



<h1 style="margin: 0;">College Coordinating Council Meeting</h1>	April 23, 2025 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
 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
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APPROVAL OF AGENDA AND MINUTES & REPORT:

I. Approval of Minutes of March 26, 2025.

CONSENT ITEMS:

I. BP/AP 3310 – Record Retention	Lauren	1 minutes	CCLC recommended language change.
II. Review of BP/AP 4025 – Philosophy and Criteria for Associate Degree and General Education	Kathy	1 minute	No change, just a review.
III. Review of BP 4060 – Delineation of Functions Agreement	Kathy	1 minute	No change, just a review.
IV. AP 5017 – Responding to Inquiries of immigration Status, Citizenship Status, and National Origin Information	Jennifer	1 minutes	CCLC recommended reference change.
V. BP/AP 6620 – Naming Recognition Policy	Jennifer	1 Minutes	CCLC recommended language change.

RETURNING ITEMS:

I. BP/AP 2015 – Student Trustee	Jennifer	5 minutes	Returned from constituent review since February 26 th . CCLC recommendation for revision.
II. BP/AP 2110- Vacancies on the Board	Jennifer	5	Returned from constituent review since

		Minutes	February 26 th . CCLC recommendation for revision.
III. BP 2330 – Quorum and Voting	Jennifer	5 Minutes	Returned from constituent review since February 26 th . CCLC recommendation for revision.
IV. BP 2340 – Agendas	Jennifer	5 minutes	Returned from constituent review since February 26 th . CCLC recommendation for revision.
V. BP/AP 3810 – Claims Against the District	Jennifer	5 Minutes	Returned from constituent review since February 26 th . Revision due to the elimination of the General Counsel position.
DISCUSSION/ACTION ITEMS:			
I. Discussion Draft Clean-Up of Positions	Jennifer	5 minutes	
II. Proposal to Create a Formal IRB at Antelope Valley College	Hal	5 minutes	
III. AP 2510 Participation in Local Decision Making	Hal	5 minutes	
IV. Driving On Campus	All	5 minutes	
STANDING ITEMS:			
I. Constituents Reports	All	5 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: May 14, 2025			



<h1 style="margin: 0;">College Coordinating Council Minutes</h1>	<p>March 26, 2025 9:30 a.m. – 10:30 a.m. Via Zoom</p>
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Type of Meeting: Regular
Note Taker: Patty McClure
Please Review/Bring: Agenda, Minutes

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

Dr. Jennifer Zellet, CHAIR - **ABSENT**
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

MINUTES

Items	Person(s) Responsible	Time	Action
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APPROVAL OF AGENDA AND MINUTES & REPORT:

I. Approval of Minutes of March 12, 2025. Pamela requested that language be added to the minutes. Pamela stated *that the previous Administration split SPBC*, that it is not impossible to co-exist. . .

CONSENT ITEMS:

I. AP 4235 – Credit for Prior Learning	Hal/Kathryn	5 minutes	It was agreed to go out for constituent review.
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RETURNING ITEMS:

I.			
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DISCUSSION/ACTION ITEMS:

I. Position Clean Up	Jennifer	10 minutes	Kathy stated that as a result of the re-org from last year, there are modifications that need to be reflected in the policies. It was agreed to table until the President returns for further clarification. This will be brought to another meeting.
II. Task Force for AP 2510	Jennifer	10 minutes	Jason stated that since 2510 has far-reaching consequences, the task force should be comprised of the CCC Committee. Shami stated that there

		<p>are challenging topics, that the task force would come back with a model. Pamela stated that the CCC committee should be the task force and the new VP of Equity, that nothing has been done formally to include the position; the position serves the campus as a whole. Shami stated that the committee is not compliant with the policy. Does the committee revert to the structure or reflect the practice of today? Pamela stated that the position falls under Admin Council. Hal stated that it is a good idea to add the VP of Equity, that there is some language that needs to be removed, some language to add, but that it just needs to be tweaked. Lauren shared her concern about tweaking policy, going outside the process, and that it should go through the whole process for revision. Pamela stated that the VP of Equity impacts every department, that it should be added, and to define the role. Shami stated that 2510 needs to be revised. Pamela suggested putting it in there to define the why and to do it like any other policy. Jason agreed to stay with the process for revisions, that anyone can bring forward a revision, and volunteered Hal, that the CCC committee is the taskforce and that it will go out for constituent review. Hal stated that he would be willing to take it on if the committee wanted him to, and Shami stated that this should be tabled until the President returns. This will be brought to another meeting.</p>
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STANDING ITEMS:

I. Constituents Reports	All	10 minutes	<p>Rebecca stated that the college has been invited to attend a Strategic Enrollment workshop, that the college is 1 of 10 colleges invited to attend. She stated that there was a lunch and discussion panel today at noon celebrating women Veterans</p>
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		<p>at AVC.</p> <p>Kathy stated 60+ faculty and staff from CSUB and AVC representing 25 disciplines met today to discuss aligning curriculum pathways and share updates to changes in programs at CSUB and AVC to facilitate the transfer of students across institutions.</p> <p>Shami stated that work is being done around the Administration building to fix the drainage and that Cedar Hall is moving along, with people moving in sometime in April and the Grand Opening in May. He stated that the Facilities Service plan is going to the Board of Trustees in April.</p>
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POLICIES OUT FOR CONSTITUENT REVIEW:

