

Are you interested in advocating for students' rights, developing a sense of community on campus, and influencing college policies? The Associated Students of Rio Hondo College or Student Trustee position may be the right thing for you!

Application for candidates and appointed candidates are available now!

ASRHC Executive Branch

- President
- Vice-President
- Treasurer
- ICC Chair
- Secretary*
- Chief Justice*

**appointed post-elections*

ASRHC Legislative Branch

- Senator of Basic Needs
- Senator of Campus Engagement
- Senator of Community Service
- Senator of Cultural Diversity
- Senator of Legislative Affairs
- Senator of Student Success
- Senator of Sustainability
- Senator of Public Relations
- 10 Senators at Large

Board of Trustees

- Student Trustee

Inter-Club Council

- Vice-Chair*
- Treasurer*
- Secretary*

**appointed post-elections*

<https://www.riohondo.edu/student-life/elections/>
Enter the URL in your browser for the application

Attendance of a mandatory orientation is required.

Elections will be held online via AccessRio



RIO HONDO COLLEGE STUDENT ELECTION PROCEDURES

1. **Elections Code:** All candidates must read the *Elections Code*, it will be provided to all candidates and will be reviewed during orientation. The Elections Procedures highlight important information from the Elections Code while providing specific dates and information; however, the Elections Code policies shall trump any conflicts in information between the two documents.
2. **Application Open:** Last week of March
3. **Campaigning:**
 - Campaigning period will be determined by the Director of Student Life & Civic Engagement
 - Posters, fliers, and handouts are permissible, but you cannot force people to take them.
 - The Student Life & Leadership Office staff or elections committee members must approve all campaign materials, including flyers and posters. *The Rio Hondo College Publicity Code* will be strictly enforced.
 - Expenses are not to exceed \$50.00 per candidate:
 - i. Receipts are to be furnished to Student Life & Leadership Staff. Expenses are not reimbursable.
 - ii. Donations, with a valued amount, are included on items that must be presented.
 - Exceeding the \$50.00 per candidate amount is an infraction that will be referred to the Election Committee.
 - The Elections Committee has the right to impose sanctions and penalties for violation of these guidelines or college codes and policies up to and including disqualification of the candidate(s).
4. No campaigning is allowed in the Student Life & Leadership Office, nor the Student Life and Leadership Terrace located immediately outside SU-201, due to online election polls being held inside the Student Union SU-201.
5. All campaign material must be removed by the day immediately following elections.
4. **Speaking Sessions:**
 - All candidates will be introduced at the Candidates Forum the week of elections.
 - Arrangements may be made to speak to individual classes with prior approval of the instructor.
 - Arrangements may be made by each candidate to speak to the individual clubs on campus by obtaining permission from the club and their advisor.
 - Candidates may speak, during Open Comment, announcements, at the end of ICC or ASHRC meetings for no more than 3 minutes per person.
5. **General Election Information:**
 - Elections will be held online through AccessRio directly following the campaigning period. There will be elections polls in the Student Life Office as well.
 - Candidate names on the online ballot will be listed alphabetically based off candidate's application.
 - All students currently enrolled in credit classes at Rio Hondo are eligible to vote.
 - Under the supervision of the ASRHC Advisor and assistance of the RHC IT Department, the Election Committee will be in charge of running the online elections.
 - In the event that a write-in candidate receives at least 10% of the votes cast as well as a majority of votes for the respective position, s/he shall be subject to the eligibility requirements.
 - Write-in candidates must have an application on file in order to post publicity on campus. Applications are available in the Student Union SU-201.



Associated Students of Rio Hondo College & Student Trustee Officer Description

The Associated Students of Rio Hondo College (ASRHC) is a student representative organization & is part of the Rio Hondo College District Governance Process. This constituency is designed to integrate student needs and concerns with the administration, faculty, & staff in order to improve the experience. The ASRHC strives not only to make your experience at Rio the best it can be, but to also advocate for any local or state issues that directly impact community college students.

