



College Coordinating Council Meeting

Wednesday, January 9, 2019
 A119 – Foundation Conference Room
 9:00 a.m. – 10:00 a.m.

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

Committee Members:

- Van Rider, Academic Senate
- Jorge Hernandez, Associated Student Organization
- Ed Knudson, President
- Pamela Ford, Classified Union
- Michelle Hernandez, Confidential/Management/Supervisory/Administrators
- LaDonna Trimble, Deans
- Dr. Scott Lee, Faculty Union
- Vacant, Vice President of Academic Affairs
- Mark Bryant, Vice President of Human Resources
- Dr. Erin Vines, Vice President of Student Services

AGENDA

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of November 14, 2018.	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. BP 6250 – Budget Management	Ed/Diana	5 minutes	
IV. AP 3506 – Campus and Site Closures and Re-Openings	Ed	5 minutes	Returned from 7/25/18 CCC Meeting.
V. BP & AP 3715 – Intellectual Property	Ed	5 minutes	Returned from 7/25/18 CCC Meeting.
VI. AP 4230 – Grading and Academic Record Symbols	Erin	5 minutes	
VII. AP 5010 – Admissions	Erin	5 minutes	
VIII. AP 5012 – International Students	Erin	5 minutes	
IX. AP 5031 – Instructional Material Fees	Erin	5 minutes	
X. AP 7360 – Discipline and Dismissal – Academic Employees	Mark	5 minutes	Went to July 25, 2018 CCC Meeting and Constituent Review. Went to October 10 th , CCC meeting and constituent review. Returned for final review.

FUTURE AGENDA ITEMS:

NEXT MEETING DATE:			
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January 23, 2019			
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College Coordinating Council Minutes

Wednesday, November 14, 2018

A124 – President’s Conference Room
9:00 a.m. – 10:00 a.m.

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

Committee Members:

Van Rider, Academic Senate
 Jorge Hernandez, Associated Student Organization - **ABSENT**
 Ed Knudson, President - **ABSENT**
 Pamela Ford, Classified Union
 Michelle Hernandez, Confidential/Management/Supervisory/Administrators - **ABSENT**
 LaDonna Trimble, Deans - **ABSENT**
 Dr. Scott Lee, Faculty Union - **ABSENT**
 Vacant, Vice President of Academic Affairs
 Mark Bryant, Vice President of Human Resources - **ABSENT**
 Dr. Erin Vines, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of October 10, 2018.	All		It was agreed to move to the November 28 th CCC meeting.
II. Constituent Reports	All		Pamela stated that the Classified Craft Fair was a success, that more vendors attended and that she is going to suggest to the Exec Board that some of the proceeds be set aside for disaster relief to Butte College.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 3720 – Computer, Network and Telecommunications Use	Rick	3 minutes	It was agreed to go out to the constituent group and return when faculty return.
IV. AP 3721 – Virtual Private Network (VPN)/Remote Access Procedure	Rick	3 minutes	It was agreed to go out to the constituent group and return when faculty return.
V. AP 3722- Acceptable Use Agreement	Rick	3 minutes	It was agreed to go out to the constituent group and return when faculty return.
VI. AP 6200 – Budget Preparation	Diana	5 minutes	It was agreed to go out to the constituent group and return when faculty return.
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: November 28, 2018			It was agreed to not meet in December.

BP 6250 Budget Management

Reference:

Title 5 Sections 58307, 58308.

The budget shall be managed in accordance with Title 5 and the CCC Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

~~The District is committed to addressing its long-term liabilities. Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies to a pension stabilization trust fund, so long as it can be supported in the multi-year budget projections and within the board goal of 12% reserve levels. The intent of the pension stabilization fund is to ensure that the District can meet its current and future employer-funded pension obligations. Additionally, half of all new one-time funding will be directed to the pension stabilization fund until that fund is self-supporting. Any additional revenues above expenditures shall be added to the District's reserves for contingency. ~~They~~ These funds are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.~~

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

See Administrative Procedure # 6250

**Adopted: 5/8/06,
Revised: 12/14/15
Revised: 3/2019**

AP 3506 Campus and Site Closures and Re-Openings

Reference:

The ~~Manager of~~ Maintenance & Operations (M&O) ~~Director~~ will confer ~~via telephone or in person~~ with the Director of Risk Management, and a recommendation regarding closure or re-opening will be formulated. The ~~Manager of~~ M&O ~~Director~~ will communicate the recommendation to the ~~Vice-President of Business Services-Superintendent/President~~.

