



# College Coordinating Council Meeting

March 12, 2025  
9:30 a.m. – 10:30 a.m.  
L201

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

**Committee Members:**

- Hal Huntsman, Academic Senate
- Veronica Orozco, ASO,
- 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
- 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 February 26, 2025.

**CONSENT ITEMS:**

I. BP/AP 5510 – Off Campus Student Organizations	Idania	5 minutes	This policy is recommended by the League and has been returned from constituent review as of January 22, 2025.
--	--------	-----------	--

**RETURNING ITEMS:**

I.			
----	--	--	--

**DISCUSSION/ACTION ITEMS:**

I. Facilities Services Committee	Shami	10 minutes	
II. Position Clean Up	Jennifer	10 minutes	

**STANDING ITEMS:**

I. Constituents Reports	All	10 minutes	
-------------------------	-----	------------	--

**POLICIES OUT FOR CONSTITUENT REVIEW:**

- I. BP/AP – 3300 – Public Records – since February 12, 2025, Meeting.

- II. BP/AP 3518 – Child Abuse Reporting – since February 12, 2025, Meeting.
- III. BP 2330 – Quorum and Voting – since February 26, 2025, Meeting
- IV. BP/AP 2015 – Student Trustee – since February 26, 2025, Meeting
- V. BP/AP 2110 – Vacancies on the Board – since February 26, 2025, Meeting
- VI. BP 2340 – Agendas – since February 26, 2025, Meeting
- VII. BP/AP 3810 – Claims Against the District – since February 26, 2025, Meeting

**POLICIES IN PROCESS**

- I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta
- II. BP/AP 3560 – Alcoholic Beverages - Jennifer
- III. BP/AP 4010 – Academic Calendar
- IV. Decision-Making Principle Document – Jennifer
- V. BP/AP 4010 – Academic Calendar – Kathy
- VI. BP/AP 4100 – Graduation Requirement – Idania
- VII. BP/AP 4400 – Community Services – Kathy
- VIII. BP/AP 7130 – Compensation – Shami & Legal
- IX. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal

**NEXT MEETING DATE: March 26, 2025**



<b>College Coordinating Council Minutes</b>	February 26, 2025 9:30 a.m. – 10:30 a.m. L201
---	---

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

**Committee Members:**  
 Hal Huntsman, Academic Senate  
 Veronica Orozco, ASO,  
 Pamela Ford, Classified Union – **Via Zoom**  
 Ashley Hawkins, Confidential/Management/Supervisory/Administrators  
 Kathryn Mitchell, Deans  
 Dr. Jason Bowen, Faculty Union - **ABSENT**

---

Dr. Jennifer Zellet, CHAIR  
 Dr. Kathy Bakhit, Vice President of Academic Affairs - **ABSENT**  
 Shami Brar, Vice President of Administrative Services  
 Dr. Lauren Elan-Helsper, Vice President of Human Resources - **ABSENT**  
 Dr. Rebecca Farley, Vice President of Equity & Student Achievement  
 Idania Padron, Vice President of Student Services

## MINUTES

Items	Person(s) Responsible	Time	Action
-------	-----------------------	------	--------

### APPROVAL OF AGENDA AND MINUTES & REPORT:

I. Approval of Minutes of February 12, 2025. - The minutes were approved as presented.

### RETURNING ITEMS:

I. BP 2330 – Quorum and Voting	Jennifer	5 minutes	It was agreed to go out for constituent review.
II. Consent Agenda Proposal	Hal	5 minutes	<b>Hal</b> explained that the proposal is to create efficiency, so that not all items need to be discussed and suggested it would be placed right after the approval of the minutes. <b>Pamela</b> stated that it would be nice to know who it's coming from, add a date to make it clear, and suggested including the process on the proposal for clarification. <b>Kathryn</b> stated that she was not sure as to why the section should be added, and <b>Hal</b> stated that if it's under Discussion, then people feel an obligation to discuss. <b>Shami</b> stated that the committee could try it out for the next meeting, and