The Student Trustee is a student member of the board that shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

Job Description of Available Positions:

<p style="text-align: center;">ASRHC President <i>Attends ASRHC Meetings, ASRHC Planning Council, ASRHC E-Board Meetings, ASRHC Finance Committee, Planning Fiscal Council, & Board of Trustee Meetings.</i></p>	<ul style="list-style-type: none"> a. Shall preside over all ASRHC meetings. b. Shall make appointments to fill any vacancies with a two-thirds (2/3) vote of the Senate. c. Shall appoint students to various campus-wide committees. d. Shall serve as a student representative on the Planning Fiscal Council. e. Shall attend all President Office and Foundation events such as Board of Trustee Meetings, Flex Day, and other related functions. f. Shall have the power to create and dissolve ad hoc committees with a majority vote of the Senate. g. Shall serve as the Associated Students representative to other organizations off-campus, or shall appoint a designee. h. Shall serve as the alternate Region 8 Student Senate for California Community College (SSCC) representative in the absence of the Senator for Legislative Affairs.
<p style="text-align: center;">ASRHC Vice- President <i>Attends ASRHC Meetings, Planning Council, ASRHC E-Board Meetings, ASRHC Finance Committee</i></p>	<ul style="list-style-type: none"> a. Shall succeed the President in the event that the President is incapable of performing the duties of the presidency because of permanent disability, ineligibility, or recall. b. Shall preside over Senate and Executive Board meetings in the absence of the President. c. Shall serve as point person for Planning Council Meetings.
<p style="text-align: center;">ASRHC Treasurer <i>Attends ASRHC Meetings, Planning Council, ASRHC E-Board Meetings, ASRHC Finance Committee, ICC Meetings, ICC Eboard Meetings, & Planning Fiscal Council.</i></p>	<ul style="list-style-type: none"> a. Shall coordinate the development of the ASRHC budget. b. Shall keep a written account of all finances and process all requisitions for expenditures. c. Shall work under the guidance of the ASRHC Advisor to reconcile all expenditures. d. Shall keep the ASRHC Executive Boards advised as to the state of the budget and advise them regarding budget control. e. Shall serve as the student representative on Planning Fiscal Council. f. Shall serve as Chairperson of the standing Finance Committee. g. Shall present a budget report to the ASRHC Senate at every meeting before voting on any agenda items.
<p style="text-align: center;">ASRHC Secretary <i>Attends ASRHC Meetings, Planning Council, ASRHC E-Board Meetings, ICC Meetings, & ICC Eboard Meetings.</i></p>	<ul style="list-style-type: none"> a. Shall be appointed by the President with a two thirds (2/3) vote of the ASRHC Senate. b. Shall work with a Student Life and Leadership staff designee to prepare and distribute minutes and agendas for all regular and special meetings of the ASRHC Senate. c. Shall keep accurate and easily accessible files of all official minutes and records of the ASRHC. d. Shall work in conjunction with the Student Life and Leadership Office in all clerical functions related to the ASRHC. e. Shall provide the ASRHC with a roster of all members, all members of standing and ad hoc committees, and provide updated rosters as changes are made. f. Shall keep track of attendance of all ASRHC members at meetings and events and notify the Senate of each member's voting eligibility as well as infraction list. g. Shall post minutes and agendas in the designated posting areas per California Brown Act.

