

TO: BOARD OF TRUSTEES
FROM: SUPERINTENDENT

INFORMATIVE REPORT NO. 20-2009/10-IR/S

Prepared by the Office of the Superintendent
for Presentation to the Board of Trustees
June 14, 2010

SUBJECT: PROPOSED REVISION OF BOARD POLICIES (BP) 2720
COMMUNICATIONS AMONG BOARD MEMBERS AND 5050
MATRICULATION AND REVISION OF ADMINISTRATIVE
PROCEDURES (AP) 3100 ORGANIZATIONAL STRUCTURE AND 5050
MATRICULATION

A. Background

The proposed revision to Board Policy (BP) 2720 Communications among Board Members reflects a change in the Brown Act concerning serial communication. Also included for the Board's consideration is alternate language that clarifies staff communication with trustees. The changes have been reviewed by the College Coordinating Council.

Administrative procedure 3100 is being revised to clarify the process for changing the organizational structure of the college. The recommendation to change the procedure was initiated by the College Coordinating Council in July 2009 after a review of the most recent campuswide organizational structure change. The changes incorporate survey results and have been presented to all constituent groups for input.

The board policy and administrative procedure regarding matriculation (BP/AP 5050) are being revised based on recommendations from the California Community Colleges Chancellor's Office and the Matriculation Committee. The changes have been reviewed by the College Coordinating Council.

Added language is indicated on the attachments by bold, underlined text, while deleted text is indicated by strikethrough. The revised policies will be presented for approval at the regular meeting of the Board of Trustees in July.

Respectfully submitted,



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Superintendent/President

Office of the Superintendent

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PROPOSED REVISION OF BOARD POLICIES (BP) 2720 COMMUNICATIONS AMONG
BOARD MEMBERS AND 5050 MATRICULATION AND REVISION OF
ADMINISTRATIVE PROCEDURES (AP) 3100 ORGANIZATIONAL STRUCTURE AND
5050 MATRICULATION

BP 2720 Communications among Board Members

Reference:

Government Code Section 54952.2

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. **In addition, no other person shall make serial communications to Board members.**

(NOTE: The following is alternative language that may be used in this policy:)
A majority of the members of the Governing Board shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board. This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

Adopted: 7/5/05

Revised:

AP 3100 Organizational Structure

Reference:

Education Code Section 72400; Title 5, Section 53200

The District's organizational structure shall be:

3100.1 ORGANIZATIONAL DIVISIONS, DEPARTMENTS AND OFFICES

(See Appendix I – Organizational Charts)

3100.2 President's Executive Council-Level Administration

President's Executive Council level administration consists of those officials and functions that control the organization and operation of the college system, or employees whose responsibilities extend over a major administrative division of the college.

In the Antelope Valley Community College District, President's Executive Council-level administration shall consist of the President; Vice President Academic Affairs; Vice President Business Services; Vice President Student Services, and Vice President of Human Resources and Employee Relations.

3100.3 Line of Responsibility (EC 70902)

Each District employee shall be responsible to the Board through the President. Supervision of District employees shall be exercised by personnel to whom such responsibility has been specifically delegated.

District personnel shall refer matters requiring administration action to the administrative officer having immediate responsibility of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority if circumstances warrant.

All District employees have the right to appeal any decision made by an administrative officer to the next higher authority and, through appropriate successive steps, to the Board.

3100.4 President's Executive Council

Purpose

It is the desire of the Board that democratic working relationships be maintained among the personnel of the administrative staff, and to maintain a free flow of communications involving College Administration and District employees.

Meetings

Regular meetings shall be held at periodic intervals as determined by the President. The President may also call special meetings as conditions may warrant.

Responsibilities

The President's Executive Council shall function in an advisory capacity to the President on matters related to District policies, administrative problems, collective bargaining issues or any issue related to the District's education program or school operation.

The President's Executive Council shall also serve as a channel of communication in the administrative organization of the District.

