

MANAGEMENT HANDBOOK

RCCD

RIVERSIDE COMMUNITY
COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE



MORENO VALLEY COLLEGE

NORCO COLLEGE



RCC

RIVERSIDE CITY COLLEGE

Table of Contents

CONTENTS	PAGE
RCCD Management Leadership Association	
Values	3
Code of Ethics	4
Membership	5
Management Leadership Association Membership	
District History & Leadership	
Chancellor's Cabinet Membership	6
Management Leadership Association Officer Positions	6
On-Line Resources	7-8
Appendix	
Management Leadership Association Constitution and By-laws	9-10

RCCD MANAGEMENT LEADERSHIP ASSOCIATION

VALUES

We, the Management Leadership Association of the Riverside Community College District, profess and endeavor to exemplify these values in our professional lives:

- Lifelong Learning
- Empowerment
- Accountability
- Dedication to Excellence
- Ethical Behavior
- Respect for Diversity
- Student-Centeredness
- Honesty and Integrity
- Innovation and Creativity
- Professionalism

CODE OF ETHICS

Introduction

As members of the Riverside Community College District Management Leadership Association (MLA), managers acknowledge responsibility for sustaining the highest ethical standards in the workplace and in the broader community in which managers function. The MLA values integrity, honesty and equity and strives to integrate these values into its business practices. In that spirit, this Code is a shared statement of the MLA's commitment to upholding the ethical and professional standards MLA members use as the basis for daily and long-term decisions and actions. Each manager is individually accountable for their own actions and, as members of the MLA, are collectively accountable for upholding these standards of behavior.

Standards of Integrity

The MLA recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Frequently, the MLA's activities and the other conduct of its community members are not governed by specific laws or regulations. In these instances, rules of equity, honesty, and respect for the rights of others will govern conduct at all times. In addition, each individual will conduct college business transactions with the utmost integrity. Each situation needs to be examined and acted upon in accordance with this standard.

Conflict of Interest

MLA members consider RCCD and its mission their primary professional obligation. The conduct of members shall reflect due regard for possible conflicts of interest; members shall be prepared to assist in the clarification of possible conflicts of interest that may arise, and to this end shall refrain from accepting duties, incurring obligations, accepting gifts or favors of monetary value, or engaging in private business or professional activities where there is, or would appear to be, a conflict between the member's private interests and the interests of the District and the community it serves.

Respect for Others

Riverside Community College District is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member equitably and with respect.

Commitment to Excellence and Lifelong Learning

As members of the MLA, we acknowledge the importance of striving for excellence within our respective professions. We endeavor to achieve this through giving our best efforts and the developing of our abilities through a dedication to lifelong learning and professional development.

Confidentiality and Privacy

Managers receive and generate on behalf of the colleges and district various types of confidential, proprietary and private information. Managers understand that it is imperative that they comply with all federal and state laws, agreements with third parties, and district/college policies and principles pertaining to the use, protection and disclosure of such information, and such policies apply even after the manager's relationship with Riverside Community College District ends.

Service to Others

MLA recognizes that service to others is an essential attribute of leadership. We avail ourselves to the service of others through mentoring, coaching, and helping others in every possible way to realize their full potential. It is also our goal to recognize and appreciate the contributions of others within the District and the community at large.

MANAGEMENT LEADERSHIP ASSOCIATION MEMBERSHIP

The Management Leadership Association (MLA) is an organization which provides a forum for members to share ideas, to address College and District issues and practices in a constructive, collegial manner, and to participate in opportunities to network and engage with other managers as well as retirees. The MLA coordinates professional development sessions on contemporary topics for managers, hosts socials for members, celebrates the careers of its retirees, supports career advancements, and commemorates the loss of family members. Lastly and importantly, the MLA advocates for the benefits of its members. MLA events are open to all managers. Events are free to dues-paying MLA members; non dues-paying members are assessed a nominal fee to attend.

Annual dues structure is as follows:

Salary Range	Deduction/Month	Annual Amount
L-O	\$9.00	\$90.00
P-S	\$11.00	\$110.00
T-W	\$13.00	\$130.00
X-AB	\$15.00	\$150.00

(as of January 1, 2023)

Dues are based on a manager's current salary. A payroll deduction form is available on the MLA website for those who wish to have their dues deducted each month from September through June. A one-time payment can also be made each fiscal year by making out a check payable to the RCCD Management Leadership Association.

DISTRICT HISTORY AND LEADERSHIP

Riverside City College was founded in 1916 in response to a general petition of the electors under provisions of State Code allowing for the creation of extended secondary programs in existing school districts. Initially the College opened on the same site as Riverside Polytechnic High School. On July 1, 1964, formal affiliation with the Riverside Unified School District was terminated by the electors through the creation of a separate community college district under the direction of an independent community college Board of Trustees. The legal entity which operates the College is officially known as the Riverside Community College District, and encompasses the Alvord, Corona/Norco, Jurupa, Moreno Valley, Riverside, and Val Verde Unified School Districts.

CHANCELLOR'S CABINET MEMBERSHIP

Chancellor

Vice Chancellor, Business & Financial Services

Vice Chancellor, Human Resources and Employee Relations

Vice Chancellor, Strategic Planning and Educational Services

Vice Chancellor, Institutional Advancement & Economic Development

President, Moreno Valley College

President, Norco College

President, Riverside City College

MANAGEMENT LEADERSHIP ASSOCIATION POSITIONS

President

President Elect

Past President

Moreno Valley College Representative

Norco Representative

Riverside City College Representative

Riverside Community College District Representative

Events Coordinator

Retiree Relations Liaison

Program Coordinator

HRER Relations Liaison

Treasurer

Webmaster

Elections are held annually in May to select a new Management Leadership Association Executive Board.

