



College Coordinating Council Library 201			October 8th, 2025 9:30 a.m. – 10:30 a.m.
Type of Meeting: Regular Note Taker: Michele Schottelkorb Please Review/Bring: Agenda, Minutes			
<u>Committee Members:</u> Hal Huntsman, Academic Senate ASO Representative (VACANT – <i>Awaiting appointment from ASO President</i>) Pamela Ford, Classified Union Ashley Hawkins, Confidential/Management/Supervisory/Administrators Kathryn Mitchell, Deans Dr. Jason Bowen, Faculty Union Dr. Jennifer Zellet, CHAIR Dr. Kathy Bakhit, Vice President of Academic Affairs Shami Brar, Vice President of Administrative Services Dr. Lauren Elan-Helsper, Vice President of Human Resources Dr. Rebecca Farley, Vice President of Equity & Student Achievement Dr. Idania Padron, Vice President of Student Services			
MEETING			
Items	Person(s) Responsible	Time	Action
APPROVAL OF AGENDA AND MINUTES & REPORT:			
I. Approval of Minutes of September 24th, 2025.			
CONSENT ITEMS:			
Rationale			
I. Revision of AP/BP 7330 Communicable Disease - Employees	Lauren	Updating Policies in Accordance with CCLC Recommendations, Regular Review and Updates, and Departmental Name Changes.	
II. BP 4020 Program, Curriculum, and Course Development AP 4021 Program Discontinuance	Kathy	No Recommendations for Edits	
DISCUSSION/ACTION ITEMS:			
I. AP 2510 Revision	Hal/Jennifer	4 minutes	
II. Discussion Draft Clean-Up of Positions	Jennifer	4 minutes	

III. Driving On Campus	Jennifer	4 minutes	
IV. Law Scholars Committee	Kathy	4 minutes	
RETURNING ITEMS:			
I. BP 2330 – Quorum and Voting	Jennifer	4 minutes	Returned from constituent review since February 26 th . CCLC recommendation for revision.
II. BP 2340 – Agendas	Jennifer	4 minutes	Returned from constituent review since February 26 th . CCLC recommendation for revision.
III. BP/AP 3810 – Claims Against the District	Jennifer	4 minutes	Returned from constituent review since February 26 th . Revision due to the elimination of the General Counsel position.
STANDING ITEMS:			
I. Constituent Reports	All	4 minutes	
POLICIES OUT FOR CONSTITUENT REVIEW:			
I. AP 4235 – Credit for Prior Learning – since March 26, 2025			
POLICIES IN PROCESS			
I. BP/AP 3515 – Reporting Crimes - Lauren II. BP/AP 4010 – Academic Calendar – Kathy III. BP/AP 4100 – Graduation Requirement – Idania IV. BP/AP 4400 – Community Services – Kathy V. BP/AP 5500 – Standards of Conduct – Idania/Jason VI. BP/AP 7130 – Compensation – Shami & Legal VII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal			
NEXT MEETING DATE: October 22nd, 2025			



College Coordinating Council Library 201		September 24th, 2025 9:30 a.m. – 10:30 a.m.	
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MEETING			
Items	Person(s) Responsible	Time	Action
APPROVAL OF AGENDA AND MINUTES & REPORT:			
I. Approval of Minutes of September 10th, 2025. Minutes were approved.			
CONSENT ITEMS:			
Rationale			
I. Revision of AP/BP 7330 Communicable Disease - Employees	Lauren	Updating Policies in Accordance with CCLC Recommendations, Regular Review and Updates, and Departmental Name Changes.	Hal clarified that the process is just to approve. Asked: Can we send out for review? Jason would like to look at the them, they look great. There was dialogue about cross outs and colors. When Lauren joined the meeting, Jason asked about the phrase “communicable diseases, unfitting the

			employee,” calling it awkward. He questioned the definition of a communicable disease that renders an employee unfit, who makes that determination, and suggested moving the item from the consent agenda. Lauren explained that guidance comes from CDC, LADPH, and other health authorities. Currently, TB is the only disease requiring recertification every four years, per Ed Code. During the pandemic, additional protections were added, and RSV emerged about 18 months ago. Some directives are issued as memorandums. Jason proposed adding language: “including TB and other communicable diseases as defined by the relevant government agencies.” Lauren clarified that currently only TB is specified. Rebecca reviewed Ed Code and noted it is very broad. Jason asked how “unfit” is defined. Hal commented it may be a dangling modifier. Lauren will revise the language.
II.	Revision of AP/BP 7370 Political Activity - Employees	Lauren	Updating Policies in Accordance with CCLC Recommendations, Regular Review and Updates, and Departmental Name Changes. Send out
III.	Revision of AP 7336 Certification of Freedom from Tuberculosis	Lauren	Updating Policies in Accordance with CCLC Recommendations, Regular Review and Updates, and Departmental Name Send out

