

# Policy and Procedure Council

## BYLAWS

### I. Purpose

The Policy and Procedure Council (PPC) is a sub-committee of the Planning and Fiscal Council (PFC). The primary purpose of the Council is to ensure Rio Hondo College Board Policies (BPs) and Administrative Procedures (APs) are updated regularly. The Council will develop policy and procedure when it is determined that a new policy or procedure is needed. The Council will ensure updates provided by the Community College League of California (CCLC) are incorporated in College policy and procedure. Any updates or adoptions of policies or procedures will be forwarded to the PFC.

### II. Membership

Membership of the PPC shall be as follows:

- Vice President, Academic Affairs
- Two faculty members appointed by the Academic Senate
- Vice President, Finance and Business or designee
- Vice President, Student Services or designee
- One faculty member appointed by the Rio Hondo College Faculty Association
- Three classified staff appointed by the California School Employees Association
- Three student representatives appointed by the Associated Students Rio Hondo College
- Executive Director of Human Resources, *non-voting*

The Vice President, Academic Affairs and Academic Senate President (or designee) will serve as co-chairs.

### III. Term Limits for Faculty, Classified and Students

The term of each representative will be for one academic year. Each constituent group will strive to have at least one of its representatives repeat a second term to ensure consistency and continuity in the process.

### IV. Meetings

The meetings will be held the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month from 2:30 to 4:00pm or as needed.

# Policy and Procedure Council

## BYLAWS

### V. Role of members

Members of the PPC shall:

- Consult with their constituents regarding updates to BPs and APs
- Ensure area experts can weigh in on proposed policy changes and updates
- Attend all scheduled meetings
- Read and review materials to prepare for meetings
- Review agenda minutes and support materials prior to each meeting

### VI. Review Process

The PPC will follow the AP and BP Review Timeline in the current edition of the Planning and Fiscal Council Guidebook to determine which policies are due for review. In addition to reviewing and incorporating CCLC edits, the PPC is where groups can bring proposals for BPs and APs. Constituency groups may bring proposals for BPs and APs at any time. In any instance where the Council cannot reach consensus, a written report will be forwarded to the PFC.

The Council will have a technical review to determine when policy or procedure requires no change, minor updates/edits, or substantive updates. No change and minor updates/edits can be approved at the technical review stage. Substantive changes may require a second or third reading. All APs and BPs reviewed by the PPC will be forwarded to the PFC.

### VII. Review Cycle

#### SIX-YEAR REVIEW CYCLE

##### Annual and Comprehensive Chapter Reviews

**Goal 1:** Six Year Review Cycle of all policies and procedures - aligned with accreditation visits.

**Goal 2:** Annual Review of policies and procedures incorporating biannual legal updates issued by CCLC.

2016-2017 - Chapter 1, Chapter 2

2017-2018 - Chapter 3

2018-2019 - Chapter 4

2019-2020 - Chapter 5

2020-2021 - Chapter 6

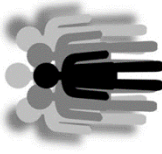
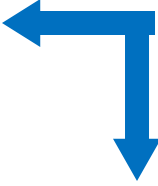
2021-2022 - Chapter 7

# BP & AP Review Process



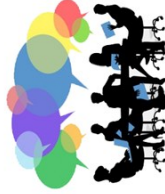
## Step 4 – Board of Trustees

BP – 1<sup>st</sup> reading  
 AP – 2<sup>nd</sup> reading  
 Board reviews as information item only



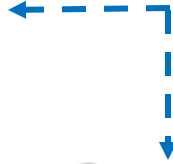
## Step 3 – Superintendent / President

Superintendent/President reviews and distributes to VPs/HR.



## Step 2 – Planning and Fiscal Council (PFC)

Reviewed by PFC and recommendation made to Superintendent/President before forwarding to the Board. If changes are made, the BP or AP will return to PPC.



## Step 1 – Policy and Procedure Council (PPC)

CCLC revisions/updates, constituent requests, and/or review of BPs/APs in regular cycle. Review and solicit feedback from subject matter experts (Student Services, Academic Senate, Finance, Human Resources, etc.)

# BP & AP Review Timeline

## **SIX-YEAR REVIEW CYCLE** **Annual and Comprehensive Chapter Reviews**

**Goal 1:** Six Year Review Cycle of all policies and procedures - aligned with accreditation visits.

**Goal 2:** Annual Review of policies and procedures incorporating biannual legal updates issued by CCLC.

2016-2017 - Chapter 1, Chapter 2

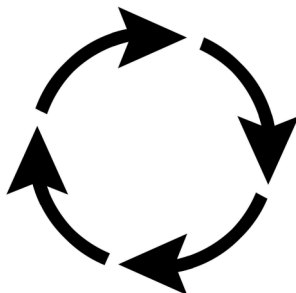
2017-2018 - Chapter 3

2018-2019 - Chapter 4

2019-2020 - Chapter 5

2020-2021 - Chapter 6

2021-2022 - Chapter 7





2020-2022

# Organizational Structure and Governance Manual



February 2021



[www.riohondo.edu](http://www.riohondo.edu)

***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.***

## Superintendent/President's Message

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The information contained in this document provides an overview of the Río Hondo College organization and governance. The governance framework facilitates our College's commitment to inclusively participate in shared governance processes. It is not intended as a substitute for the Board Policies and Administrative Procedures.

As Río Hondo College maintains operational integrity in District matters, the organizational framework outlined herein facilitates ongoing operations within a context of responsible administrative management and collaborative efforts to further the mission of the College.

Respectfully,

A handwritten signature in black ink, appearing to read 'Teresa Dreyfuss', with a long horizontal flourish extending to the right.

Teresa Dreyfuss  
Interim Superintendent/President

# Governance Manual Introduction

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This Organizational and Governance Manual is organized into three sections:

## I. Participatory/Shared Governance

Participatory/Shared Governance is an essential element in the planning and decision-making process. Clearly defined roles and responsibilities make governance transparent and ensure effective participation by stakeholders.

- College Governance and Communications Flow Chart
- Overview of the Participatory Governance Framework
- Governance Councils and Committees

*Note:* Collective bargaining processes and procedures are specifically excluded from governance matters.

## II. Administrative Operational Framework - Clearly defined areas of responsibility also acknowledge non-governance management functions essential to efficient and responsible operations.

- Rio Hondo College Organizational Chart
- Overview of the District's Management Organization by Areas
  - ▲ President's Office
  - ▲ Academic Affairs
  - ▲ Finance and Business
  - ▲ Student Services
- Management Councils and Committees

## III. Appendices - For reference only. It is important to note that there are other processes, procedures, and protocols not subject to governance review that are part of college operations.

This document is reviewed under the general purview of the President's Council, which includes representatives from the Academic Senate, Classified staff, and Management. In order to reflect new issues and processes, the document will be reviewed and distributed every two years beginning with the year 2020.



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# **Participatory/Shared Governance General Principles**

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## **Introduction**

Participatory/Shared governance at the Rio Hondo Community College District is achieved in the spirit of cooperation, collaboration, and collegiality. It promotes the Vision, Mission, and Value Statement as well as the Code of Ethics statement (see appendix) of the College and ensures their achievement through policies and procedures, via a structure of councils, committees, and task forces that have effective processes of planning, implementation, and evaluation.

The purpose of the Rio Hondo Community College District participatory/shared governance structure is to provide each constituent group the opportunity to participate in the planning process and initiatives, as well as to develop, review, and revise policies and procedures through their representatives. Functionally, this is accomplished by councils, committees, and task forces created to formalize collegiality, to facilitate collegial communication, and to resolve issues as close to the point of origin as possible. This structure provides an opportunity for the perspectives of constituent group interests to be considered.

## **General Principles**

1. All decision making is based on a recognition that the Rio Hondo Community College exists to educate students.
2. All constituent groups have a vested interest and a role in ensuring that Rio Hondo College fulfills the mission defined by the legislature, the State Board of Governors, and the Board of Trustees of the Rio Hondo Community College District.
3. Participatory/Shared governance is a method of organized and collegial interaction in which faculty, staff, and students participate in thoughtful deliberation and decision-making, leading to recommendations made to the Superintendent/President, who represents the administration of the District as an agent of the Board of Trustees.
4. Mutual agreement is the goal to be achieved through active participation and collegial interaction by all constituent groups.

## **Participatory/Shared Governance General Principles**

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5. The most effective means of developing policies and procedures is to provide opportunity for involvement by the constituent groups affected by the implementation of these policies and procedures.
6. In academic and professional matters, as defined by AB 1725, the Superintendent/President will rely on the advice of the Academic Senate in reaching mutual agreement.
7. Representatives of constituent groups involved in the participatory/shared governance process have the responsibility to keep their respective groups informed of the proceedings and recommendations of governance groups.
8. Individuals not serving as representatives have the opportunity to share concerns with the elected representatives of their constituent groups, with the anticipation that their views will be represented in governance councils, committees, and task forces.

## Council and Committee Structure and Definitions

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**Council** – A council meets on a regular basis and is composed of representatives designated or selected to act in an advisory capacity. A council may direct the work of numerous committees or task forces. Councils at Rio Hondo College include:

- Academic Deans Council <sup>(M)</sup>
- Administrative Council <sup>(M)</sup>
- Finance and Business Council <sup>(M)</sup>
- Planning and Fiscal Council <sup>(G)</sup>
- Policy and Procedure Council (NEW) <sup>(G)</sup>
- President’s Council <sup>(G)</sup>
- Student Services Program Leadership Council <sup>(M)</sup>

(G) denotes Governance Council (M) denotes Management Council
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**Program Advisory Committee** – A program advisory committee provides recommendations to a single program or event and does not address district-wide issues and/or recommendations.

**Task Force** – A task force addresses special college-wide issues or tasks and meets until the issue is resolved or the task is complete.

## Council/Committee Structure and Definitions (continued)

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**Committee** – A committee is composed of designated representatives and considers matters pertaining to a specific charge or subject. A committee reports its recommendations to appropriate representative bodies. Committees at Rio Hondo College include:

- Academic Rank Committee <sup>(G)</sup>
- Basic Skills Committee <sup>(G)</sup>
- Bookstore Committee <sup>(M)</sup>
- Catalog Committee <sup>(M)</sup>
- Commencement Committee <sup>(G)</sup>
- Committee for Classified Positions <sup>(G)</sup>
- Committee for Faculty Positions <sup>(G)</sup>
- Curriculum Committee <sup>(G)</sup>
- Distance Education Committee <sup>(M)</sup>
- Enterprise Systems Advisory Committee <sup>(M)</sup>
- Equipment and Technology Committee <sup>(G)</sup>
- Facilities Committee <sup>(G)</sup>
- Food Service Committee <sup>(M)</sup>
- Guided Pathways Committee <sup>(G)</sup>
- Institutional Effectiveness Committee <sup>(G)</sup>
- Instructional Technology Practices Committee <sup>(G)</sup>
- Open Education Resources Committee <sup>(G)</sup>
- Outcomes Committee <sup>(G)</sup>
- President’s Cabinet <sup>(M)</sup>
- Program Review Committee <sup>(G)</sup>
- Safety Committee <sup>(G)</sup>
- Staff Development Committee <sup>(G)</sup>
- Student Discipline Committee <sup>(M)</sup>
- Student Equity Committee <sup>(M)</sup>
- Student Grievance Committee <sup>(M)</sup>
- Student Success and Support Programs Committee (*formerly known as Matriculation Advisory Committee*) <sup>(M)</sup>
- Transfer and Completion Committee <sup>(M)</sup>

(G) denotes Governance Council (M) denotes Management Council
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## Membership

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The Rio Hondo Community College District management, faculty, classified staff, and students serve on a variety of constituent group District councils, committees, and task forces. Members of the governance groups of the District are determined by position held or through selection by constituent groups. When the appointment is to be made based on the position held by the individual, the specific position is identified in the composition of the group (e.g., Superintendent/President, Academic Senate President, Classified President, Associated Students of Rio Hondo College President). When the individual is appointed or elected to represent a constituent group, the following processes are followed:

**Academic Senate/Faculty Appointments** – All Academic Senate/Faculty appointments are made by the President of the Academic Senate.

**Classified Staff Appointments** – All classified staff appointments are made by the CSEA Chapter President and ratified by the Executive Board of the Chapter.

**Student Appointments** – All student appointments are made through the Associated Students of Rio Hondo College (ASRHC). Whenever possible, an elected student member will be asked to serve on the District councils, committees, or task forces. When elected student members are not able to serve, faculty, staff, and students are asked to recommend a student representative. Students who are recommended by staff need to be confirmed by ASRHC.

**Management/Confidential Council Appointments** – All Management/Confidential appointments are made by the Superintendent/President in consultation with the President of the Management/Confidential Council (MCC).

**Appointments** – Appointments of membership will generally be made in April/May/June to fill positions which will be vacated the subsequent year. Appointments may be otherwise made at any time deemed appropriate by the participatory/shared governance group.

## Timeline

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March	Email notification sent from President's Office to committee/council chairs requesting revisions to the Governance Manual. Request for new committees may be requested by the President of each of the constituent group (Academic Senate, CSEA, Management/Confidential Council and ASRHC) for consideration.
April & May	President's Cabinet and President's Council (which includes the leadership from each of the constituent groups) reviews proposed revisions / new committee(s) recommendations.
June	Approved revisions to the Governance Manual are made by the President's Office.
July	Board receives the Governance Manual as information item on the Board agenda.
August	Distribution of the Governance Manual to Administrative Council and leadership from each of the constituent groups (Academic Senate, CSEA, Management/Confidential Council and ASRHC) as well as linked on the college website.



# Formal Review Process of Governance Committees

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## Governance Committee Review Process: Timeframe

- Towards the end of the school year in late spring, each governance committee will complete a review process to determine whether or not it fulfilled its mission, realized its vision, and met its goals for that particular year.
- For the purpose of clarification, all governance committees are those listed in the most updated version of the Governance Manual.

## Governance Committee Review: Questions

- This review will include, but will not be limited to, the following questions;
- Were good working relationships between your governance committee and other committees established/continued?
- Was staff preparation adequate to meet governance committee needs?
- Were the meetings conducted in a satisfactory manner?
- What was accomplished and what follow-up was needed?
- What were the governance committee's strengths and weaknesses?
- How are identified weaknesses used to make needed improvements within governance committees and decision-making structures?
- What should be done differently in the following year?
- How effectively did the governance committee decisions feed into the College's Strategic Planning process?
- To what extent did you believe your committee's recommendations were incorporated into College decisions?

## **Formal Review Process of Governance Committees (cont'd)**

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### **Governance Committee Review: Decision Making Model**

- Governance committees will conduct their meetings by consensus.

### **Other Steps of the Governance Committee Review Process**

- After having the annual review meeting, the governance committee will send a summary of the survey results to the President's Office so the results of the meeting can be reviewed by the President's Council.
- At the President's Council, there will be an opportunity to discuss the governance committee review summaries. Any edits can be completed or clarifications can be made before updated versions of the review summaries are finalized.
- After the governance committee review summaries are presented, the members of President's Council will be encouraged to share them with their respective constituency groups and with all governance committees.
- The President's Office can include final versions of the governance committee review summaries on the college website under a new link titled "Governance Committee Review Summaries" as well as the college 'p' drive in the Governance Committees folder.
- After these meetings, the chair appointed by each governance committee will complete any necessary follow up tasks that emanate from the review summary.

