



<h1 style="margin: 0;">College Coordinating Council Meeting</h1>	<b>April 10, 2024</b> 9:30 a.m. – 10:30 a.m. L201
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**Type of Meeting: Regular**  
**Note Taker: Patty McClure**  
**Please Review/Bring: Agenda, Minutes**

**Committee Members:**  
 Hal Huntsman, Academic Senate  
 Steve Benitez, ASO  
 Pamela Ford, Classified Union  
 Ashley Hawkins, Confidential/Management/Supervisory/Administrators  
 Kathryn Mitchell, Deans  
 Dr. Jason Bowen, Faculty Union  
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 Dr. Jennifer Zellet, CHAIR  
 Shami Brar, Vice President of Administrative Services  
 Bridget Cook, General Counsel  
 Dr. Kathy Bakhit, Vice President of Academic Affairs  
 Dr. Lauren Elan Helsper, Vice President of Human Resources  
 Idania Padron, Vice President of Student Services

## MEETING

Items	Person(s) Responsible	Time	Action
<b>DISCUSSION/ACTION ITEMS:</b>			
I. Approval of Previous Minutes of February 14, 2024 & March 27, 2024.	All	5 minutes	
II. BP/AP 2205 Internal Audit	Jennifer	5 minutes	
III. BP/AP 2360 Minutes	Jennifer	5 minutes	
IV. BP/AP 3515 – Reporting Crimes	Jennifer	5 minutes	
V. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program	Jennifer	5 minutes	
VI. BP/AP 3560 – Alcoholic Beverages	Jennifer	5 minutes	
<b>RETURNING ITEMS:</b>			
I. Student Service Members Guideline – Revised	Hal	5 minutes	
II. BP 2715 Code of Ethics	Bridget	5 minutes	
III. Listserv Guidelines (Michael Wilmes to Explain Microsoft Teams)	Hal	5 minutes	
<b>STANDING ITEMS:</b>			
I. Constituents Reports	All	10 minutes	

**POLICIES OUT FOR CONSTITUENT REVIEW:**

I.

**POLICIES IN PROCESS**

- I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta
- II. BP/AP 4010 – Academic Calendar
- III. Decision-Making Principle Document – Jennifer
- IV. BP/AP 4010 – Academic Calendar – Kathy
- V. BP/AP 4100 – Graduation Requirement – Idania
- VI. BP/AP 4400 – Community Services – Kathy
- VII. BP/AP 7130 – Compensation – Shami & Legal
- VIII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal

**NEXT MEETING DATE: April 24, 2024**



# College Coordinating Council Minutes

February 14, 2024  
9:30 a.m. – 11:30 a.m.  
L201

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

**Committee Members:**  
Hal Huntsman, Academic Senate  
Steve Benitez, ASO  
Pamela Ford, Classified Union  
Ashley Hawkins Confidential/Management/Supervisory/Administrators  
LaDonna Trimble, Deans  
Dr. Jason Bowen, Faculty Union

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Dr. Jennifer Zellet, CHAIR - **via Zoom**  
Shami Brar, Vice President of Administrative Services  
Bridget Cook, General Counsel  
Dr. Kathy Bakhit, Vice President of Academic Affairs  
Dr. Lauren Elan Helsper, Vice President of Human Resources  
Idania Padron, Vice President of Student Services

## MINUTES

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of January 24, 2024.	All	2 minutes	Pamela pointed out that part of the minutes was missing and it was agreed, with revisions, that they are approved.
II. Constituent Reports	All	3 minutes	<b>Pamela</b> stated that she had some concerns regarding the recording of Zooms and the Otter software. <b>Bridget</b> confirmed that in meetings it sometimes pops up. <b>Shami</b> stated that IT is working on it, that it appears to attach to an account, and that the host can remove people who have it. <b>Ashley</b> stated that the host could try not letting people into Zoom that have it. <b>Shami</b> stated that he would have IT check into it and get back to the group.
<b>DISCUSSION/ACTION ITEMS:</b>			
I. Administrative Reorganization Review of Input	Jennifer	30 minutes	The President Zoomed into the meeting and stated that she would like the group to look over the feedback and that she

		<p>would like to get together work groups and think tanks to analyze the feedback. She asked the group how everyone would like to see the revisions, like track changes, and highlights, and if everyone was okay with the timeline.</p> <p><b>Hal</b> stated that he does not like track changes and that it is ineffective but could not say which way would be best. He stated that with Spring Break coming up, people are away at conferences, which does not allow for getting feedback, and asked for extended time.</p> <p><b>Jennifer</b> stated that we need to find balance in getting the work done, we need to utilize the time we have, and we are all busy, and need to work together.</p> <p><b>Pamela</b> stated that she agreed with Hal, she does not like track changes and asked for highlighted changes.</p> <p><b>Bridget</b> stated that it is a little different than what was used before and that it is a little clearer and that less people will be editing the document.</p> <p><b>Pamela</b> stated that she wants to make sure to send out the feedback and then the revised document.</p> <p><b>Jennifer</b> reassured the group that the survey feedback would be sent out.</p> <p><b>Pamela</b> asked if the group could see all the feedback emails.</p> <p><b>Jennifer</b> stated that she would compile it into one document, that she has received feedback in meetings, in emails, and that she would do her best.</p> <p><b>Ledonna</b> stated that in the final draft of the reorg maybe provide the origin of the change and connect it with the feedback.</p> <p><b>Ashley</b> suggested that some people like track changes to provide maybe both that and a summary.</p> <p><b>Jennifer</b> stated that she would do an Executive Summary of Changes. She stated that there has been a modification, adding a Dean of Student Health &amp; Wellness, that there is a need for counseling, and that the Dean will develop the center. She stated that the Dean of Student Life will be changed to the Dean of Student Health &amp; Wellness and that the Dean of Student Support will be open for recruitment. She stated that the Reorg has</p>
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			<p>been authored by her and her team, working collaboratively, to restructure AVC as we look forward. She asked everyone to digest this, there is a lot, to look at the timeline and that she would do her best to accommodate.</p> <p><b>Shami</b> stated that the cost differential for the Budget Compliance is a 2-grade income increase and that created parity within the Director positions.</p> <p><b>Jennifer</b> stated that this is the first conversation regarding the development of the Dean of Student Health &amp; Wellness position.</p> <p><b>Lauren</b> stated that the proposal is a lateral move and not a promotion.</p> <p><b>Jennifer</b> stated that Merced combines positions, like the EOPS, and CalWORKs, and that the positions can be meshed together.</p> <p><b>Pamela</b> asked about the workgroups, the makeup, and whether it would be CCC or outside.</p> <p><b>Jennifer</b> stated that she would like to hold it at various times, open it up to everyone who wants to come to have an opportunity to take part and that it does not need to be formal.</p> <p><b>Hal</b> asked if the Dean of Student Wellness would replace the Executive Director.</p> <p><b>Jennifer</b> stated that yes, that it is a 1 to 1 exchange.</p> <p><b>Lauren</b> clarified that the Executive Director of Student Health would now be morphed into the Dean position and that it is a lateral move.</p> <p><b>Jennifer</b> stated that she would send out the metrics, that the Director of Student Development and Judicial Affairs, that the word “Judicial” is being struck as it sounds punitive, and that she wants to set a positive atmosphere.</p>
II. BP 2715 Code of Ethics	Bridget	5 minutes	<p><b>Bridget</b> stated that this item has been at CCC several times and stated that she was aware that the faculty had some concerns and asked if there were suggestions for revisions.</p> <p><b>Hal</b> stated that the earlier version did go out for constituent review and that the overall voice is that they are not interested in this policy.</p> <p><b>Jason</b> asked for clarification of the process,</p>