- I. BP 2330 – Quorum and Voting – since February 26, 2025, Meeting
- II. BP/AP 2015 – Student Trustee – since February 26, 2025, Meeting
- III. BP/AP 2110 – Vacancies on the Board – since February 26, 2025, Meeting
- IV. BP 2340 – Agendas – since February 26, 2025, Meeting
- V. 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: April 9, 2025



BP 3310 Records Retention and Destruction

References:

Title 5 Sections 59020 et seq.;
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

The ***President/Superintendent*** shall establish administrative procedures to assure the retention and destruction of all District records—including electronically stored information as defined by the Federal Rules of Civil Procedure—in compliance with Title 5. Such records shall include, but not be limited to student records, employment records and financial records.

Also see BP/AP 3300 Public Records and AP 3310 Records Retention and Destruction.

Adopted:11/7/05

Revised: 9/10/07

Reviewed: 12/12/16

Revised: 1/13/20

Reviewed:

** CCLC Recommended Language

** AVC Recommended Language



AP 3310 Records Retention and Destruction

References:

Title 5 Sections 59020 et seq

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

“Records” means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.

The Superintendent/President or designee shall supervise the classification and destruction of records and ESI. The District must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.

Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.

Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).

Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning, pulping.

The Superintendent/President or designee shall also indefinitely maintain the following:

- A record of allegation(s) of childhood sexual assault reported to the District;
- A record of the actions the District took in response to a report of allegations of childhood sexual assault, including a written determination, and corrective action, if any;
- A record of any appeal of the District’s determination or corrective action and the outcome of the appeal; and

- All training materials addressing the prohibition and investigation of childhood sexual assault.

Also see BP 3310 Records Retention and Destruction and BP/AP 3300 Public Records.

Approved: 11/7/05

Revised: 9/10/07

Revised: 5/12/08

Reviewed: 12/12/16

Revised: 12/9/19

Revised:

** CCLC Recommended Language

** AVC Recommended Language

BP 4025 Philosophy and Criteria for Associate Degree and General Education

References:

Title 5 Section 55061;
Accreditation Standard II.A

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

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 to ensure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

See AP #4025 Philosophy and Criteria for Associate Degree and General Education.

Adopted: 2/6/06
Revised: 5/12/08
Revised: 11/14
Revised: 10/12/15
Revised: 12/11/20

AP 4025 Philosophy and Criteria for Associate Degree and General Education

Reference:

Title 5 Section 55061;
Accreditation Standard II.A

General Education (GE) is designed to introduce students to the variety of means through which people comprehend the changing world. It reflects the conviction of the Antelope Valley Community College District (AVCCD) that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, GE should lead to better self-understanding.

General Education Requirements for the AVCCD associate in arts and associate in science degrees consist of courses or a combination of courses which meet GE philosophy and criteria that will:

1. Provide an introduction to basic concepts, principles, and methodology of study common to a given discipline;
2. Lead to better self-understanding in relationship to the physical environment, culture, economy and society;
3. Provide an opportunity to examine values while proposing solutions for major social problems; and
4. Provide a breadth of knowledge and experiences that contribute to a well-rounded education.

To assure that the Associate Degree provides students with the breadth of coursework needed to meet the philosophy and criteria of general education, coursework in each of the following areas is required in order to obtain an Associate Degree.

- A. Natural science courses present critical thinking and problem-solving methods. These courses also explore the relationship that exists between people and science.
- B. Courses in the social sciences present the principles and knowledge of our personal, social, cultural, economic and political world to help students understand and manage the realities and complexities of modern life.
- C. Courses in the humanities present the cultural activities and artistic expressions of human beings. These courses help students in developing aesthetic understanding and the ability to make value judgments;
- D. Courses in languages and rationality present principles of written, oral and

computer languages and mathematics that lead toward logical thought, clear and precise expression, and critical evaluation of communications; and analytical thinking:

- E. Courses or a combination of courses in the performing and visual arts and physical education provide both theory and practice which leads to a greater understanding and appreciation of the aesthetic world;
- F. Courses in ethnic studies and multicultural courses across disciplines provide opportunities to raise awareness to diversity in the world community and appreciate human differences.

Note: Courses that emphasize occupational competency do not meet GE objectives; and, no course may be counted as meeting both a GE requirement and a major requirement in any District degree.

(See Associate Degree Requirements in the college catalog)

In addition, the District will ensure that its educational programs are consistent with its institutional mission and in alignment with the needs of the community. Procedures to determine which courses implement this philosophy are developed by the college and are documented in AVC's curriculum handbook.