**Associated Students of Rio Hondo College &
Student Trustee Officer Description**

<p align="center">ASRHC Senator of Campus Engagement <i>Attends ASRHC Meetings and ASRHC Planning Council.</i></p>	<ul style="list-style-type: none"> a. Shall work to promote participation in all college-wide events including, but not limited to: athletic events, arts and cultural programming, and various educational programming. b. Shall serve as the primary event coordinator for signature ASRHC events including, but not limited to: Info Booths, and Roadrunner Relief Days/Nights. c. Shall seek out opportunities to host additional campus engagement programming. d. Shall actively seek out collaboration with Educational Departments and ICC Clubs.
<p align="center">ASRHC Senator of Community Service <i>Attends ASRHC Meetings and ASRHC Planning Council.</i></p>	<ul style="list-style-type: none"> a. Shall work to promote social responsibility and service among RHC students through the implementation of service learning activities both on and off campus. b. Shall serve as the primary event coordinator for signature ASRHC events including, but not limited to: 9/11 Memorial, Drug and Alcohol Awareness, Blood Drives, Food Drives, and various awareness walks. c. Shall seek out opportunities to host additional community service programming. d. Shall actively seek out collaboration with Educational Departments and ICC Clubs.
<p align="center">ASRHC Senator of Cultural Diversity <i>Attends ASRHC Meetings and ASRHC Planning Council.</i></p>	<ul style="list-style-type: none"> a. Shall work to promote diversity, inclusion, and expression among RHC students through the implementation of cultural programming. b. Shall serve as the primary event coordinator for Student Life and Leadership/ASRHC Cultural Programming events: Latino Heritage Month, National Coming Out Month, Native American Heritage Month, Black History Month, Women’s History Month, and Asian and Pacific Islander Heritage Month. c. Shall seek out opportunities to host additional cultural and diversity programming. d. Shall actively seek out collaboration with Educational Departments and ICC Clubs.
<p align="center">ASRHC Senator of Legislative Affairs <i>Attends ASRHC Meetings, ASRHC Planning Council, and SSCCC Region VIII Delegate Meetings.</i></p>	<ul style="list-style-type: none"> a. Shall serve as the delegate for the Region 8 Student Senate for California Community College (SSCCC) representative at monthly meetings and General Assemblies. b. Shall work to promote political education and awareness among RHC students through the implementation of legislative events including but not limited to: Region 8 SSCCC meetings and events, presentations of local state and federal legislation that could impact RHC, and RHC Community and Government Relations events. c. Shall serve as the primary event coordinator for signature ASRHC events including, but not limited to: Voter Registration, Election Forums (local, state, and federal), Constitution Day, ASRHC Resolution Information Sessions, and Meet the ASRHC. d. Shall work with the Senator of Student Success to plan at least two (2) Town Hall meetings per academic year. e. Shall initiate resolutions on behalf of the ASRHC including recommendations in support or against important legislation that could impact RHC. f. Shall actively seek out collaboration with Educational Departments and ICC Clubs.
<p align="center">ASRHC Senator of Student Success <i>Attends ASRHC Meetings and ASRHC Planning Council.</i></p>	<ul style="list-style-type: none"> a. Shall work to promote academic excellence, co-curricular participation, and transfer readiness among RHC students through collaboration with various RHC Departments. b. Shall serve as the primary liaison between the Senate and any campus-wide committee related to student success and academic excellence. c. Shall serve as the official advocate and coordinator for events and programming that supports components of RHC college-wide student success initiatives. d. Shall actively seek out collaboration with Educational Departments and ICC Clubs.
<p align="center">ASRHC Senator of Sustainability <i>Attends ASRHC Meetings and ASRHC Planning Council.</i></p>	<ul style="list-style-type: none"> a. Shall work to promote education and awareness on environmental, economic, and social wellness issues on and off campus. b. Shall serve as the primary event coordinator for signature ASRHC events including, but not limited to: ASRHC Recycling Program, Earth Day Events, and Cleanup Events. c. Shall seek out opportunities to host additional sustainability programming. d. Shall actively seek out collaboration with Educational Departments and ICC Clubs.
<p align="center">ASRHC Senator of Public Relations <i>Attends ASRHC Meetings and ASRHC Planning Council.</i></p>	<ul style="list-style-type: none"> a. Shall work closely with Senator Chairs to plan and execute publicity and marketing for programming for the students of Rio Hondo College. b. Shall assist in creating content for social media accounts and platforms used by ASRHC. c. Shall make an effort to communicate with the constituents, RHC general student body, and advocate for the constituents at official Senate meetings.
<p align="center">ASRHC Senator at Large <i>Attends ASRHC Meetings and ASRHC Planning Council.</i></p>	<ul style="list-style-type: none"> a. Shall work closely with Senator Chairs to plan and execute programming for the students of Rio Hondo College. b. Shall serve on committees which include ASRHC and College-Wide Committees as scheduled throughout the academic year. c. Shall make an effort to communicate with the constituents, RHC general student body, and advocate for the constituents at official Senate meetings.