		<p>that a consensus is required to move this item to the Board and how would it go to the Board without consensus.</p> <p><b>Bridget</b> stated that the policies are the Board's, that the Board wants this, and that it would be inappropriate to obstruct the process.</p> <p><b>Jason</b> clarified that he was not obstructing but that consensus is needed to move to the Board and asked why a process is there if it's just the Board's policy.</p> <p><b>Bridget</b> clarified that the process is to have people participate, that the responsibility falls on the President's shoulders, and that this policy was introduced 9 months ago, and understands that there are challenges. She stated that she wanted more than just "we don't want it," for reasons as to why not to move the policy forward. She stated that the Board wants the policy and "<b>you Jason, are interfering with the process.</b>"</p> <p><b>Pamela</b> stated that the atmosphere in CCC has changed and the group is trying to get things done. She stated that the feedback comes back and that this is not out of line. She stated that the original document came out, and the group requested examples of what other colleges were doing. She stated that she has never seen such a level of disrespect for 1 board member, with their tone, and with whispering to each other. She stated that she has noticed a more positive tone with Legal Counsel. She stated that the Board members represent constituents in their District areas, so it is important to share questions and concerns.</p> <p><b>Bridget</b> stated that the board relies on the staff.</p> <p><b>Pamela</b> stated that stated that CCC's input does matter.</p> <p><b>Bridget</b> stated that we cannot personalize this and that all the members have a responsibility.</p> <p><b>Shami</b> read a portion of AP 2510 under Membership and Functions of Governance Councils, Section A, 7, (f) and that everyone has input, that it genuinely is sought and encouraged input from the constituent groups.</p> <p><b>Hal</b> stated that he was fine with this going out.</p> <p><b>Bridget</b> asked the group to come prepared</p>
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			<p>to bring feedback.</p> <p><b>Jason</b> stated that he had had several discussions with his constituents and that at the current moment, there is no place for this policy, and he asked to pull it entirely.</p> <p><b>Shami</b> reminded the group that if 6 out of 7 members were in favor, it would move forward.</p> <p><b>Bridget</b> asked the group if there were any new revisions to bring them forward.</p> <p><b>Jason</b> stated that he had provided a compatible revision with links, but that the broader problem is, that this is flat-out wrong.</p> <p>Ran out of time, but it was tabled until the next meeting for further discussion.</p>
<p>III. BP/AP 7250 – Educational Administrators</p>	<p>Lauren</p>	<p>5 minutes</p>	<p><b>Pamela</b> asked what the competencies are and how they would be measured.</p> <p><b>Lauren</b> stated it is from the Chancellor’s Office, that she needs to talk to the faculty and look at how other schools are doing this.</p> <p><b>Pamela</b> stated that there needs to be training in DEIA to understand how it impacts evaluations and how it is measured.</p> <p><b>Lauren</b> stated that it is a journey for everyone and is determined as a community.</p> <p><b>Ashley</b> stated that training is needed before evaluating takes place, to determine what it looks like as it sounds punitive.</p> <p><b>Lauren</b> stated that Educational Administrators sit on evaluations for faculty, and everyone needs the DEIA training and understand the metrics.</p> <p><b>Bridget</b> stated that the policy could be developed and then get the procedures in place after that.</p> <p><b>Pamela</b> asked that this not go out until the competencies are worked out.</p> <p><b>LaDonna</b> stated that she wants to make sure that the timeline for when people are held responsible is communicated.</p> <p><b>Bridget</b> stated that language could be added with the implementation date.</p> <p><b>Pamela</b> suggested that this be brought back with suggested language.</p> <p><b>Shami</b> stated that the evaluation has to include this, the District decides what it is and that there is work to do.</p> <p><b>Pamela</b> stated that it needs to be worked</p>

			<p>on, to bring back language, and then have it go out for review. She stated that evaluations are a serious matter.</p> <p><b>Hal</b> stated that the Educational Administrator’s duties should not be included.</p> <p><b>Lauren</b> stated that it was a good idea.</p> <p><b>LaDonna</b> suggested adding the language like the Superintendent/President or designee will establish the process.</p> <p><b>Jason</b> stated that he would like to keep the language regarding the Educational Administrator’s duties, that it protects administrators, that it’s not a clear statement regarding evaluations, and that having job descriptions protects everyone.</p> <p><b>Ashley</b> questioned the vacancy and retreating rights in section “c” of the AP.</p> <p><b>Lauren</b> stated that she would provide clarification on vacancy and retreat rights.</p> <p><b>Kathy</b> stated that there is case law that rights are protected</p> <p><b>Idania</b> stated that there needed to be more understanding of this.</p> <p><b>Shami</b> stated that this would be revised and that it would be brought back to another meeting.</p>
IV. BP/AP 3515 – Reporting Crimes	Jennifer	5 minutes	<p><b>Lauren</b> stated that this is related to the Clery report and that it is required to report the misconduct but not the individual’s name.</p> <p><b>LaDonna</b> stated that it used to be kept private.</p> <p><b>Lauren</b> stated that she understands that people want to keep things private and that the college can take an anonymous report.</p> <p><b>Jason</b> stated that crimes are committed and with certain circumstances, anonymous reporting provides protection.</p> <p><b>Lauren</b> stated that the sheriffs take anonymous information all the time.</p> <p><b>Jason</b> stated that the sheriffs could report it to the district and that the Administrative Procedures would always apply.</p> <p><b>Pamela</b> questioned if past practice was always anonymous.</p> <p><b>Bridget</b> stated that the sheriff cannot ignore anonymous tips.</p> <p><b>Lauren</b> stated that it is for the annual Clery report, that the incidents in and around the campus are reported, and that this is how the District reports the data.</p>



