

## Senate Executive Board Members

President: Dr. Angela Medina Rhodes  
1<sup>st</sup> Vice President: Kelly Lynch  
2<sup>nd</sup> Vice President: Aditi Sapra  
Secretary: Michael Koger  
Parliamentarian: Angelica Martinez  
ASCCC Representative: Farrah Nakatani  
Past-President: Dorali Pichardo Diaz  
RHCFA President: Diana Valladares  
Curriculum Chair: Elizabeth Ramirez

### Discussion Expectations

1. Be respectful
2. Step back or step up
3. Challenge the idea, not the person
4. Stay focused on the issue
5. Speak your discomfort or support
6. Acknowledge each other's experiences
7. Commit to learning from each other

### 10 + 1

"Academic and professional matters" means the following policy development and implementation matters:

- (1) curriculum, including establishing prerequisites and placing courses within disciplines;
- (2) degree and certificate requirements;
- (3) grading policies;
- (4) educational program development;
- (5) standards or policies regarding student preparation and success;
- (6) district and college governance structures, as related to faculty roles;
- (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
- (8) policies for faculty professional development activities;
- (9) processes for program review;
- (10) processes for institutional planning and budget development;
- and
- (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate



## Academic Senate "Special Meeting" Agenda

April 9, 2024 1:00 p.m.

Locations: 3600 Workman Mill Road, Room LR128, Whittier, CA/3000 San Gabriel Blvd., Rosemead, CA 91770/ 7226 Hamner Ave, Eastvale, CA 91752/840 East Whittier Blvd, La Habra, CA. 90631/ 18 W Sierra Madre Blvd # A, Sierra Madre, CA 91024/ 214 W Rt 66, Glendora, CA 91740/ 101 The City Dr., Orange, CA 92868/ 1370 Veteran Avenue # 104, Los Angeles, CA 90024/22 W. Live Oak Ave., Arcadia, CA, 91007

1. Call to Order
2. **Public Comment:** Persons wishing to address the Academic Senate on any item on the agenda or comment on any other matter are allowed three minutes per topic. Pursuant to the Brown Act, the Academic Senate cannot discuss or take action on items not listed on the agenda. Matters brought before the Academic Senate that are not on the agenda may, at the Senate's discretion, be referred to the Senate Executive Council or placed on the next agenda.
3. **President's Report**
  - a. Discussion: Update on AP 7259
4. Adjournment

**Rio Hondo College  
Vision Statement**

Rio Hondo College aspires to be an evolving community-focused institution that embraces diversity, equity, and inclusion as a means to achieve personal, professional, and educational goals in a caring and rigorous environment.

(Board Approved 5/12/21)

**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.

(Board Approved 7/08/20)



## **AP 7259 Employment Procedures for Administrators/Confidential (Not Including the Superintendent/President)**

### **Reference:**

Title 5, Section 53021

The Río Hondo Community College District is committed to advancing social justice and equity as an anti-racist institution when hiring qualified administrators and confidential employees. The College's mission, vision, values, institutional goals and the College's Equal Employment Opportunity Plan will guide and inform this process. The hiring process for each opening shall be coordinated by the Office of Human Resources.

### **Process for Requesting to Fill a Position**

Prior to initiating a personnel requisition, the hiring administrator shall review the job description. At a minimum the review shall consider if any changes are to be made in the duties, responsibilities, reporting relationships, services or programs supervised, particular skills, knowledge or abilities required, minimum qualifications, and desirable or preferred qualifications. All of the listed skills, knowledge, abilities, and other qualifications must be job related. Any substantive changes (for example, additional duties not outlined in the job description, changes in minimum qualifications, updates to salary ranges, etc.) shall go to Executive Cabinet and then to the Planning and Fiscal Council for recommendations to the Superintendent/ President. The Superintendent/President shall make the final decision on any changes and forward the job description to the Board for approval. If no changes to the current job description are necessary, the position can be opened. Upon approval, the hiring administrator shall initiate a requisition. Requisitions shall be approved by the Superintendent/President.