~~The Vice-President of Business Services~~ The Manager of M & O will contact the Superintendent/President immediately or by 10:00 PM the night prior to any day for which a foreseeable closure/re-opening decision needs to be made, and the recommendation and its rationale will be provided. The final decision will be made by the Superintendent/President. ~~If a closure decision is made after the Administrator on Duty has begun his or her assignment, the Superintendent/President will contact the Administrator(s) on Duty.~~

Closed means closed with the ONLY exception being the emergency services personnel necessary to keep on site or to return on site for any given ~~inclement weather induced~~ closure. These emergency services personnel consist of all personnel necessary to ensure safety for people and property and can vary from situation to situation. ~~(e.g. M&O personnel to maintain heat to various buildings to preclude freezing and broken pipes with resultant water flooding when the water thaws in the broken pipes; M&O personnel necessary to bring the campus to a state of readiness for re-opening; security personnel to safeguard the campus after closure from vandals and thieves who may take advantage of the situation, etc.)~~ No faculty, students, staff, or administrators, including athletic teams or those involved in activities of any kind, will be exempt from the closure.

After a directive has been given by the Superintendent/President to re-open the campus, the ~~Manager~~ M & O ~~Director~~ will assign appropriate M&O personnel to restore the campus to safe/useable condition. Once restored, the ~~Manager of~~ M & O ~~Director~~ will contract the Superintendent/President who will initiate various methods of disseminating this information, including a communication tree which cascades down from supervisor (beginning at the Superintendent/President's level) to direct report(s) on each appropriate level.

All campus and site closure and re-opening directives will be communicated ~~through the office of Public Information through multiple outlets to ensure broadest possible coverage. using one or more of the following methods: the communication tree method whereby supervisors will call the individuals who report directly to them in a cascading fashion, beginning with the Superintendent/President or designee at the top of the communication tree; radio stations; Antelope Valley College website; AlertU; Antelope Valley College emergency telephone message extension 661-722-6600.~~

In the event the Superintendent/President is not available a designee will be assigned.

12/14/09

Revised: 3/11/19

BP 3715 Intellectual Property

Reference:

17 USC 101 et seq.; 35 USC 101 et seq.; and 37 CFR 1.1 et seq.

The rights, interests, protection and transfer of intellectual property created by District employees are defined and determined through the collective bargaining process for faculty and classified staff. For other certificated, administrators, or students, the Superintendent/President will develop procedures that define the rights, interests, protection of intellectual property.

See Administrative Procedure #3715

Adopted: 11/7/05

Revised: 2/11/19

AP 3715 Intellectual Property

Reference:

17 USC 101 et seq.; 35 USC 101 et seq.; and 37 CFR 1.1 et seq.

The same procedures apply to certificated administrators, managers and students as apply to faculty. Intellectual property rights of faculty are defined and determined in accord with ARTICLE XIX, "Intellectual Property Rights," in the Faculty Collective Bargaining Agreement.

11/7/05

Revised: 2/11/19

AP 4230 Grading and Academic Record Symbols

Reference:

Title 5, Section 55023 and 55024

Evaluative symbols:

A – Excellent (Grade Point = 4)

B – Good (Grade Point = 3)

C – Satisfactory (Grade Point = 2)

D – Less than satisfactory) (Grade Point = 1)

F – Failing (Grade Point = 0)

P – Passing (At least satisfactory – Units awarded not counted in GPA)

NP – No Pass (Less than satisfactory) , or failing – units not counted in GPA)

SP – Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)

Non-Evaluative symbols:

I – Incomplete

IP – In progress

RD – Report delayed

W – Withdrawal

MW – Military Withdrawal

EW - Excused Withdrawal

Final grades are issued at the end of each semester.

Grades are calculated on a 4.0 scale. (A=4 pts; B=3pts; C=2 pts; D= 1 pt; and F=0 pts)

Grades of P, NP, I, IP, RD, and W have no points attached and are not used in calculating grade point average.

Students' grades in each course will be recorded on their transcripts at the end of each semester.

I (Incomplete) – Used to indicate incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term.