		Changes.	
DISCUSSION/ACTION ITEMS:			
I. AP 2510 Revision	Hal/Jennifer	4 minutes	Table until 10/8
II. Discussion Draft Clean-Up of Positions	Jennifer	4 minutes	Table until 10/8
III. Driving On Campus	Jennifer	4 minutes	Table until 10/8
IV. Request for Update on BP 5500	Hal	4 minutes	<u>Idania</u> provided the item before the meeting; it will appear on the next agenda. It was discussed at the Executive Cabinet meeting, and the language has been vetted with Leo, Hal, and the working team. A change was made regarding VPSS (reestablished); it will stay as is and return at the next meeting. <u>Hal</u> emphasized urgency from the faculty perspective, noting the need for inclusion in the next catalog to address plagiarism and AI-related issues. <u>Idania</u> believed the revisions already included this item. <u>Hal</u> clarified it needs Board approval. The item can be added to the revised version and placed on the Executive Council agenda for the next meeting.
V. Equity Plan Update	Rebecca	4 minutes	<u>Rebecca</u> shared that several meetings have taken place, and equity indicators were circulated. Focus groups provided feedback on what worked and what didn't. The Equity Advisory Committee met yesterday with a broadened invite. A QR code to the survey was distributed. A TEAM is conducting writing sessions. This is important for CCC, as the Equity Plan will go to constituent meetings in October and to the Board in November. A written update and PPT were shared. This round of the plan includes 17 areas not previously asked for, making it more substantial. Rebecca encouraged participation. <u>Jason</u> asked for the definition of an equity gap. <u>Rebecca</u> explained that the Chancellor's Office provides data identifying gaps. For 2022–2025, colleges were asked to identify how to close those gaps. The 2025–2028 data

			includes raw numbers needed to meet metrics based on baseline percentages. Jason asked for clarification on a 4% equity gap in retention. Rebecca responded: 4% more students in that population would need to meet the metric to close the gap. Additional discussion followed on how percentages were calculated.
VI. Achieving the Dream – Fall Site Visit	Rebecca	4 minutes	On 9/9, focus groups were held with staff and students attending different sessions. A variety of information was shared, including details about a new project: a dual enrollment opportunity assessment. The project aims to identify pain points in the dual enrollment process and remove barriers to student enrollment.
VII. Strategic Enrollment Management Academy Update	Rebecca	4 minutes	A written update will be provided. The college was selected to participate. Kathy, Idania, and Jennifer were identified. A team of ten attended this summer and is working on an enrollment management sandbox (Jennifer's area), exploring small adjustments using known data from past trends. Idania is building on a call center and outreach opportunities, referencing a visit to Victor Valley College's robust call center. Kathy is focused on marketing non-credit programs. New courses and programs have been approved, some supporting Workforce Development (WFD). Although offerings exist, the community is not fully aware. A proposal has been started on how to market these programs.
VIII. AI as a Participatory Governance and Accreditation Issue	Hal	4 minutes	Hal raised concern that AI is impacting higher ed and may become an accreditation issue. He suggested the need for a systematic approach, possibly forming a campus-wide AI issues committee. Kathy asked in what way. Hal explained that accreditors may inspect how institutions are addressing AI across operations. Shami asked if the concern is due to lack of