If the position is a newly created one, the job description shall be reviewed by Executive Cabinet and sent to the Planning and Fiscal Council for recommendations to the Superintendent/President. The Superintendent/President shall make the final decision on any changes and forward the job description to the Board for approval. The Vice President of Finance and Business shall verify and confirm that the position is budgeted and/or if a budget augmentation is required. The Vice President of Human Resources will review the newly created job description for job analysis. The requisition shall be forwarded to the Office of Human Resources to begin recruitment.

When filling a vacant position as "acting" due to a leave, the Superintendent/President will conduct appropriate consultation within the college, such as consultation with Executive Cabinet, the hiring administrator, etc. and then recommend to the Board the appointment of an actual position, for up to six months or until the conclusion of the leave. After six months, the Superintendent/President may exercise discretion, based on work performance, to continue an "acting" as an "interim" position for no more than 18 months or until the conclusion of the leave.



When filling a vacant position as “interim” due to a vacancy, the Superintendent/ President will determine whether to conduct an internal or external recruitment. For internal recruitments, the recruitment period will be at least seven business days.

The Superintendent/President and the appropriate Vice President will review the application materials and select candidates to interview. The selected candidate will serve as an “interim” administrator and may apply for the permanent position. For external recruitments, the District will follow the regular recruitment and hiring procedures.

## **Recruitment**

It is the policy of Río Hondo Community College District to have diverse applicant pools and provide equal employment opportunities. Vacancies for full-time positions will be advertised in and out of the District unless a reduction in force, a reorganization, or business necessity is determined by the Superintendent/ President. Job announcements will be prepared based on the information contained in the job description and information provided by the hiring administrator. Job announcements shall be in accordance with Title 5, Section 53021 and shall be at a minimum, statewide. Records of recruitment efforts shall be retained in the Office of Human Resources. All applicants, whether internal or external, shall be treated equally. At a minimum, recruitments will be open for ten business days based on need and may be extended as needed.

Recruitment may be stopped, postponed, or extended by the Superintendent/ President and the position may be reopened at any step of this process. In addition, applicant pools for external job postings will remain viable for a period of six months after the hire date of the initial recruitment.

## **Application Process**

All application materials shall be submitted online. It is the applicant’s responsibility to ensure all required materials are submitted within the designated timelines. A supplemental application form shall be used to gather specialized job-related information for use in the screening process. All applicants shall submit, at a minimum, a cover letter, resume and a copy of transcripts verifying college work completed and degree(s)/certification(s) earned. The Office of Human Resources shall ensure that all deadlines are met for all candidates to ensure equal employment opportunity.

The Vice President of Human Resources, or designee, shall certify that the pool of candidates is acceptably diverse (e.g. race/ethnicity, gender, breadth and depth of experience, etc.) or, if not, that defensible recruitment efforts were made to try to achieve diversity (e.g. expanding/extending the recruitment). If such certification cannot be made, recruitment shall be reopened. When a position is advertised as “Open until filled,” applications will be accepted as long as feasible before they must be prepared for review by the Selection Committee. The Office of Human Resources shall screen all applicants to verify that minimum qualifications are met. Screening criteria shall be job-related and based on the job announcement and required application materials.



Those with incomplete applications or those who do not meet the minimum requirements shall be notified by the Office of Human Resources that they are no longer in the pool of applicants.

## **Selection Committee**

The Selection Committee shall serve in an advisory capacity to the Superintendent/President or designee. The committee's role in the selection process shall be to review application materials submitted by qualified candidates, to rank and recommend candidates for the first level interview, to conduct the first level interview, and to recommend candidates for further consideration to the Superintendent/President. The Equal Employment Opportunity Officer or designee will review the committee composition for appropriate diversity and to ensure that the selection committee members are not applicants or related to any applicant by blood, marriage or domestic partnership. If modification to committee membership is required, the Equal Employment Opportunity Officer or designee will consult with the selection Committee Chair. Agents who appoint committee members shall observe the necessity of providing racial/ethnic and gender diversity; the EEO/Staff Diversity Officer shall determine the sufficiency of the committee composition. Each recruitment will include an EEO Committee form that will include the name of the committee member, the constituency group they represent, gender, and ethnicity. EEO/Staff Diversity Officer will assist with the collection of gender and ethnicity data to ensure a diverse committee composition.