An incomplete contract must be completed and the terms and conditions agreed upon by both the student and faculty. The condition for removal of the "I" and the grade to be assigned in lieu of its removal shall be stated by the instructor in the contract which will be held on file in the Admissions Office.

A student has 1 year to complete the obligations of the incomplete contract. This record

shall remain on file until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

If the terms and conditions of the contract are not fulfilled the “I” will convert to a grade of “F.” A student may petition for an extension of time due to unusual circumstances before the time limit has passed. The “I” symbol shall not be used in calculating units to determine grade point average.

IP (In Progress) – Used to denote that the class extends beyond the normal end of an academic term. It shall indicate that work is “in progress,” but that assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade point average. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student’s permanent record for the course.

RD (Report Delayed) – Used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point average.

W (Withdrawal) - Used to denote withdrawal from a class or classes through the last day of the fourteenth week of instruction. The academic record of a student who remains in class beyond the fourteenth week will be graded for the course. For a “W” grade, no notation shall be made on the academic record of a student who withdraws during the first four weeks of a semester. The “W” shall not be used in calculating grade point average, but excessive “W’s” shall be used as a factor in academic probation and dismissal procedures (See BP and AP 4250).

A student planning to withdraw from one or more classes may do so online or in person through the Office of Admissions & Records by submitting a withdrawal form. Failure to do so will result in the student’s being awarded a final grade at the discretion of the instructor for each class in which the student is registered.

MW --(Military Withdrawal): The “MW” symbol may be used to denote military withdrawal of an active or reserve member of United States Military in accordance with Title 5 Section 55024.

EW - Excused Withdrawal: The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. The “EW” occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances as described in 55024.

2/6/06

3/10/08

Revised: 10/9/17

Revised: summer 2018

AP 5010 Admissions

Reference:

Education Code 76000; 34 Code of Federal Regulations Section 668.16(p) (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); ACCJC Accreditation Standard II.C.6

Designated authority and responsibility for the following admissions processes resides with the Dean of ~~Student Services (Admissions & Records)~~Enrollment Services.

- Admission procedures for students over 18 with a high school diploma and admission of any California resident under 18 years of age possessing a high school diploma or the equivalent thereof.
- Admission criteria and procedures for students over 18 without a high school diploma and admission of any California resident 18 years of age or older
- without a high school diploma
- ~~who can benefit from education.~~
- Admission procedures for non-resident students including a determination of residency status (AP 5015).
- Publication of admissions policies and procedures in the college catalog, schedule of classes, and the college Website.
- ~~Concurrent enrollment of high school and other young students including special full time and part-time students (AP 5011).~~
- ~~Concurrent enrollment of high school and other young students including summer school students (AP 5011).~~
- ~~Admission of all 16 and 17 year olds who have not completed high school and are eligible to be admitted by examination. Students successfully completing such examination will be awarded a "Certificate of Proficiency" by the State Board of Education that authorizes the student to enroll at Antelope Valley College with regular student status.~~

The Chief Instructional Officer shall be responsible for evaluating the validity of a student's high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

2/6/06;

Revised 10/18

AP 5012 International Students

Reference:

***Education Code Sections 76141; 76142;
Title 5, Section 54045;
Title 8, U.S.C. Section 1101. et seq.***

International Student Admission Requirements and Procedures

The International Student application process includes submission of appropriate visa information from the country of residence, including INS forms, application for admission, student information form, high school diploma, official high school transcripts with notarized English translation, original letter of reference on letterhead, birth certificate or valid passport with recent photograph, notarized affidavit of financial support, notarized affidavit of sponsor, notarized affidavit of sponsor for free room and board, copy of deed lease agreement or rental agreement of property, and a medical insurance policy in English.

Students who will be attending pursuant to an F-1 visa, must submit all of the same paperwork required for the International Student application process stated above in order to substantiate issuance by the District of form I-20.

International Students must have a TOEFL (Test of English as a Foreign Language) score (minimum 133 on computer-based test or 450 if paper test), if applicable. Other assessments may satisfy this requirement such as

~~i~~IELTS (The International English Language Testing System) with a score of 5.0 or ~~s~~Satisfactory SAT ~~/~~ or ACT scores may be used to satisfy this requirement. Other assessments results must be equal to or greater than the TOEFL or iIELTS requirement.

