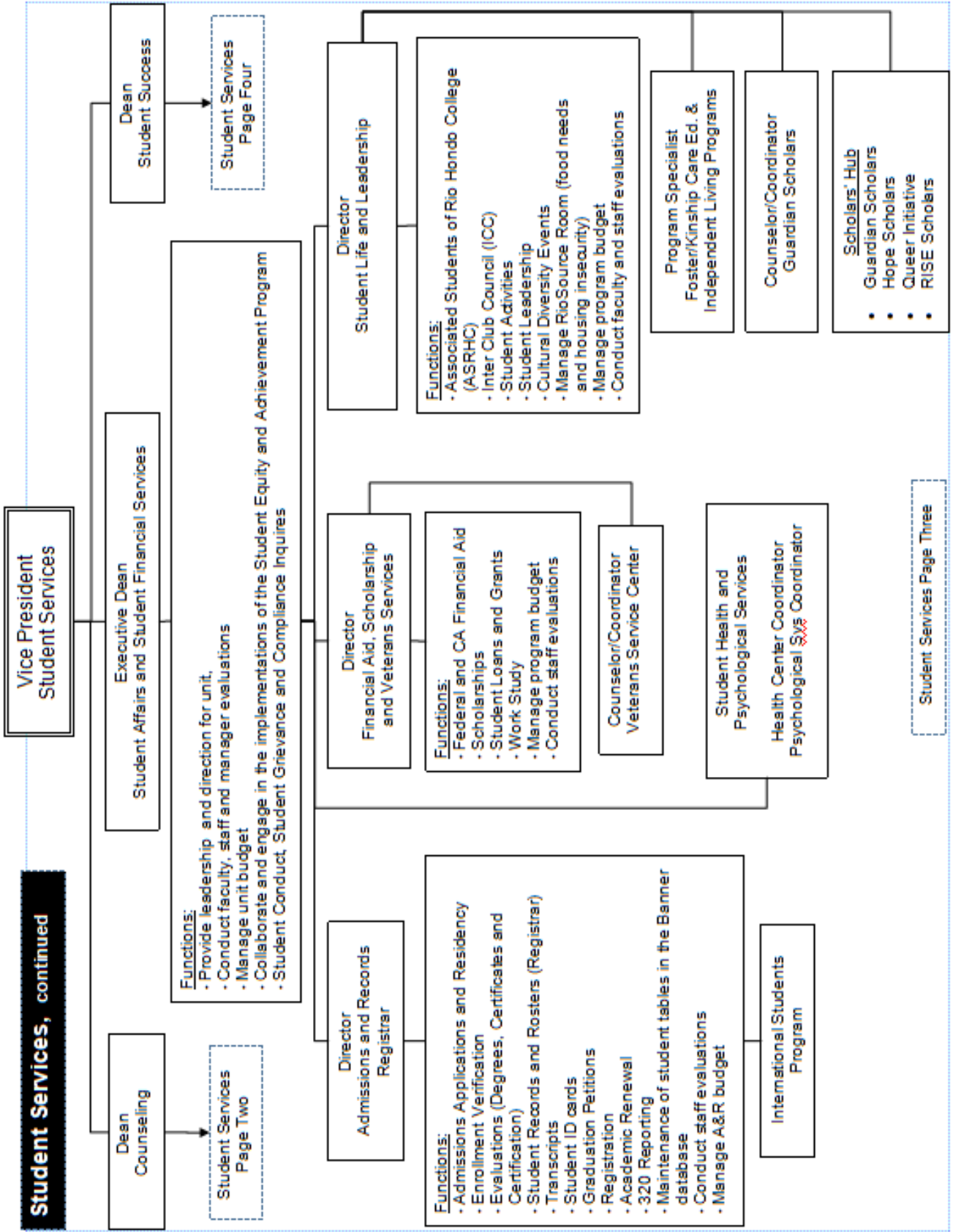


Functions:

- Chief Student Services Officer – state reporting
- Provide overall leadership in planning, organizing and directing the student advancement activities and functions of the District; assure the effective and integrated operations of Student Services programs.
- In collaboration with the Vice President of Academic Affairs, provide leadership for overall program development and the improvement of all Student Services curriculum and instructional activities.
- Provide guidance and administrative support to students; serve as liaison with the Associated Students of Rio Hondo College.
- Administer the department budget; recommend budget requests for each fiscal year to the Superintendent/President; assure expenditures are appropriate and within budget.
- Supervise and evaluate the performance of assigned staff, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions to the Superintendent/President; review and recommend staffing patterns.
- Design, implement and evaluate the effectiveness of student programs and services.
- Assure accountability for categorical funding; provide for audit trails for categorical funds; assure the proper expenditures for meeting the purpose of the categorical programs.
- Promote College programs and services and encourage collaboration, teamwork and positive working relationships among all staff.
- Promote equal opportunity, Title IX compliance, student and gender equity to effectively serve the District's diverse community.
- Serve on local civic and/or community organizations as a College representative and may serve as a liaison with professional organizations as appropriate.
- Monitor, review and rewrite as needed Student Services related policies and procedures to ensure compliance.
- Participate in planning and implementation of the Student Equity and Achievement Program.
- Participate in contract negotiations.



Student Services, continued



Student Services Page Three

Student Services, continued