Persons serving on a Selection Committee will be required to have completed the EEO training session provided by Human Resources. Training shall be valid for two years. Individuals who have not received this training shall not serve on Selection Committees. Selection Committee members who do not complete tasks assigned to the Committee or who fail to participate in scheduled meetings will be removed from the Committee. The Committee will proceed with the process with existing members unless more than two members are removed. If this occurs, the Chair will consult with the appropriate constituency group to assign replacements prior to the interview process. The Chair and the Human Resources Officer/Equal Employment/Staff Diversity Officer or designee (HRO-EE-SDOD) shall coordinate the schedules of the Selection Committee for all necessary meetings and interviews.

The Chair may recommend, but not appoint, faculty, classified, administrators and confidential to serve on the Selection Committee based on the nature and relevancy of the position, through consultation with the Academic Senate, CSEA and MCC. These recommendations need to be provided to Human Resources staff within the first two weeks of posting. The Selection Committee may consist of members as follows:



	Vice President	Non-Instructional Deans, Directors, and Supervisors	Instructional Deans Directors, and Supervisors	Confidential
Number of administrators appointed by the Superintendent/ President including the Chair	4	1-2**(Chair will be the hiring administrator or approved designee)	1-2**(Chair will be the hiring administrator or approved designee)	1-2**(Chair will be the hiring administrator or approved designee)
Number of administrators appointed by Management/ Confidential Council	2	3	3	2
Number of Confidential to be appointed by Management/ Confidential Council, if available	1	1	1	2
Number of faculty appointed by the Academic Senate	5	3	4***	2
Number of classified appointed by CSEA	5	3	4	2
Number of students that may be appointed by the Associated Student Body, if available	1 up to 3	1 up to 3	1 up to 3	1 up to 3
Total number of possible committee members	16 - 20	10 – 15	12 – 17	8 – 13

\* The President shall designate one of the committee members to serve as Chair.

\*\* The hiring administrator may appoint an administrator to the Selection Committee in consultation with the area Vice President.

\*\*\* If a Division has less than 4 full-time faculty, all full-time faculty members in the Division will be asked to participate.



The following serve specific functions in the selection process and are not voting committee members:

- The HRO-EE-SDOD
- The Superintendent/President may opt to appoint an outside subject matter expert to participate at the orientation stage of the selection process. At the committee's request, the individual may be invited to participate in the interview to provide input and feedback.

The Selection Committee shall screen, either individually or as a group, only the application materials submitted by each qualified candidate. Ratings and decisions shall be based on evidence, or lack of evidence, found in the application materials. Under no circumstances shall a committee member introduce information that is not contained in the application materials and would substantially influence a decision on a candidate. If the candidate successfully competes and is recommended for further consideration to the Superintendent/President or designee, the committee member should advise the Chair of any relevant information so that appropriate reference checks can be made.

All applicants selected for interview must show sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. Areas of focus will be as follows: Demonstrated commitment to collaboration and teamwork in the delivery of services to students and community; providing quality education and student services to a diverse student population and community; fostering equity and diversity among individuals, programs and services; creating a positive, safe and pleasant educational/work environments that respects differences of opinions, beliefs and lifestyles; involvement in the communities similar to those serviced by Río Hondo College.

The applicant screening process should allow the committee member to assess the applicant's skills and experience in order to assign an initial rating prior to the consensus meeting. The committee's initial ratings for the applicant will show whether there is a common perspective on that applicant. The ratings are to be used as a starting point for discussion. There may be less need for discussion on candidates whose ratings show a strong convergence of opinion, and more discussion on candidates with mixed reviews. Members may change their ratings as a result of perspectives shared in the discussion based solely on application materials provided. In determining candidates to interview, the decision-making process described below shall be used. All candidates must be rated by the standards established for the position and the relative strength of the pool of applicants. The Chair and HRO-EE-SDOD will ensure discussions regarding applicants are compliant with EEO standards.