3100.5 President's Cabinet

Purpose

The President's Cabinet will consist of all vice presidents and the Executive Director of Institutional Advancement and Foundation, **and** the Director of Public and Governmental Relations, ~~the Director of Information Technology Services, and the Director of Campus Security.~~ The primary purpose of the President's Cabinet will be to work collaboratively to develop, implement and evaluate practices that will improve processes and services under their supervision.

Meetings

Regular meetings will be held at periodic intervals as determined by the Superintendent/President. The Superintendent/President will call special meetings as needed.

3100.6 Administrative Council

In an endeavor to promote communications with middle management and supervisory officials, the President may establish an Administrative Council whose membership shall consist of management personnel.

The responsibilities of the Administrative Council shall be comparable to those of the President's Cabinet.

Meetings shall be held at the discretion of the President.

PROCESSES PROCEDURE FOR CHANGING THE ORGANIZATIONAL STRUCTURE OF THE COLLEGE

~~The College President may initiate an organizational structure change process in any area of the college, as well as campus-wide, at any time in order~~

This procedure describes the organizational units at Antelope Valley College, which persons or groups can initiate a review of the current organizational structure, the steps for reaching recommendations for proposed changes, and who has the authority to implement proposed changes. The goal of such reviews shall be to improve efficiency and/or cost effectiveness of services, and programs, and improve institutional learning outcomes or operational outcomes. [See AP 2430.4(a)] ~~Prior to beginning an organizational structure change process, the College President will provide the Board of Trustees with a rationale for the change.~~

A. Organizational Units: Antelope Valley College is organized into four structural levels.

- 1. College**
- 2. Offices (5 Offices: Superintendent/President and vice presidents of Academic Affairs, Business Services, Human Resources and Employee Relations, and Student Services)**
- 3. Areas/Divisions (these synonymous terms for subdivisions of offices are used for instructional divisions and non-instructional areas, e.g. Health Sciences Division, Business Services Area)**
- 4. Departments (subdivisions of areas/divisions)**

B. Initiation of a review

- 1. The Superintendent/President may initiate a review of any of the organizational units.**
- 2. The College Coordinating Council (CCC) and Strategic Planning and Budget Council (SPBC) may request a review of any organizational unit by sending a request for a review to the Superintendent/President.**
- 3. The administrative head of any office, area/division, or department may request a review for his/her own organizational unit by sending a request for a review to the Superintendent/President through the administrative structure.**
- 4. All requests for a review must be in writing and state the rationale and provide data that support the goals of such reviews.**
- 5. The Superintendent/President will inform the President's Executive Council and CCC of any requests for a review.**
- 6. The Superintendent/President has the final authority to initiate a review of an organizational unit.**
- 7. The Superintendent/President will initiate a review by sending a memo to notify all constituencies that a review is being implemented. This memo will appoint an administrator to oversee the review, set forth the rationale and data that justify**

the review, and establish a timeline for the formulation of proposed changes.

C. Process for proposing organizational changes

- 1. The administrator in charge of the review will solicit input from all employees in the organizational unit(s) affected by the review, including any not identified in the initial review that might be impacted as a result of proposed changes.**
- 2. Based on this input, the administrator will formulate proposed changes through dialogue/discussion with the affected organizational units.**
- 3. A written summary of the proposed changes will go out to the entire campus allowing two weeks for discussion. During that period, administrators and employees should evaluate any adverse impact that might arise from the proposed change.**
- 4. The campus community will give input/feedback to the administrator overseeing the review.**
- 5. The administrator overseeing the review will present the proposed changes and a summary of campus feedback to CCC for discussion.**
- 6. The Superintendent/President will make the final decision on proposed changes based on feedback from the campus community and the discussion at CCC.**
- 7. This final version of the proposed changes will go out to the entire campus for discussion/feedback for at least one week.**
- 8. The Superintendent/President will take the final changes to the Board of Trustees for information.**
- 9. The Superintendent/President will communicate the final changes to the appropriate vice presidents, deans, directors, and employees and follow up with implementation.**

When a campus-wide organizational structure change process is initiated, the College President will inform the College Coordinating Council (CCC) that a review of the organizational structure is needed and the reasons for the review. Each CCC member will be responsible for informing their constituents about the review process and gathering suggestions for restructuring that will improve efficiency and cost-effectiveness of services and programs and improve institutional outcomes.