			everyone agreed.
<b>DISCUSSION/ACTION ITEMS:</b>			
I. BP/AP 2015 – Student Trustee	Jennifer	5 minutes	There was some discussion on the student’s compensation, and Shami recommended a review of AP 2725 Board Member Compensation, when it returns from constituent review. It was agreed to go out for constituent review.
II. BP/AP 2110 – Vacancies on the Board	Jennifer	5 minutes	It was agreed to go out for constituent review.
III. BP 2340 – Agendas	Jennifer	5 minutes	It was agreed to go out for constituent review.
IV. BP/AP 3810 – Claims Against the District	Jennifer	5 minutes	There was some discussion on the change to reflect the closure of the General Counsel office and the correction of the color coding at the end of the AP. It was agreed to go out for constituent review.
V. AP 4235 – Credit for Prior Learning	Hal	5 minutes	There was discussion around the need for the change, that it greatly impacts Vets and returning students. <b>Jennifer</b> stated that it is a compliance issue, that there needs to be a webpage set up. There was some discussion around which language was the League's and which was AVC's and that there needs to be revisions made before going out for constituent review. Hal and Kathryn will get the revisions to Patty to send to the group for constituent review.

<b>STANDING ITEMS:</b>			
I. Constituents Reports	All	5 minutes	<p><b>Veronica</b> stated that there have been some resignations and that there are 3 senator seats open (A&amp;H, MS &amp; E and Student Support Services).</p> <p><b>Hal</b> stated that the Academic Senate is working with ITS on an All-Faculty Communication tool.</p> <p><b>Shami</b> stated that faculty will begin moving into Cedar Hall the first week of April. He stated that he held the 2<sup>nd</sup> Budget Think Tank, there were some good ideas, there were questions and answers, and that they are ready to develop the budget.</p> <p><b>Rebecca</b> shared that Black History Month events are going on, they are</p>

		<p>celebrating, 11 inmates are receiving their degrees/certificates. She stated that there is a grant plan for increasing the AVC Rising Scholars Prison Program, and for enrollment management for tech support.</p> <p><b>Idania</b> stated that her area is working on MOUs with the high school districts, for possible dual enrollment. She stated that they are looking at the resources that are being offered at the Palmdale Center and how to increase support. She stated they are working on the Student Success Conference and a “Chat &amp; Chew” event.</p> <p><b>Hal</b> asked for an update on the BP/AP 5500 and Idania stated that she is working with Jason and will bring it back.</p> <p><b>Jennifer</b> stated she attended the League’s webinar today and that is why she was late to the meeting. She stated that she is aware that the campus has questions, she is working on the Exec Team Newsletter, which would be going out soon. She stated that AVC has been compliant with all Federal and State laws, that AVC is not altering the course on DEIA, and we will continue to serve students. She stated that there is no need for fear, she is keeping a close tab on what is going on, and we all need to soldier on, do the work, adhering to the DEIA mission, and that the students will receive the support and services they need.</p>
--	--	--

**POLICIES OUT FOR CONSTITUENT REVIEW:**

- I. BP/AP 5510 – Off-Campus Student Organizations – since January 22, 2025, Meeting.
- II. BP/AP – 3300 – Public Records – since February 12, 2025, Meeting.
- III. BP/AP 3518 – Child Abuse Reporting – since February 12, 2025, Meeting.

**POLICIES IN PROCESS**

- I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta
- II. BP/AP 3560 – Alcoholic Beverages - Jennifer
- III. BP/AP 4010 – Academic Calendar
- IV. Decision-Making Principle Document – Jennifer
- V. BP/AP 4010 – Academic Calendar – Kathy
- VI. BP/AP 4100 – Graduation Requirement – Idania
- VII. BP/AP 4400 – Community Services – Kathy
- VIII. BP/AP 7130 – Compensation – Shami & Legal
- IX. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal

**NEXT MEETING DATE: March 12, 2025**



## **BP 5510 Off Campus Student Organizations**

### **Reference:**

34 Code of Federal Regulations Part 668.46 subdivision (b)(7)

The District shall work with local law enforcement agencies to monitor and record criminal activity at off-campus locations owned or controlled by student organizations officially recognized by the District or used to support the District's educational purpose.

