



# College Coordinating Council Meeting

**October 27, 2021**  
 9:30 a.m. – 10:30 a.m.  
 SSV 151 – Board Room

**Type of Meeting: Regular**  
**Note Taker: Patty McClure, Megan Aceves**  
**Please Review/Bring: Agenda, Minutes**

**Committee Members:**  
 Van Rider, Academic Senate  
 Nhe'Zhem Peoples, ASO  
 Pamela Ford, Classified Union  
 Michelle Hernandez, Confidential/Management/Supervisory/Administrators  
 LaDonna Trimble, Deans  
 Dr. Aurora Burd, Faculty Union  
 ~~~~~  
 Bridget Cook, General Counsel – **CHAIR**  
 Isabelle Saber, Vice President of Academic Affairs  
 Laura Benson, Consultant - Vice President of Human Resources  
 Dr. Erin Vines, Vice President of Student Services  
 Shami Brar, Vice President of Administrative Services

## MEETING

| Items                                                                     | Person(s) Responsible | Time      | Action                                                             |
|---------------------------------------------------------------------------|-----------------------|-----------|--------------------------------------------------------------------|
| <b>STANDING ITEMS:</b>                                                    |                       |           |                                                                    |
| I. Approval of Previous Minutes of October 13, 2021.                      | All                   | 1 minute  |                                                                    |
| II. Constituent Reports                                                   | All                   | 5 minutes |                                                                    |
| <b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>                               |                       |           |                                                                    |
| III. BP/AP 2610 – Presentation of Initial Collective Bargaining Proposals | Bridget               | 5 minutes |                                                                    |
| IV. BP/AP 3810 – Claims Against the District                              | Bridget               | 5 minutes |                                                                    |
| V. BP/AP 7130 – Compensation                                              | Bridget               | 5 minutes | Pamela's email of September 2, 2021 with attachments are included. |
| VI. BP/AP 7600 – Campus Security                                          | Bridget               | 5 minutes |                                                                    |
| <b>FUTURE AGENDA ITEMS:</b>                                               |                       |           |                                                                    |
| <b>NEXT MEETING DATE: November 10, 2021</b>                               |                       |           |                                                                    |



# College Coordinating Council Minutes

**October 13, 2021**  
9:30 a.m. – 10:30 a.m.  
Via Zoom Only

**Type of Meeting: Regular**  
**Note Taker: Patty McClure, Megan Aceves**  
**Please Review/Bring: Agenda, Minutes**

**Committee Members:**  
Van Rider, Academic Senate  
Nhe'Zhem Peoples, ASO  
Bridget Cook, General Counsel – **CHAIR**  
Pamela Ford, Classified Union  
Michelle Hernandez, Confidential/Management/Supervisory/Administrators  
LaDonna Trimble, Deans  
Dr. Aurora Burd, Faculty Union  
Isabelle Saber, Vice President of Academic Affairs  
Laura Benson, Consultant - Vice President of Human Resources  
Dr. Erin Vines, Vice President of Student Services  
Shami Brar, Vice President of Administrative Services

## MINUTES

| Items                                                                                         | Person(s)<br>Responsible | Time     | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------|--------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STANDING ITEMS:</b>                                                                        |                          |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| I. Approval of Previous Minutes of August 25, 2021, September 8, 2021 and September 22, 2021. | All                      | 1 minute | Pamela brought up some concerns about the August 25 <sup>th</sup> minutes and that a comment that Bridget made was left out. Bridget stated that she did not recall the comment. Aurora stated that she had the notes regarding the comment, that it was related to BP 2410 and that she wanted it to be included in the minutes. Aurora commented about agendas need to be approved by the committee and sent out in a timely manner. Dr. Vines asked if the minutes could be tabled and the committee could continue going forward. Van referred to the appendix of 2510 and participatory operating procedures for a committee. He read a portion of the document referencing a call for agenda items. Van made a motion that Aurora's statement be included in the minutes so that the minutes could be approved. Michelle stated that the committee agreed a while ago that there is a |

|                                                    |     |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------|-----|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                    |     |            | <p>consensus for making decisions. Stated that she is concerned about adding a statement and asked to where the statement would be on the agenda and what value would it add to the meeting minutes. Aurora suggested that the Aug 25 minutes be amended to include her statement, she emailed it to Patty and Patty shared her screen for the committee to review. Michelle stated that she did not see the value of adding the comment. Bridget asked for a consensus from the committee and provided background on how the committee has functioned in the past. There was no consensus on Aurora's comments and it would not be added to the August 25 minutes and Aurora and Pamela descedent. The minutes were approved for all 3 meetings. Michelle will abstain from 9/8 minutes as she was not present. Isabelle abstained from 9/22 as she was only there for the last 10 minutes. Aurora asked who are the voting members in the committee and stated that it needed to be stated clearly on the agenda who the voting members are. Bridget stated that the agreement was made by the committee to approve by consensus. Van stated that he was in favor of approving the minutes as they stand, with the exceptions noted.</p> |