			policies. Hal agreed that's one area, but emphasized the need for a record of campus discussion and inclusive dialogue. Ashley shared that every case is different; she and Leo have worked to ensure faculty and student support. "Only thing clear is it is unclear." Kathy noted the issue is broader than currently addressed. From a Dean's perspective, students have expressed concern about faculty overusing AI. Faculty efforts seem piecemeal; she supports centralizing efforts. Pamela shared that at a recent meeting it was recommended that the district should have AI as one of the participatory committees, so all matters can be addressed aligning with the Chancellor's Office recommendation. Kathy responded that AI is evolving rapidly. Info has been disseminated to the AI workgroup. No high-fidelity tools exist to detect AI-generated content. Faculty engagement has been strong—60–70 attended Flex sessions. She highlighted DETC conversations around RSI standards (Regular Substantive Interaction), adopted and approved by Senate. Authentic assessment is key to maintaining quality. A concern was raised about a lack of evaluation tools for student engagement in shells. Suggested strengthening tools and supporting students via the Learning Center. He sees opportunity for a task force. Idania supported forming a team with clear boundaries and informed perspectives. Encouraged student involvement and learning from statewide policies and tools. Shami noted this relates to BP 2510, which will return Oct 8. Hal recommended initiating the process now, not waiting for policy revision. Shami agreed: "Let's do it at the same time."
RETURNING ITEMS:			
I. BP/AP 2015 – Student Trustee	Jennifer	5 minutes	Returned from constituent review since February 26th. CCLC recommendation for revision. Hal noted that many of the changes are in how the policies are written and are not a

			major concern. A concern from Senate was raised about trustees not being paid for their work, and that compensation is at the Board's discretion. Hal acknowledged the need to modify the amount but questioned language suggesting the Board could choose not to compensate at all. Feedback should be given to <u>Jennifer</u> to move forward. <u>Pamela</u> asked if there is no AVC Recommended Language, noting only the revised date appears.
II. BP/AP 2110- Vacancies on the Board	Jennifer	4 minutes	Returned from constituent review since February 26th. CCLC recommendation for revision. Any feedback or issues? Move forward to Board for approval
III. BP 2330 – Quorum and Voting	Jennifer	4 minutes	Returned from constituent review since February 26th. CCLC recommendation for revision.
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NEXT MEETING DATE: October 8th, 2025			



AP 7330 Communicable Disease - Employees

References:

Education Code Sections 87408, 87408.6, and 88021

For successful applicants for all employee positions:

- A medical certificate is required showing that the applicant is free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students.
- The medical certificate shall be submitted by a physician as authorized by code.
- The medical examination is conducted not more than six months before the submission of the certificate and is at the expense of the applicant.
- A contract of employment may be offered to an applicant subject to the submission of the required medical certificate.
- The medical certificate becomes a part of the personnel record of the employee and is open to the employee or ~~his or her~~ **his/her/their** designee.
- Results of the examination showing the employee was examined and found free from active tuberculosis shall become a part of the personnel record of the employee and filed with the [Office of People, Culture, and Talent](#). ~~Office of Human Resources~~.
- Failure to comply with the compulsory requirement of the tuberculosis examination may result in the employee being placed on an unpaid leave status until results of the examination have been received.

Commented [LE1]: This is local policy; not CCLC language

Also see [AP 7336 Certification of Freedom from Tuberculosis](#)

5/8/06

Revised: 1/8/18

Revised: 7/25



BP 7330 Communicable Disease - Employees

References:

Education Code Sections 87408; 87408.6; 88021

All newly hired **academic** employees shall have on file a medical certificate indicating freedom from communicable diseases **unfitting the employee to instruct or associate with students**, including, **but not limited to**, tuberculosis. **Determination of what constitutes a communicable disease is based upon federal, state, and local health agency and official guidance/requirements.** No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired **academic or classified** employees must show that within the past 60 days they have submitted to a tuberculosis risk assessment and, if risk factors are present, been examined to determine that they are free from active tuberculosis. If risk factors were present at the tuberculosis risk assessment, and an examination occurs, after the examination the employee shall provide the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

All employees shall be required to undergo a tuberculosis risk assessment within **four** years of initial employment, and every four years thereafter, to determine if they are free from tuberculosis.

~~If the Board determines by resolution that student health would not be jeopardized thereby, the requirements relative to the examination shall not apply to any employee who files an affidavit stating that he/she adheres to the faith or teachings of any well recognized religious sect and in accordance with its creed depends for healing upon prayer in the practice of religion and to the best of his/her knowledge is free from active tuberculosis. If at any time there should be probable cause to believe that the affiant is afflicted with active tuberculosis, he or she may be excluded from service until the governing board of the employing district is satisfied that he or she is not so afflicted.~~

~~Cafeteria employees shall be required to submit to an annual tuberculosis examination.~~

~~At the discretion of the Board, such examinations shall not apply to classified personnel on a temporary basis (less than one year) whose functions do not require frequent or prolonged contact with students.~~