After initiation of a campus-wide organization structure change process, all employees will be asked by their immediate supervisor to provide suggestions for restructuring in their

~~respective office, department or area. In consultation with the employees under him/her, each supervisor will develop a written summary of the suggestions for improvements and forward it to his/her senior administrator. The senior administrator will submit a written summary to the CCC that represents the suggestions for improvements from her/his area. Likewise, other members of the CCC will submit a written summary representing the suggestions for improvements from their constituent groups.~~

~~The CCC will discuss the merits of the recommended changes with the College President, but will not make recommendations. Based on the recommendations from the campus community, the College President will inform the Board of Trustees of changes in the organizational structure.~~

~~When the College President initiates an organizational structure change process in a functional area of the college, e.g. Academic Affairs, Business Services, etc, an Organizational Structure Review Task Force will be formed with the senior administrator as the Chair. Task force members will be selected from within the functional area and must include members from areas that will be impacted by the proposed changes. In addition, the Task Force must include a representative from the Strategic Planning and Budget Council, the classified and faculty collective bargaining units and the Academic Senate. If no representative from SPBC, the CB units and Academic Senate is available within the functional area, the Review Task Force Chair, in consultation with the respective heads of these groups, will select a representative from these groups that is outside the functional area.~~

~~If an office, department, or area outside the area being considered for restructuring will be impacted by proposed changes, the supervisor or senior administrator for the affected area must be consulted before formulating organizational structure changes.~~

~~When a reorganization across divisions/areas within the President's or a Vice President's Office is identified as necessary due to either fiscal or academic impact, the President or appropriate Vice President will inform the College Coordinating Council.~~

~~The divisions/areas most affected will be consulted and given the opportunity to participate in the discussion of any changes to the existing organizational structure. Once a recommendation is presented to the President by the divisions/areas, the President will inform the College Coordinating Council.~~

~~All employees in the areas being considered for reorganization will be asked to provide suggestions for restructuring to improve efficiency and cost effectiveness of services and programs and improve institutional learning outcomes. The senior administrator of the area considering a change, in consultation with the employees under her/him, will summarize suggestions for improvements from that area and forward those suggestions to the College President for consideration. Based on the suggestions for improvement, the College President will inform the Board of Trustees of changes in the organizational structure.~~

~~An office, department, or area may consider internal changes to increase efficiency or cost effectiveness in delivering programs and services in support of institutional or student learning outcomes at any time. All employees in the areas being considered for reorganization will be asked to provide suggestions for restructuring to improve efficiency and cost effectiveness of services and programs and improve learning outcomes. Offices, departments or areas outside the area being restructured must be consulted in formulating organizational structure changes, if the outside area will be impacted by the proposed changes.~~

~~The senior administrator of the area, in consultation with the employees under her/him, will summarize suggestions for improvements from that area and forward those suggestions to the College President for consideration. Based on the suggestions for improvement, the College President will inform the Board of Trustees of changes in the organizational structure.~~

~~In order to improve institutional learning outcomes, a member of the College Coordinating Council can request a review of the organizational structure of an office, department or area when it can be demonstrated that such restructuring may result in increased efficiency or cost effective delivery of programs and services in support of learning outcomes. Substantive data to support increased efficiency or cost effectiveness must be presented to the CCC before the CCC will consider the request. A consensus of the CCC will be required in determining whether the data is substantive enough to warrant a review.~~

~~If the CCC agrees that restructuring may substantially improve institutional learning outcomes, an Organizational Structure Review Task Force will be formed from within the office, department or area in question in accord with the composition and process outlined above for an Organizational Structure Review Task Force. The Review Task Force will summarize suggestions for improvement from that area and forward those suggestions to the College President for consideration. Based on the suggestions for improvement, the College President will inform the Board of Trustees of changes in the organizational structure.~~

~~After review of organizational structure changes by the Board of Trustees, the President of the College will communicate changes to all campus employees through the Strategic Planning and Budget Council Communications subgroup, and the organizational chart will be redrawn and distributed campus wide.~~

11/7/05

Revised: 10/9/06

Revised: 4/9/07

Revised: 6/11/07

Revised:

BP 5050 Matriculation

Reference:

Education Code Sections 78210, et seq.; Title 5, Section 55500 et seq.