			<b>Bridget</b> stated that on page 25 the pronoun “themselves” should replace “themselves.” It was agreed to go out for constituent review.
V. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program	Jennifer	5 minutes	It was agreed to go out for constituent review.
VI. BP/AP 3560 – Alcoholic Beverages	Jennifer	5 minutes	There was some discussion about who the “designated person” is, that Patty would get clarification from the President, and that it would go out for constituent review.
<b>POLICIES OUT FOR CONSTITUENT REVIEW</b>			
<b>POLICIES IN PROCESS</b>			
BP/AP 2510 – Participation in Local Decision Making	Hal/Meeta		Working with the task force.
Decision-Making Principle Document	Jennifer		Meeting with various groups on campus for input.
BP/AP 4010 – Academic Calendar	Kathy		Waiting for Negotiations.
BP/AP 4100 – Graduation Requirements	Idania		Working on revisions with counseling.
BP/AP 4400 – Community Services	Kathy		Working on revisions.
BP/AP 7130 - Compensation	Shami & Legal		
BP/AP 7800 – Emeritus Status (NEW)	Jennifer/Hal		Working on revisions.
<b>NEXT MEETING DATE: February 28, 2024</b>			

**\*\* Dr. Jason Bowen’s requested revision.**



<h1>College Coordinating Council Meeting</h1>	<b>March 27, 2024</b> 9:30 a.m. – 10:30 a.m. L201
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**Type of Meeting: Regular**  
**Note Taker: Patty McClure**  
**Please Review/Bring: Agenda, Minutes**

**Committee Members:**  
 Hal Huntsman, Academic Senate  
 Steve Benitez, ASO  
 Pamela Ford, Classified Union  
 Ashley Hawkins, Confidential/Management/Supervisory/Administrators  
 LaDonna Trimble, Deans – absent  
 Dr. Jason Bowen, Faculty Union

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Dr. Jennifer Zellet, CHAIR  
 Shami Brar, Vice President of Administrative Services  
 Bridget Cook, General Counsel  
 Dr. Kathy Bakhit, Vice President of Academic Affairs  
 Dr. Lauren Elan Helsper, Vice President of Human Resources  
 Idania Padron, Vice President of Student Services - absent

## MEETING

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of February 28, 2024, & March 13, 2024.	All	5 minutes	Minutes are approved.
II. February 14, 2024 – Waiting on Language	All	1 minute	
III. Constituent Reports	All	10 minutes	<p>There was a discussion as to whether the changes for reorg were already going through before approval by the board.</p> <p>It's stated that per Final draft reorganization 2_27_2024 there was not going to be implementation until July.</p> <p>In the HR sub-committee, prioritizing sheets came out with cost analysis and there is a saving so there are not going to be additional positions unless the new administration makes that determination. One of the positions was prosed under Academic Affairs is Alex Parisky, approved by Kathy and this position was not previously part of Academic Affairs. This</p>

		<p>change reflects a change in the reorg.</p> <p>It's explained that these are 2 separate processes at play, the reorg is one, and the outline is in the document of what is happening on dates of implementation, HR's process is separate, it is an annual process they go through. Managers can put positions in and that is not part of the reorg, it is required for the manager to provide their program review documents, or if there is a grant requirement and support documents. HR sent an email regarding the process; they have to provide applications to the committee and mark down who doesn't meet eligible requirements.</p> <p>It's mentioned that because a position is proposed this doesn't guarantee the committee will accept positions.</p> <p>It's noted again that Parisky is now part of Academic Affairs giving the impression that the move is part of the reorg.</p> <p>The memo is referenced, and it's noted that the memo doesn't have an implement date at the end of each item, unless states otherwise, changes will be implemented on July 1<sup>st</sup>.</p> <p>The team is encouraged to review page 3 under 1 changes in administrative services, the last sentence is referenced – "Upon acceptance of the reorganization the change in reporting structure will take effect.", 3 positions like this position are moving they are Director of Instructional Technology and Multimedia, Internal Auditor, Supervisor of Campus Events and Operations.</p> <p>The team agrees to review the reorg as well as the HR sub-committee process further at a later time to think about the process and make suggested amendments.</p> <p>Topics shift to other updates. The Senate has just gotten around to giving implementation guidelines from the state, and gen ed requirements must be decided</p>
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			<p>before the end of the semester because of changes under AB 928.</p> <p>AB 1705 latest guidelines will help students in terms of math and English success.</p> <p>ASO went to Washington and had a very good learning opportunity going to Capitol Hill and talking to Mike Garcia. ASO has a general assembly coming up this week, they currently have ASO elections going on.</p> <p>CMSA and HR are working with HR on creating reclass space for CMSA staff, CMSA will present awards to confidential at the annual classified appreciation lunch.</p>
<b>DISCUSSION/ACTION ITEMS:</b>			
I. CMSA Reclass Process	Lauren	5 minutes	CMS is working with HR to reclass the process mirroring that of the classified process, so as this process in the future will align with CVA, it will be released later like the classified process it is a recommendation to the president.
II. BP/AP 3515 – Reporting Crimes	Jennifer	5 minutes	The team approved the postponement of agenda items 2, 3, and 4 for the next meeting to allow more time for review.
III. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program	Jennifer	5 minutes	Postponed until next meeting
IV. BP/AP 3560 – Alcoholic Beverages	Jennifer	5 minutes	Postponed until next meeting
<b>RETURNING ITEMS:</b>			
I. BP 2715 Code of Ethics	Bridget	5 minutes	
II. Student Service Members Guidelines - Revised	Hal	5 minutes	<p>A copy of the Service Members Guidelines with suggested changes is distributed and discussed. A concern is raised with the document stating that “Faculty shall partner with...”, and whether this document is requiring faculty outside of bargain and state code, ed code, and law, to complete duties and if the institution can require faculty to collaborate with student service members, when we already have a policy for incompletes, and we resort to an incomplete policy that faculty must abide by.</p> <p>It is asked that as an institution to</p>