| II. Constituent Reports                            | All | 5 minutes  | <p>Aurora stated that as a result of a review of AP 2510, there are some concerning things and until it's modified, the council shall seek consensus and continue the status quo status. Bridget asked for a report and Aurora said that the union is concerned it is not following the stated guidelines. Aurora stated that she is representing the AVCFT.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>        |     |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| III. Review & Revise AVC BP/AP Approval Flow Chart | All | 20 minutes | <p>Van stated that in looking at AP 2510, step 4 asks CCC to look at the matters at hand and determine whether they are a part of the respective bargaining units and asked for the additional language to be added. Michelle stated that step 3 needs to be revised to clarify, determining if the revisions are substantive or non-substantive. Shami asked if a flow chart might be a</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                                                                          |         |            |                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------|---------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                          |         |            | better way to view the process, Van agreed and volunteered to assist. The flow chart will be brought back to the next meeting. Aurora suggested to review AP 2410 as a part of the creation of the flow chart and Van agreed.                                                                                                                               |
| IV. BP 2345 – Public Participation at Board Meetings                     | All     | 10 minutes | Bridget asked for any concerns on granting the public more time for translators. Aurora asked if this would include ASL interpreters and Bridget confirmed. Aurora asked that the language be amended to include interpreter. Bridget stated that she believed the current language is sufficient. It was agreed to move forward to the next board meeting. |
| V. BP 2350 – Speakers                                                    | All     | 10 minutes | Bridget asked for objections and Pamela stated that she does not agree to move the time from 5-3 minutes, however, agreed that people who a translator need be given more time. Aurora left the meeting at 10:31 a.m. was not a part of the consensus. It was agreed to move forward to the next board meeting.                                             |
| VI. BP/AP 2610 – Presentation of Initial Collective Bargaining Proposals | Bridget | 5 minutes  | Ran out of time, tabled until the next meeting.                                                                                                                                                                                                                                                                                                             |
| VII. BP/AP 3810 – Claims Against the District                            | Bridget | 5 minutes  | Ran out of time, tabled until the next meeting.                                                                                                                                                                                                                                                                                                             |
| VIII. BP/AP 7130 – Compensation                                          | Bridget | 5 minutes  | Ran out of time, tabled until the next meeting.                                                                                                                                                                                                                                                                                                             |
| IX. BP/AP 7600 – Campus Security                                         | Bridget | 5 minutes  | Ran out of time, tabled until the next meeting.                                                                                                                                                                                                                                                                                                             |
| <b>FUTURE AGENDA ITEMS:</b>                                              |         |            |                                                                                                                                                                                                                                                                                                                                                             |
| <b>NEXT MEETING DATE: October 27, 2021</b>                               |         |            |                                                                                                                                                                                                                                                                                                                                                             |

Join Zoom Meeting

<https://avc.zoom.us/j/99669283500?pwd=KzNrdWxGVks2MHFVSHdKaklMSmR5UT09>

Meeting ID: 996 6928 3500

Passcode: 344952

One tap mobile

+16699009128,,99669283500# US (San Jose)

+12532158782,,99669283500# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 996 6928 3500

Find your local number: <https://avc.zoom.us/j/99669283500>

## **BP 2610 Presentation of Initial Collective Bargaining Proposals**

### **Reference:**

Government Code Section 3547

The Superintendent/President is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of Trustees of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration.

All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.

Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

The board may adopt regulations for the purpose of implementing this section, which are consistent with the intent of the section; namely that the public be informed of the issues that are being negotiated upon and have full opportunity to express their views on the issues to the public school employer, and to know of the positions of their elected representatives.

~~See Administrative Procedure #2610~~

Also see AP 2610 Presentation of Initial Collective Bargaining Proposals as well as BP 7140 Collective Bargaining.

Adopted: 7/5/05  
Reviewed: 9/12/16  
Revised: 8/9/21

## AP 2610 Presentation of Initial Collective Bargaining Proposals

### Reference:

Government Code Section 3547

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board of Trustees:

- The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board of Trustees at a public meeting.
- The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board's regular agenda. Public response shall be taken in accordance with the Board's policies regarding speakers. **It is the intention of the Board to provide sufficient notice such that successor agreements can be reached prior to expiration of enforce agreements.**
- After the public has an opportunity of at least 30 days to respond to an initial proposal presented by the District, the Board of Trustees shall, at the same meeting or a subsequent meeting, adopt the District's initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a responsible opportunity to respond to the proposed amendment at a public meeting.
- If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within twenty-four (24) hours after their presentation in negotiations.
- When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.
- When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:

The amendment shall appear on the agenda as a notice item, for action at a subsequent

Board meeting.

The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.

Also see BP 2610 Presentation of Initial Collective Bargaining Proposals as well as BP 7140 Collective Bargaining.