See Administrative Procedures #7330

Commented [LE1]: This is currently in local policy but not in CCLC language

Adopted: 5/8/06
Revised: 2/12/18
Revised: 7/25



BP 4020 Program, Curriculum, and Course Development

References:

Education Code Sections 70901 subdivision (b), 70902 subdivision (b) and 78016;
Title 5 Sections 51000, 51022, 55002.5, 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal
Student Financial Aid Programs under Title IV of the Higher Education Act of 1965,
as amended;
34 Code of Federal Regulations Parts 600.2, 602.24, 603.24, and 668.8;
Accreditation Standards II.A and II.A.9

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President, while continuing to rely primarily on the recommendations of the Academic Senate as outlined in BP 2510 Participation in Local Decision-Making, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

All new courses and programs, including program deletions, shall be approved by the Board of Trustees.

All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board of Trustees. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board of Trustees.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.



The Superintendent/President shall establish procedures which prescribe the definition of “credit hour” consistent with Title 5 and applicable federal regulations, as they apply to community college districts.

The Superintendent/President shall establish a procedure to ensure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable.

The Superintendent/President shall also establish a procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Also see AP 4020 Program and Curriculum Development, AP 4021 Program Discontinuance, and AP 4022 Course Approval.

Adopted: 2/6/06

Revise: 3/10/08

Revised: 6/11/12

Revised: 11/14

Revised: 10/12/15

Revised: 3/12/18

Revised: 12/11/20



*College Coordinating Council
Committee Information Sheet*

Pathway to Law School / Law Scholars Committee

Position	Appointed by	Member Name	Term	Expiration
Divisional Administrative Supervisor Ex-Officio	Dean of Social & Behavioral Sciences	Dean Nate Dillon or Appointee	Standing Appointment	Standing Appointment
Administration of Justice Department Chair Ex-Officio	Dean of Social & Behavioral Sciences	Carlos Pinho or Appointee	Standing Appointment	Standing Appointment
Political Science Department Chair Ex-Officio	Dean of Social & Behavioral Sciences	Ed Sammons or Appointee	Standing Appointment	Standing Appointment
Counselor Co-chair	Dean of Counseling	Giselle Ramirez	3 Year	End of Spring 2028
Administration of Justice Faculty Co-chair	Administration of Justice Department Chair	Hank Price	3 Year	End of Spring 2027
Political Science Faculty Co-chair	Political Science Department Chair	Fritz M Hemker	3 Year	End of Spring 2026
Political Science Discipline Faculty Representative	Political Science Faculty Co-chair	John Vento (Political Science)	2 Year	End of Spring 2026
Administration of Justice Discipline Faculty Representative	Administration of Justice Faculty Co-chair	TBA	2 Year	End of Spring 2027



Faculty At Large Representative	Political Science Faculty Co-chair	Kaitlin E Bessinger (Science)	2 Year	End of Spring 2026
Faculty At Large Representative	Administration of Justice Faculty Co-chair	Amy Andrada (Sociology)	2 Year	End of Spring 2027
Equity Representative	Vice President of Equity	TBA	Standing Appointment	Standing Appointment

Pathway to Law School / Law Scholars Committee

Type of Committee/Authority:

Advisory Committee for the Pathway to Law School

Purpose:

The **Pathway to Law Scholars Program** at Antelope Valley College, as part of the **California Community Colleges' statewide Cal LAW initiative**, is designed to prepare and support community college students—especially those from diverse, underrepresented, or first-generation backgrounds—for transfer to four-year universities and eventual admission to law school. Its purpose is to expand access to the legal profession, increase diversity in the field, and create a seamless educational pipeline from community college to law school through academic preparation, mentoring, LSAT preparation, financial aid counseling, experiential learning, and partnerships with participating universities and law schools.

Committee Recommendations Submitted:

The committee reports recommendations and progress to the Dean of Behavior Sciences. Student completions are submitted to the AVC President's office, which issues a Certificate of Completion signed by the President. The Cal LAW Pathways office records the issuance of such certificates.

The program counselor and assigned department program faculty from Administration of Justice and Political Science share duties as Faculty Champions / Program Coordinators

Counselor Co-chair

Key Duties and Responsibilities

1. Tracks each student's **completion of required courses**.
2. Confirms **GPA requirements** are met.
3. Verifies **service-learning hours**, Pre-Law Club participation, and other campus-specific requirements.
4. Keeps a **record** of student progress and ensures that the Student Educational Plan matches the pathway.
5. Records minutes for planned monthly committee meetings.