		<p>converse with a student, who within the institution has purview over the process of students in class.</p> <p>It is noted that faculty should discuss and collaborate with students when they have things come up, but the concern is if it can be required.</p> <p>It is pointed out that as an institution if a veteran goes to the dean, the dean can't grant the request which is why the student should collaborate with the instructor. It's noted that communication with the student in contract and law is with the faculty. It is part of their responsibility, it is coded in law, especially for online courses, that frequent and substantiated contact is required. In online education it's an accreditation standard and required in the federal rules around accreditation, it is required that faculty speak with students.</p> <p>There is a question about a recommendation to strike the first sentence of the document stating as a military-friendly campus, there's a request for an elaboration on the reasoning behind this.</p> <p>The reasoning is that it may not be appropriate for the school to take a position, that it is up to students and the community, that doing so may be infringing on 1<sup>st</sup> amendment rights, and that AVC can't speak for all. It is also stated that faculty being required to collaborate with students who are deployed military legally have 2 options to withdraw without penalty or receive an incomplete.</p> <p>It's mentioned that there are other options like fully online sections, and there are options that we have that the government doesn't include. The dean and faculty can agree to move the student to the same section for seamless enrollment and the dean and student can sign off.</p> <p>It's mentioned that the document states that faculty shall partner with student service members regarding assignments.</p>
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		<p>This is not the right that the student has. The student has 2 rights and to require faculty to alter completion dates may be interfering with academic freedom rights. If there are military members out, the law gives them 2 options. We have an incomplete grade policy that already addresses that and that is what we do for all, the difference is that military students have 2 additional rights as well, and faculty must abide by college policies.</p> <p>The question is raised what if something happens and a student requires an incomplete?</p> <p>If there is an incomplete the faculty discusses how to remove the incomplete.</p> <p>It's stated that this document is not saying students determine due dates, it is just saying a conversation takes place, the point of the document is not to take the place of the process but to enfold the existing process into a different paradigm with a student who is a military service person.</p> <p>There is a comment in regard to the concern with the statement in support of military service members, to caution that what if it were to say LGBTQ+ campus, what are we saying or not saying when striking or not striking something out?</p> <p>It's mentioned that may not be appropriate either.</p> <p>It's noted that if pertinent to the subject matter it is appropriate. We make statements like we are a Hispanic serving institution; the topic is military and that is why it is there.</p> <p>There is another comment made that we are military friendly, we do programs that are military specific, priority registration, outreach, and are involved in military and veteran events on campus, not groundbreaking to say, we have already taken that side.</p>
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		<p>There is a reference to the section “Faculty will have the discretion to determine the scope and extent of any changes to the standard course requirements (such as the timeframe in which late assignments will be due); they shall exercise that discretion reasonably under the circumstances and in the spirit of promoting academic progress of Student-Servicemembers.” And to the section, “in collaboration with their instructors, shall discuss options that are in the best interest of the student’s academic progress and service to the country.”</p> <p>There is a comment that we may be over-interpreting the faculty's ability to make decisions and that this is just stating for faculty to discuss progress.</p> <p>There is a comment that it looks like not a lot of crosstalk between the Union and Senate, that they should draft the language together or separately and bring it back to the council, as far as being a military-friendly campus, and that there must be some consideration and collaboration between the two.</p> <p>This recommendation is taken as a motion and accepted.</p>
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III. Listserv Guidelines (Michael Wilmes to Explain Microsoft Teams)	Hal	5 minutes	
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**POLICIES OUT FOR CONSTITUENT REVIEW:**

I.

**POLICIES IN PROCESS:**

- I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta
- II. BP/AP 4010 – Academic Calendar
- III. Decision-Making Principle Document – Jennifer
- IV. BP/AP 4010 – Academic Calendar – Kathy
- V. BP/AP 4100 – Graduation Requirement – Idania
- VI. BP/AP 4400 – Community Services – Kathy
- VII. BP/AP 7130 – Compensation – Shami & Legal
- VIII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal



## BP 2205 Internal Audit

### References:

Education Code Section [84040](#); 85237.5,85266.5

ACCJC Accreditation Standard ~~III-D-5,8~~ [3.6](#), [3.10](#)

Board of Governors Standards for Approval of District Applications for Independent Warrant Authority

To protect the District's value to its community, it is the commitment of the Board of Trustees to foster proactive improvement and accountability in the effectiveness, efficiency and integrity of operations.

In support of this effort and the District's fiscal independence, the Board of Trustees shall establish an [internal audit function that assures adequate internal controls](#). ~~Internal Audit Department to provide independent, objective appraisals, advice and insight to reduce risk and improve operations. The Internal Auditor shall report functionally to the Board of Trustees and administratively to the Superintendent/President.~~

Also see AP 2205 Internal Audit and BP/AP 6400 Audits.

Adopted: 11/9/20

Revised:

[CCLC Recommended Language](#)

[AVC Recommended Language](#)

## AP 2205 Internal Audit

### References:

Education Code Section ~~84040~~, 85237.5, 85266.5  
ACCJC Accreditation Standard ~~III-D.5, 8~~ 3.6, 3.10  
Board of Governors Standards for Approval of District Applications for Independent Warrant Authority

### ~~ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT INTERNAL AUDIT SERVICES CHARTER~~

#### Purpose

~~Internal Audit Services' mission is to strengthen and protect the District's value by providing independent, objective appraisals, advice and insight to reduce risk and improve operations. Internal Audit Services supports the District in the achievement of its objectives by promoting pro active risk assessments and providing independent examinations of procedures and processes to evaluate the extent to which:~~

~~The internal audit function supports the District in the achievement of its objectives by providing advice and insight to reduce risk and improve operations. Internal audit is a control that evaluates the extent to which:~~

- ~~• Internal controls are consistently and effectively applied;~~
- ~~• Financial, property and informational assets are safeguarded;~~
- ~~• Resources are utilized in a prudent, efficient and cost effective manner;~~
- ~~• Reported information is timely, accurate and reliable;~~
- ~~• Policies, plans, procedures, laws and regulations are followed;~~
- ~~• Operational and program results achieved are consistent with the District's objectives.~~

#### Authority & Responsibility

~~The Internal Auditor will serve the District in a manner consistent with the mandatory guidance prescribed by the Institute of Internal Auditors (IIA), including the Standards for Professional Practice of Internal Auditors, its Core Principles, Code of Ethics and definition of Internal Auditing.~~

~~The Internal Auditor reports functionally to the Board of Trustees and administratively to the Superintendent/President. This reporting relationship provides independence from operations and promotes comprehensive consideration of audit areas.~~

~~In fulfilling its responsibilities the Internal Auditor's activities will include:~~

Internal audit activities will include:

- Assisting management in pro-active risk assessment;
- Developing ~~and implementing flexible risk based~~ audit ~~plans and~~ programs;
- Providing reports and memoranda to communicate audit results and cost effective recommendations;
- Suggesting policies and procedures where appropriate;
- ~~Assisting management in the coordination of~~ Coordinating external audits, serving as a liaison to external auditors;
- Facilitating the resolution of audit issues with administrators who have the most direct involvement and accountability;
- ~~Providing t~~Training to help educate District staff on fraud prevention and internal controls;
- ~~Assisting in Investigating allegations~~ investigations involving theft or misuse of District's assets;
- ~~Maintaining a quality and assurance improvement program, consistent with IIA's Standards, to ensure the effectiveness and quality of the internal audit effort.~~

To effectively carry out its duties, the ~~Internal Auditor~~ internal audit designee is authorized full and complete access to all District records, properties and personnel relevant to the performance of reviews and investigations. ~~The responsibility of the Internal Auditor is to handle d~~Documents and information obtained during a review will be handled in the same prudent manner required of those employees normally responsible for them. Activities under review shall not relieve others of their responsibilities.