Approved: 7/5/05  
Reviewed: 9/12/16  
Revised: 7/12/21



## BP 3810 Claims Against the District

Reference:

***Education Code Section 72502; Government Code Sections 900 et seq.; 910 and 935***

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place[s] for service of claims, lawsuits or other types of legal process upon the District are:

- ~~Vice President of Student Services for claims, legal services or notices regarding student records~~
- ~~Vice President of Human Resources Services for claims, legal services or notices regarding employee records~~
- ~~Vice President of Business Administrative Services for claims, legal services or notices regarding any other claim against Antelope Valley Community College District.~~
- The Office of the General Counsel, 3041 West Avenue K, Lancaster, CA 93536; (661) 722-6650.

**See Administrative Procedure #3810**

**Adopted: 11/7/05**

Reviewed: 3/13/17

Reviewed: 6/14/21

## AP 3810 Claims for Damages

Reference:

*Education Code Section 72502; Government Code Sections 900 et seq., 910 et seq and 935*

Claims for money or damages as prescribed under Board Policy 3810 shall be submitted to the Office of the Superintendent/ or designee General Counsel.

All claims shall be made in writing and submitted on the District's approved claim form. Claims not submitted on the District's form will be returned to the claimant and may be resubmitted using the proper form. The claim shall be signed by the claimant or by his or her guardian, conservator, executor or administrator. No claim may be presented on behalf of a class of persons unless verified by every member of that class as required by this section. In addition, all claims shall contain the information required by California Government Code Section 910.

Claim forms can be obtained by contacting the Office of the General Counsel at (661) 722-6650.

Claim forms may be presented in person or deposited in the United States mail, in a sealed envelope, properly addressed, postage prepaid as follows:

Antelope Valley Community College District  
Office of General Counsel  
3041 West Avenue K  
Lancaster, CA 93536

### TIME LIMITATIONS

Claims for money or damages relating to a cause of action for death, injury to person, or personal property, must be presented to the District not later than six months after the accrual of the cause of action.

Claims for money or damages relating to a cause of action other than that stated above, must be presented to the District not later than one year from the accrual of the cause of action.

### LATE CLAIMS

Claims which are filed outside the specified time limitation, must be accompanied by an application to file a late Claim. If a Claim is filed outside the time limitations noted above and is not accompanied by the application to present a late Claim, the General Counsel, shall, within 45 days, give written notice that the Claim was not filed timely and that it is being returned without further action.

The application to present a late Claim shall state the reason for the delay in presenting the Claim and shall be timely filed pursuant to the law. The Board of Trustees, while in Closed Session, shall grant or deny the application within 45 days after it is presented. By mutual agreement of the claimant and the Board of Trustees, such 45-day period may be extended by written agreement made before the expiration of such period. If the Board of Trustees does not take action on the application within 45

days, it shall be deemed to have been denied on the 45th day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. If the application to present a late Claim is denied, the claimant shall be given notice in the form set forth in law.

## **RESPONSE TO CLAIM**

Within forty-five days after the claim has been presented to the Office of the ~~Vice President General Counsel~~, the Board of Trustees may take action to allow the claim in whole or in part, or the Board may take action to reject the claim. If the Board takes no action, the claim is rejected by operation of law on the 45<sup>th</sup> day after it was presented to the Office of the ~~Superintendent/President General Counsel~~.

The ~~Superintendent/President or his/her designee~~ General Counsel, shall serve notice to the claimant of the Board's action allowing or rejecting the claim. The claimant shall be notified that the claim is rejected, allowed in whole or in part, or rejected by operation of law. Said notice shall also inform the claimant of the six month time limit pertaining to filing court action pursuant to Government Code Section 913.

If the District decides to allow the claim or offer compromise in an attempt to settle the dispute, the District shall require the claimant to sign a release or waiver agreeing to payment as full and complete settlement of the claim.

In accordance with California Government Code Sections 935(b) and 945.6, all claims shall be presented as provided in this section and acted upon by the district prior to the filing of any suit on such claim, and no such suit may be maintained by a person who has not complied with the requirements of this administrative procedure.

4/14/08

Revised: 3/13/17

Revised: 6/14/21



**ANTELOPE  
VALLEY  
COLLEGE**

**CLAIM FOR DAMAGES  
TO PERSON OR PROPERTY**

**RESERVE FOR FILING STAMP**

CLAIM NO. \_\_\_\_\_

Instructions:

1. Claims for death, injury to person or to personal property must be filed not later than 6 months after the occurrence. (Gov Code Sec. 911.2)
2. Claims for damage to real property must be filed not later than 1 year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim before filing.