### **Governance Committee Membership Roster and Minutes**

- Members from each constituency group will be appointed to the governance committees by their respective leadership representatives.
- If there are any changes throughout the semester, the chair of each governance committee will update the roster with appropriate contacts and contact information and will submit the updated roster to the President's Office so that the updated governance manual will reflect current membership.
- If a change in leadership of a governance committee is expected, the outgoing chair or co-chair will meet with the incoming chair or co-chair to share institutional knowledge and to help transition for the following year.
- Minutes of all meetings, retreats, planning sessions, etc...held by governance committees will be maintained by the chair and posted to the committee website, if available.

## College Governance and Communications

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Every Rio Hondo College constituent group has a designated role and opportunity for its representatives to participate in college governance and a reciprocal responsibility to communicate back to their respective members.

Communication is a two-way process. As participants in the governance process, everyone depends upon their representatives to 1) carry representative ideas and opinions forward and 2) to report back to their constituency, sharing what has been learned and decided in the process.

The Organizational Structure and Governance Manual “provides the District’s administrative organization, the process that ensures effective participation in the planning decision-making process, the College’s councils and committees, and their communication and reporting relationships to the administration.”

The Governance Flow Chart appears on the following page and illustrates the relationship of the constituent groups to the Superintendent/President and the Board of Trustees.

The Superintendent/President meets monthly, with the elected representatives of constituent groups. This is an opportunity for elected representatives to engage in one-to-one dialogue about topics of interest and/or concern. It is also their opportunity to voice opinions, and to seek information.

In addition, there are membership positions designated for appointed representatives on the College’s Councils and Committees described on the following pages.

In addition, College news and information is disseminated in a variety of ways:

- The Focus on Rio is a monthly newsletter, published and distributed electronically to the Board Trustees, all Staff and all Emeritus. The newsletter is also posted on the college website, posted to social media and community groups.
- Press releases developed and disseminated to local media may be posted on the college website.
- The RioConnect is an electronic highlight of news, announcements, and events. All constituency groups have the opportunity to submit questions they would like addressed.

## **College Governance and Communications continued**

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- The Annual Report is a yearly compendium of Rio Hondo College updates and achievements, including financial reports, student profile, and highlights of the prior year's activities. It is distributed throughout the Rio Hondo College service area.

Finally, it is appropriate to suggest that elected representatives of constituent groups develop and share information about the communications mechanism they use to fulfill their responsibilities to share information to their respective constituency.

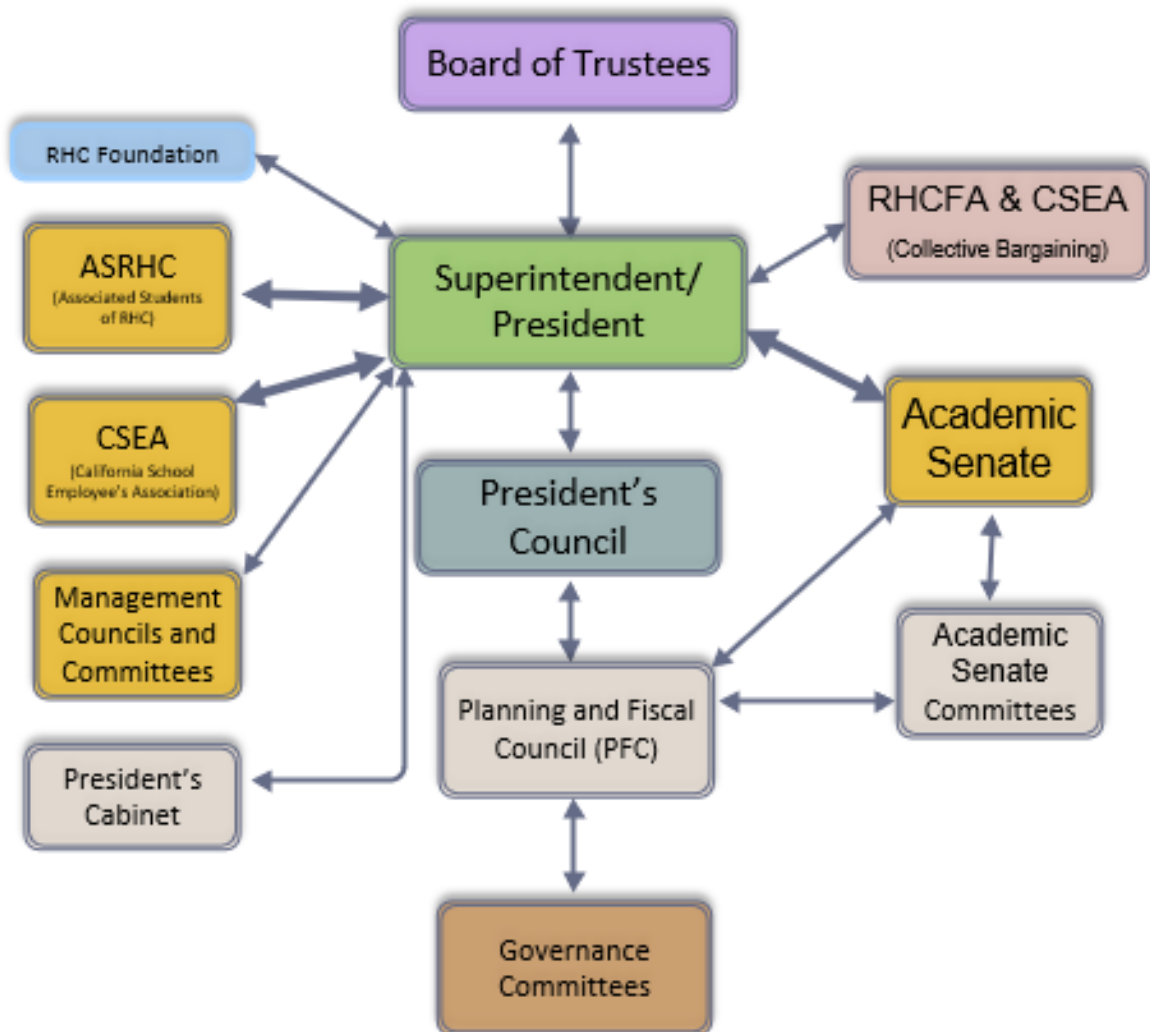
In fulfilling this role, the consituient representatives should reflect upon the following;

- 1.) What reporting mechanisms are in place.
- 2.) To whom do they report/inform.
- 3.) Level of frequency.
- 4.) In which scheduled venues.

# College Governance Flow Chart



## GOVERNANCE COUNCIL AND COMMITTEE FLOW CHART



## Faculty Participation

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- A. GOVERNANCE - The Academic Senate is a representative body composed of faculty members. It is charged by law (AB 1725) with the responsibility for representing faculty interests in the participatory/shared governance process as outlined in Board Policies and Administrative procedures 2510.

The Superintendent/President meets ~~periodically, usually~~ monthly with the leadership of the Academic Senate. These meetings are opportunities for elected faculty representatives to engage in dialogue about topics of interest and/or concerns. The President/designee of the Academic Senate is a member of the President's Council. It is also their opportunity to voice opinions and to seek information to report back to their membership.

The Academic Senate representatives are members of councils and committees as described in this manual.

- B. COLLECTIVE BARGAINING - The Rio Hondo Faculty Association (RHCFCA) is a collective bargaining unit composed of faculty, whose role is prescribed by law with focus on the negotiation of compensation and working conditions.

## Classified Participation

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CSEA - The California School Employees Association (CSEA) is a body composed of classified employees.

- A. GOVERNANCE - CSEA appointed designees serve as representatives in the participatory/shared governance process.

The Superintendent/President meets monthly with the leadership of the California School Employees Association (CSEA). This is an opportunity for elected classified representatives to engage in dialogue about topics of interest and/or concern. The CSEA President/designee is a member of the President's Council. It is also their opportunity to voice opinions and to seek information to report back to their membership.

CSEA representatives are members of councils and committees as described in this manual.

- B. COLLECTIVE BARGAINING - CSEA designees also represent the membership in the collective bargaining process. CSEA is the exclusive representative for classified employees whose role is prescribed by law with focus on the negotiation of compensation and working conditions.

## **Student Participation**

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The Associated Students of Rio Hondo College (ASRHC) represents student interests in the participatory/shared governance process. The Student Trustee represents student interests as an advisory voting member of the Board of Trustees.

The Superintendent/President meets monthly with the leadership of the Associated Students of Rio Hondo College (ASRHC) and the Student Trustee. This is an opportunity for elected student representatives to engage in dialogue about topics of interest and/or concern. It is also their opportunity to voice opinions and to seek information to report back to their membership. Student representatives are members of the councils and committees as described in this manual.

Student appointments are made through the ASRHC. When elected student members are not able to serve, faculty, staff and students are asked to recommend a student representative. However, students who are recommended by staff need to be confirmed by the ASRHC.

## **Management/Confidential Participation**

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The Management/Confidential Council (MCC) is a professional organization that promotes the success and development of all Rio Hondo College administrators, managers and confidential employees. The MCC strives to ensure equal benefits, as well as equal representation, by Management and Confidential employees on major College committees. The MCC is also charged with making recommendations to the Superintendent/President on matters related both to Rio Hondo College in general and MCC membership in particular.

The Superintendent/President meets monthly with the MCC President. These meetings are opportunities for the MCC President to engage in dialogue about topics of interest and/or concerns. The President/designee of the MCC is a member of the President's Council. It is also their opportunity to voice opinions and to seek information to report back to their membership.

<b>ACADEMIC RANK COMMITTEE (COMMITTEE OF ACADEMIC SENATE)</b>	
<b>Charge</b>	The Academic Rank Committee examines applications for academic rank advancement and verifies that applicants have met the minimum requirements for advancement.
<b>Meeting Schedule</b>	The Academic Rank Committee meets after applications have been submitted as per Board Policies and Administrative Procedures.
<b>Chair</b>	Faculty Representative selected by the committee.
<b>Composition</b>	The Academic Rank Committee shall consist of five members who are nominated for two-year terms by the Academic Senate President and approved by majority of the Senate.
<b>Adopted</b>	10/12/1988 BP 4245 <i>(Formerly BP 2209)</i>
<b>Revised</b>	11/2017, 8/2020
<b>Notes</b>	
<b>Support Staff</b>	



<b>BASIC SKILLS COMMITTEE (COMMITTEE OF PLANNING AND FISCAL COUNCIL)</b>	
<b>Charge</b>	To review and develop supplemental student support for basic skills development and completion of college-level English and Math in collaboration with Student Equity (SE) and the Student Success and Support Program (SSSP) under the new, consolidated Student Equity and Achievement Program (SEAP).
<b>Meeting Schedule</b>	Monthly, First Thursday of the month, 2:30-3:30PM
<b>Chair</b>	Dean, Library (as currently functioning)
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (8) <ul style="list-style-type: none"> <li>○ Vice President, Academic Affairs</li> <li>○ Vice President, Finance and Business</li> <li>○ Dean, Communications and Languages</li> <li>○ Dean, Counseling</li> <li>○ Dean, Math, Sciences and Engineering</li> <li>○ Dean, Library</li> <li>○ Dean, Student Success</li> <li>○ Assistant Dean, Adult Education</li> </ul> </li> <li>• Faculty Representatives (11) <ul style="list-style-type: none"> <li>○ Communications and Languages (6)</li> <li>○ Math, Sciences and Engineering (2)</li> <li>○ Counseling Representative (1)</li> <li>○ Library Representative (1)</li> <li>○ Staff Development Coordinator (1)</li> </ul> </li> <li>• Classified Representatives (3) (Appointed by CSEA)</li> <li>• ASRHC Representative (1) (Appointed by ASRHC)</li> </ul>
<b>Adopted</b>	2/21/2008
<b>Revised</b>	2011, 2012, 2013, 2014, 2017, 8/2020
<b>Notes</b>	Arranged order
<b>Support Staff</b>	Clerical Support Staff

<b>COMMITTEE FOR CLASSIFIED POSITIONS (COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)</b>	
<b>Charge</b>	This committee is responsible for using a multiple-criteria based process for prioritizing classified staff position requests through the District's Annual Planning and Resource Allocation processes *
<b>Meeting Schedule</b>	On an as-needed basis
<b>Co-Chairs</b>	Vice President, Student Services CSEA President or designee
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (8) <ul style="list-style-type: none"> <li>○ Vice President, Academic Affairs</li> <li>○ Vice President, Finance and Business</li> <li>○ Vice President, Student Services (Co-chair)</li> <li>○ Academic Administrators (2)</li> <li>○ Student Services Administrators (2)</li> <li>○ Management/Confidential Representatives (1)</li> </ul> </li>   <li>○ Faculty Representatives (3)</li> <li>○ Psychologist, Student Health and Psychological Services</li>   <li>• Classified Representatives (4) Including Co-chair (Appointed by CSEA)</li> </ul>
	2/19/2008
<b>Revised</b>	2011; 2013; 2014; 8/2020
<b>Notes</b>	*Full-time classified positions that have been vacated due to retirement, resignation, dismissal, or death do not need to be included in the planning process. Such positions will be automatically filled if resources allow and the program is continuing. The Superintendent/President will make the final determination.
<b>Support Staff</b>	Senior Administrative Assistant, Student Services

<b>COMMITTEE FOR FACULTY POSITIONS (COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)</b>	
<b>Charge</b>	This committee is responsible for using a multiple-criteria based process for prioritizing full time faculty position requests through the District's Annual Planning and Resource Allocation processes *
<b>Meeting Schedule</b>	On an as-needed basis
<b>Co-Chairs</b>	Vice President, Academic Affairs Academic Senate President or designee
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (10) <ul style="list-style-type: none"> <li>○ Vice President, Academic Affairs (Co-chair)</li> <li>○ Vice President, Finance and Business</li> <li>○ Vice President, Student Services</li> <li>○ Academic Administrators (4)</li> <li>○ Student Services Administrators( 2)</li> <li>○ Management/Confidential Representatives (1)</li> </ul> </li> <li>• Faculty Representatives (10) Including Co-chair <ul style="list-style-type: none"> <li>○ Academic Senate Representatives (5)</li> <li>○ Planning and Fiscal Council Representatives (5)</li> </ul> </li> <li>• Classified Representatives (4) (Appointed by CSEA)</li> </ul>
	2/19/2008
<b>Revised</b>	2011; 2013; 2014; 8/2020
<b>Notes</b>	*Full-time faculty positions that have been vacated due to retirement, resignation, dismissal, or death do not need to be included in the planning process. Such positions will be automatically filled if resources allow, the program is continuing, and the institution's Faculty Obligation Number (FON) is not being met. The Superintendent/President will make the final determination.
<b>Support Staff</b>	Senior Administrative Assistant, Academic Affairs