~~To maintain objectivity, the Internal Auditor should have no direct authority or responsibility over the activities under review and his or her review shall not relieve others of their responsibilities. Furthermore, in order to avoid compromising independence, the Internal Auditor should not develop or implement policies or procedures, prepare records or engage in activities that would normally be reviewed as part of the audit function.~~

~~The Internal Auditor's role in various District meetings and committees should be limited to rendering advice and staying abreast of strategic, governance, and risk issues.~~

Also see BP 2205 Internal Audit and BP/AP 6400 Audits.

Approved: 10/12/20

Revised:

CCLC Recommended Language  
AVC Recommended Language



## BP 2360 Minutes

### References:

Education Code Section 72121(a);  
Government Code Section 54957.5

The Superintendent/President shall cause minutes to be taken of all meetings of the Board of Trustees. The minutes shall record all actions taken by the Board of Trustees. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The Superintendent/President, acting in his/her/**their** capacity as Secretary to the Board of Trustees, shall be responsible for **keeping archiving** minutes of all meetings of the Board of Trustees.

The minutes shall also record motions or resolutions as having passed or failed. Individual votes shall be recorded **unless the action was unanimous**. All matters transacted by the Board of Trustees shall be recorded in the official minutes in the form of a complete resolution, together with the accompanying vote. Minutes are to be concise, clear, and accurate.

Also see BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, AP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 7/5/05  
Revised: 11/7/05  
Reviewed: 8/8/16  
Revised: 7/13/20  
**Revised:**

**\*CCLC Recommended Language**

**\*\*AVC Recommended Language**



## AP 2360 Minutes

### Reference:

Education Code Section 72121(a)

The President's Office is responsible for maintaining minutes of Board meetings according to current law and the provisions of the Brown ~~Open Meetings~~ Act. ~~The minutes shall be written to include only actions proposed and/or approved by the Board of Trustees.~~

The meeting minutes shall contain, at minimum, the following information:

- Meeting details, such as date, time, location, and meeting type
- Accounting of Board members present and absent
- The nature of all motions including the names of Board members making and seconding such motions and disposition
- Name and subject of public speakers
- Time of adjournment

~~Public comments will be summarized in the Board meeting minutes.~~ Upon request by a speaker who is addressing the Board, a “for-the-record” statement shall be included in the Board Meeting ~~Supplemental~~ Minutes, with the understanding that the speaker will provide a written copy of the statement at the time it is presented.

The meeting minutes shall be written to include only actions proposed and/or approved by the Board, **without a summary of discussions**, except as stated below:

- When a report is of great importance or should be recorded to show the legislative history of a measure, the Board can order it “to be entered in the minutes,” in which case the secretary copies it in full in the minutes.

After approval by the Governing Board (normally at the following Board meeting), the approved minutes shall be maintained in the President’s office and posted on the District’s website.

Also see BP 2220 Committees of the Board, BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, BP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 11/12/19

Revised: 6/8//20

Revised:

\*CCLC Recommended Language

\*\*AVC Recommended Language



## BP 3515 Reporting of Crimes

### Reference:

Education Code Section 67380

~~The Superintendent/President shall assure that, as required by law, reports are prepared of for all occurrences reported to the Antelope Valley College Sheriff's Department of any arrests for crimes committed on or off campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/ President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.~~

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to Antelope Valley College Sheriff's Department of and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

Also see AP 3515 Reporting of Crimes and AP 3516 Registered Sex Offender Information.

Adopted: 11/7/05  
Revised: 6/13/16  
Reviewed: 12/12/16  
Revised: 1/13/20  
Revised: \_\_/\_\_/23

**\*CCLC Recommended Language**

**\*\*AVC Recommended Language**



## AP 3515 Reporting of Crimes

### References:

Education Code Sections 212, 67380, 67383, and 87014;  
Penal Code Sections 245 and 422.55;  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;  
20 United States Code Section 1232g;  
~~34 Code of Federal Regulations Part 668.46;~~  
~~34 Code of Federal Regulations Part 99.31 subdivisions (a)(13), (14);~~  
Campus Security Act of 1990

Members of the Antelope Valley Community College District who are witnesses or victims of a crime should immediately report the crime to the Antelope Valley Community College Campus Sheriff's Office when and if that criminal act is committed within the jurisdiction of the College Campus Sheriff's Office. Members of the Antelope Valley Community College District who are witnesses or victims of a crime off campus and outside the jurisdiction of the Campus Sheriff's Office, should contact the Los Angeles County Sheriff's Department:

In Lancaster contact: (661) 948-8466

In Palmdale contact: (661) 267-4300

In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify his/ her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the Antelope Valley Community College Campus Sheriff's Office. The supervisor himself/herself/~~themselves~~ shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

The District will instruct members of the Antelope Valley Community College Campus Sheriff's Office to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to Human Resources if the complainant consents.



~~The District shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the Public Information Officer (PIO) in a manner that aids the prevention of similar crimes.~~

The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence, and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft:
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation;
- destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to Antelope Valley Sheriff Department and
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the Antelope Valley College Deputy and the Superintendent/President or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the Public ~~Information Officer~~~~Information, Officer~~ (PIO), ~~through a variety of channels e-mail system~~ to students, faculty, and staff. The information shall be disseminated by the Public Information Officer (PIO) in a manner that aids the prevention of similar crimes.

~~Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Information Officer may also post a notice on the campus-wide electronic bulletin board on the Antelope Valley College website at: <http://www.avc.edu>, providing the community with~~

~~more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Antelope Valley College Sheriff, by phone (661)722- 6399 or in person at the Antelope Valley College Sheriff Office on the Lancaster Campus. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Information Officer (PIO) may also post a notice on the campus-wide electronic bulletin board on the Antelope Valley College Website Web Site, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to the Antelope Valley College Campus Sheriff's Office, by phone extension 6399 or in person.~~

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics ~~concerning~~~~concerns~~ crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three (3) years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide ~~prospective~~~~perspective~~ students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Public Information Officer (PIO) or is published in the campus newspapers monthly.

#### To Report a Crime:

Contact the sheriff's department at 661-722-6300 ext. 6399 and dial 4-4-4 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition, crimes may reported to the following areas:

Vice President of Student Services – 661-722-6300 ext. 6303  
Vice President of Human Resources – 661-722-6300 ext. 6120  
Student Life – 661-722-6300 ext. 6354

If you are the victim of a crime and do not want to pursue action within the District's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the [insert designated office] can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The Sheriff's Office encourages anyone who is the victim or witness to any crime to promptly report the incident to the Sheriff's Office. Because police reports are public records under state law, the Sheriff's Office cannot hold reports of crime in confidence. Private reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities which include: Sheriff employees, student club advisors, peer mentors, Deans, Directors, Vice Presidents and Administrative Council Members. Confidential reports of crime may also be made to medical or mental health providers, the Student Health Center, or the Employee Assistance Program (EAP).