4. See Page 2 for diagram upon which to locate place of accident.
5. This claim form must be signed on Page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.
7. Claim shall be addressed to: Bridget L. Cook, Esq., Interim General Counsel  
Antelope Valley College  
Office of General Counsel  
3041 West Avenue K  
Lancaster, CA 93536

To: Bridget L. Cook, Esq., Interim General Counsel  
Antelope Valley College  
3041 West Avenue K, Lancaster, CA 93536

Name of Claimant

Claimant's Date of Birth

Home Address of Claimant

Contact Number Home  Cell

Business Address of Claimant

Business Telephone Number

Give name and address to which you desire notices or communications to be sent regarding this claim:

How did DAMAGE or INJURY occur? Give full particulars:

When did DAMAGE or INJURY occur? Give full particulars, date, time of day:

Where did DAMAGE or INJURY occur? Describe fully, and locate on the diagram on second page where appropriate, give street name and address, and measurements from landmarks:

What particular ACT or OMISSION do you claim caused the injury or damage? Give names of DISTRICT employee(s) causing injury or damage, if known:

What DAMAGE or INJURIES do you claim resulted? Give full extent of injuries or damages claimed:

(see reverse side) THIS CLAIM MUST BE SIGNED ON PAGE 2

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What AMOUNT do you claim on account of each item of injury or damage as of date of presentation of this claim, giving basis of computation:

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Give ESTIMATED AMOUNT you claim on account on each item of prospective injury or damage, giving basis of amount: (If amount claimed exceeds \$10,000, no dollar amount shall be stated).

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If total amount claimed exceeds \$10,000, is this a Limited Civil case? Yes \_\_\_\_ No \_\_\_\_

---

Expenditures made on account of accident or injury: (date, item) (Amount)

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Name and address of witnesses, doctors, and hospitals:

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DIAGRAM SECTION

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|                                                                |                          |                  |       |
|----------------------------------------------------------------|--------------------------|------------------|-------|
| Signature of Claimant or person<br>filing on claimant's behalf | Relationship to Claimant | Type/Print Name: | Date: |
|----------------------------------------------------------------|--------------------------|------------------|-------|

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NOTE: All claimants may be required to be examined as to their claim under oath. Section 72 of the California Penal Code provides: "Every person who with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or imprisonment."

## BP 7130 Compensation

### References:

Education Code Sections 70902(b) (4); 72411; 87801; and 88160;  
Government Code Section 53200

34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code Section 72411 shall be established by the Board of Trustees.

### Prohibition of Incentive Compensation

The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

For specific compensation-related details, also see AP 7130 Compensation as well as the applicable collective bargaining agreements.

Adopted: 5/8/06  
Revised: 5/9/16  
Revised: 10/11/21

## AP 7130 Compensation

### References:

Education Code Sections 87801 and 88160;  
Government Code Section 53200;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

### Classified Compensation

#### Full Time Employees

The District shall maintain a single salary schedule for all regularly employed classified employees. The salary schedule for classified personnel on a full-time basis is based on a standard eight (8) hour per day, forty (40) hour workweek.

#### Part Time

Employees assigned to work less than the number of hours prescribed for full-time employees will be paid at the rate their employment bears to full-time service. This provision does not apply to short-term hourly or student employees.

#### Pay for Holidays (~~EG~~ Education Code Section 88029)

If a person serving in an exempt position is required to work on a holiday, he/she shall be compensated, in addition to his/her regular pay for the holiday, at a rate not less than his/her normal rate of pay.

### Pay Periods

#### Regular Employees

Time of payment for classified employees shall be established by the Board of Trustees providing that such payment is made at least once during each calendar month.

Regular classified employees of the District shall be paid on the 10th and 25th of each calendar month. Nothing contained in the foregoing provisions shall be construed as prohibiting the Board of Trustees from making payment of earned salary prior to the aforementioned pay period.

#### Substitute Employees

Substitute employees of the District shall be paid on or about the tenth (10) working day of the month following the month in which the services were performed.

#### Overtime

Overtime pay will be included in the salary warrant that is issued on the tenth (10<sup>th</sup>) of the month following that in which such overtime pay was earned.

#### Error in Compensation (~~EG~~ Education Code Section 88166)

Whenever it is determined that an error has been made in the calculation of a classified employee's salary, the Board of Trustees shall, within five (5) workdays following the discovery of the error, provide the employee with a statement of the correction and supplemental payment drawn against any available funds of the District.

## Salary Deductions

### Deductions Required by Law

Deductions from the employee's wage, mandated by law, shall be made for the following reasons:

- State and Federal Income Tax
- Public Employees Retirement (PERS)
- Old Age, Survivors and Disability Insurance (OASDI)
- Medicare

### Dues (~~GC~~ Government Code Section 3543.1) (E.C. 87833 and 88167)

Refer to Section 7.12 of the Antelope Valley College Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement for information regarding dues and other payroll deductions.

### Salary Advances

This District does not allow salary advances.

### Authorization

The Board of Trustees shall, not later than the date prescribed by law for approval of the budget, fix salaries for the ensuing ~~school~~ academic year for all persons employed by the District in classified positions. The Board of Trustees may, at that time, include an increase in annual salaries, all or part of which is conditioned upon actual receipt by the District of anticipated revenue from all sources. If the revenue actually received is less than anticipated, the Board of Trustees may, at any time during the ~~school~~ academic year, reduce the annual salaries by an amount not to exceed the amount which was granted due to the anticipated revenue from all sources. The Board of Trustees may, at any time during the ~~school~~ academic year, increase the salaries of persons employed by the District in non-academic positions for the remainder of the year.