**Associated Students of Rio Hondo College &
Student Trustee Officer Description**

<p>ASRHC Chief Justice Attends ASRHC Meetings, ASRHC Policies and Procedures Committee, Student Conduct Meetings, and Student Grievance Meetings.</p>	<ul style="list-style-type: none"> a. Shall serve as the impartial chair of all ASRHC judicial hearings under the guidance of the ASRHC Advisor. b. Shall direct all matters of Judicial Review c. Shall gather information from the ASRHC, ASRHC Advisor in order to properly render decisions on all violations of any and all ASRHC guiding documents. d. Shall ensure that any and all grievances against members of the ASRHC shall be aligned with the ASRHC Constitution and follow the Impeachment Process if applicable.
<p>Board of Trustees – Student Trustee Attends ASRHC Meetings & Board of Trustee Meetings.</p>	<p style="text-align: center;">Please review the attached BP2015, BP2105, BP2310, AP2105, AP2740</p>
<p>ICC Chair – Attends ASRHC Meetings, ICC Meetings and ICC E-Board Meetings</p>	<ul style="list-style-type: none"> a. Shall serve as Chairperson of the Inter-Club Council. b. Shall be responsible to maintain an open communication between the ASRHC and ICC. c. Point of person for ICC Clubs and organizations
<p>Senator of Basic Needs – Attends ASRHC Meetings and ASRHC Planning Council.</p>	<ul style="list-style-type: none"> a. Shall work to advocate for and direct students towards the various academic and support programs surrounding student needs and resources that the Rio Hondo College Community District offers. b. Shall serve as the primary event coordinator for signature ASRHC events including, but not limited to: Farmer’s Market, Health and Wellness Fair, and shall support programmatic events such as CalFresh/Medi-Cal Sign-Ups, and Grab-n-Go Groceries. c. Shall seek out opportunities to host events directed towards connecting students to off-campus resources such as CalFresh, LA Food Bank, Medi-Cal, and Jovenes. d. Shall seek out collaboration with RioSource Room, RISE Scholars, Queer Initiative Scholars, Hope Scholars, Guardian Scholars, EOP&S/CARE, Disabled Students Program and Services (DSPS), Violence Intervention Program (VIP), and Educational Centers. e. Shall actively outreach towards disproportionately impacted populations to increase equity and inclusion of all students

**Associated Students of Rio Hondo College &
Student Trustee Officer Description**

Below you will find the time commitment for the aforementioned ASRHC and Student Trustee Positions.

Monday		2:15 pm – 3:00 pm	
1st Monday of every Month	Planning Council – All ASRHC Executive & Legislative Branch must attend. *Additional time outside of Planning Council is needed to plan and execute events		
Monday/Tuesday		3:00 pm – 5:00 pm	
Weekly	ASRHC Senate Meetings – All ASRHC Executive Branch, All ASRHC Legislative Branch, and Student Trustee must attend.		
Tuesday – Bi-Weekly	ICC Chair and ICC Executive Board Positions only ICC Meetings Every 1 st and 3 rd Tuesday		
Wednesday		6:00 pm – 9:30 pm	
Wednesday – Monthly	RHC District Board of Trustee Meetings – ASRHC President and Student Trustee Must Attend		
As Arranged			
As Arranged – Weekly	ASRHC Executive Board Meetings – All ASRHC Executive Branch Finance Committee- ASRHC Executive Branch & Appointed Senators Elections Committee- Appointed members	ICC Executive Board Meetings – ICC Chair and ICC appointed members. Policies and Procedure Committee- Chief Justice, ASRHC President & appointed members Senator Chair Task Forces: Senator Chair & Appointed Senators	

STUDENT MEMBER OF THE BOARD

BP No. 2015

Board Adopted: 1/9/02; 11/12/13; 1/14/09; 12/11/13

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- I. The Board shall include in its membership one Student Member of the Board who shall be recognized as a full member, within limits of this policy and state law. The student member shall have the following rights and privileges:
 - a. To be seated with the Board and to be recognized as a full member of the Board at all meetings and college events;
 - b. To participate in the discussion of issues at all meetings;
 - c. To receive all materials presented to regular members of the Board (except for closed session);
 - d. To have an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board;
 - e. To make and second motions;
 - f. To serve a one-year term, commencing June 1;
 - g. To receive a formal Board orientation upon certification of election and before being seated at the first regular Board meeting, as provided to regular members;
 - h. To have travel expenses paid whenever travelling as a representative of and performing services directed by the Board to foster trustee education and ongoing development (i.e. national, state, regional, and local college related conferences, seminars, and meetings);
 - i. To receive compensation as specified in Board Policy 2725;
 - II. The student member is required to:
 - a. Be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service;
 - b. Meet and maintain at least a 2.0 grade point average overall and at least a 2.0 grade point average each semester.
 - III. The student member is not required to give up employment with the District.
 - IV. The student member may not attend closed session on personnel or collective bargaining matters.
 - V. Source/Reference

Former Board Policy 4270; BP 2105, Education Code Section 72023.5.