<b>CURRICULUM COMMITTEE (COMMITTEE OF THE ACADEMIC SENATE)</b>	
<b>Charge</b>	The Curriculum Committee reviews and recommends course and program additions, revisions, deletions, and recommends policy related to academic offerings to the Rio Hondo Community College District Board of Trustees.
<b>Meeting Schedule</b>	Wednesdays (as needed) from 11:15 a.m. - 12:30 p.m.
<b>Chair</b>	Full Time Faculty Representative
<b>Composition</b>	<p><u>Arts and Cultural Programs Division (2)</u></p> <ul style="list-style-type: none"> <li>• Performing Arts Full Time Faculty Representative</li> <li>• Visual Arts Full Time Faculty Representative</li> </ul> <p><u>Behavioral and Social Sciences Division (3)</u></p> <ul style="list-style-type: none"> <li>• At large Full Time Faculty Representatives</li> </ul> <p><u>Business Division (1)</u></p> <ul style="list-style-type: none"> <li>• At Large Full Time Faculty Representative</li> </ul> <p><u>Career and Technical Education Division (2)</u></p> <ul style="list-style-type: none"> <li>• At Large Full Time Faculty Representatives</li> </ul> <p><u>Communications and Languages Division (3)</u></p> <ul style="list-style-type: none"> <li>• Composition Full Time Faculty Representative</li> <li>• Reading Full Time Faculty Representative</li> <li>• At Large Full Time Faculty Representative</li> </ul> <p><u>Counseling Division (2)</u></p> <ul style="list-style-type: none"> <li>• At Large Full Time Faculty Representative</li> <li>• Articulation Officer</li> </ul> <p><u>Disabled Students Programs and Services (1)</u></p> <ul style="list-style-type: none"> <li>• At Large Full Time Faculty Representative</li> </ul> <p><u>Health Science and Nursing Division (1)</u></p> <ul style="list-style-type: none"> <li>• At Large Full Time Faculty Representative</li> </ul> <p><u>Kinesiology, Dance and Athletics Division (1)</u></p> <ul style="list-style-type: none"> <li>• At Large Full Time Faculty Representative</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2006, 2011, 2013, 2015, 8/2020
<b>Notes</b>	
Continued on next page →	

**CURRICULUM COMMITTEE (CONTINUED)**  
**(COMMITTEE OF THE ACADEMIC SENATE)**

<b>Charge</b>	The Curriculum Committee reviews and recommends course and program additions, revisions, deletions, and recommends policy related to academic offerings to the Rio Hondo Community College District Board of Trustees.
<b>Meeting Schedule</b>	Wednesdays (as needed) from 11:15 a.m. - 12:30 p.m.
<b>Chair</b>	Faculty Representative
<b>Composition</b>	<p><u>Library (1)</u></p> <ul style="list-style-type: none"> <li>• At Large Full Time Faculty Representative</li> </ul> <p><u>Math, Sciences and Engineering (3)</u></p> <ul style="list-style-type: none"> <li>• Math Full Time Faculty Representative (1)</li> <li>• Science Full Time Faculty Representative (1)</li> <li>• At Large Full Time Faculty Representative (1)</li> </ul> <p><u>Public Safety (2)</u></p> <ul style="list-style-type: none"> <li>• AJ Full Time Faculty Representative (1)</li> <li>• Fire Technology Full Time Faculty Representative (1)</li> </ul> <ul style="list-style-type: none"> <li>• Associated Students of Rio Hondo College (ASRHC) Representative (1) (Appointed by ASRHC)</li> <li>• Evaluation Technician (Classified, non-voting)</li> <li>• Dean, CTE/Instructional Operations (Management)</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2006, 2011, 2013, 2015, 8/2020
<b>Notes</b>	
<b>Support Staff</b>	Curriculum/Articulation Specialist

<b>DISTANCE EDUCATION COMMITTEE (COMMITTEE OF THE ACADEMIC SENATE)</b>	
<b>Charge</b>	Develops and recommends quality standards for distance education. Develops best practices to ensure regular and effective contact for distance education. Makes recommendations to ensure distance education instructors conform to legal requirements including Title V, the California Education Code, Section 508 of the Americans with Disabilities Act, and other applicable provisions. Recommends training standards for faculty teaching through distance education. Provides input regarding the selection of course management systems.
<b>Meeting Schedule</b>	The Distance Education Committee will meet once a month or as needed.
<b>Chair</b>	Distance Education Coordinator (Term: 2 years (Spring,-2017)*)
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (3) <ul style="list-style-type: none"> <li>○ Academic Administrators (2)</li> <li>○ Director of Information Technology Services</li> </ul> </li> <li>• Faculty Representatives (12) and one faculty chair</li> <li>• CSEA Representatives (3) (Appointed by CSEA) (DSPS and Distance Education Staff suggested)</li> </ul>
<b>Adopted</b>	2013
<b>Revised</b>	2014, 2015, 2017, 8/2020
<b>Notes</b>	<p>*The Distance Education Coordinator/ Chairperson shall be a Faculty Representative elected to a two-year term.</p> <p>The chairperson shall be limited to a single two-year term. While an individual can serve as chairperson for an unlimited number of terms, they cannot serve more than one term consecutively.</p>
<b>Support Staff</b>	

<b>EQUIPMENT AND TECHNOLOGY COMMITTEE (COMMITTEE OF PLANNING AND FISCAL COUNCIL)</b>	
<b>Charge</b>	The Technology Committee has overall information technology governance responsibility at the Rio Hondo Community College District with the purpose of furthering the institution's strategic priorities. Included in this mission are evaluating, prioritizing, and approving technology initiatives that assist the student, faculty, staff, and administrators of the Rio Hondo Community College District in achieving educational excellence. The Technology Committee is a subcommittee of the Planning and Fiscal Council.
<b>Meeting Schedule</b>	Once per month September-May, or as needed.
<b>Co-Chairs</b>	Vice President, Finance and Business Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (3) <ul style="list-style-type: none"> <li>○ Vice President, Academic Affairs</li> <li>○ Vice President, Finance and Business (Co-Chair)</li> <li>○ Vice President, Student Services</li> </ul> </li> <li>• Faculty Representatives (4) including Co-chair</li> <li>• Classified Representatives (3) (Appointed by CSEA)</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2011; 2013; 8/2020
<b>Notes</b>	
<b>Support Staff</b>	Director, Information/Technology Services

<b>FACILITIES COMMITTEE (COMMITTEE OF PLANNING AND FISCAL COUNCIL)</b>	
<b>Charge</b>	To review facility requests related to maintenance and renovation, grounds, custodial issues, campus access, and traffic patterns; monitor the Campus Facilities Master Plan; and provide recommendations to the Planning and Fiscal Council.
<b>Meeting Schedule</b>	Minimum: Twice each semester. Additional meetings as needed.
<b>Co-Chairs</b>	Director, Facilities Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (9) <ul style="list-style-type: none"> <li>○ Vice President, Academic Affairs</li> <li>○ Vice President, Finance and Business</li> <li>○ Vice President, Student Services</li> <li>○ Academic Administrators (3)</li> <li>○ Director, Facilities (Co-Chair)</li> <li>○ Director, Information Technology Services</li> <li>○ Executive Assistant to the Superintendent/President &amp; BOT</li> </ul> </li> <li>• Faculty Representatives (2) including Co-chair</li> <li>• Classified Representatives (2) (Appointed by CSEA)</li> <li>• Associated Students of Rio Hondo College (ASRHC) Representative (1) (Appointed by ASRHC)</li> </ul>
<b>Adopted</b>	11/13/2007
<b>Revised</b>	8/2020
<b>Notes</b>	
<b>Support Staff</b>	Secretary, Facilities



<b>GUIDED PATHWAYS STEERING COMMITTEE (NEW) (COMMITTEE OF THE ACADEMIC SENATE)</b>	
<b>Charge</b>	To discuss the campus needs relating to Guided Pathways and to provide recommendations for the implementation of the Guided Pathways framework at Rio Hondo College.
<b>Meeting Schedule</b>	Once per month or as needed.
<b>Chair</b>	Chair to be elected by committee.
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (3) <ul style="list-style-type: none"> <li>○ Academic Administrators (2) Student Services Dean/or designee Academic Affairs Dean</li> <li>○ Dean, CTE/Instructional Operations</li> </ul> </li> <li>• Faculty Representatives (20) <ul style="list-style-type: none"> <li>○ Academic Senate Representative</li> <li>○ Counseling Representatives (2)</li> <li>○ Coordinator, Distance Education</li> <li>○ Coordinator, Institutional Effectiveness</li> <li>○ Coordinator, Outcomes</li> <li>○ Coordinator, Professional Development</li> <li>○ Coordinator, Student Equity</li> <li>○ Chair, Curriculum</li> <li>○ Articulation Officer</li> <li>○ Full Time Faculty Representatives (10) (one from each division)</li> </ul> </li> <li>• Classified Representative (1) (Appointed by CSEA) Suggested staff from Information Technology</li> <li>• Associated Students of Rio Hondo College (ASRHC) Representatives (2) (Appointed by ASRHC)</li> <li>• Executive Director of Human Resources (1) (As needed)</li> <li>• Steering Committee Full Time Faculty Representative (1) (As a non-voting member)</li> </ul>
<b>Adopted</b>	8/2020
<b>Revised</b>	Relects current bylaws and current functioning
<b>Notes</b>	In accordance with Academic Senate motion VI.A. on 2/27/2018.
<b>Support Staff</b>	

<b>INSTITUTIONAL EFFECTIVENESS COMMITTEE (IEC) (COMMITTEE OF PLANNING AND FISCAL COUNCIL)</b>	
<b>Charge</b>	The Institutional Effectiveness Committee (IEC) is a committee of the Planning and Fiscal Council (PFC). The IEC facilitates and evaluates the annual planning process in conjunction with the Office of Institutional Research and Planning (IRP). The IEC analyzes evidence of institutional effectiveness and forwards recommendations for improvement to the PFC. Such evidence includes, but is not limited to, the Educational Master Plan, accreditation documents and processes, surveys, and student success data.
<b>Meeting Schedule</b>	Second and Fourth Tuesday from 1:00-2:00 p.m.
<b>Co-Chairs</b>	Dean, Institutional Research and Planning Coordinator, Institutional Effectiveness
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (4) <ul style="list-style-type: none"> <li>○ Dean, Institutional Research and Planning (Co-chair)</li> <li>○ Academic Administrators (3)</li> </ul> </li> <li>• Faculty Representatives (6) <ul style="list-style-type: none"> <li>○ Coordinator, Institutional Effectiveness (Co-chair)</li> <li>○ Coordinator, Program Review</li> <li>○ Coordinator, Outcomes</li> <li>○ Full Time Faculty Representatives (3)</li> </ul> </li> <li>• Classified Representatives (3) (Appointed by CSEA)</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2011, 2012, 2015; 8/2020
<b>Notes</b>	
<b>Support Staff</b>	Senior Secretary, Institutional Research and Planning

<b>INSTRUCTIONAL TECHNOLOGY PRACTICES COMMITTEE (COMMITTEE OF THE ACADEMIC SENATE)</b>	
<b>Charge</b>	Instructional Technology Practices Committee is charged with providing guidance, documentation, assistance, effective practices, and recommendations for secure use of technology on campus. The focus will be on the use of technologies by faculty and related policies, including cybersecurity. The ITP will make recommendations to the Academic Senate for resources and training for Rio Hondo College employees.
<b>Meeting Schedule</b>	Up to twice per month minimum during the Fall and Spring Semesters on a first and third Tuesday at 2:30 p.m.
<b>Chair</b>	Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (2) <ul style="list-style-type: none"> <li>○ Director, Information Technology Services</li> <li>○ Academic Administrator (1)</li> </ul> </li> <li>• Faculty Representatives (4) including Chair</li> <li>• Classified Representative (1) (Appointed by CSEA)</li> <li>• Associated Students of Rio Hondo College (ASRHC) Representative (1) (Appointed by ASRHC)</li> </ul>
<b>Adopted</b>	7/2002
<b>Revised</b>	2013, 2014; 8/2020
<b>Notes</b>	Instructional Technology Practices Committee (formerly ITC) has been modified to assist faculty in the use and implementation of technology available to them in the classroom, on campus, and access to those services. The committee will seek to attain a minimal standard of “good enough” practices campus wide, with the higher goal of all faculty and staff using effective practices when interacting with technology.
<b>Support Staff</b>	TBD

**OPEN EDUCATIONAL RESOURCES COMMITTEE**  
(COMMITTEE OF THE ACADEMIC SENATE)

<b>Charge</b>	<p>The purpose of this committee is to discuss current trends in higher education of utilizing Open Educational resources* (OER), to keep abreast of California legislation regarding the use of OER, to encourage faculty on this campus to explore and adopt OER, to monitor and recommend best practices of OER, and to inform the campus of the findings through the Academic Senate.</p> <p>*Open Educational Resources are high-quality teaching, learning, and research materials that reside in the public domain or have been released under an intellectual property license that permits their free use and repurposing by others. OER include full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, techniques used to support access to knowledge. (Source: William and Flora Hewlett Foundation)</p>
<b>Meeting Schedule</b>	Monthly, during academic year
<b>Chair</b>	Faculty representative elected from and by committee
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representative (1) <ul style="list-style-type: none"> <li>○ Dean, Library</li> </ul> </li> <li>• Faculty Representatives (11) <ul style="list-style-type: none"> <li>○ Arts and Cultural Programs (1)</li> <li>○ Behavioral and Social Sciences (1)</li> <li>○ Business (1)</li> <li>○ Career and Technical Education (1)</li> <li>○ Communications and Languages (1)</li> <li>○ Counseling (1)</li> <li>○ Health Science and Nursing (1)</li> <li>○ Kinesiology, Dance and Athletics (1)</li> <li>○ Library (1)</li> <li>○ Math, Sciences and Engineering Division (1)</li> <li>○ Public Safety (1)</li> </ul> </li> <li>• Classified Representative (1) (Appointed by CSEA)</li> <li>• Associated Students of Rio Hondo College (ASRHC) Representative (1) (Appointed by ASRHC)</li> </ul>
<b>Adopted</b>	2017
<b>Revised</b>	8/2020
<b>Notes</b>	
<b>Support Staff</b>	

<b>OUTCOMES COMMITTEE (COMMITTEE OF THE ACADEMIC SENATE)</b>	
<b>Charge</b>	The Outcomes Committee, as a sub-committee of the Academic Senate, is charged with several responsibilities, including: the development of campus policy related to student learning outcomes (SLOs); program level outcomes (PLOS) and institutional level outcomes (ILOS); providing guidance and support to members of the campus community in the development of outcomes for courses, programs, degrees, and the institution as a whole; the review of outcomes to ensure that a uniform, high-level standard for assessment is practiced campus-wide; and regular evaluations of campus outcomes policies to ensure that current practices are relevant, meaningful, and appropriately linked to the program review process, college planning and budgeting.
<b>Meeting Schedule</b>	Monthly
<b>Co-Chairs</b>	Coordinator, Outcomes
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representative (6) <ul style="list-style-type: none"> <li>○ Vice President, Academic Affairs, or designee</li> <li>○ Vice President, Student Services, or designee</li> <li>○ Dean, Institutional Research and Planning, or designee</li> <li>○ Dean, Library, or designee</li> <li>○ Student Services Administrator</li> <li>○ Academic Administrator</li> </ul> </li> <li>• Faculty Representatives (15) <ul style="list-style-type: none"> <li>○ Arts and Cultural Programs (1)</li> <li>○ Behavioral and Social Sciences (2)</li> <li>○ Business (1)</li> <li>○ Career and Technical Education (1)</li> <li>○ Communications and Languages (2)</li> <li>○ Counseling (1)</li> <li>○ Disabled Students Programs and Services (1)</li> <li>○ Health Science and Nursing (1)</li> <li>○ Kinesiology, Dance and Athletics (1)</li> <li>○ Library (1)</li> <li>○ Math, Sciences and Engineering Division (2)</li> <li>○ Public Safety (1)</li> </ul> </li> </ul>
<b>Adopted</b>	9/6/2007; 5/27/2011;
<b>Revised</b>	2012; 2017; 8/2020
<b>Notes</b>	
<b>Support Staff</b>	