### Differential Compensation (~~EG~~ Education Code Section 88180)

Refer to Sections 12.7, 12.7.1, and 12.7.2 of the Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement for information regarding differential compensation.

### Paid Holidays (~~EG~~ Education Code Section 88203)

General Provisions Refer to Article VIII of the current Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement.

Restrictions Refer to Article VIII of the current Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement.

### Substitute Holiday

Any classified employee required to work a workweek other than Monday through Friday, and as a result thereof loses a holiday, shall be compensated in the amount to which the employee would have been entitled had the holiday fallen within his/her normal work schedule, or provided a substitute holiday.



### **Paid Vacations**

Refer to Article VIII of the current Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement.

## **Salary Schedules**

### **Provisions of Salary Schedule**

The basic or minimum salary for those who meet the minimum requirements for training and experience is indicated on the schedule for each position listed, together with other salaries.

A full year of classified service is required to progress from one step to another.

All salaries on the schedule are full-time salaries intended for full-time service except as noted in the schedule (Refer to Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement/Exhibit A). Salaries for part-time service shall be pro-rated in relation to full-time service.

No classified employee in the service of the District shall be reduced in salary as the result of the adoption of a new schedule.

### **Placement**

All new probationary employees shall be placed on Step 1 and shall remain at this initial step until the anniversary date is attained.

Additional salary increments shall occur on the annual anniversary of the first (1<sup>st</sup>) increment until the maximum is reached.

### **Anniversary Date**

The anniversary date for classified employees shall be established at the time of appointment as a regular member of the classified service. If that date upon which an employee first performs any and all duties required falls between the first (1<sup>st</sup>) and the fifteenth (15<sup>th</sup>) of a month, the anniversary date shall be designated as the first (1<sup>st</sup>) of the month in which service is so rendered; if the date of first service is between the sixteenth (16<sup>th</sup>) day and the last day of a month, the anniversary date shall be designated as the first (1<sup>st</sup>) day of the following or subsequent month in which service is so rendered.

### **Adopted Schedule**

The salary schedule will be adopted by the Board of Trustees annually and shall be published, with acopy provided to the bargaining unit and any employee who requests one.

## **Unemployment Compensation**

### **Eligibility**

Every regularly employed classified employee of the dDistrict, except those listed below, shall be protected by unemployment insurance pursuant to Sections 605 and 802 of the Unemployment Insurance Code Sections 605 and 802.

### **Exempt Employees**

Students employed part-time and enrolled in college classes offered by the District, apprentices, temporary professional experts, emergency, limited term, or provisional employees or volunteers are excluded from unemployment insurance.

It shall be the responsibility of the Human Resources Office thereof to inform classified employees of their rights in the event of unemployment.

## **Academic Personnel Compensation and Related Benefits**

### **Salary Schedule**

See current Antelope Valley College Federation of Teachers Collective Bargaining Agreement.

### **General Provisions**

Salaries of individual academic personnel will be established in accordance with the schedules and the provisions under which they are administered.

For academic personnel new to the District, credit for appropriate previous teaching experience will normally be allowed up to a maximum of five (5) years. For disciplines in which a master's degree is not generally expected or available, partial credit toward the five (5)-year maximum may be allowed for appropriate work experience in related professions and industries upon the recommendation of the Superintendent/President or designee.

Refer to Article IX in the current Antelope Valley College Federation of Teachers Collective Bargaining Agreement.

Request for Approval of Units for Advancement

Refer to Article IX in the current Antelope Valley College Federation of Teachers Collective Bargaining Agreement.

### **Pay Periods**

Refer to Article X in the current Antelope Valley College Federation of Teachers Collective Bargaining Agreement.

### **Related Benefits**

Related benefits shall be those established by the collective bargaining process and as approved by the governing Board of Trustees on an annual basis.

### **Salary Advances**

This District does not allow salary advances.

## **Prohibition of Incentive Compensation**

Senior managers and executive level employees who are only involved in the development of policy and do not engage in individual student contact or the other covered activities will not generally be subject to the incentive compensation ban.

Although athletic coaches may be covered employees, subject to certain limitations, and, based upon the District's determination on a case-by-case basis [after consulting with exclusive representatives, if any], coaching staff and other athletic personnel may be exempt from the prohibition of incentive compensation.

The Superintendent/President or designee shall identify any covered employees of the District and determine whether the District's compensation arrangements comport with the prohibition on incentive compensation, and to the extent that they do not, make necessary modifications to comply. Similarly, the Superintendent/President or designee shall identify any covered service providers, evaluate whether the contract pricing structure is consistent with the prohibition on incentive compensation, and if not, determine what modifications the District can make to any applicable contract.