Verification Process

Once a student finishes all requirements, the counselor faculty champion:

1. **Confirms** completion against transcripts and service records.
2. **Prepares a completion list** or individual verification form.
3. **Submits** the list/form to the Cal LAW Pathways office.

Discipline Faculty Co-chairs

Each **Discipline Faculty Co-chair** is selected by the respective chair of their discipline. **Administration of Justice** and **Political Science** are the 2 programs aligned with the Pathway to Law School Program.

The Discipline Faculty Co-chairs serve as the instructional and program engagement leads for the Law Scholars Program, with a focus on **student enrichment, club leadership, service-learning opportunities, and program visibility**. This position works in collaboration with the program counselor, administration, and statewide Cal LAW partners to ensure program success and student completion.

Key Duties and Responsibilities

1. Program & Club Leadership
 - **Coordinate and oversee** all Pre-Law Club meetings, activities, and events in alignment with program goals.
 - **Serve as the official faculty advisor for the Pre-Law Club.**
 - Encourage student participation in statewide and regional law-related events, competitions, and networking opportunities.
2. Instructional & Engagement Support
 - Develop, organize, and promote **student service hour opportunities**, including:
 - Guest speakers (judges, attorneys, law enforcement, law students, and other legal professionals)
 - Community engagement projects
 - Special events such as Constitution Day, Law Day, mock trials, and courthouse visits
 - Ensure all opportunities meet service-hour criteria and are clearly communicated to students.
3. Digital and Resource Management
 - Maintain and update Law Scholars Program and Pre-Law Club **Canvas shells** with current announcements, resources, assignments, and event details.
 - Update **college website** content related to the Law Scholars Program and Pre-Law Club in collaboration with web services and marketing.
 - Share information on deadlines, events, and opportunities through Canvas, email, and other student communication platforms.
4. Tracking and Reporting
 - Collect and verify documentation of student service hours for all Law Scholars via the Law Scholars Canvas Shell.



- **Report completion of service hours** to the program counselor/program director for academic record keeping.
 - Maintain participation records for Pre-Law Club events and program enrichment activities.
5. Collaboration and Program Development
- Work closely with the **counselor co-chair, administration, and Cal LAW representatives** to align program activities with statewide requirements and student needs.
 - Collaborate on recruitment, retention, and outreach strategies to grow program enrollment.
 - Assist in planning and hosting recognition ceremonies or completion events for Law Scholars.
6. Student Support & Mentorship
- Serve as a faculty resource for Law Scholars seeking academic or career guidance (in coordination with the counselor for formal advising).
 - Encourage professional networking and mentorship opportunities with alumni, legal professionals, and community partners.

Faculty Representatives

Faculty Representatives collaborate with any other AVC faculty or staff who desire to work with the Law Scholars committee. Their key duties and responsibilities are to assist the committee co-chairs to enhance and grow the Pathway to Law School / Law Scholars Program.

Product:

COAF Program Requirements and Reasons for Termination from the Program as stated in the Memorandum of Understanding dated 4/30/14

A. Good Standing. Student must at all times be in good academic standing as defined by each educational institution that the Student attends; must never be on academic probation or suspension or in violation of student conduct codes; and must at no time fall below the standards of ethics or behavior that would bar admission to the State Bar of California. Student should contact the State Bar of California, and/or the equivalent licensing organizations in the jurisdiction(s) in which the Student intends to practice, to determine the applicable character, fitness, and other qualifications necessary for licensure.

In addition to the above, Student may at any point be removed from consideration under this Initiative by any or all of the participating law schools for any of the following behaviors as determined by those participating law schools;

1. Academic misconduct
2. Unlawful misconduct
3. Employment misconduct
4. Financial misconduct



5. Any other reasons determined by a law school that would indicate that Student does not appear capable of satisfactorily completing its educational program and being admitted to the bar.

B. Application and Matriculation at Law School. Student must complete the course work at the community college level during this Agreement Period and enroll in participating law school no later than Fall 2024. Student is required to complete the law school application. Student must register with the Law School Admission Council and submit official transcripts through the Candidate Assembly Service (CAS).

C. No Obligation. Any Student who does not meet the requirements for consideration as a “COAF Scholar” under this MOU or who is removed from the Initiative is not otherwise barred from seeking directly admission to any law school, including all participating law schools. Likewise, Student who meets all the requirements under this MOU is not obligated to attend any of the participating law schools and may seek admission to other law schools or may decide not to pursue a legal career.