This policy includes student organizations with off-campus housing facilities.

Adopted: 9/4/24

\* CCLC Recommended Language

\*\* AVC Recommended Language



## **AP 5510 Off-Campus Student Organizations**

### **Reference:**

34 Code of Federal Regulations Part 668.46 subdivision (b)(7)

Los Angeles County Sheriff's Department does not provide law enforcement service to off-campus organizations nor are activities off-campus recognized by District authority.

Adopted: 12/5/2024

\* CCLC Recommended Language

\*\* AVC Recommended Language

## **Facilities Services Committee (FSC)**

### **Type of Committee:**

Participatory Governance

### **Charter:**

This committee serves in support of College and District-wide facilities needs through an ongoing review of available resources and planning priorities and implementation of the District Facilities Service Plan. The Facilities Services Committee (FSC) advises on resolving facility maintenance needs, including deferred and preventive maintenance, reviews all plans, and makes recommendations for the construction, remodeling, and/or reassignment of existing facilities. The FSC reviews and advises on the District's sustainability and climate action

### **plans. Function:**

- Facilitate a regular, ongoing conversation about facilities issues among different campus constituencies.
- Review, evaluate and make recommendations on the progress of the bond issue, planning, and implementation, and maintenance, renovation, and repairs
- Review, evaluate and make recommendations on the college construction plans as those plans impact the college community.
- Review, evaluate and make recommendations on the college facilities plan as those plans are submitted to state agencies.
- Provide for communication pertaining to facility matters to all affected parties.
- Report to CCC as needed, at least once a year, including, but not limited to, an internal review of the committee's effectiveness.

### **Responsibilities:**

- Develop/update the College Facilities Service Plan in accordance with long-term educational service planning projections; monitor the progress toward the implementation of the plan.
- Build institutional annual and long-term goals to develop and implement initiatives in accordance with the recommendation of the Facilities Service Plan, the 5-year capital outlay plan, use of space, scheduled maintenance and other state and federal reports.
- Act as a recommending body for the construction, remodeling, and/or reassignment of existing and new facilities, including bond-funded construction.
- Study existing facilities and recommend alterations and improvements in response to the annual unit plans and emergent needs.
- Promote energy efficiency and conservation, sustainable construction and grounds management, and best practices for physical plant management.
- Ensure that all college spaces, and the campus, are intentionally designed to welcome and engage our diverse students, employees, and broader community populations.
- Ensure that college facilities are physically and electronically accessible to all.



- Continually compile evidence related to accreditation Standard III.B, as well as other relevant accreditation requirements, and monitor the College's ongoing compliance with these requirements.
- Make recommendations to the Strategic Planning Committee, Budget Committee and College Coordinating Council.

**Membership:**

Co-Chairs – VP Administrative Services or Designee  
 Faculty Co-Chair

- Director of Facilities Planning
- Director of Capital Projects
- Director of PACS
- Director of Auxiliary Services
- Director of Risk Management
- Executive Director of ITS
- 2 Academic Senate Appointees
- 2 Classified Union Appointees
- 1 ASO appointee
- 1 Dean from Academic Affairs
- 1 Dean from Student Services
- 1 Dean/Director from Student Equity & Achievement

**Terms:**

*Two-year terms:* Academic Senate appointees, The Classified Union Appointees, Dean from Academic Affairs, Dean from Student Services, Dean/Director from Student Equity & Achievement

*One-year term:* ASO Appointee

\*The rest of the committee makeup is a standing appointment.

**Meeting Dates:**

Once a month on the fourth Friday at 10:00 a.m. Subject to change due to member availability.

**Agendas, Minutes, Records:**

To be posted on the Facilities Services Committee webpage. Minutes will include a brief summary of the discussion regarding any actions taken. There will be a call for agenda items five working days prior to the meeting and distributed to members and post the agenda at least two working days prior to the meeting.

**Quorum:**

Fifty percent of the committee's composition, plus one.