Antelope Valley  
College  
Tablet Stipend

~~Your position with the College, or Board of Trustees, has been identified by the Office of the President as requiring access to a personal tablet device in order to fulfill your day-to-day responsibilities to the Board of Trustees, and/or the College. To facilitate fulfillment of this requirement, and alleviate institutional responsibility due to loss or damage, a one-time stipend of \$1,275 will be awarded to cover the expense of acquisition. Upon request, this stipend will be provided every 4 (four) years in order to ensure that the technology is updated in a timely manner. The following standard components are recommended and will officially be supported by Information Technology Services:~~

- ~~• One (1) Apple iPad with 16 GB Memory, a Retina Display, and wireless capacity, and AppleCare extended warranty protection.~~
- ~~• One (1) Protective Cover (Targus Versavu Carrying Case is recommended)~~
- ~~• One (1) Protective Screen Film (Zagg InvisibleSHIELD is recommended)~~
- ~~• GoodReader for iPad – for document management/viewing from cloud storage (available through the Apple App Store)~~

~~Your acceptance of this stipend, and signature below, signals acceptance of the following terms:~~

- ~~• Stipend is a one-time funding for purchase.~~
- ~~• Stipend is taxable income and will be reflected within your annual tax documentation.~~
- ~~• Equipment purchased is recognized as is your personal property and the college has no responsibility for maintenance or repair in the event of damage.~~
- ~~• Equipment is required for fulfillment of duties of your office and it is your responsibility to insure its availability and good condition to execute those duties.~~
- ~~• Information Technology Services will provide basic training and support for the device's use, as an established standard for Tablet Computing for the college. That support will be limited to basic support of: Apple's IOS on the device; AVC/Gmail electronic mail configuration; access to AVC Wireless; web access to BoardDocs; Skype & FaceTime for video conferencing; access to GoogleDrive; and use of GoodReader. (All other support needs should be directed to the manufacture and their support services.)~~

IDENTIFIED POSITIONS  
FOR ACCESS TO A  
PERSONAL TABLET  
DEVICE

~~Five (5) Board Members~~  
~~Superintendent/President~~  
~~Executive Assistant to the~~  
~~Superintendent/President~~~~Administrative Assistant~~  
~~—President's Office~~  
~~Vice President Human~~  
~~Resources~~~~Vice President~~  
~~Student Services~~~~Vice~~  
~~President Academic Affairs~~  
~~Executive Director of Facilities, Planning & Campus~~  
~~Development~~~~Executive Director of Information Technology~~  
~~Services~~  
~~Executive Director of Public & Governmental Relations~~  
~~Antelope Valley College Confidential/Management/Supervisory~~  
~~Employee~~~~President Antelope Valley College Federation of Teachers~~  
~~Antelope Valley Federation of Classified~~  
~~Employees~~~~Executive Director of Business~~  
~~Services~~  
~~Academic Senate President~~  
~~Executive Director of Advancement & Foundation~~

4/14/08

Revised: 9/10/12

Revised: 4/15/13

Revised: 4/11/16

Revised: 10/11/21

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**Re: Invitation: College Coordinating Council - Zoom Meeting @ Wed Mar 24, 2021 9:30am - 10:30am (PDT) (pford@avc.edu)**

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**Pamela Ford** <pford@avc.edu>

Thu, Sep 2, 2021 at 8:43 AM

To: Patricia McClure &lt;pmcclure@avc.edu&gt;

Cc: Bridget Cook &lt;blcook@avc.edu&gt;, Isabelle Saber &lt;isaber@avc.edu&gt;, LaDonna Trimble &lt;ltrimble@avc.edu&gt;, Megan Aceves &lt;megan.aceves@avc.edu&gt;, Cameron Zappetta &lt;czappetta@avc.edu&gt;, "Dr. Erin Vines" &lt;evines@avc.edu&gt;, Aurora Burd &lt;aburd@avc.edu&gt;, Van Rider &lt;vrider@avc.edu&gt;, Jedidiah Lobos &lt;jlobos@avc.edu&gt;, Michelle Hernandez &lt;mhernandez@avc.edu&gt;

Good morning Patty,

After reviewing BP/AP 7130 regarding the section on Anniversary dates and comparing it with the TA from the classified contract, the language does not reflect the negotiated language and on behalf of the classified bargaining unit, I am requesting the language be revised to reflect the negotiated language.

Also some research was done and we cannot seem to find the verbage being recommended in the current AP and BP could you please provide a reference for clarification.

I have attached a copy of BP/AP 7130 and the negotiated Anniversary date TA language for your reference and convenience.

Please forward this email to the appropriate recipient if someone else should be in receipt of this email to address this matter.