ON-LINE RESOURCES

Visit the MLA website for a calendar of events, Board minutes, materials/handouts from previous quarterly meetings, and other information of interest to managers. <http://websites.rccd.edu/mla/>

It is acknowledged that the following website addresses may change over time. These sites, as well as others, will be made available via linkage through the Riverside Community College District website.

Governance

RCCD On-Line Board Policies and Procedures	https://www.rccd.edu/bot/Pages/policies.aspx
RCCD Board of Trustees Meetings	https://www.rccd.edu/bot/Pages/archive.aspx
CA Community Colleges Chancellor's Office	http://www.cccco.edu
California Laws & Codes	http://www.cde.ca.gov/re/lr/cl/

General

RCCD Website	http://www.rccd.edu
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Human Resources and Employee Relations

Union Agreements and Handbooks	HRER RCCD
Employee Assistance Program	RCCD EAP
Accommodations	RCCD Accommodations
Reporting Discrimination / Harassment	Diversity, Equity & Compliance (rccd.edu)

Professional Organizations

- American Association of Community Colleges • <http://www.aacc.nche.edu>
- Foundation for California Community Colleges • <http://www.foundationccc.org>
- RCCD Foundation • [RCCD Foundation](#)
- Community College League of California • <http://www.ccleague.org>
- Hispanic Association of Colleges and Universities • http://www.hacu.net/hacu/HACU_101.asp
- Association of California Community College Administrators • <http://www.accca.org>
- CalSTRS website • <http://www.calstrs.com>
- CalPERS website • <http://www.calpers.ca.gov>

MANAGEMENT LEADERSHIP ASSOCIATION BY LAWS

ADOPTED

May 2015

ARTICLE I – NAME

This association shall be known as the Riverside Community College District Management Leadership Association (hereinafter referred to as MLA).

ARTICLE II – PURPOSE

The purpose of the MLA is to:

- a) Coordinate a wide range of professional development opportunities responsive to the needs of management;
- b) Discuss recommendations, concerns, and interests of managers with the Chancellor;
- c) Provide opportunities for members to network, collaborate, interact socially and provide support to each other;
- d) Assist and support new and current managers.

ARTICLE III – MEMBERSHIP/DUES

Membership in the MLA shall include all of the supervisorial/management/administrative positions in the District that are approved by the District’s Board of Trustees.

Membership in the MLA shall be voluntary. Dues are based on the current salary range of the manager and will be made by monthly payroll deduction. Annual membership may be paid in one lump sum by check made out to “MLA”.

The Board reserves the right to increase the dues on an annual basis in order to sustain the functions of the Association. Notification of dues increase will be communicated to members.

ARTICLE IV - MLA BOARD/OFFICERS

The MLA Board shall be composed of a minimum of seven (7) members, which shall include the President, President Elect, Past President, one representative from each college and the District, an Events Coordinator, Program Coordinator, Treasurer, Webmaster, Human Resources Relations Liaison and, when possible, a Retiree Relations Liaison. The membership shall vote on the college/district representatives. The President-Elect shall be nominated or selected by the Board from among the existing Board members. In the event that no existing Board member is able/willing to serve, the Board shall select the President-Elect from the membership at large. In addition, the Secretary and the Treasurer positions are elected from among the Board members. The Events Coordinator, Program Coordinator, Human Resources Relations Liaison, and the Retiree Relations Liaison positions are appointed by the Board. A quorum for the MLA Board shall be a simple majority.

ARTICLE V – ELECTIONS

A call for nominations shall be sent out to all MLA members no later than May 10 of each fiscal year. Nominations must be submitted no later than May 25. All nominations shall be placed on a ballot and sent to the membership by email no later than June 1. The three college representatives and the District representative will be elected by the constituency they represent and not at large. The election is determined by a simple majority vote of the membership. Voting is electronic. MLA members will have 5 working days to cast their ballots. When possible, the President shall notify the membership of the outcome of the election by email no later than June 10. The term of office for Board Officers shall be one fiscal year, commencing July 1 and ending on June 30.

In the event no nominations are received the Board may select the college or district representative from the membership at large.

ARTICLE VI – VACANCIES

If the President is no longer able or willing to serve and a vacancy occurs prior to the next election, then the President-Elect shall serve as President for the remainder of the term. Vacancies of all other elected offices shall be appointed by the Board for the remainder of the term.

ARTICLE VII - MEETINGS

Meetings of the Board shall be held on a regular basis. The day and time established for the monthly meetings shall be determined by the president, in consultation with the Board members. Meetings may take place in person or electronically through Zoom or a comparable and accessible communication platform.

Minutes for each meeting shall be taken by the Board secretary and distributed to all members of the Board for review and input before being finalized. Once finalized, minutes will be posted to the MLA website.

Meetings of the membership shall be held at a time and location determined by the Board pursuant to information provided by the Events Coordinator.

ARTICLE VIII - AMENDMENT TO BYLAWS

Bylaws shall be reviewed and amended, if necessary, at least once every three (3) years. Any Board member may recommend amendments to the By-Laws at a regularly scheduled meeting of the Board. The recommendation(s) will be discussed and voted on by the Board members. A quorum consisting of a simple majority of the Board is required to change the By-Laws. In the event more discussion or information is necessary on a particular recommended amendment, the issue will be carried over to the next regular meeting of the Board for further discussion and vote.

Compliments of



MANAGEMENT LEADERSHIP ASSOCIATION
RIVERSIDE COMMUNITY COLLEGE DISTRICT