The District may disclose the final results of a student disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a student disciplinary proceeding in which it concludes that a student violated District policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her/their right to confidentiality.

~~If an individual is a victim of a crime and does not want to pursue action within the District's System or the criminal justice system, the individual may still want to consider making a confidential report. The purpose of a confidential report is to comply with the individual's desire to keep the matter confidential, while taking steps to ensure the future safety of the individual and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.~~

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#### Required Reports to Local Law Enforcement Agency

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her/their right to have his/her/their personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- the alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- the immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

~~The District may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are~~

- Arson;

- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

**~~To Report a Crime:~~**

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- The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and 31
- The immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

Also see BP 3515 Reporting of Crimes and AP 3516 Registered Sex Offender Information

Approved: 11/7/05  
Revised: 8/8/16  
Revised: 12/12/16  
Revised: 12/9/19  
Revised: \_\_/\_\_/\_\_

\*CCLC Recommended Language

\*\*AVC Recommended Language



## BP 3550 Drug-Free Environment and Drug Prevention Program

### References:

~~Drug Free Schools and Communities Act, 20 U.S. Code Section 1011i;~~  
~~34 Code of Federal Regulations Parts 86.1 et seq.;~~  
~~Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103~~

Education Code Section 67384;  
Drug Free Schools and Communities Act, 20 U.S. Code Section 1011i;  
34 Code of Federal Regulations Parts 86.1 et seq.;

Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103

The Antelope Valley Community College District shall be known as a “Drug Free” District, and adopt a “Zero” tolerance policy ~~within~~ regards to any ~~Scheduleschedule~~ I and Schedule II substance deemed unlawful by local, state, and federal laws.

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The following are summaries of the major health risks of and common symptoms associated with alcohol and other drug use and abuse. This is not a complete listing but an overview. Each individual will experience the effects of alcohol and other drugs in a slightly different way given his/her tolerance, body size, family history, gender, and other physical and psychological factors. Abuse of alcohol and other drugs can lead to chemical dependency and can be harmful during pregnancy.

## Alcohol

**Health Risks:** Alcohol in moderate amounts causes dizziness, dulling of the senses, impairment of coordination, reflexes, memory and judgment. Increased amounts of alcohol produce staggering, slurred speech, double vision, mood changes and, possibly, unconsciousness. Larger amounts result in death. Alcohol causes damage to the liver, heart and pancreas. It also may lead to malnutrition, stomach irritation, lowered resistance to disease and irreversible brain or nervous system damage.

**Symptoms:** Glazed eyes, obvious odor, pale and dry skin, broken blood vessels in facial area, 33 slowed motor coordination and enlarged stomach.

## Marijuana

**Health Risks:** Marijuana use leads to a substantial increase in heart rate. It impairs or reduces short-term memory and comprehension, and motivation and cognition are altered. With extended use it can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle and possibly causes birth defects.

**Symptoms:** Someone who uses marijuana may laugh inappropriately and have bloodshot eyes, dry mouth and throat, and a tell-tale odor of the drug, a poor sense of timing and increased appetite.

## Cocaine and Crack

**Health Risks:** Cocaine and its derivative crack produce dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. They may also cause insomnia, loss of appetite, tactile hallucinations, paranoia, seizure and death.

**Symptoms:** Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a depression, a running or bleeding nose and sustained depression.

## Barbiturates

**Health Risks:** In small doses, barbiturates produce calmness, relaxed muscles and lowered anxiety. Larger doses cause slurred speech, staggering gait and altered perception. Very large doses taken in combination with other central nervous system depressants (e.g., alcohol) cause respiratory depression, coma and sometimes death.



**Symptoms:** A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, inattentive or have slowed reactions.

### **Amphetamines**

**Health Risks:** Amphetamine use causes increased heart and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever and heart failure.

**Symptoms:** An individual using amphetamines might begin to lose weight, have periods of excessive sweating, and appear restless, anxious, moody and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

### **Hallucinogens (including PCP, LSD, Mescaline, Peyote, Psilocybin)**

**Health Risks:** PCP, or angel dust, interrupts the part of the brain that controls the intellect and impulsive behavior. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors.

**Symptoms:** Someone using PCP might appear moody, aggressive or violent. Such an individual may become paranoid and experience hallucinations and have time and body movements slowed. LSD users may experience loss of appetite, sleeplessness, confusion, anxiety and panic. Flashbacks may also occur.

### **Narcotics (including Heroin, Codeine, Morphine, Opium, Percodan)**

**Health Risks:** Because these narcotics are generally injected, the use of contaminated needles may result in AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin and convulsions. An overdose may result in a coma or even death.

**Symptoms:** Some signs of narcotic use are euphoria, drowsiness, constricted pupils and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, loss of sex drive and appetite. When withdrawing from the drug, sweating, cramps and nausea occur.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

The District shall provide educational and preventive information about opioid overdose and the use and location of opioid overdose reversal medication to students at all campuses. The Superintendent/President shall establish administrative procedures to assure that each campus health center applies to distribute dosages of a federally approved opioid overdose reversal medication and participates in the Naloxone Distribution Project through the State Department of Health Care Services.

See Administrative Procedure #3550 Also see AP 3550 Drug-Free Environment and Drug Prevention Program, BP/AP 3560 Alcoholic Beverages, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Adopted: 11/7/05

Revised: 1/11/10

Revised: 5/9/16

Revised: 1/13/20

Revised: \_\_/\_\_/23

\*CCLC Recommended Language

\*\*AVC Recommended Language



## AP 3550 Drug-Free Environment and Drug Prevention Program

### References:

~~Drug Free Schools and Communities Act Amendment of 1989;  
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41 U.S. Code Section 8103  
Education Code Section 67384;  
Drug Free Schools and Communities Act Amendment of 1989;  
20 U.S. Code Section 1011i;  
34 Code of Federal Regulations Parts 86.1 et seq.;~~  
~~Federal Drug-Free Workplace Act of 1988;  
41 U.S. Code Section 8103~~

The District is committed to providing its employees and students with a drug-free workplace and campus environment. It emphasizes prevention and intervention through education.

Antelope Valley College Police Department may make recommendations to the District Attorney's office for a "Drug Diversion" program for any offender of the District's "Drug Free" policy.

The following are summaries of the major health risks of and common symptoms associated with alcohol and other drug use and abuse. This is not a complete listing but an overview. Each individual will experience the effects of alcohol and other drugs in a slightly different way given his/ her tolerance, body size, family history, gender, and other physical and psychological factors. Abuse of alcohol and other drugs can lead to chemical dependency and can be harmful during pregnancy.