Thank you,  
Pamela Ford  
AVCFCE President  
Local 4683

On Tue, Mar 23, 2021 at 9:18 AM Patricia McClure <pmcclure@avc.edu> wrote:

**You have been invited to the following event.**

**College Coordinating Council - Zoom Meeting**

When Wed Mar 24, 2021 9:30am – 10:30am Pacific Time - Los Angeles

Where <https://avc.zoom.us/j/99796264253?pwd=Q3ZGaThpRy9kc3d0bXNadyttMkFqdz09> (map)

Calendar [pford@avc.edu](mailto:pford@avc.edu)

Who

- [pmcclure@avc.edu](mailto:pmcclure@avc.edu) - organizer
- [pford@avc.edu](mailto:pford@avc.edu)
- Bridget Cook
- Isabelle Saber
- LaDonna Trimble
- Megan Aceves
- Cameron Zappetta
- Dr. Erin Vines
- Aurora Burd
- Van Rider
- Jedidiah Lobos
- Michelle Hernandez

Attachments [3.24.21 Agenda and Docs.pdf](#)

College Coordinating Council Agenda:

[more details »](#)

<https://www.avc.edu/sites/default/files/administration/organizations/ccc/3.24.21%20Agenda%20and%20Docs.pdf>

Join Zoom Meeting

<https://avc.zoom.us/j/99796264253?pwd=Q3ZGaThpRy9kc3d0bXNadyttMkFqdz09>

Meeting ID: 997 9626 4253

Passcode: 978033

One tap mobile

+16699009128,,99796264253# US (San Jose)

+13462487799,,99796264253# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 997 9626 4253

Find your local number: <https://avc.zoom.us/j/99796264253>

Going ([pford@avc.edu](mailto:pford@avc.edu))? **Yes** - **Maybe** - **No** [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account [pford@avc.edu](mailto:pford@avc.edu) because you are subscribed for invitations on calendar [pford@avc.edu](mailto:pford@avc.edu).

To stop receiving these emails, please log in to <https://calendar.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).

--

Pamela Ford

Program Coordinator/AVCFCE President

[pford@avc.edu](mailto:pford@avc.edu)

722.6300 Ext. 6266



**Scan-Anniversary dates TA and AP7130.pdf**

1337K

### **Paid Vacations**

Refer to Article VIII of the current Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement.

## **Salary Schedules**

### **Provisions of Salary Schedule**

The basic or minimum salary for those who meet the minimum requirements for training and experience is indicated on the schedule for each position listed, together with other salaries.

A full year of classified service is required to progress from one step to another.

All salaries on the schedule are full-time salaries intended for full-time service except as noted in the schedule (Refer to Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement/Exhibit A). Salaries for part-time service shall be pro-rated in relation to full-time service.

No classified employee in the service of the District shall be reduced in salary as the result of the adoption of a new schedule.

### **Placement**

All new probationary employees shall be placed on Step 1 and shall remain at this initial step until the anniversary date is attained.

Additional salary increments shall occur on the annual anniversary of the first (1<sup>st</sup>) increment until the maximum is reached.

### **Anniversary Date**

The anniversary date for classified employees shall be established at the time of appointment as a regular member of the classified service. If that date upon which an employee first performs any and all duties required falls between the first (1<sup>st</sup>) and the fifteenth (15<sup>th</sup>) of a month, the anniversary date shall be designated as the first (1<sup>st</sup>) of the month in which service is so rendered; if the date of first service is between the sixteenth (16<sup>th</sup>) day and the last day of a month, the anniversary date shall be designated as the first (1<sup>st</sup>) day of the following or subsequent month in which service is so rendered.

### **Adopted Schedule**

The salary schedule will be adopted by the Board of Trustees annually and shall be published, with a copy provided to the bargaining unit and any employee who requests one.

## **Unemployment Compensation**

### **Eligibility**

Every regularly employed classified employee of the eDistrict, except those listed below, shall be protected by unemployment insurance pursuant to Sections 605 and 802 of the Unemployment Insurance Code **Sections 605 and 802**.



Agreement shall be from July 1, 2018 through June 30, 2021 and from day to day thereafter until such time that the parties have mutually agreed to a successor agreement.

6. Article XIII - Classification of Employees: Reclassification language shall remain the same as is currently contained in the Agreement at Article XIII.
7. Article VIII - Anniversary Dates for Step and Longevity: The District proposes modifications to Article VIII (specifically to Article 8.2 – see attached) to reflect the following: Salary adjustments for step increases and longevity shall occur July 1 each fiscal year, effective starting July 1, 2019. For the 2019-2020 fiscal year, employees with hire dates of July 1 through December 31 who are eligible for a step or longevity increase during the 2019-2020 fiscal year shall receive such pay increase effective July 1, 2019. For employees with hire dates of January 1 through June 30 who are eligible for a step or longevity increase during the 2019-2020 fiscal year shall receive such pay increase effective January 1, 2020. Thereafter, starting with the 2020-2021 fiscal year, all employees eligible for step or longevity increases during any subsequent fiscal year shall receive such increase on July 1 of the start of the fiscal year in which they are eligible for such increase. Thus, by having the anniversary date on July 1 each year, each classified employee shall receive his/her step and/or longevity increase in advance of their hire date (except those with a hire date of July 1, for whom the anniversary date and hire date shall be the same. The change to anniversary date shall be for the purpose of step increases and longevity only and shall not constitute a change in actual hire/seniority date or be used for any other purpose, including for layoff purposes or evaluation.