## PLANNING AND FISCAL COUNCIL

<b>Charge</b>	The Planning and Fiscal Council (PFC) is established in accordance with AB 1725, California Education Code, Title V, and the Rio Hondo College AP 3250 to make recommendations to the Superintendent/President regarding the development, planning, and budgetary needs of the College.
<b>Meeting Schedule</b>	Second and fourth Tuesday of the month (and as needed), 2:30 p.m., Board Room
<b>Co-Chairs</b>	Vice President, Academic Affairs President, Academic Senate
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (5) <ul style="list-style-type: none"> <li>○ Vice President, Academic Affairs (Co-chair)</li> <li>○ Vice President, Finance and Business</li> <li>○ Vice President, Student Services</li> <li>○ Dean, Institutional Research and Planning</li> <li>○ Academic Affairs Dean or designee</li> <li>○ Student Services Dean or designee</li> </ul> </li> <li>• Faculty Representatives (11) (Including 8 members of the Executive Committee of the Academic Senate and also includes Academic Senate President as a Co-chair)</li> <li>• Three additional full-time faculty representatives designated by Academic Senate)</li> <li>• Classified Representatives (3) includes CSEA President (Appointed by CSEA)</li> <li>• Associated Students of Rio Hondo College (ASRHC) Representatives (3) includes ASRHC President (Appointed by ASRHC)</li> </ul>
<b>Adopted</b>	10/11/1995
<b>Revised</b>	2010, 2011, 2013, 2014; 8/2020
<b>Notes</b>	
<b>Support Staff</b>	Director, Facilities Senior Administrative Assistant, Academic Affairs

<b>POLICY AND PROCEDURE COUNCIL (PPC) (NEW)</b> <b>(A SUB-COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)</b>	
<b>Charge</b>	The Policy and Procedure Council (PPC) is a subcommittee of the Planning and Fiscal Council (PFC). The committee is charged with updating, creating, developing, and systematically reviewing Administrative Procedures (AP) and Board Policies (BP). The workgroup will ensure a continuous evaluation of the APs and BPs, will create taskforces and invite subject matter experts, including students, when appropriate for input in the process. The committee forwards recommendations for changes to APs/BPs to the PFC.
<b>Meeting Schedule</b>	First and third Thursday of the month (and as needed) 2:30 PM
<b>Co-Chairs</b>	Vice President, Academic Affairs President, Academic Senate or designee
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (3) <ul style="list-style-type: none"> <li>○ Vice President, Academic Affairs or designee (Co-chair)</li> <li>○ Vice President, Finance and Business</li> <li>○ Vice President, Student Services</li> </ul> </li> <li>• Faculty Representatives (3) <ul style="list-style-type: none"> <li>○ Academic Senate President or designee (Co-chair)</li> <li>○ RHCFA President or designee</li> <li>○ Faculty Representative (1)</li> </ul> </li> <li>• Classified Representatives (3) (Appointed by CSEA)</li> <li>• Associated Students of Rio Hondo College (ASRHC) Representative (1) (Appointed by ASRHC)</li> <li>• Executive Assistant to the President/Board of Trustees (As a non-voting member/resource)</li> </ul>
<b>Adopted</b>	8/13/2019
<b>Revised</b>	8/2020
<b>Notes</b>	AP 3250 revised 12/2019
<b>Support Staff</b>	Executive Director, Human Resources Senior Administrative Assistant, Academic Affairs

<b>PRESIDENT'S COUNCIL</b>	
<b>Charge</b>	The purpose of the President's Council is to serve in an advisory capacity regarding district-wide issues; serve as a clearinghouse for the Governance Manual; and facilitate the understanding of college decision-making processes.
<b>Meeting Schedule</b>	Once a month, Tuesday, 8:30 a.m.
<b>Chair</b>	Superintendent/President
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (8) <ul style="list-style-type: none"> <li>○ Superintendent/President (Chair)</li> <li>○ Vice President, Academic Affairs</li> <li>○ Vice President, Finance and Business</li> <li>○ Vice President, Student Services</li> <li>○ Executive Director, Human Resources</li> <li>○ Director, Marketing and Communications</li> <li>○ Director, Facilities</li> <li>○ President, Management/Confidential Council</li> </ul> </li> <li>• Faculty Representative (1) <ul style="list-style-type: none"> <li>○ President, Academic Senate or designee</li> </ul> </li> <li>• Classified Representative (1) <ul style="list-style-type: none"> <li>○ President, CSEA or designee</li> </ul> </li> </ul>
<b>Adopted</b>	2/21/2008
<b>Revised</b>	2011; 8/2020
<b>Notes</b>	Prior to May 2008 known as President's Cabinet
<b>Support Staff</b>	Executive Assistant to the Superintendent/President & BOT



<b>PROGRAM REVIEW COMMITTEE</b> <b>(COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)</b>	
<b>Charge</b>	Intensive, collaborative review/discussion of all programs with the objective to make program level and institutional level recommendations.
<b>Meeting Schedule</b>	Fall
<b>Co-Chairs</b>	Dean, Institutional Research and Planning Coordinator, Program Review
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (2) including the co-chair</li> <li>• Faculty Representatives (7) <ul style="list-style-type: none"> <li>○ Coordinator, Program Review (1)</li> <li>○ Outcomes Committee Representative (1)</li> <li>○ Curriculum Committee Representative (1)</li> <li>○ IEC Representative (1)</li> <li>○ Full Time Faculty Representatives (3)</li> </ul> </li> <li>• Classified Representatives (2) (Appointed by CSEA)</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2011, 2013; 8/2020
<b>Notes</b>	
<b>Support Staff</b>	Senior Secretary, Institutional Research and Planning

<b>SAFETY COMMITTEE</b> <b>(COMMITTEE OF THE PLANNING AND FISCAL COUNCIL)</b>	
<b>Charge</b>	The purpose of the Safety Committee is to provide education on health and safety issues to the campus community and to review/recommend policy and/or procedures relating to these issues to the Planning Fiscal Council. Areas to be addressed by the Safety Committee may include emergency preparedness/training, hazardous materials, safe working conditions, compliance with laws and regulations regarding health/safety, and communication of health/safety issues with the campus community.
<b>Meeting Schedule</b>	Minimum: Twice each semester. Additional meetings as appropriate.
<b>Co-Chairs</b>	Director, Facilities Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (6) <ul style="list-style-type: none"> <li>○ Director, Facilities (Co-chair)</li> <li>○ Executive Director of Human Resources</li> <li>○ Director, DSPS</li> <li>○ Director, Child Development Center or designee</li> <li>○ Administrative Representatives (2)</li> </ul> </li> <li>• Faculty Representatives (3) Including Co-chair <ul style="list-style-type: none"> <li>○ Psychologist, Student Health and Psychological Services (1)</li> <li>○ Full Time Faculty Representatives (2)</li> </ul> </li> <li>• Classified Representatives (2) (Appointed by CSEA)</li> <li>• Associated Students of Rio Hondo College (ASRHC) Representatives (2) (Appointed by ASRHC)</li> <li>• Representative from the Division of Public Safety</li> <li>• Risk Management Consultant (As a non-voting member/advisor)</li> </ul>
<b>Adopted</b>	11/27/2007; 8/2020
<b>Revised</b>	2011
<b>Notes</b>	
<b>Support Staff</b>	Director, Facilities Secretary, Facilities

<b>STAFF DEVELOPMENT COMMITTEE (COMMITTEE OF THE ACADEMIC SENATE)</b>	
<b>Charge</b>	The purpose of the Staff Development Committee is to facilitate faculty fulfillment of Flexible calendar obligations. To plan and facilitate the offering of professional development activities for the campus, including institutional, departmental, and individual initiatives.
<b>Meeting Schedule</b>	Second and fourth Wednesday of each month, 2:30-3:30PM
<b>Chair</b>	Coordinator, Staff Development
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (3)</li> <li>• Faculty Representatives (3)</li> <li>• Classified Representatives (3) (Appointed by CSEA)</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2011; 8/2020
<b>Notes</b>	
<b>Support Staff</b>	Clerical Support Staff, Staff Development

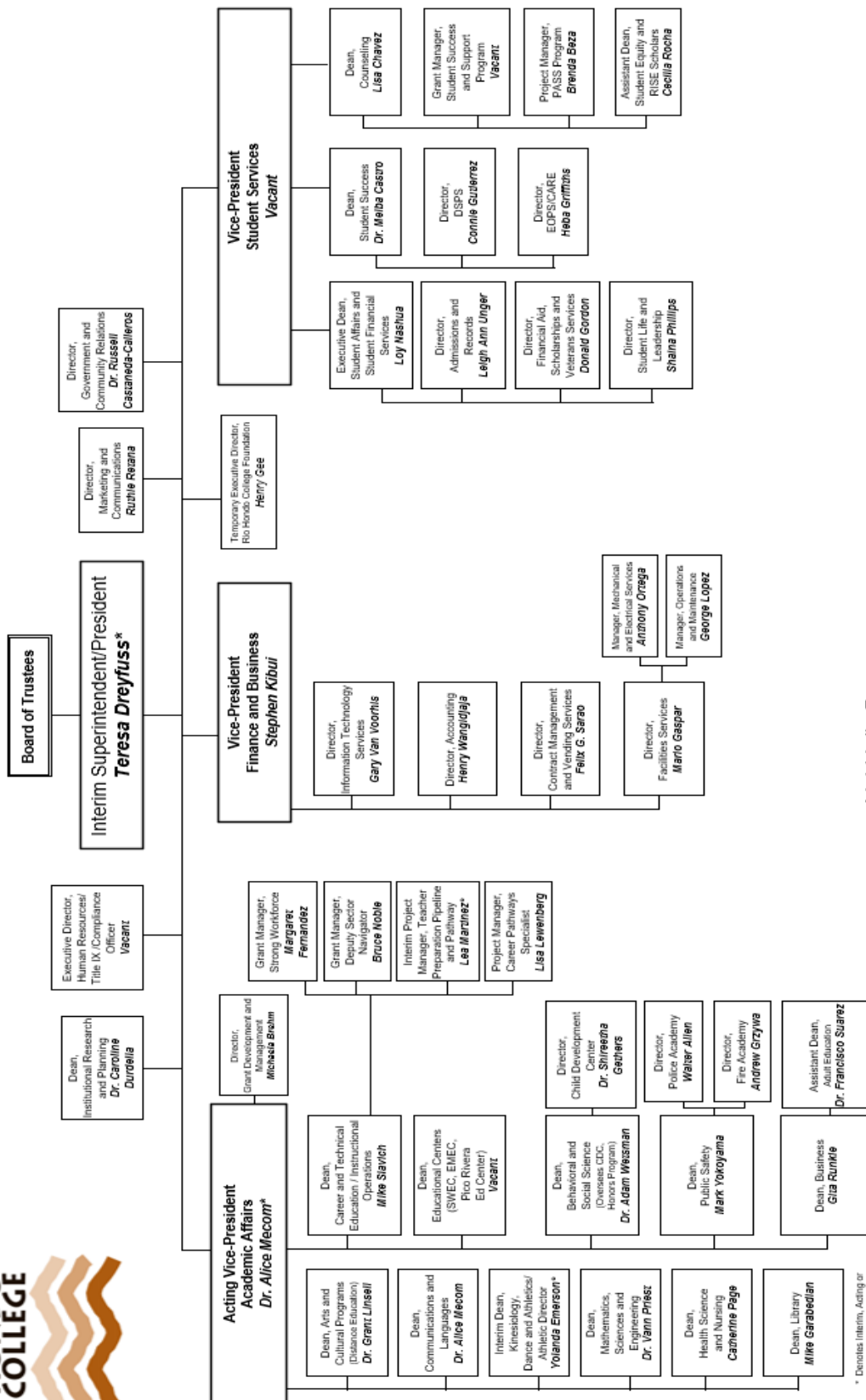


# **Management and Area Organizational Charts**

**The purpose of the Management and Area  
Organizational Charts  
is to provide administrative framework and  
demonstrate area responsibility for  
district wide institutional operations.**



# Rio Hondo College Organizational Chart

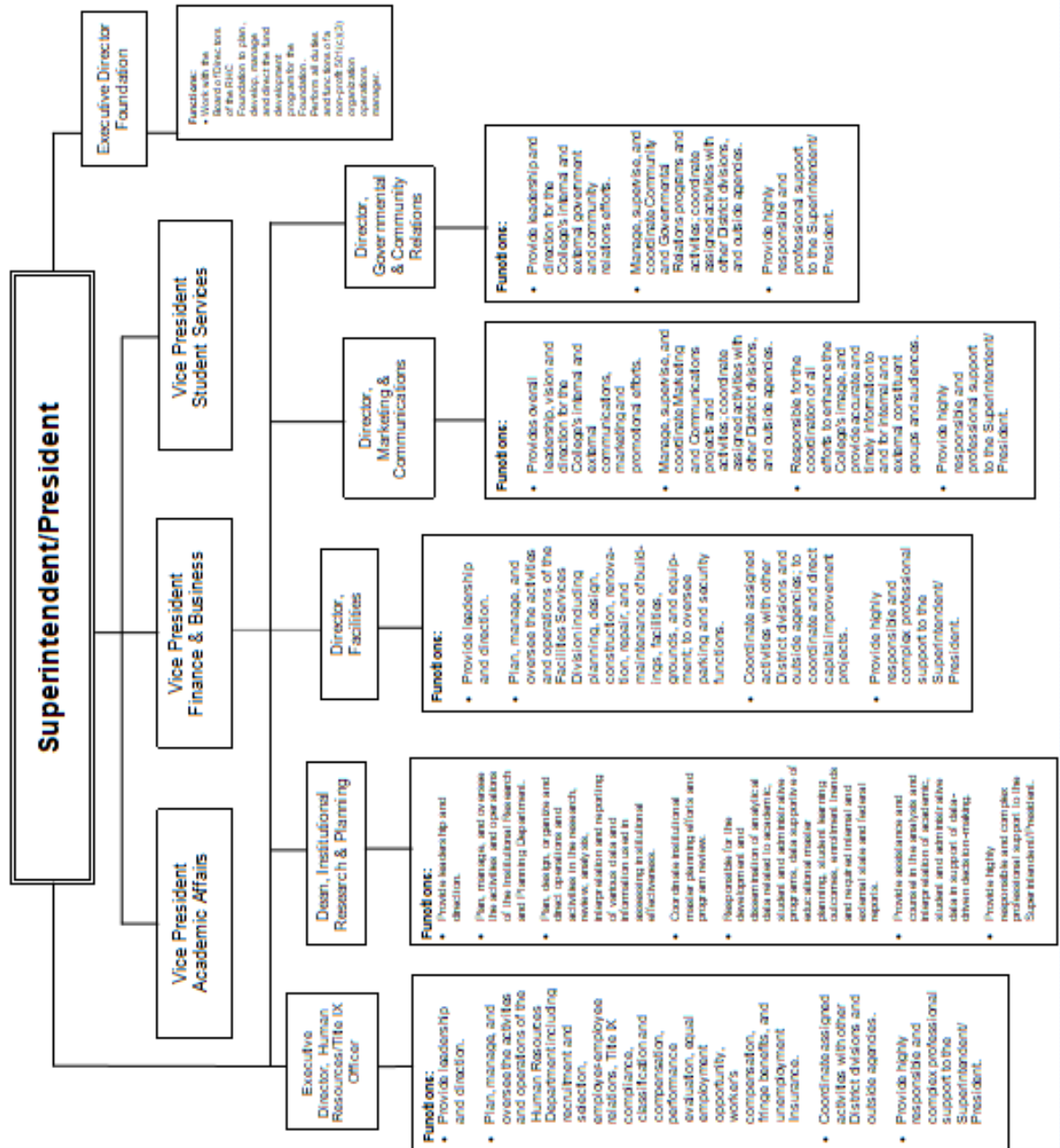


Administrative Team

Eff. 03/11/21 at

\* Denotes Interim, Acting or Temporary

# Superintendent/President



# Academic Affairs

## Vice President, Academic Affairs

Director, Grant Development and Management

Evening / Weekend College

Dean, Arts and Cultural Programs

Dean, Behavioral and Social Sciences

Dean, Business

**Functions:**

- Manage, evaluate, coordinate and direct all departments in the Division of Arts and Cultural Programs: Visual and Performing Arts.
- Supervise, coordinate and facilitate the work of the division's faculty and classified staff members.
- Evaluate staff
- Hire full, part-time faculty
- Oversee curriculum
- Schedule and assign instructional loads
- Prepare budget
- Identify grants
- Arrange committee assignments
- Serves as the Administrative Distance Education Coordinator for State compliance.