Residence determination includes review of whether student holds a visa that requires the student to have a residence outside of the U.S., or entered the U.S. under a visa that permits entry solely for a temporary purpose.

International Students are eligible for exemptions from nonresident tuition as authorized by Education Code Section 76140(a)(2) for financial need.

Nonresident tuition fees applicable to non-citizens who have not or cannot establish residence are determined by calculating an amount not to exceed the amount expended by the District for capital outlay in the preceding fiscal year divided by the total full-time equivalent students. This fee cannot exceed 50 percent of the nonresident tuition charged other nonresidents.

2/6/06

Revised 11/18

AP 5031 _Instructional Materials Fees

Reference:

***Education Code Section 76365;
Title 5 Section 59400 et seq.***

Students may be required to provide instructional ~~and other~~ materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these regulations in each college catalog.

Definitions

"Required instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student.

"Tangible personal property" includes electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class.

"Required instructional and other materials" means any ~~instructional and other~~ materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which that the instructor determines is necessary to achieve those required objectives of a course ~~which are to be accomplished under the supervision of an instructor during class hours.~~

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) The instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) The instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional ~~and other~~ materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class hours.

Establishing Required Materials and Related Fees

Determination of Fees:

Division deans and discipline faculty will determine costs through a comparative approach that seeks

to obtain material at the lowest cost possible without compromising quality. Whether a materials fee meets the criteria and are appropriate for a course will be determined by the Academic Policies and Procedures Committee. New or revised materials fees must be approved by the Academic Policies and Procedures Committee and the Board of Trustees.

Materials will be provided by faculty during course or lab sections.

Announcement of Fees

Course material fees shall be printed in the semester schedule. Courses with fees will be properly flagged on records used in the Admissions Office. A fee policy and regulations will be included in the College Catalog.

Collection of Fees

Course material fees will be collected at the time of registration and after courses have been selected by students. Registration in courses will be provisional until the cashier has received full payment. Checks returned by a student's bank for any reason will result in a suspension of enrollment until valid payment has been received.

Refund of Fees

Material fees will be refunded on a prorated basis. Requests for refunds must be in writing accompanied by a drop slip signed by the instructor with the prorated amount of material fee to be refunded. Fees collected for classes cancelled by the District will be refunded.

Allocation and Disbursement of Material Fees

Each term, material fees collected and deposited will be allocated to the respective line item budgets. Disbursement of the material fees will be based on purchasing guidelines.

Business Services is responsible for gathering related data and responding to the State Chancellor's Office inquiries regarding these fees.

4/14/08

Revised 11/2018

AP 7360 Discipline and Dismissal - Academic Employees

Reference:

Education Code Section 87623, 87669, and 87732

Causes for Discipline and Dismissal

A regular employee or academic employee may be dismissed or penalized for one or more of the following causes:

- Immoral or unprofessional conduct.
- Dishonesty.
- Unsatisfactory performance.
- Evident unfitness for service.
- Physical or mental condition that makes him or her unfit to instruct or associate with students.
- Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the community colleges by the Board of governors or by the governing board of the district
- Conviction of a felony or of any crime involving moral turpitude.
- Conduct specified in Section 1028 of the Government Code. (i.e., knowing membership in the Communist Party or of any organization which advocates the overthrow of the government of the United States by force or violence.)

Placement on Involuntary Paid Administrative Leave Pending Investigation of Misconduct

An academic employee who is placed on involuntary paid administrative leave and is subject to accusations of misconduct is entitled to be provided with the general nature of the accusations made against him/her at least two business days before the employee is placed on leave. At least two business days before he/she is placed on involuntary paid administrative leave, the employee shall be notified in writing of the general nature of the allegation or allegations of misconduct upon which the decision to place the employee on leave is based.

The two business day advance notice requirement does not apply in the event of a serious risk of physical danger or other necessity arising from the specific allegations, and the employee may immediately be placed on involuntary paid administrative leave. The employee shall be provided with, at minimum, the general nature of the accusations made against him/her within five business days of the employee being placed on leave.

Within 90 days of placing an employee on involuntary paid administrative leave, the District shall complete its investigation of the accused misconduct and initiate disciplinary proceedings against, or reinstate, the employee.

5/8/06

Revised: 6/18