  - a. Examples (for illustrative purposes only):
    - i. For the implementation year (2019-2020) if your hire date is between July 1 and December 31, and if you are eligible for a step and/or longevity increase during the 2019-2020 fiscal year, you will receive such increases effective July 1, 2019.
    - ii. For the implementation year (2019-2020) if your hire date is between January 1 and June 30, and if you are eligible for a step and/or longevity increase during the 2019-2020 fiscal year, you will receive such increases effective January 1, 2019.
    - iii. For fiscal year 2020-2021, all employees will have an anniversary date of July 1. Any classified employee who is eligible for a step and/or longevity increase between July 1, 2020 and June 30, 2021 shall receive such increases effective July 1, 2020.
    - iv. For fiscal year 2021-2022, all employees will have an anniversary date of July 1. Any classified employee who is eligible for a step

and/or longevity increase between July 1, 2021 and June 30, 2022 shall receive such increases effective July 1, 2021.

8. Article X – Leaves: Modify the sections within Article X, as proposed (see attached Article X).
9. Article XVIII Safety Conditions (Uniforms): Withdrawn.
10. Article V – Federation Rights (AB 119 and Janus): The following provisions shall be modified and/or added to Article V. All provisions of Article V not modified or added shall remain status quo:

Modify 5.13 Maintenance of Membership:

- 4) If the District is contacted by an employee who indicates a desire to terminate his or her membership in AVCFCE, the District shall refer the employee to AVCFCE.

Renumber current contract language 5.13 4) to be 5.13 5).

Renumber current contract language 5.13 5) to be 5.13 6).

Add 5.14 New Hires and Orientation

15.4.1 Employee Information

The District shall provide the AVCFCE President notice of any newly hired employee(s) within ten (10) days of hire, via electronic mail. The notice shall include full legal name, date of hire, job classification, and work location. As a supplement, on the last workday of each quarter, the District shall provide the AVCFCE President via a mutually agreeable electronic service, the name, job title, department/division, work location, personal cellular phone numbers, personal e-mail addresses, and employee identification number of unit members if the information is on file and the employee hasn't objected in writing. The home address, home telephone number, personal cellular telephone numbers, personal e-mail addresses, and birth dates shall not be deemed public records, nor open to public inspection except as specified under Government Code section 6254.3(a).

15.4.2 AVCFCE Access to New Employee Orientations

The District will schedule a quarterly orientation session for all employees hired in that quarter. The District shall provide the AVCFCE President notice within ten (10) days of the quarterly orientation to allow AVCFCE access to the orientation. The session will be scheduled for up to thirty



## **BP 7600 Campus Security**

### **References:**

Education Code Section 72330 et seq;  
Government Code Sections 3300 et seq.

The Board of Trustees has approved a Service Agreement with the County of Los Angeles Sheriff Department for general law enforcement and security services within the corporate limit of the District.

Services performed by the Sheriff's Department, the discipline of officers, and other matters incident to the performance of such services and the control of personnel so employed shall remain with the County.

Adopted: 11/8/21



## AP 7600 ~~College Police Campus Security~~

### References:

Education Code Section 72330;  
~~Government Code Sections 3300 et seq.~~

The Superintendent/President is delegated the responsibility to establish ~~minimum qualifications of employment for the College Chief of Police including but not security services within the District limited to the conditions contained in b~~Board ~~p~~Policy (see BP 7600 Campus Security).

The District has an approved Service Agreement with the County of Los Angeles Sheriff Department for general law enforcement and security services within the corporate limit of the District.

Every member of the ~~Sheriff Department~~ first employed by the District before July 1, 1999 ~~must, in order to retain his/or her employment,~~ will go through the hiring process and meet the requirements of Education Code Section 72330.2, including but not limited to:

- ~~• Submission of one copy of his/or her fingerprints which shall be forwarded to the Federal Bureau of Investigation;~~
- ~~• A determination that the employee is not a person prohibited from employment by a California community college district, and~~
- ~~• If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.~~

~~Every member of the college police shall be supplied with, and authorized to wear, a badge bearing words "Antelope Valley Community College Police." Every member of the college police shall be issued a suitable identification card.~~



~~Salaries for college police shall be established after appropriate negotiations with their exclusive representative. If no such unit is established, the Vice President of Business Services Chief Business Officer shall recommend salaries.~~

~~The Vice President of Business Services Chief Business Officer, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the college police.~~

- ~~• Schedules and shifts~~
- ~~• Call back procedures~~
- ~~• Weapons practices, especially drawing weapons~~
- ~~• Use of vehicles~~
- ~~• Pursuit practices~~
- ~~• Discipline procedures~~
- ~~• Training~~

~~The College Police shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:~~

- ~~• Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault~~
- ~~• Geographical boundaries of the operational responsibilities~~
- ~~• Mutual aid procedures~~

Also see BP 7600 College Police.

Approved: 5/8/06  
Revised: 11/8/21