Composition:

See list above.

Terms:

See list above.

Meetings:

Meetings are held monthly.

Minutes/Records:

Minutes are retained by the committee co-chairs

Operations:

N/A



BP 2330 Quorum and Voting

References:

Education Code Sections 15266, 72000 subdivision (d)(3), 81310 et seq., **81360**, 81365, 81511, and 81432;
Government Code Sections 53094 and 54950 et seq.;
Code of Civil Procedure Section 1245.240;
~~California Constitution Article XIII A, Section 1, subdivision (b), paragraph (3) and Article XVI, Section 18, subdivision (b)~~

A quorum of the Board of Trustees shall consist of a simple majority, three (3) members.

The Board of Trustees shall act by majority vote of all of the membership of the Board of Trustees, except as noted below.

No action shall be taken by secret ballot. The Board of Trustees will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds (2/3) majority of all members of the Board of Trustees:

- Resolution of intention to sell or lease **District real property, which is not or will not be needed by the District for school classroom buildings (except where a unanimous vote is required);**
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property;
- Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.

The following actions require a unanimous vote of all members of the Board of Trustees:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Also see BP 2310 Regular Meetings of the Board.



Adopted: 7/5/05
Reviewed: 8/8/16
Revised: 5/13/19
Revised: 9/9/19

** CCLC Recommended Language

** AVC Recommended Language



BP 2340 Agendas

References:

Education Code Sections 72121 and 72121.5
Government Code Sections 6250 et seq. and 54954 et seq.

An agenda shall be posted in a location physically accessible 24 hours per day, as well as on the District's Internet website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an "emergency situation" as defined for emergency meetings;
- two-thirds (2/3) of the members (or all members if less than two-thirds (2/3) are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five (5) days earlier.

The order of business may be changed by consent of the Board of Trustees.

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email. The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board of Trustees reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Superintendent/President in consultation with the Board President.



Agenda items submitted by members of the public must be received by the office of the Superintendent/President ten (10) business days prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board of Trustees and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a ninety (90) day period following the initial submission.

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

Adopted: 7/5/05
Reviewed: 10/10/16
Revised: 9/9/19
Revised: X/X/25

**** CCLC Recommended Language**

**** AVC Recommended Language**



AP 3810 Claims for Damages

References:

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

Claims for money or damages as prescribed under Board Policy 3810 shall be submitted to the Office of the ~~General Counsel~~ [Superintendent/President](#).

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

~~Claim forms can be obtained by contacting the Office of the General Counsel at (661) 722-6650 or email at legal@avc.edu.~~

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

Antelope Valley Community College District
Office of [Superintendent/President](#) ~~General Counsel~~
3041 West Avenue K
Lancaster, CA 93536

TIME LIMITATIONS

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

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

LATE CLAIMS

Claims which are filed outside the specified time limitation, must be accompanied by an application to file a late Claim. If a Claim is filed outside the time limitations noted above and is not accompanied by the application to present a late Claim, the [District General Counsel](#), shall, within 45 days, give written notice that the Claim was not filed timely and



that it is being returned without further action.

The application to present a late Claim shall state the reason for the delay in presenting the Claim and shall be timely filed pursuant to the law. The Board of Trustees, while in Closed Session, shall grant or deny the application within 45 days after it is presented. By mutual agreement of the claimant and the Board of Trustees, such 45-day period may be extended by written agreement made before the expiration of such period. If the Board of Trustees does not take action on the application within 45 days, it shall be deemed to have been denied on the 45th day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. If the application to present a late Claim is denied, the claimant shall be given notice in the form set forth in law.

RESPONSE TO CLAIM

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

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

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

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

Adopted: 11/7/05

Revised: 3/13/17

Revised: 3/14/22

~~Revised:~~

*CCLC Recommended Language

*AVC Recommended Language



BP 3810 Claims Against the District

References:

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

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

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

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

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

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

- [The Office of the Superintendent/President or Designee. General Counsel, 3041 West Avenue K, Lancaster, CA 93536; \(661\) 722-6650.](#)

See Administrative Procedure 3810.

Adopted: 11/7/05

Reviewed: 3/13/17

Revised: 3/14/22

[Revised:](#)

[*CCLC Recommended Language](#)

[*AVC Recommended Language](#)