Coordinator, Distance Education

**Functions:**

- Manage, evaluate, coordinate and direct all departments in the Division of Behavioral and Social Sciences: Anthropology, Chicano Studies, Child Development Education, Economics, History, Humanities, Philosophy, Political Science, Psychology, Human Services, Sociology, Child Development Center.
- Supervise, coordinate, and facilitate the work of division's faculty and classified staff members.
- Evaluate staff
- Hire full, part-time faculty
- Oversee curriculum
- Schedule and assign instructional loads
- Prepare budget
- Identify grants
- Arrange committee assignments

Coordinator, Study Abroad

Director, Child Development Center

**Functions:**

- Manage, evaluate, coordinate and direct all departments in the Division of Business: Accounting, Business Administration, Business Management, CIT
- Provide overall site instruction, student services, planning, budget, supervision, and coordination of the educational centers and student's support programs and activities
- Plan, organize, coordinate, and evaluate the day-to-day operation and activities of the educational centers
- Supervise, coordinate, and facilitate the work of division's faculty and classified staff members
- Evaluate staff
- Hire full, part time faculty
- Oversee curriculum
- Schedule and assign instructional loads
- Prepare budget
- Identify grants
- Arrange committee assignments

Continuing Education

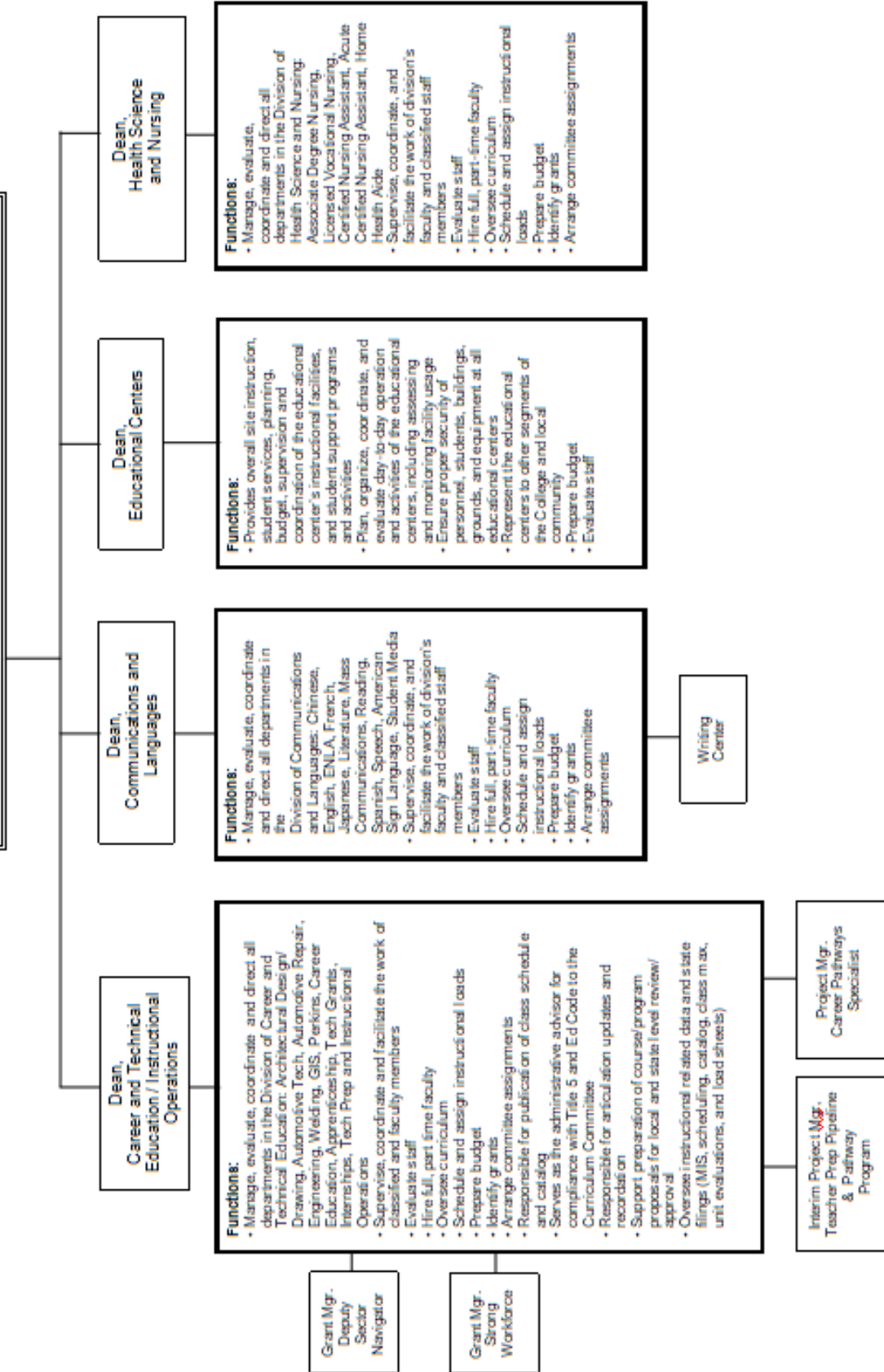
Assistant Dean, Adult Education

**Functions:**

- Chief Instructional Officer (State Reporting)
- Hire, supervise, evaluate Deans/ Directors and Classified staff of Academic divisions and offices and Ed. Centers
- Academic Area Plan, Unit Plans, Program Review
- Provide curriculum oversight (program development and revision in conjunction with Academic Deans)
- Educational Policies and Procedures
- Faculty/Staffing Recommendations (through Academic Deans)
- Faculty Hiring
- Online Education
- Evening/Weekend College
- New Full-time Faculty Orientation (shared)
- Coordination of Prerequisite enforcement (co-responsibility with VP, Student Services)
- College Class Schedule and Catalog
- Tutoring (reporting through Academic Deans)
- Instructional Budget Development
- Classified Collective Bargaining/ Administrative Representative (as assigned)
- Oversight of Faculty Evaluation (through Academic Deans)
- Instructional Operations: rooms, class schedule, catalog, curriculum, enrollment data
- Monitor Educational Policy/Procedure Compliance/Review & Rewrite Policies/Procedures
- Faculty Professional Development
- Support off-campus courses, programs, and services
- College Coordinator for Reassigned Time
- Committee Responsibilities: Co-Chair, Planning and Fiscal Council, Co-Chair, Policy and Procedure Council, Co-Chair, Staffing Committee (Faculty), Co-Chair, Accreditation, Chair, Academic Deans Council, Chair, Sabbatical Leave Committee, President's Council, President's Cabinet, Administrative Council, Facilities Committee, Institutional Effectiveness Committee
- Other Responsibilities Include: Library, Honors Program, Study Abroad, Credit/Non-Credit Classes, Articulation, Student Learning Outcomes, Adult Ed.

**Academic Affairs, continued**

**Vice President Academic Affairs (continued)**





**Academic Affairs, continued**

**Vice President, Academic Affairs (continued)**

**Dean,  
Kinesiology, Dance, and  
Athletics / Athletic Director**

- Functions:**
- Manage, evaluate, coordinate and direct all departments in the Division of Kinesiology, Dance, and Athletics
  - Supervise, coordinate, and facilitate the work of division's faculty and classified staff members
  - Represent RHC with the Football Conference and the CCCAA
  - Coordinate the hosting of all athletic events
  - Evaluate staff
  - Hire full, part-time faculty
  - Oversee curriculum
  - Schedule and assign instructional loads
  - Prepare budget
  - Identify grants
  - Arrange committee assignments
  - Participate in committees as assigned

**Dean,  
Library**

- Functions:**
- Manage, evaluate, coordinate and direct all departments in the Library
  - Supervise, coordinate, and facilitate the work of Library faculty and classified staff members: hire/select, train, supervise, assign and evaluate
  - Establish overall objectives and plans for the Library
  - Manage, direct, and evaluate all programs and activities that relate to Gateway Tutoring, First-Year Success, Springboard, Summer Bridge, and the Interdisciplinary Learning Communities Program
  - Coordinate and support the work of the Learning Community program faculty
  - Manage budget for Basic Skills
  - Utilize the resources available to maintain, improve and update the technology and service provided
  - Prepare, monitor and adjust budgets
  - Oversee curriculum
  - Schedule and assign instructional loads
  - Arrange committee assignments
  - Participate in committees as assigned

Learning Assistance Center

Reading Lab

Writers' Resource Center

**Dean,  
Mathematics, Sciences and  
Engineering**

- Functions:**
- Manage, evaluate, coordinate and direct all departments in the Division of Math and Sciences: Biology, Chemistry, Engineering, Environmental Technology, Physical Science, and Math
  - Supervise, coordinate and facilitate the work of the division's faculty and classified staff members
  - Evaluate staff
  - Hire full, part-time faculty
  - Oversee curriculum
  - Schedule and assign instructional loads
  - Prepare budget
  - Identify grants
  - Arrange committee assignments
  - Participate in committees as assigned

Alpha Gamma Sigma

Honors Program / Honors Coordinator

Math / Science Center

MESA Program

Observatory

**Dean,  
Public Safety**

- Functions:**
- Manage, evaluate, coordinate and direct all departments in the Division of Public Safety: Basic Police Academy, Advanced Officer Training, A.I. Basic Fire Academy, Wildland Fire Academy, EMT
  - Supervise, coordinate, and facilitate the work of division's faculty and classified staff members
  - Evaluate staff
  - Hire full, part-time faculty
  - Oversee curriculum
  - Schedule and assign instructional loads
  - Prepare budget
  - Identify grants
  - Arrange committee assignments
  - Participate in committees as assigned

Director, Fire Academy

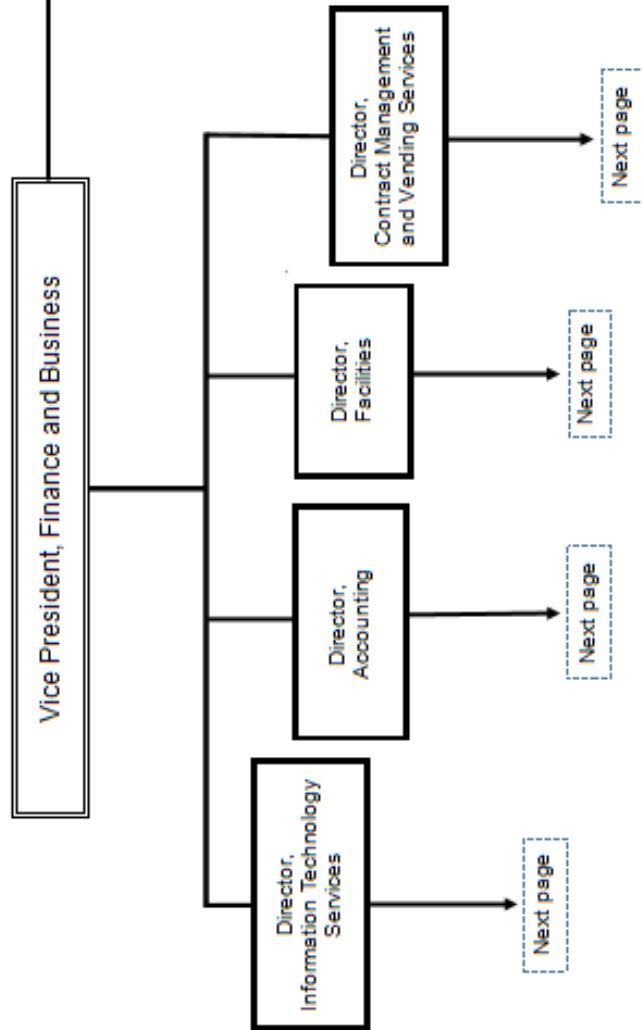
Coordinator, Fire Academy

Director, Police Academy

Coordinator, Police Academy

Coordinator, Advanced Officer Training

# Finance and Business

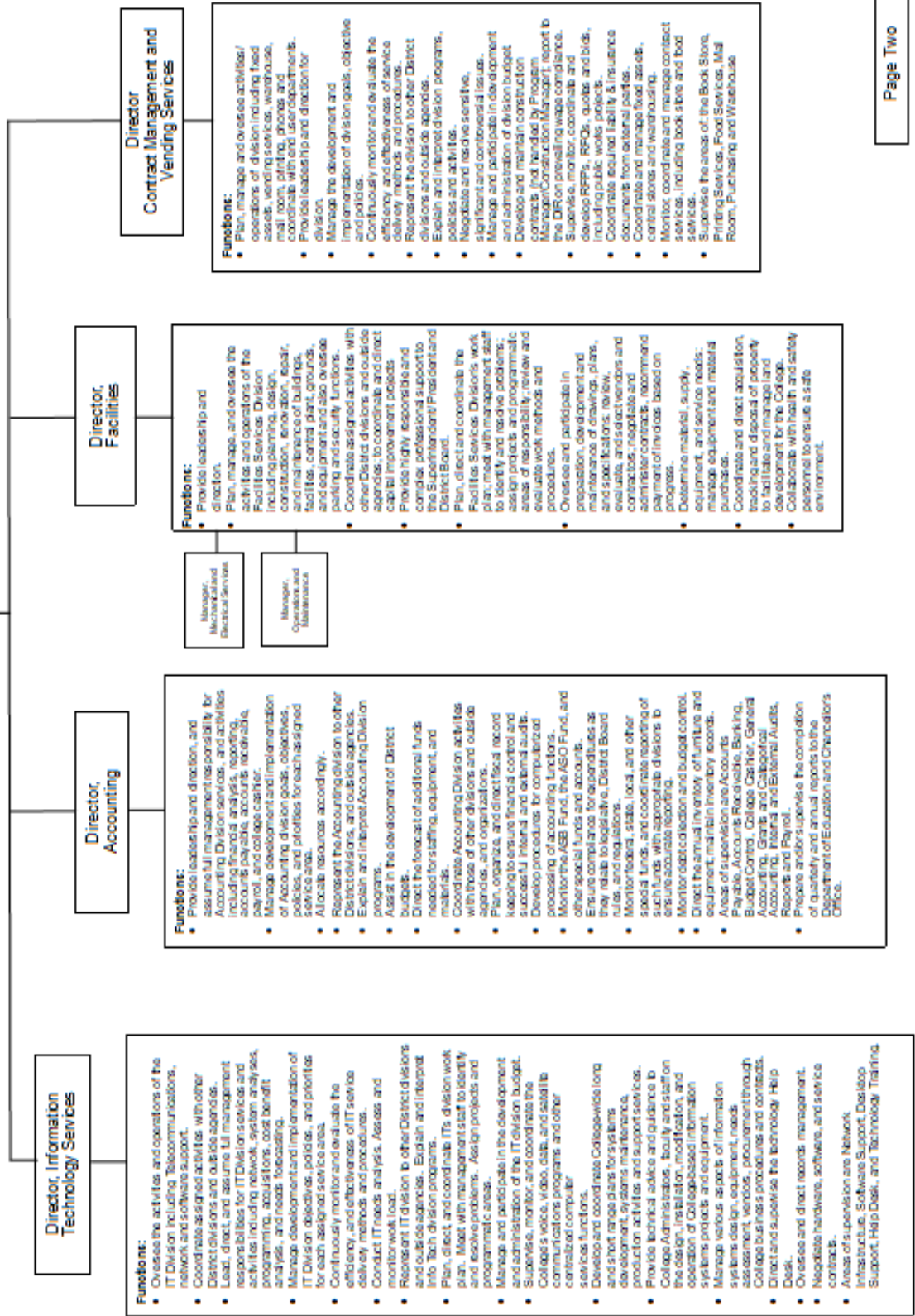


Page One

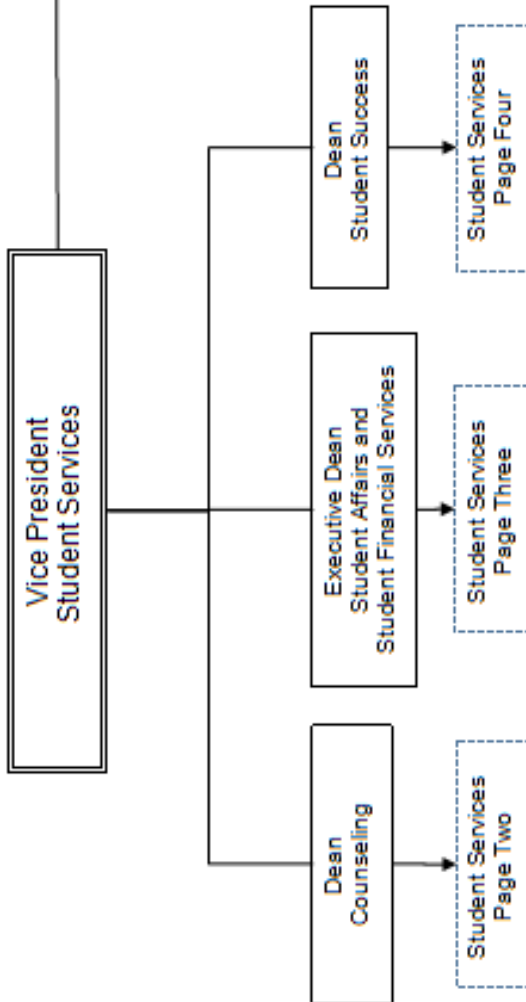
- Functions:**
- Chief Financial Office (State Reporting)
  - Plan, organize, coordinate, direct and administer the College's fiscal, info tech, and business services functions including accounting, investments, auditing, computer systems, warehousing, print shop, purchasing, switchboard, bookstore, and food services.
  - Provide expert advice and assistance to Board, Superintendent/President, and Cabinet.
  - Perform related duties as assigned.
  - Single position with overall accountability for fiscal, financial and business services division of the College District with overall accountability for fiscal and financial services of the District.
  - Plan, organize, coordinate, administer, and direct the work of the fiscal/business services and information technology division of College, through subordinate managers.
  - Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for division.
  - Serve as a member of the Superintendent/President's Council.
  - As CFO, responsible for preparation, coordination, presentation, and management of annual budget.
  - Development of various funds including general fund, capital project fund, ASO, ASB, Financial Aid fund, Child Development fund.
  - Coordinate fiscal management of grants in conjunction with Grant Development and Management office.
  - Oversee all fiscal and financial areas including cashiers, AP, A/R, inventory, payroll, general liabilities, and investment management.
  - Provide recommendations on fiscal areas to Superintendent/President regarding Foundation.
  - Oversee fiscal matters related to construction, plant maintenance, improvement and state schedule maintenance and capital fund.
  - Responsible for investments, annual audit, and ongoing internal auditing.
  - Monitor District financial status to ensure financial solvency.
  - Monitor District cash positions to maximize investment/interest income.
  - Select and recommend investments funds and work with investment firms.
  - Prepare or direct the preparation of annual, quarterly, and other required reports to federal, state, and local agencies.
  - Plan, oversee, and manage general bond proceeds and investments, audits bond.
  - Recommend to Superintendent/President on bond authorizations and bond sales.
  - Represent District as CBO for California Community Colleges.
  - Coordinate work of the division with other College divisions, programs, outside agencies, and other entities and represents the College as liaison.
  - Serve on, chair, and otherwise participate in variety of internal and external committees including Cabinet, Council, Worker's Comp/JPA Board, Planning and Fiscal Council, County Office of Education, civic & community organizations.
  - Ensure compliance of College fiscal and division activities to applicable codes, regulations, and guidelines.

# Finance and Business, continued

## Vice President, Finance and Business

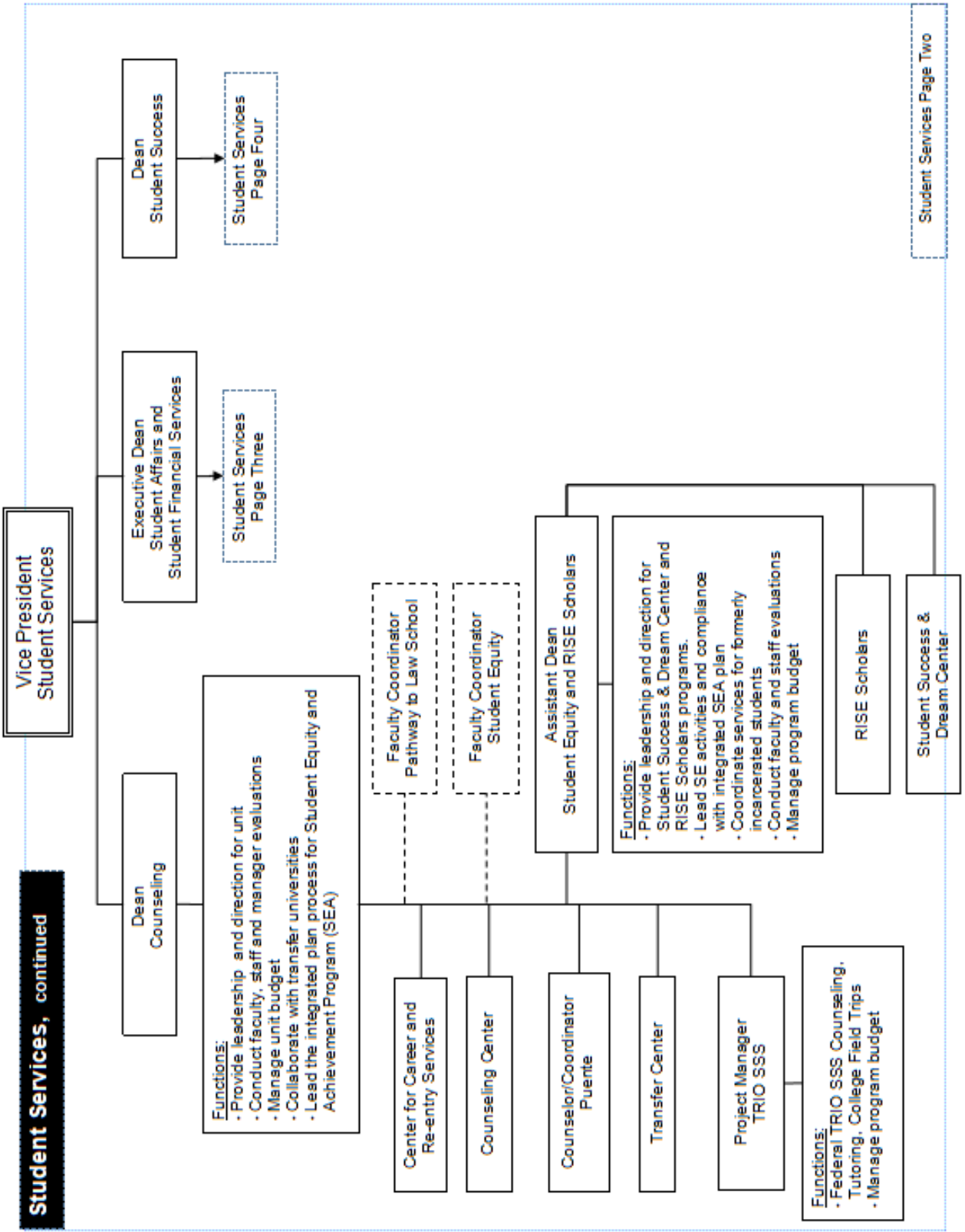


## Student Services

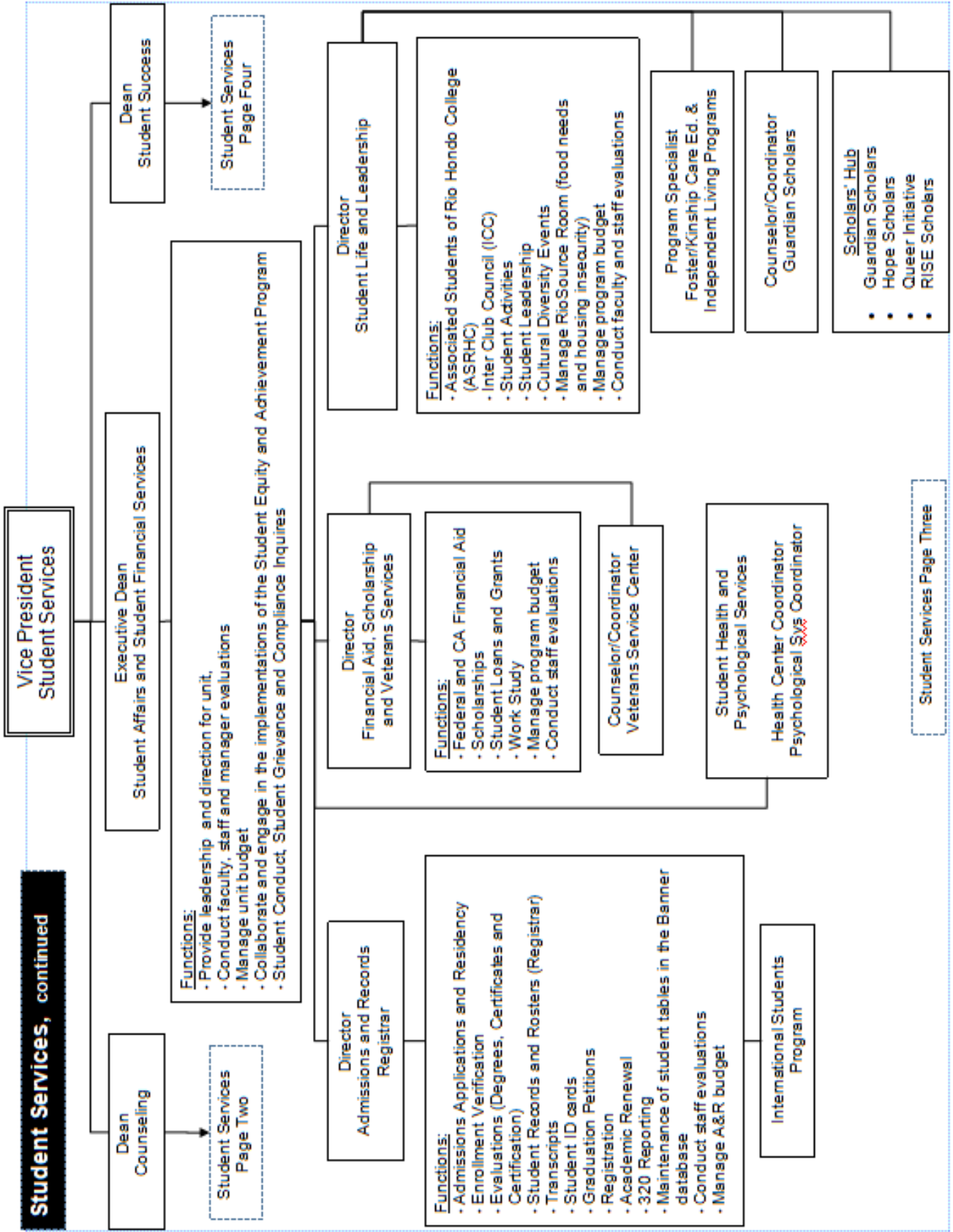


### Functions:

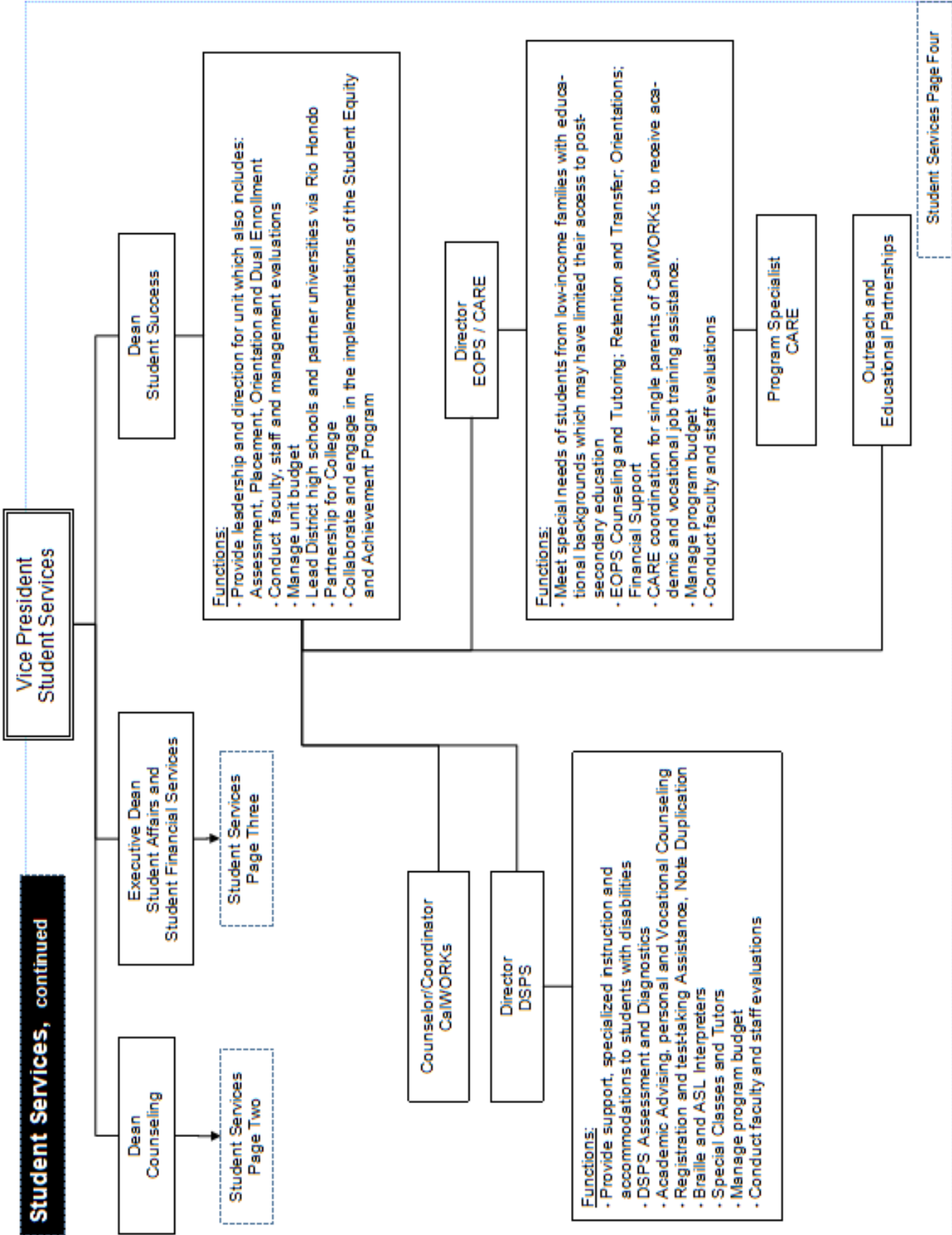
- Chief Student Services Officer – state reporting
- Provide overall leadership in planning, organizing and directing the student advancement activities and functions of the District; assure the effective and integrated operations of Student Services programs.
- In collaboration with the Vice President 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, continued**





# **Management Councils and Committees**



## ACADEMIC DEANS COUNCIL

<b>Charge</b>	To develop, oversee, monitor, review, evaluate, and make recommendations to the Superintendent/President in regards to operation of divisions within the Academic Affairs area.
<b>Meeting Schedule</b>	Every Thursday at 10:00 a.m., Board Room
<b>Chair</b>	Vice President, Academic Affairs
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (13): <ul style="list-style-type: none"> <li>○ Vice President, Academic Affairs (Chair)</li> <li>○ Academic Administrators (12) <ul style="list-style-type: none"> <li>◆ Dean, Arts and Cultural Programs</li> <li>◆ Dean, Behavioral and Social Sciences</li> <li>◆ Dean, Business</li> <li>◆ Dean, Career and Technical Education/ Instructional Operations</li> <li>◆ Dean, Communications and Languages</li> <li>◆ Dean, Educational Centers</li> <li>◆ Dean, Health Sciences and Nursing</li> <li>◆ Dean, Library</li> <li>◆ Dean, Kinesiology, Dance and Athletics/ Athletic Director</li> <li>◆ Dean, Math, Sciences and Engineering</li> <li>◆ Dean, Public Safety</li> <li>❖ Assistant Dean, Adult Education</li> </ul> </li> </ul> </li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2013, 2015, 2017; 8/2020
<b>Notes</b>	Due to Administrator's Reclassification
<b>Support Staff</b>	Senior Administrative Assistant, Academic Affairs

## ADMINISTRATIVE COUNCIL

<b>Charge</b>	This council serves in an advisory capacity to the President in all matters related to the administration of the college. It is the college-wide communication link that interacts with all other segments of the community college district when appropriate.
<b>Meeting Schedule</b>	First Tuesday of the month, 10:30 a.m., a week before each Board of Trustees Regular Meeting
<b>Chair</b>	Superintendent/President
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management and Confidential Representatives (52):             <ul style="list-style-type: none"> <li>○ Superintendent/President (Chair)</li> <li>○ Vice President, Academic Affairs</li> <li>○ Vice President, Finance and Business</li> <li>○ Vice President, Student Services</li> </ul> </li>   <li>○ <u>Academic Administrators (22)</u> <ul style="list-style-type: none"> <li>◆ Executive Dean, Student Affairs and Student Financial Services</li> <li>◆ Dean, Arts and Cultural Programs</li> <li>◆ Dean, Behavioral and Social Sciences</li> <li>◆ Dean, Business</li> <li>◆ Dean, Career and Technical Education/Instructional Operations</li> <li>◆ Dean, Communications and Languages</li> <li>◆ Dean, Counseling</li> <li>◆ Dean, Educational Centers</li> <li>◆ Dean, Health Sciences and Nursing</li> <li>◆ Dean, Institutional Research and Planning</li> <li>◆ Dean, Kinesiology, Dance and Athletics/ Athletic Director</li> <li>◆ Dean, Library</li> <li>◆ Dean, Math, Sciences and Engineering</li> <li>◆ Dean, Public Safety</li> <li>◆ Dean, Student Success</li> <li>❖ Assistant Dean, Adult Education</li> <li>❖ Assistant Dean, Student Equity and RISE Scholars</li> <li>• Director, DSPS</li> <li>• Director, EOPS/CARE</li> <li>• Director, Fire Academy</li> <li>• Director, Police Academy</li> <li>• Director, Student Life and Leadership</li> </ul> </li> </ul>
Continued on next page →	

## ADMINISTRATIVE COUNCIL (CONTINUED)

<b>Charge</b>	This council serves in an advisory capacity to the President in all matters related to the administration of the college. It is the college-wide communication link that interacts with all other segments of the community college district when appropriate.
<b>Meeting Schedule</b>	First Tuesday of the month, 10:30 a.m., a week before each Board of Trustees Regular Meeting
<b>Chair</b>	Superintendent/President
<b>Composition</b> (Continued from previous page)	<ul style="list-style-type: none"> <li>○ <u>Classified Administrators (18)</u> <ul style="list-style-type: none"> <li>• Director, Accounting</li> <li>• Director, Admissions and Records, Registrar</li> <li>• Director, Child Development Center</li> <li>• Director, Contract Management and Vending Services</li> <li>• Director, Facilities</li> <li>• Director, Financial Aid, Scholarships and Veterans Services</li> <li>• Director, Government and Community Relations</li> <li>• Director, Grant Development and Management</li> <li>• Director, Information Technology Services</li> <li>• Director, Marketing and Communications</li> <li>• Grant Manager, Deputy Sector Navigator</li> <li>• Grant Manager, Strong Workforce</li> <li>• Grant Manager, Student Success and Support Program                             <ul style="list-style-type: none"> <li>▪ Manager, Operations and Maintenance</li> <li>▪ Manager, Mechanical and Electrical Services</li> <li>※ Project Manager, Career Pathways Specialist</li> <li>※ Project Manager, PASS Programs</li> <li>※ Project Manager, Teacher Preparation Pipeline and Pathway</li> </ul> </li> </ul> </li>   <li><u>Confidential Staff (8)</u> <ul style="list-style-type: none"> <li>◇ Executive Assistant to the President/Board of Trustees</li> <li>◇ Human Resources Coordinator</li> <li>◇ Sr. Administrative Assistant, Academic Affairs</li> <li>◇ Sr. Administrative Assistant, Finance and Business</li> <li>◇ Sr. Administrative Assistant, Human Resources</li> <li>◇ Sr. Administrative Assistant, Student Services</li> <li>◇ Benefits Specialist, Confidential</li> <li>◇ Administrative Assistant, President's Office</li> </ul> </li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2013, 2015, 2017; 8/2020
<b>Notes</b>	Title IV ended, Reorg in PS & Administrator's reclass
<b>Support Staff</b>	Administrative Assistant, President's Office

<b>BOOKSTORE COMMITTEE</b>	
<b>Charge</b>	To review and update the sale of text books, policies, and pricing.
<b>Meeting Schedule</b>	Two times a year: Fall and Spring Semesters/as needed
<b>Chair</b>	Director, Contract Management and Vending Services
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (2) <ul style="list-style-type: none"> <li>○ Director, Contract Management and Vending Services (Chair)</li> <li>○ Management Representative (1)</li> </ul> </li> <li>• Faculty Representatives (2)</li> <li>• Classified Representatives (2) (Appointed by CSEA)</li> <li>• Associated Students of Rio Hondo College (ASRHC) Representatives (2) (Appointed by ASRHC)</li> </ul>
<b>Adopted</b>	2/21/08; 2011; 8/2020
<b>Revised</b>	
<b>Notes</b>	
<b>Support Staff</b>	Senior Administrative Assistant, Finance and Business

<b>CATALOG COMMITTEE</b>	
<b>Charge</b>	This committee will meet on an as needed basis to review the college catalog and make suggestions in preparation of the creation of the new catalog that comes out annually.
<b>Meeting Schedule</b>	The committee will meet as needed
<b>Chair</b> <b>Co-Chair</b>	Dean, Career and Technical Education/ Instructional Operations Director, Admissions and Records or designee
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management and Confidential Representatives (7) <ul style="list-style-type: none"> <li>○ Dean, Career and Technical Education/ Instructional Operations (Chair)</li> <li>○ Academic Administrators (3)</li> <li>○ Director Admissions and Records or designee (Co-Chair)</li> <li>○ Director, Marketing and Communications</li> <li>○ Sr. Administrative Assistant, Student Services, (Confidential)</li> </ul> </li>   <li>• Faculty Representatives (4) <ul style="list-style-type: none"> <li>○ Curriculum Chair</li> <li>○ Past Curriculum Chair</li> <li>○ Articulation Officer</li> <li>○ Faculty Representative (1)</li> </ul> </li>   <li>• Classified Representatives (5) (Appointed by CSEA) <ul style="list-style-type: none"> <li>○ Marketing and Communications Specialist</li> <li>○ Curriculum/Articulation Specialist</li> <li>○ Schedule Technician</li> <li>○ Admissions and Records Specialist/Analyst</li> <li>○ Student Life &amp; Leadership</li> </ul> </li> </ul>
<b>Adopted</b>	2014
<b>Revised</b>	8/2020
<b>Notes</b>	Organized Order
<b>Support Staff</b>	Schedule Technician Curriculum/Articulation Specialist

<b>COMMENCEMENT COMMITTEE</b>	
<b>Charge</b>	To plan, coordinate, and execute the annual Commencement Ceremony.
<b>Meeting Schedule</b>	Once or twice a month from the beginning of January through May
<b>Chair</b>	Director, Student Life and Leadership
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management and Confidential Representatives (6) <ul style="list-style-type: none"> <li>○ Director of Student Life and Leadership (Chair)</li> <li>○ Vice President of Student Services or designee</li> <li>○ Director, Facilities or designee</li> <li>○ Manager, Mechanical and Electrical Services</li> <li>○ Manager Operations and Maintenance</li> <li>○ Executive Assistant to the Superintendent/President/BOT or designee</li> </ul> </li>   <li>• Faculty Representatives (3) <ul style="list-style-type: none"> <li>○ CTE/Automotive Representative from Bachelor's Degree Program</li> <li>○ Health Science and Nursing Representative</li> <li>○ Faculty Representative</li> </ul> </li>   <li>• Classified Representatives (6) (Appointed by CSEA) <ul style="list-style-type: none"> <li>○ Admissions and Records Evaluator</li> <li>○ Audio Visual Representative</li> <li>○ Theater Production Representative</li> <li>○ Marketing and Communications Representative</li> <li>○ Student Life and Leadership Representative</li> <li>○ Classified Representative</li> </ul> </li>   <li>Associated Students of Rio Hondo College (ASRHC) Representative (Appointed by ASRHC)</li>   <li>• Other <ul style="list-style-type: none"> <li>◊ Bookstore Representative</li> </ul> </li> </ul>
<b>Adopted</b>	2014
<b>Revised</b>	8/2020
<b>Notes</b>	
<b>Support Staff</b>	Support Staff from Student Life and Leadership

## ENTERPRISE SYSTEMS ADVISORY COMMITTEE

<b>Charge</b>	The Enterprise Systems Advisory Committee (ESAC) addresses the broader ongoing issues of administrative systems and the deployment of information technology to meet the operational needs of the Rio Hondo Community College District. The Chair will be the IT Director and the co-chair will be a faculty member elected from and by the membership for a one-year term.
<b>Meeting Schedule</b>	Once per month September-May, or as needed.
<b>Chair Co-Chair</b>	Director, Information/Technology Services Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (8) <ul style="list-style-type: none"> <li>○ Director, Information Technology Services (Co-Chair)</li> <li>○ Dean, Library, or designee</li> <li>○ Dean, Counseling, or designee</li> <li>○ Academic Administrators (2)</li> <li>○ Executive Director of Human Resources, or designee</li> <li>○ Director, Admissions and Records, Registrar</li> <li>○ Director, Financial Aid, Scholarships and Veterans Services</li> </ul> </li> <li>• Faculty Representatives (2) including Co-chair (Appointed by Academic Senate)</li> <li>• Classified Representatives (5) (Appointed by CSEA) <ul style="list-style-type: none"> <li>○ Institutional Research and Planning Representative</li> <li>○ Finance and Business Representative</li> <li>○ Senior Systems Analyst</li> <li>○ Classified Representatives (2)</li> </ul> </li> </ul>
<b>Adopted</b>	2/21/2008
<b>Revised</b>	2011; 2012; 8/2020
<b>Notes</b>	
<b>Support Staff</b>	Support Staff from Information Technology Services

## FINANCE AND BUSINESS COUNCIL

<b>Charge</b>	This council identifies issues of common concern in providing faculty, staff, and students support services; develops joint plans and strategies for addressing issues; and facilitates coordination of services across the campus and district.
<b>Meeting Schedule</b>	Quarterly (TBA)
<b>Chair</b>	Vice President, Finance and Business
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (5) <ul style="list-style-type: none"> <li>○ Vice President, Finance and Business (Chair)</li> <li>○ Director, Accounting</li> <li>○ Director, Contract Management and Vending Services</li> <li>○ Director, Facilities</li> <li>○ Director, Information Technology Services</li> </ul> </li>   <li>• Classified Representatives (8) (Appointed by CSEA) <ul style="list-style-type: none"> <li>○ Senior Accountant</li> <li>○ Accountant</li> <li>○ Accountant II</li> <li>○ Senior Systems Analyst</li> <li>○ Senior Payroll Systems Coordinator</li> <li>○ Senior Offset Machine Operator Lead</li> <li>○ Mailroom and Switchboard Lead</li> <li>○ Warehouse Storekeeper Lead</li> </ul> </li>   <li>• Other (2) <ul style="list-style-type: none"> <li>◊ Manager, Bookstore</li> <li>◊ Manager, Food Services</li> </ul> </li> </ul>
<b>Adopted</b>	2/21/2008
<b>Revised</b>	2011; 2012; 8/2020
<b>Notes</b>	
<b>Support Staff</b>	Senior Administrative Assistant, Finance and Business



## FOOD SERVICES COMMITTEE

<b>Charge</b>	To review the cafeteria operations. Recommend improvements such as menu items, pricing, and hours of operation.
<b>Meeting Schedule</b>	Two times a year: Fall and Spring Semesters/as needed
<b>Chair</b>	Director, Contract Management and Vending Services
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (2)</li> <li>• Faculty Representatives (2) (Appointed by Academic Senate)</li> <li>• Classified Representatives (2) (Appointed by CSEA)</li> <li>• Associated Students of Rio Hondo College (ASRHC) Representative (1) (Appointed by ASRHC)</li> </ul>
<b>Adopted</b>	
<b>Revised</b>	2/21/2008; 2011
<b>Notes</b>	
<b>Support Staff</b>	Senior Administrative Assistant, Finance and Business

**PRESIDENT'S CABINET**

<b>Charge</b>	Comprised of administrators who are direct reports to the Superintendent/President. The President's Cabinet meets to provide information, advice, and counsel regarding college leadership, management, and operations.
<b>Meeting Schedule</b>	2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> Tuesdays of every month at 9:00 a.m.
<b>Chair</b>	Superintendent/President
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Administrative Representatives (10)               <ul style="list-style-type: none"> <li>○ Superintendent/President (Chair)</li> <li>○ Vice President, Academic Affairs</li> <li>○ Vice President, Finance and Business</li> <li>○ Vice President, Student Services</li> <li>○ Executive Director, Human Resources</li> <li>○ Dean, Institutional Research and Planning</li> <li>○ Director, Facilities</li> <li>○ Director, Marketing and Communications</li> <li>○ Director, Government and Community Relations</li> <li>○ Executive Assistant to the President and Board of Trustees</li> </ul> </li> </ul>
<b>Adopted</b>	2008; 2015;
<b>Revised</b>	8/2020
<b>Notes</b>	Prior to May 2008, known as the Planning Group
<b>Support Staff</b>	Executive Assistant to the Superintendent/President/BOT

## STUDENT DISCIPLINE COMMITTEE

<b>Charge</b>	The purpose is to hear student discipline cases when a student requests a formal hearing and there is a recommendation of a long-term* suspension or expulsion. This committee will make an official committee recommendation to the Superintendent/ President.
<b>Meeting Schedule</b>	As needed
<b>Chair</b>	Executive Dean, Student Affairs and Student Financial Services shall appoint an administrative representative of the panel to serve as the chair.
<b>Composition</b>	<p>Members vary each year.</p> <ul style="list-style-type: none"> <li>• Management Representative (1)</li> <li>• Faculty Representative (1)</li> <li>• Associated Students of Rio Hondo College (ASRHC) Representative (1) (Appointed by ASRHC)</li> </ul>
<b>Adopted</b>	1/10/1979
<b>Revised</b>	11/10/1982; 2/1/1984; 3/7/1984; 7/26/1989; 2011; 2013
<b>Notes</b>	*Long-term suspension - exclusion of the student for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.
<b>Support Staff</b>	Executive Dean, Student Affairs and Student Financial Services Division Secretary, Student Affairs and Student Financial Services

## STUDENT EQUITY COMMITTEE

<b>Charge</b>	This committee will be charged to review and develop specific goals/outcomes and actions to address disparities that are discovered by disaggregating data for student success indicators; identifying disproportionate impacts for disadvantaged student populations and reviewing and recommending changes to policies, activities, and procedures to improve student equity and access.
<b>Meeting Schedule</b>	The committee will meet every other month as needed.
<b>Co-Chairs</b>	Dean, Counseling Faculty Representative
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (3) <ul style="list-style-type: none"> <li>○ Dean, Counseling (Co-Chair)</li> <li>○ Management Representatives (2)</li> </ul> </li>   <li>• Faculty Representatives (4) including Co-chair <ul style="list-style-type: none"> <li>○ Counselor/Coordinator, Transfer Center</li> <li>○ Counseling Representative</li> <li>○ Full Time Faculty Representatives At Large (2)</li> </ul> </li>   <li>• Classified Representatives (4) (Appointed by CSEA) <ul style="list-style-type: none"> <li>○ Student Services Representative (2)</li> <li>○ Institutional Research and Planning Representative (1)</li> <li>○ Classified Representative At Large (1)</li> </ul> </li>   <li>• Associated Students of Rio Hondo College (ASRHC) Representatives (4) (Appointed by ASRHC)</li> </ul>
<b>Adopted</b>	2014
<b>Revised</b>	8/2020
<b>Notes</b>	
<b>Support Staff</b>	Division Secretary, Counseling

## STUDENT GRIEVANCE COMMITTEE

<b>Charge</b>	The purpose of the Student Grievance Committee is to provide a forum where a student may request a hearing when he or she reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student.
<b>Meeting Schedule</b>	As needed
<b>Chair</b>	The Grievance Hearing Committee shall appoint an administrator or Faculty Representative of the committee to serve as the chair.
<b>Composition</b>	<p>Varies each year due to appointments of faculty and students to this committee.</p> <ul style="list-style-type: none"> <li>○ Management Representative (1)</li> <li>○ Faculty Representatives (3) (Appointed by Academic Senate)</li> <li>○ Classified Representative (1) (Appointed by CSEA)</li> <li>○ Associated Students of Rio Hondo College (ASRHC) Representatives (3) (Appointed by ASRHC)</li> </ul>
<b>Adopted</b>	12/20/1978
<b>Revised</b>	1/10/1979; 5/4/1981; 2/1/1982; 12/9/1987; 2011, 2013
<b>Notes</b>	<p>AP 5530 Students Rights and Grievances is available for reference;  <a href="https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/10/AP5530_StudentRightsandGrievances_app_10814.pdf">https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/10/AP5530_StudentRightsandGrievances_app_10814.pdf</a></p> <p>Was previously called the College Review Board</p>
<b>Support Staff</b>	Executive Dean, Student Affairs and Student Financial Services Senior Secretary, Student Affairs and Student Financial Services

**STUDENT SERVICES PROGRAM LEADERSHIP COUNCIL (SSPLC)**

<b>Charge</b>	The council identifies issues of common concern in providing student services. Develops joint plans and strategies for addressing issues and facilitates coordination of Student Services across all program areas.
<b>Meeting Schedule</b>	Meets six times a year from 1-2:30 p.m. during the Fall and Spring semesters (3rd Wednesday Sept.-Nov. and Feb.-April)
<b>Chair</b>	Vice President, Student Services
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Administrative Representative (12) <ul style="list-style-type: none"> <li>○ Vice President, Student Services (Chair)</li> <li>○ Executive Dean, Student Affairs and Student Financial Services</li> <li>○ Dean, Counseling</li> <li>○ Dean, Student Success</li> <li>○ Assistant Dean, Adult Education</li> <li>○ Assistant Dean, Student Equity and RISE Scholars</li> <li>○ Director, Admissions and Records, Registrar</li> <li>○ Director, DSPS</li> <li>○ Director, EOPS/CARE</li> <li>○ Director, Financial Aid</li> <li>○ Director, Student Life and Leadership</li> <li>○ Project Manager, PASS Programs</li> </ul> </li>   <li>• Faculty Representatives (13) <ul style="list-style-type: none"> <li>○ Coordinator, Student Equity</li> <li>○ Psychologist, Student Health and Psychological Services</li> <li>○ Counselor/Coordinator CalWORK's</li> <li>○ Counselor/Coordinator, Center for Career and Re-Entry Services</li> <li>○ Counselor/Coordinator, Guardian Scholars</li> <li>○ Counselor/Coordinator, Outreach and Educational Partnerships</li> <li>○ Counselor/Coordinator, Pathway to Law</li> <li>○ Counselor/Coordinator, Puente Program</li> <li>○ Counselor/Coordinator, Student Success and Dream Center</li> <li>○ Counselor/Coordinator, Student Success and Support Program</li> </ul> </li> </ul> <p align="right">Continued on next page →</p>

**STUDENT SERVICES PROGRAM LEADERSHIP COUNCIL (SSPLC)  
(CONTINUED)**

<b>Composition (continued)</b>	<ul style="list-style-type: none"> <li>○ Counselor/Coordinator, Transfer Center</li> <li>○ Counselor/Coordinator, Veterans Service Center</li> <li>○ Counselor, Counseling Center</li> </ul>
<b>Adopted</b>	July 1995
<b>Revised</b>	2/21/2008, 2011; 2012; 2014; 2015; 8/2020
<b>Notes</b>	Formerly called the Student Services Management Team. Expanded in February 2014 to include representation from all Student Services programs.
<b>Support Staff</b>	Senior Administrative Assistant, Student Services

<b>STUDENT SUCCESS AND SUPPORT PROGRAMS COMMITTEE</b>	
<b>Charge</b>	The committee provides leadership in implementing practices and policies that promote successful entry into the college and ongoing student services support.
<b>Meeting Schedule</b>	Monthly
<b>Co-Chairs</b>	Dean, Student Success; Committee will select the faculty co-chair
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (4): <ul style="list-style-type: none"> <li>• Dean, Student Success</li> <li>• Dean, Counseling</li> <li>• Dean, Math, Sciences and Engineering</li> <li>• Director, Financial Aid, Scholarships and Veterans Services</li> </ul> </li> <li>• Faculty Representatives (10): <ul style="list-style-type: none"> <li>○ Math, Sciences and Engineering (1)</li> <li>○ Communications &amp; Languages (1)</li> <li>○ Counseling (3)</li> <li>○ Faculty At Large Representatives (5)</li> </ul> </li> <li>• Classified Representatives (6): (Appointed by CSEA) <ul style="list-style-type: none"> <li>○ Institutional Research and Planning (1)</li> <li>○ Admissions and Records (1)</li> <li>○ Outreach and Educational Partnerships (including Assessment) (2)</li> <li>○ Transfer Center (1)</li> <li>○ Student Success and Dream Center (1)</li> </ul> </li> <li>• Associated Students of Rio Hondo College (ASRHC) Representatives (2) (Appointed by ASRHC)</li> </ul>
<b>Adopted</b>	11/12/1996
<b>Revised</b>	Reinstated in Spring 2008; 2011; 2012; 2013; 8/2020 Prior to 2013, known as Matriculation Advisory Committee; 2015
<b>Notes</b>	<ul style="list-style-type: none"> <li>• REC Integrated Goals and Objectives will replace the previous recommendations. Awaiting finalized document to indicate which objectives this committee focuses on. 2.1, 2.2, 2.3, 6.1, 6.2, 6.3, Pell, CCPG Retention, Educational Plans, K-12 Collaboration, 3.4.1., 3.4.2.</li> </ul>
<b>Support Staff</b>	Senior Secretary, Student Success



## TRANSFER AND COMPLETION COMMITTEE (NEW)

<b>Charge</b>	<p>The Transfer and Completion Committee focuses on improvement of university transfer rates and completion degrees and/or certificates through;</p> <ol style="list-style-type: none"> <li>1. Collaboration among campus constituents</li> <li>2. Support the development of transfer and completion pathways.</li> <li>3. Support of transfer and completion events and activities.</li> <li>4. Evaluation of Transfer and Completion related issues on campus and system wide.</li> <li>5. This committee supports Rio Hondo College Institutional Goals and Objectives 1.1., 1.2., 2.1., 2.2., 2.3., 3.1., 5.1., 5.2., 6.1., 6.2., 6.3.</li> </ol>
<b>Meeting Schedule</b>	Once a month, Mondays at 9:30 a.m.
<b>Co-Chairs (Faculty)</b>	Transfer Center Manager (Co-Chair) Counselor (Transfer Center) (Co-Chair)
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Management Representatives (4): <ul style="list-style-type: none"> <li>○ Transfer Center Manager (Co-Chair)</li> <li>○ Dean, Counseling</li> <li>○ Academic Administrator (1)</li> <li>○ Director, Admissions and Records</li> </ul> </li> <li>• Full Time Faculty Representatives (10): <ul style="list-style-type: none"> <li>○ Counselor (Transfer Center) (Co-Chair)</li> <li>○ Faculty Coordinator, Guided Pathways</li> <li>○ Faculty Coordinator, Honors Program</li> <li>○ Faculty Coordinator, Student Equity</li> <li>○ Articulation Officer</li> <li>○ Full Time Faculty At Large Representatives (2)</li> <li>○ Academic Senate Representative (1)</li> </ul> </li> <li>• Classified Representatives (2): (Appointed by CSEA) <ul style="list-style-type: none"> <li>○ Marketing and Communications Representative</li> <li>○ Evaluator, Admissions and Records</li> </ul> </li> <li>• Associated Students of Rio Hondo College (ASRHC) Representatives (2) (Appointed by ASRHC)</li> </ul>
<b>Adopted</b>	8/2020
<b>Revised</b>	
<b>Notes</b>	
<b>Support Staff</b>	



## Appendices



# COUNCIL/COMMITTEE

## Request for Revision to the 2022 Governance Manual

**Directions:**

**Person Submitting Request:**

**Date**

**Name of Council/Committee:**

**Action Requested:**

Add

Delete

Change\*

**Change of Council or Committees:**

*Give a concise description of what the council or committee seeks to accomplish.*

**Proposed Meeting Schedule:**

**Committee Composition:**

*Identify individuals by position and not names. (Example: Faculty representative from instructional division, Dean of Counseling, Classified Representative, etc.) Identify Chair and/or Co-Chair by position and not name.*

*Would any other councils or committees be impacted by the formation, change, or rejection of this council or committee? If yes, what would be the impact?*

**Additional Information:**

*\*If change is requested, attach current structure and list in detail proposed changes.*



## COUNCIL/COMMITTEE

### Response to Requested Revision to the 2020 Governance Manual

- On \_\_\_\_\_ the President's Council determined that the \_\_\_\_\_ (Council or Committee) meets the requirements stipulated on the Rio Hondo College Participatory/Shared Governance Structure document. The request is approved.
- On \_\_\_\_\_ the President's Council determined that the \_\_\_\_\_ (Council or Committee) does not meet the requirements stipulated on the Rio Hondo College Participatory/Shared Governance Structure document. The request is denied.

***Reason for denial:***

***Approvals:***

Superintendent/President:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

President, Academic Senate:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Rev.8.2020

## **Board Policies and Administrative Procedure Links**

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Board Policy 1200 – District Vision, Mission, Values Statement

[https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/06/BP1200\\_DistrictVisionMissionValue\\_final\\_61114.pdf](https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/06/BP1200_DistrictVisionMissionValue_final_61114.pdf)

Board Policy 2430 – Delegation of Authority

[https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/04/BP2430\\_DelegationAuthority.pdf](https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/04/BP2430_DelegationAuthority.pdf)

Administrative Procedure 2430 – Delegation of Authority

[https://www.riohondo.edu/president/wp-content/uploads/sites/27/2018/04/AP2430\\_Delegation\\_of\\_Authority\\_reviewed\\_4\\_11\\_18.pdf](https://www.riohondo.edu/president/wp-content/uploads/sites/27/2018/04/AP2430_Delegation_of_Authority_reviewed_4_11_18.pdf)

Board Policy 2510 – Participation in Local Decision Making

[https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/04/bp2510\\_ParticipationinLocalDecision.pdf](https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/04/bp2510_ParticipationinLocalDecision.pdf)

Administrative Procedure 2510 – Participation in Local Decision Making

[https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/04/AP2510\\_ParticipationLocalDecisionMaking.pdf](https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/04/AP2510_ParticipationLocalDecisionMaking.pdf)

Board Policy 3050 – Institutional Code of Ethics

[https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/09/BP3050\\_Institutional-Code-of-Ethics-policy.pdf](https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/09/BP3050_Institutional-Code-of-Ethics-policy.pdf)

Board Policy 3250 - Institutional Planning

[https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/09/BP3250\\_Institutional-Planning.pdf](https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/09/BP3250_Institutional-Planning.pdf)

Administrative Procedure 3250 - Institutional Planning

[https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/04/AP3250\\_College-Planning.pdf](https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/04/AP3250_College-Planning.pdf)

## **Non-Discrimination Policy**

Rio Hondo Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or veterans status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity.

Inquiries regarding compliance and/or grievance procedures may be directed to the Executive Director, Human Resources, Administration Building,  
1<sup>st</sup> Floor, Room A-113. (562) 908-3405.