### Alcohol

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**Symptoms:** Glazed eyes, obvious odor, pale and dry skin, broken blood vessels in facial area, slowed motor coordination and enlarged stomach.

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**Symptoms:** Someone who uses marijuana may laugh inappropriately and have bloodshot eyes, dry mouth and throat, and a tell-tale odor of the drug, a poor sense of timing and increased appetite.

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**Symptoms:** Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a depression, a running or bleeding nose and sustained depression.

## **Barbiturates**

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**Symptoms:** An individual using amphetamines might begin to lose weight, have periods of excessive sweating, and appear restless, anxious, moody and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

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**Health Risks:** PCP, or angel dust, interrupts the part of the brain that controls the intellect and impulsive behavior. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors.

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**Health Risks:** Because these narcotics are generally injected, the use of contaminated needles may result in AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin and convulsions. An overdose may result in a coma or even death.

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### **Opioid Overdose**

The District shall provide, as part of established campus orientations, educational and preventive information provided by the State Department of Public Health about opioid overdose and the use and location of opioid overdose reversal medication to students at all campuses. Each campus health center shall apply to distribute dosages of a federally approved opioid overdose reversal medication and participate in the Naloxone Distribution Project administered by the State Department of Health Care Services.

## **Prohibition of Drugs**

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five (5) days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten (10) days after receiving notice of a workplace drug conviction.

Also see BP 3550 Drug-Free Environment and Drug Prevention Program, BP/AP 3560 Alcoholic Beverages, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Approved: 11/7/05

Revised: 12/14/09

Revised: 4/11/16

Revised: 12/9/19

Revised: \_\_/\_\_/23

\*CCLC Recommended Language

\*\*AVC Recommended Language



## BP 3560 Alcoholic Beverages

### References:

Business and Professions Code Section 25608;  
34 Code of Federal Regulations Part 668.46 subdivision (b)

The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

Also see AP 3560 Alcoholic Beverages, BP/AP 3550 Drug-Free Environment and Drug Prevention Program, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Adopted: 11/7/05  
Revised: 4/9/07  
Revised: 11/14/11  
Reviewed: 12/12/1  
Revised: 5/11/20  
Reviewed: [\\_/\\_/23](#)

\*CCLC Recommended Language

\*\*AVC Recommended Language



## AP 3560 Alcoholic Beverages

### References:

~~Business and Professions Code Sections 24045.4, 24045.6, 25608, 25658, and 25668;  
34 Code of Federal Regulations Part 668.46 subdivision (b) Business and Professions Code Sections 24045.4, 24045.6, 25608, and 25658; 34 Code of Federal Regulations Part 668.46 subdivision (b)~~

The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the Antelope Valley College Campus Sheriff's Office. The campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Antelope Valley College Campus Sheriff's Office. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of twenty-one (21). The possession of alcohol by anyone under twenty-one (21) years of age in a public place or a place open to the public is illegal. It is also a violation of this procedure for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume it by the [designated person].
- A student at least 18 years of age tastes, but does not swallow or consume, an alcoholic beverage for educational purposes as part of the instruction in a hotel management, culinary arts, or enology or brewing degree program, and the alcoholic beverage remains in the control of the instructor.
- The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.



- The alcoholic beverage is wine or beer produced by a bonded winery owned or brewery or operated as part of an instructional program in viticulture and enology or brewing.
- The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.
- The alcoholic beverage is acquired, possessed, or used during an event sponsored by the District or the Antelope Valley Community College Foundation at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is taught, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility.
- The alcoholic beverage is for use during a fundraiser held to benefit the Antelope Valley Community College Foundation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed, or used at a football game or other athletic contest sponsored by the District.
- The alcoholic beverage is acquired, possessed, or consumed pursuant to a license or permit obtained for special events held at facilities of a community college district at a time when pupils are not on the grounds. "Facilities" includes, but are not limited to, office complexes, conference centers, or retreat facilities.
- ~~● The alcoholic beverage is beer and/or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration.~~
- ~~● The alcoholic beverage is wine or beer produced by a bonded winery owned or brewery~~
- ~~● The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.~~
- ~~● The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained under this division for special events held at the facilities of Antelope Valley College during the special event. "Special event" means events that are held with the permission of the governing board of the college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.~~

- ~~The alcoholic beverage is acquired, possessed, or used during an event sponsored by the district or the Antelope Valley College Foundation at a community college-owned facility~~
- ~~The alcoholic beverage is for use during a fundraiser held to benefit the Antelope Valley College Foundation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.~~
- ~~The alcoholic beverage is acquired, possessed, or consumed pursuant to a license or permit obtained for special events held at facilities of the college district at a time when pupils are not on the grounds. "Facilities" includes, but are not limited to, office complexes, conference centers, or retreat facilities.~~

Also see BP 3560 Alcoholic Beverages, BP/AP 3550 Drug-Free Environment and Drug Prevention Program, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Approved: 11/7/05 Revised: 4/9/07 Revised: 9/10/07 Revised: 4/14/08

Revised: 5/14/12

Revised: 7/9/12

Revised: 4/11/16

Revised: 12/12/16

Revised: 4/13/20

Revised: \_\_/\_\_/23

\*CCLC Recommended Language

\*\*AVC Recommended Language

## Attendance for Student-Servicemembers

Antelope Valley College recognizes its responsibility to support our Student-Servicemembers as a military friendly campus, and in compliance with federal regulations, specifically Section 1018 of Public Law 116-315, the District shall make every effort to accommodate a student who is a member of the Armed Forces of the United States, including the reserve components of the National Guard, during absences necessitated by service in the Armed Forces.

Student-Servicemembers shall (1) communicate an anticipated or ongoing military absence to their instructors as promptly as circumstances permit and (2) provide their instructors and the Veterans Resource Center with written orders as soon as possible, evidencing the dates of their military service.

Student-Servicemembers, in collaboration with their instructors, shall discuss options that are in the best interest of the student's academic progress and service to the country. Faculty may not drop Student Servicemembers due exclusively to covered military service; therefore, military absences will be classified as excused absences. Documented and permitted military absences shall be in addition to the number of absences allowed by the course attendance policy. In the case of covered service, as required by federal law,<sup>1</sup> Student-Servicemember may (1) withdraw from the course without penalty, or (2) receive a grade of incomplete with the option to, and to the extent practicable, complete the required coursework and receive a letter grade for the course.

If an Incomplete is granted, and Incomplete Contract<sup>2</sup> must be completed and the terms and conditions agreed upon by both student and faculty. Faculty will have discretion to determine the scope and extent of any changes to the standard course requirements (such as the timeframe in which late assignments will be due); they shall exercise that discretion reasonably under the circumstances and in the spirit of promoting academic progress of Student-Servicemembers.