ELECTION OF STUDENT MEMBER, BOARD OF TRUSTEES

BP No. 2105

Board Adopted: 1/9/02; 8/13/03; 11/12/03; 1/14/09; 1/9/13

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- I. The student member of the Board of Trustees shall be elected by all the students of the student body in a general election held for that purpose. Normally an election will be held in the spring semester so that the office is filled by June 1. The term of office will be for one (1) year, commencing on June 1. The student member shall be elected by a plurality vote of those voting in a regular or special election of the student body. The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures established by the Superintendent/President.
- II. At the time of nomination, and during the term of service, the student member shall be enrolled in and maintain a minimum of five (5) units in the District at the time of nomination and throughout the term of service. The student shall meet and maintain at least a 2.0 grade point average overall and at least a 2.0 grade point average each semester. The student must not be on academic, progress, or disciplinary probation.
- III. Special elections shall be held if the office becomes vacant by reason of the resignation, recall, or disqualification of an elected student member, or by any other reason(s). Special elections shall be held within thirty (30) days after notice of the vacancy comes to the attention of the Superintendent/President during the regular school year.
- IV. A vacancy in the position of student trustee shall exist in the event of any of the following:
 - A. The student member fails to meet the eligibility criteria.
 - B. The student member fails to fulfill his/her responsibilities as a Trustee.
 - C. The student member is recalled, following the procedure used to recall the President of Associated Students of Rio Hondo College.
 - D. The student member resigns or dies.

ELECTION OF STUDENT MEMBER, BOARD OF TRUSTEES

BP No. 2105

Board Adopted: 1/9/02; 8/13/03; 11/12/03; 1/14/09; 1/9/13

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- V. The student member may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Superintendent/President of a petition signed by at least 20% of the number of students who voted in the last regular election. No recall election will be held if the petition is received within sixty (60) days of a regularly scheduled election for the position of student member.
- VI. The Superintendent/President shall call for a recall election within ten (10) days of receiving the recall petition. No special election shall be called if the recall petition is filed within sixty (60) days of a regularly scheduled election for student member.
- VII. The recall election shall take place within thirty (30) days after the Superintendent/President calls for the recall election. The prospective candidates for the recalled election shall have five (5) days to file a petition for candidacy with five (5) subsequent days for election.
 - A. Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with election procedures established by the officers of the Associated Students of Rio Hondo College.
- VIII. Source/Reference:

Education Code Sections 72023.5, 72103, Former Board Policy & College Procedure 4270; See 62 Ops. California Attorney General 126 (1979).

REGULAR MEETINGS OF THE BOARD

BP No. 2310

Board Adopted: 3/13/02; 2/20/08; 2/20/08; 3/12/14

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- I. Regular meetings of the Board of Trustees shall be held once a month on the second Wednesday of each calendar month beginning at 6:00 p.m. unless specifically changed or otherwise authorized by the Board. Regular meetings shall normally be held at Rio Hondo College, 3600 Workman Mill Road, in the Board Room unless otherwise noticed.
- II. A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.
- III. The Board shall give mailed notice of every regular meeting to any person who has filed a written request for that notice. Notice of a special meeting called less than 48 hours prior to the date set for the meeting shall be given in a manner deemed practical by the Board.
- IV. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.
- V. All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.
- VI. When questions of parliamentary procedure arise regarding the conduct of a Board meeting, Robert's Rule of Order shall serve as a guide.
- VII. A regular or special meeting can be adjourned to continue the meeting to a time and place certain. If a meeting is adjourned for less than five calendar days, no new agenda is required to be posted as long as no new items are introduced on the agenda. Written notice of the adjourned meeting must be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment.
- VIII. Source/Reference:

Former Board Policy 1005: Education Code Section 72000(d): Government Code 54952.2, 54953 et seq., 54961.