### **Orientation**

The Selection Committee members shall participate in an orientation for the particular position being filled. The orientation will include a detailed review of the job announcement and the position's job description. The Superintendent/President or designee will be available to answer questions about the position, to define its role in the institution, and to provide information on specific needs or emphases the committee should be aware of. The purpose is





for the committee members to have a common understanding of the position as they screen and interview. It is also intended to make committee members responsible for the integrity of the process, aware of the need to protect the institution from litigation, and accountable for the decisions made.

The orientation will include screening process, calendar, screening criteria, development of interview questions, the review of methods to be used in rating and evaluating candidates, and training in Equal Employment Opportunity principles. The purpose is for committee members to understand and apply these methods, procedures, and principles throughout the selection process. At the orientation, consensus shall be reached when the committee, as a whole, can support the slate of candidates to be recommended for further consideration. Consensus means that every committee member will support the decision through common consent and will support it as the committee's unanimous decision.

If the Committee is unable to reach consensus, and the Chair, in consultation with the HRO-EE-SDOD, determines that a conscientious effort has been made, the Chair will call for a polling of committee members. If one-third, or fewer, of the committee are not in agreement with the rest of the committee, each of the minority members must state the job-related reasons for not agreeing to consensus on the particular candidates being considered for an interview. The HRO-EE-SDOD must agree that the reasons are not arbitrary. The committee will discuss the weight and merit of the reasons, with the continued goal of reaching consensus. If the discussion does not result in consensus, the committee's task will be deemed to have been completed. The job-related reasons for this outcome shall be documented.

### **Role of the Chair**

The Chair will be responsible for the following: recommending, but not appointing, faculty, classified, administrators and confidential to serve on the Selection Committee through consultation with the Academic Senate, CSEA and MCC. leading committee discussions of candidates, such as facilitating the process to identify qualified candidates to interview, facilitating the process to identify candidates recommended for further consideration; ensuring that each committee member joins the discussion on each candidate; ensuring that committee members are respectful of differing opinions; summarizing and preparing written assessment of candidates on the appropriate form, which will include a job-related reason(s) for not recommending a candidate for further consideration; serve on the final interview committee and reminding committee members of the importance of confidentiality throughout the process so as not to jeopardize the selection process.

### **Role of the Selection Committee Member**

The members of the Selection Committee will be responsible for the following: contributing to developing and reviewing job related selection criteria, assessments and interview questions; reviewing applications prior to scheduled interviews; interviewing all selected candidates; discussing the strengths of all candidates after rankings are completed, and recommending candidates for further consideration to the Superintendent/President or





designee; assisting the Chair of the committee in summarizing and preparing written assessments of each candidate, including a job-related reason(s) for not recommending a candidate for further consideration; adhering to Equal Employment Opportunity principles throughout the process; and maintaining the confidentiality of the selection process. Additionally, committee members are responsible for bringing any concerns about the process, fairness, committee member conduct, or any other matter that may adversely affect the committee's task to the timely attention of the Chair and the HRO-EE-SDOD.

### **Role of the Human Resources Officer/Equal Employment/Staff Diversity Officer or Designee (HRO-EE-SDOD)**

The HRO-EE-SDOD will be responsible for the following: providing guidelines and instructions on equal employment opportunity and staff diversity; ensuring the committee make-up is diverse and monitoring each meeting of the whole committee to ensure that Equal Employment Opportunity principles are applied in each process and decision. In addition, providing expertise and advice on screening, evaluating, interviewing and selecting; providing the orientation to the committee; organizing and scheduling meetings; in consultation with the Chair, developing drafts of job related selection criteria, assessments and questions to bring to the Committee for its consideration, discussion and final determination, for both the screening and interview; ensuring the security of all documents after each meeting; ensuring that documentation is accurate and complete; and ensuring the legality of the process.

### **Selection Committee Interviews**

The Office of Human Resources will notify and schedule the applicants for interviews. Interviews shall be scheduled on succeeding days, if possible. At all times, the Committee should be flexible to accommodate the needs of applicants. The candidate shall be provided the opportunity to review the interview questions privately, without benefit of reference materials, before the start of the interview.