<sup>1</sup>

[https://content.govdelivery.com/accounts/USVAVBA/bulletins/37b3158#:~:text=Public%20Law%20117%2D328%2C%20which,of%20the%20Armed%20Forces%20\(including](https://content.govdelivery.com/accounts/USVAVBA/bulletins/37b3158#:~:text=Public%20Law%20117%2D328%2C%20which,of%20the%20Armed%20Forces%20(including)

<sup>2</sup> See AVC Catalog: Click on "Enrollment Services", then "Academic Policies/Programs", then "Grading Policy".



## BP 2715 Board Code of Ethics/Standards of Practice

### Reference:

Accreditation Standard IV.C.11

The Board of Trustees maintains high standards of ethical conduct for its members. Members of the Board of Trustees are responsible for:

- Acting only in the best interests of the entire community.
- Ensuring public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Preventing conflicts of interest and the perception of conflicts of interest.
- Exercising authority only as a board.
- Using appropriate channels of communication.
- Respecting others; acting with civility.
- Being informed about the District, educational issues, and responsibilities of trusteeship.
- Devoting adequate time to board work.
- Maintaining confidentiality of closed sessions.

If a trustee violates or thinks he/ or she has violated any provision of the Code of Ethics/Standards of Practice, or if a trustee observes, learns of, or in good faith believes it is possible that another trustee has violated any such provision, that trustee must immediately report the actual or suspected violation to the Board of Trustees as a whole. The Board of Trustees has an obligation to investigate and address within a mutually agreed upon time frame all reported violations of this Code of Ethics/Standards of Practice.

The Board of Trustees will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

### **Option 1\***

The Superintendent/President and Governing Board President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the Governing Board's Policy 2715 (Code of Ethics) may be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Governing Board President may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Governing Board officers and may include a recommendation to the Governing Board to censure the Board member. If the President of the Governing Board is perceived to have

violated the code, the Vice President of the Governing Board is authorized to pursue resolution.

### **Option 2\***

Charges by any person that a Governing Board member has violated laws and regulations Governing Board behavior or the Board's Code of Ethics shall be directed to the Governing Board President or the Governing Board itself. The Governing Board President may establish an ad hoc committee to examine the charges and recommend further courses of action to the Board. Possible courses of action include:

- If alleged behavior violates laws Governing Board behavior, legal counsel may be sought and the violations referred to the District Attorney or Attorney General as provided for in law.
- If the alleged behavior violates Board Policy on ethical conduct, the President of the Governing Board shall alert the Board member in question regarding the violation of policy, the Governing Board may discuss the violation at a Board Meeting and affirm its policy expectation, and/or the Board may move to censure the trustee.

### **Option 3**

All Governing Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Governing Board will be prepared to investigate the factual basis behind any charge or complaint of Board member misconduct. A Board member may be subject to a resolution of censure by the Governing Board should it be determine that Board member misconduct has occurred. Censure is an official expression of disapproval passed by the Governing Board.

A complaint of Board member misconduct will be referred to an ad hoc committee composed of two Board members not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Code of Ethics as defined in Board Policy. The Board member subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Governing Board for action.

Also see BP 2200 Board Duties and Responsibilities, BP 2310 Regular Meetings of the Board, BP 2315 Closed Sessions, BP/AP 2710 Board Conflict of Interest, AP 2712 Conflict of Interest Code, BP 2716 Board Political Activity, BP 2717 Personal Use of Public Resources – Board, BP 2740 Board Education, AP 3050 Institutional Code of Ethics, BP/AP 3410 Nondiscrimination and BP/AP 7700 Whistleblower.

Adopted: 7/5/05  
Revised: 11/7/05  
Reviewed: 9/12/16  
Revised: 9/9/19

X/X/23

\*Executive Council recommends Option 1 or 2 for consideration by CCC.(10/02/2023)

## **Draft email guidelines for listservs**

### **Things to Do:**

- Post questions. Offer answers. Share your knowledge.
- Messages that know your audience. It is important to recognize that your audience may have varying degrees of knowledge and experience.
- Messages that are courteous.
- Messages posted to a listserv must relate to the issues and business of the committee or entity for which the listserv was established.
- Send only items that will interest everyone on the list when using the listserv.
- Always be courteous and respectful of others' opinions.
- Use descriptive subject lines. The subject line is the main access point for following a specific discussion.
- Be brief and to the point.
- Please make sure to include a signature – this should include your name, library, position and email address. This will enable someone to respond directly to you instead of the entire listserv.
- Please be considerate of others. For example: do not SHOUT (e.g. use ALL CAPS) at people and be careful with humor and sarcasm as email is easily misinterpreted.
- Spell check your message before sending.
- Reread your message before hitting send, make sure it includes everything you want included. Multiple messages to finish a thought can be frustrating for the other members of the listserv. Ideally, two messages would be the maximum messages to send per day.

### **Do Not Post:**

- Political messages that advocate a particular viewpoint, including links to articles and editorial pieces, unless they relate to a legal issue and the need to place it in context.
- Materials, such as newsletters and related content, generated by a for-profit entity.
- Any message, data, information, text or other material (“Content”) that is unlawful, libelous, defamatory, obscene, pornographic, indecent, lewd, harassing, harmful, invasive of privacy or publicity rights, abusive, inflammatory, threatening, offensive, vulgar or otherwise injurious to third parties, or that would constitute or encourage a criminal offense, create any liability or violate any local, state, national, or international law or regulation. Users of the listserv may be held individually liable for any communications they send through the listserv.
- Any content such as charity requests, chain letters or letters relating to pyramid schemes, advertising or solicitations for funds, political campaigning, and mass mailings.
- Any harmful content including without limitation, viruses, Trojan horses, worms, time bombs, zombies, cancel bots, or any other computer programming routines that may damage, interfere with, surreptitiously intercept or expropriate any system, program, data or personal information.
- Any email received from someone else without their expressed permission to do so.
- Any copyrighted material without the permission of the copyright holder.

- Avoid sending multiple listserv messages in quick succession or sending more than two messages in a day.

### **Replying to a message on the listserv:**

- Be extremely judicious in your use of the “reply all” button. Remember that when you press “Reply All” to a listserv message, you are sending your message to the entire listserv, not just to the author. To reply just to the author, press reply or address your email to the individual’s personal email address.
- If you have a new question or train of thought start a new email or change the subject heading to signal a change in subject.
- Do not send a reply to the listserv correcting someone else’s spelling or grammar. If you feel the need to send such a letter, send it only to the person you are correcting not the entire listserv.
- Do not subject any list member to a personal attack. If a message or topic angers or frustrates you, wait until you are calm before responding. Consider calling the individual or waiting until you next meet them in person to discuss the issue at hand. Much nuance is lost without face-to-face contact to read body language.
- Spell check your message before sending.
- Reread your message before hitting send, make sure it includes everything you want included.