ELECTION OF STUDENT MEMBERS

AP No. 2105

Board Reviewed: 8/12/09; 11/14/12

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- I. The student member shall be elected by a plurality vote of those voting in a regular election of the student body. All members of the student body may vote. Normally, the election will be conducted during the spring semester and will be completed in time for the student member to take office on June 1.
- II. Districts are mandated to have procedures to recall student trustees and to declare and fill vacancies. The following are suggested as good practice, although other procedures may be used.
- III. The Student Member may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Superintendent/President of a petition signed by at least 20 percent of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within 30 days of a regularly scheduled election for student member.
- IV. The office shall become vacant if the student member becomes ineligible for the office, resigns, is recalled, or dies. Upon notice to the Superintendent/President that a vacancy has occurred, the Superintendent/President shall arrange for a special election that provides for:
 - Notice communicated to the student body of the result of the recall election, if the vacancy has occurred as the result of a recall election, and arrangements for a special election;
 - An application period for students to submit an application to become a candidate for the open position that will be open for at least 5 days on which classes are regularly held;
 - Following such application period, a period of time no less than 10 days upon which classes are regularly held for campaigning, and;
 - Voting for the special election to be concluded within 30 school days following the date upon which the position became vacant.
- V. No special election will be called if the vacancy occurs within 60 days of a regularly scheduled election for student member.
- VI. Reference:
Education Code Section 72023.5

BOARD EDUCATION

AP No. 2740

Board Reviewed: 3/12/14

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- I. Orientation for Newly Elected Trustees
 - A. The Superintendent/President and the President of the Board of Trustees, or their designee (s), will be responsible for the orientation of new Board of Trustees members. A thorough orientation and education is essential to the success of a new trustee to provide not only knowledge about their policy roles and responsibilities, but also the history, programs, and culture of the college they will govern. In order to educate new trustees, the following process has been developed.
 1. During the election period, the Board candidates will be provided information about the roles and responsibilities of trustees and about the College, as well as materials provided by the Community College League of California. Copies of Board agendas will be mailed to the candidates for every regular and special Board meeting.
 2. After Board elections, an orientation will be provided by the Superintendent/President which will include the Vice President of Academic Affairs, the Vice President of Student Services, and the Vice President of Finance and Business. An overview of the State of the College will be provided including: participatory governance with the various constituent groups (Academic Senate, CSEA, RHCFA, and ASRHC); review of the Trustee roles and responsibilities; review of the Board policies on the governing Board, particularly the Code of Ethics and Board Protocols, will be provided.
 - B. The Superintendent/President will arrange for a tour of the campus and the off-campus educational centers (Santa Fe Springs Regional Training Center, El Monte Educational Center, and South Whittier Educational Center).
 - C. The newly elected Board members will meet with the Director of Human Resources to review compensation and health benefits.
- II. Board members are encouraged to attend and participate in statewide and national conferences (Community College League of California and the Association of Community College Trustees). Workshops are provided on the Brown Act, differences between policy making and micromanaging, review of Education Code and governing board responsibilities and function. After attending these Board development conferences, the Board members will provide post-professional development activity reports at the subsequent Board meeting.

BOARD EDUCATION

AP No. 2740

Board Reviewed: 3/12/14

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III. Student Trustee Orientation

- A. After the student election and the Board President administers the Oath of Office to the Student Trustee, the Student Trustee shall arrange to meet with the Director of Student Life and Leadership and the outgoing Student Trustee who will update the new Student Trustee on any outstanding business.
- B. The Superintendent/President or his/her designee will be responsible for familiarizing the Student Trustee with Board Policies and Administrative Procedures and understanding the Board structure, general operational principles of the Board, and the Student Trustee's rights, responsibilities, and privileges.
- C. The Superintendent/President or his/her designee will schedule regular monthly meetings with the Student Trustee to review the Board agenda.
- D. The Student Trustee is encouraged to attend the Community College League of California Student Trustee orientation or a similar statewide or national conference.
- E. The Director of Student Life and Leadership will be responsible to train the Student Trustee on communication and parliamentary procedures.

IV. Source/Reference

ACCJC Accreditation Standard IV.B.1.f.