Each member of the Selection Committee shall prepare a written assessment of each applicant interviewed using a form provided by the Office of Human Resources. The Selection Committee shall make a conscientious effort to reach consensus in deciding on candidates to recommend to the Superintendent/President for further consideration. It is imperative that every committee member has the opportunity to voice their views and to speak in support of candidates they think should be recommended. It is also required that every candidate be given fair consideration and that the job-related reason(s) for not recommending as a finalist be stated. It will be a key responsibility of the Chair to facilitate this process.

The intent of this decision-making process is to encourage open, candid discussion of the candidates and to allow the Committee to work its way to consensus. Committee members are responsible for the integrity of the process, should be aware of the need to protect the institution from litigation, and are accountable for the decisions made.



If the Committee is unable to reach consensus, and the Chair, in consultation with the HRO-EE-SDOD, determines that a conscientious effort has been made, the Chair will call for a polling of committee members. If one-third, or fewer, of the committee are not in agreement with the rest of the committee, each of the minority members must state the job-related reasons for not agreeing to consensus on the particular candidates being considered for final interview. The HRO-EE-SDOD must agree that the reasons are not arbitrary. The committee will discuss the weight and merit of the reasons, with the continued goal of reaching consensus. If the discussion does not result in consensus, the committee's task will be deemed to have been completed. The job-related reasons for this outcome shall be documented.

The Selection Committee shall complete their task by recommending not less than three (3) and no more than five (5) of the best qualified candidates for further consideration. (A selection process that produces less than three qualified candidates is acceptable only in extraordinary circumstances. In such cases, the committee must provide a written statement of substantial reasons for their recommendation. The reason(s) must be job-related, and not based on preferring one candidate over another.) The candidates sent forward are to be unranked and considered qualified candidates for the position. The committee chair may submit the written assessment of the recommended candidates to be shared during deliberations at the second/final interview if needed.

The Office of Human Resources shall notify all applicants who were not hired or forwarded for a second level interview.

### **Recommended Candidates Interviews**

The Office of Human Resources shall notify and arrange for second/final level interviews for the candidates recommended by the Selection Committee for further consideration.

The Superintendent/President shall interview the candidates recommended by the committee. The Superintendent/President may select Executive Cabinet members to participate in these interviews. The Chair of the Selection Committee, or designee, shall participate in the interviews as an observer and, at their conclusion, shall provide feedback of the candidates as viewed by the Committee.

After the Superintendent/President has interviewed the recommended candidates, the Superintendent/President shall decide who will perform reference checks for which candidates. The Superintendent/President shall make the final evaluation and recommendation of employment to the Board. The Superintendent/President reserves the right to recommend none of the candidates to the Board.

The Vice President of Human Resources, or designee, shall notify both the successful and unsuccessful candidates by phone. The Office of Human Resource shall contact the successful candidate concerning salary, benefits, and the process for completing the employment process. Salary placement shall be considered final after first day of employment.



## **Reference Checks**

After the Superintendent/President has interviewed the recommended candidates, the Superintendent/President shall determine which of the recommended candidates will have reference checks completed and, in consultation with the Vice President of Human Resources, the manner in which they will be conducted, and by whom. References are not limited to the names provided by the candidate. The hiring administrator may also contact the candidate's current or previous supervisor if they desire. Unless authorized by the Superintendent/President, or designee, no person shall make reference calls on any applicant for the position. In no case shall reference checks be conducted for any applicant prior to the completion of the Selection Committee Interviews.

## **Completing the Hiring Procedure**

The Superintendent/President, or designee, shall complete the paperwork for the hiring of the selected candidate. The hiring administrator will complete the District transmittal form and forward it to the Office of Human Resources for processing. Under no circumstances may a new employee begin work prior to the date set/approved by the Board. The successful candidate's name shall be submitted to the Board for approval of appointment, terms, salary, and conditions of employment.

At this point, all application and recruitment records must be complete.

**Board Reviewed: 02/13/1991; 07/09/2003; 04/14/2004; 04/10/2024**