The District shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. **The District shall provide the following matriculation services to students for the purpose of furthering equality of educational opportunity and academic success: admissions, skills assessment and placement testing, orientation, counseling/advisement, student follow-up.** The purpose of matriculation is to bring the student and the district into agreement regarding the student's educational goal through the district's established programs, policies and requirements.

The district ensures that no matriculation practice subjects any person to unlawful discrimination.

No portion of the district's assessment process is used to exclude students from admission to the college.

The Superintendent/President shall establish procedures to assure implementation of matriculation services that comply with the Title 5 regulations.

See Administrative Procedure #5050

Adopted: 2/6/06

Revised: 5/12/08

Revised:

AP 5050 Matriculation

Reference:

Education Code Sections 78210 et seq.; Title 5, Section 55500 et seq.

Matriculation brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies and requirements. The agreement is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:

- express at least a broad educational intent upon admission
- declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework
- diligently attend class and complete assigned coursework
- complete courses and maintain progress toward an educational goal
- cooperate in the development of the student educational plan

If a student fails to fulfill such responsibilities, the college may withhold matriculation services from students failing to cooperate in meeting the above expectations unless otherwise entitled under any other provision of law.

Matriculation services include, but are not limited to, all of the following:

- ~~• Processing of the application for admission~~
- ~~• Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters~~

~~Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:~~

- 1. Processing of the application for admission**
- 2. Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters**
- 3. Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:**
 - Administration of assessment instruments to determine student competency in computational and language skills
 - Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate ~~of arts~~ degrees, transfer for baccalaureate degrees, and vocational certificates and licenses
 - Evaluation of student study and learning skills

- Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; campus employment placement services; extended opportunity programs and services; **CalWORKs programs and services**; campus child care services programs that teach English as a second language; and ~~disabled student services~~ **Office of Students With Disabilities**.
- Advisement concerning course selection

4. Developing a student education plan.

- ~~• Post-enrollment evaluation of each student's progress, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.~~

5. Post-enrollment evaluation of each student's progress and required advisement or counseling for students who are enrolled in remedial pre-collegiate basic skills courses, who have not declared an educational objective as required, or who are on academic probation or subject to dismissal.

Students can be exempted from participating in orientation, assessment, or counseling/advising based on the following criteria, provided they qualify and complete an exemption form available and file it with Counseling and Matriculation Office.

Orientation Exemptions

- 1. Students who have completed an associate degree or higher from an accredited college or university.**
- 2. Students who enroll in fewer than 12 units *and* have one of the following educational goals:**
 - a. Advancement in current job/career (upgrade job skills).**
 - b. Maintain a certificate or license (e.g., nursing, real estate).**
 - c. Personal development (intellectual, cultural, recreational).**
- 3. Students who are matriculated at another college or university and are attending AVC concurrently.**

Assessment Exemptions

- 1. Students who have completed an associate degree or higher from an accredited college or university.**
- 2. Students who enroll only in courses that have no prerequisites, or corequisites, or advisories for recommended preparation.**

- 3. Students who meet one of the alternative assessments for writing placement, reading placement, mathematics placement, and English as a second language placement listed in the current college catalog.**

Counseling/Advisement Exemptions

- 1. Students who have completed an associates degree or higher from an accredited college or university.**
- 2. Students who enroll in less than 12 units and have one of the following educational goals:**
 - a. Advancement in current job/career (upgrade job skills).**
 - b. Maintain a certificate or license (e.g., nursing, real estate).**
 - c. Personal development (intellectual, cultural, recreational).**
- 3. Students who are matriculated at another college or university and are attending AVC concurrently.**

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

2/6/06
Revised: 4/14/08
Revised: