

BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

AP No. 2410

Board Reviewed: 3/11/2009; 10/14/2009; 7/10/2013; 12/9/2015;
03/11/2020

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I. Introduction

- A. Proposed revisions to Board Policies and Administrative Procedures may be submitted to the Policy and Procedure Council (PPC) by staff or students of Rio Hondo College.

- B. Rio Hondo Community College District is a subscriber to the Community College League of California (CCLC) Board Policy and Administrative Procedure Service. The Policy and Procedure Service is based on principles inherent in effective board governance, policy development, and local decision-making. Understanding these principles helps facilitate the implementation process. As a subscriber, the District will receive updates on policies and procedures in partnership with the law firm of Liebert Cassidy Whitmore. Updates are in response to revised laws and regulations and legal opinions.

- C. Proposed revisions to Board Policies and Administrative Procedures are received by the President's Office. The President's Office will alert those responsible for the sections within the Board Policy/Administrative Procedure manual as follows, who will in turn discuss the revisions with those parties involved:
 - 1. Section 1000s – Executive Assistant to the Superintendent/President
 - 2. Section 2000s – Executive Assistant to the Superintendent/President
 - 3. Section 3000s – Executive Assistant to the Superintendent/President
 - 4. Section 4000s – Vice President of Academic Affairs
 - 5. Section 5000s – Vice President of Student Services
 - 6. Section 6000s – Vice President of Finance and Business
 - 7. Section 7000s – Executive Director of Human Resources

II. Process for review – Board Policies

- A. Revisions requiring collegial consultation between the District and the Academic Senate as defined in Board Policy 2510 and Administrative

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Procedure 2510 will undergo collegial consultation. The policy will be forwarded first to the PPC for review and then to the Planning and Fiscal Council (PFC) for consideration.

- B. Revisions not requiring collegial consultation between the District and the Academic Senate will be reviewed by the President's Cabinet, President's Council, and the Administrative Council. Upon the Superintendent/President's recommendation, the revisions will be forwarded to the PPC for review and then to the PFC for consensus. If consensus is not reached, a report will be prepared and sent to the Superintendent/President, who will share the information with the Board of Trustees.
- C. At any time during the review process, inquiries may be made about the status of the proposal. The Superintendent/President, or designee, shall respond in writing.
- D. Upon completion of the process, the revised policies will be forwarded to the Board of Trustees for approval. A first and second reading will be required, with the policy being adopted upon Board approval at the second meeting.

III. Process for review – Administrative Procedures

- A. Revisions requiring collegial consultation between the District and the Academic Senate as defined in Board Policy 2510 and Administrative Procedure 2510 will undergo collegial consultation. The procedure will be forwarded first to the PPC for review and then to the PFC for consideration.
- B. Revisions not requiring collegial consultation between the District and the Academic Senate will be reviewed by the President's Cabinet, President's Council, and the Administrative Council. Upon the Superintendent/President's recommendation, the revisions will be forwarded to the PPC for review and then to the PFC for consensus. If consensus is not reached, a report will be prepared and sent to the Board by the co-chairs of the PFC.
- C. At any time during the review process, inquiries may be made about the status of the proposal. The Superintendent/President, or designee, shall respond in writing.

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- D. Upon completion of the process, the revised procedures will be forwarded to the Board as information items for review. Administrative Procedures are considered operational and do not require Board approval.
- IV. Board review
- A. The Board will review the policies and procedures in sections every other year.
- V. Sources/references
- A. Education Code Section 70902
 - B. ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4