Also see BP 4025 Philosophy and Criteria for Associate Degree and General Education, AP 4021 Program Discontinuance; and BP/AP 4100 Graduation Requirements for Degrees and Certificates.

Approved: 2/6/06
Revised: 4/14/08
Revised: 5/8/17
Revised: 11/9/20



BP 4060 Delineation of Functions Agreements

Reference:

Education Code Sections 8535; 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate memorandum of understanding to the Board for approval.

Adopted: 2/6/06

Reviewed: 10/9/17

Reviewed:

AP 5017 Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information

References:

Education Code Sections 66093, 66093.3, and 68076;
Title 5 Section ~~41905~~ 54024

Unless required by federal or state law, the District shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of immigration status or citizenship status information to satisfy the requirements of a special program, the District shall not use that documentation or information for decisions related to admissions or enrollment in courses or degree programs.

The District is not permitted to use immigration status, citizenship status, or national origin information in personal statements outside the application process, other than for legitimate educational interests, including the provision of a service or benefit relating to the student, such as health care, counseling, job placement or financial aid.

If the District learns of a student's immigration status through its application process (including the students' personal statement or answers to personal insight questions), the District shall create policies and procedures to protect such personal identifiable information and retain the information only to the extent it is necessary or required by law. The District shall avoid the disclosure of information that might indicate a student or family's citizenship or immigration status if the disclosure is not authorized by the Family Educational Rights and Privacy Act (FERPA) or state law.

Where permitted by law, the Dean of Enrollment Services of the District ~~and Access~~ shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status or citizenship status, and that do not reveal information related to citizenship or immigration status.

Examples of documents that can be used as proof of residency include but are not limited to:

- Registering a motor vehicle operated in California;
- Obtaining a California driver's license or California identification card;
- Filing a resident or nonresident California state income tax return;
- Listing a California address on a federal income tax return;
- Listing a permanent military address or home of record in California;
- A professional or vocational license obtained from a California state licensing agency (e.g., nursing, teaching credentials);
- Maintaining active resident memberships in California based professional organizations (e.g., police union, teachers' union); and
- Maintaining an active bank account at a California bank.

Where a District is permitted by law to request a minor student's parent's residency information in order to determine tuition or aid, the educational institution shall only require documentation or information that is available to persons regardless of immigration status (as noted above).

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this administrative procedure, the District's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this administrative procedure.

Specifically, where the District must determine a student's residency for purposes of in-state tuition, the District shall not inquire about a parent/guardian's citizenship or immigration status and shall enumerate alternative means of establishing a parent/guardian's residency. If the student is considered a minor dependent of a California resident, the college or university shall only require documents to determine whether the parent has resided in California for one year (e.g. vehicle registration, lease agreements, etc.)

Also see BP/AP 3410 Nondiscrimination, AP 3415 Immigration Enforcement Activities, BP/AP 5015 Residence Determination, and BP/AP 5040 Student Records, Directory Information, and Privacy.

Approved: 12/9/19
Reviewed: XX/XX/25

** CCLC Recommended Language

** AVC Recommended Language

BP 6620 Naming Recognition

References

AVC Foundation Policies & Procedures, Section VI and Exhibit 1, ~~August 4, 2016~~
[September 25, 2024](#).

PURPOSE

The purpose of this policy is to encourage private support through offering recognition opportunities to name campus facilities and properties and establish the conditions under which recognition may be given to an individual, business, organization or other party as a means of recognizing their contributions for Antelope Valley Community College District through the Antelope Valley College Foundation.

POLICY

The Board of Trustees of the Antelope Valley Community College District holds authority for naming all Antelope Valley College facilities and properties; i.e.all buildings, portions of buildings, college streets or roads, athletic fields, courts and facilities, and other areas of major assembly or activity, plazas, malls and other large areas of campus circulation, and all other visible facilities and properties. Each proposal for naming shall be considered on its own merits and approved by the Board of Trustees.

This policy provides the general guidelines for bringing naming recommendations to the Board of Trustees.

CRITERIA FOR NAMING RECOGNITION

Naming of District property may be considered for any of the following reasons:

1. To honor a living person who has made a unique, extraordinary or significant personal contribution to the college.
2. To honor a deceased person who has made a unique, extraordinary or significant personal contribution. Such proposals shall be submitted no earlier than one year following the death of the individual to be memorialized.
3. To honor a group, business or organization that has made a unique, extraordinary, or significant contribution to the college.
4. To recognize a person, group or business that has donated significant resources, specifically for naming, through the AVC Foundation. The suggested value of donated resources commensurate with naming recognition for campus facilities is attached to this policy as an addendum that may be updated from time to time by the Foundation and approved by the Board of Trustees. Donations do not themselves guarantee naming rights, but suggest that such recognition shall be appropriately considered (AVC Foundation Policies and Procedures – Section VI.
5. To reflect natural and geographical features.
6. To reflect a traditional theme of the college or the District.

Recommendations for naming recognition must clearly define and demonstrate the applicable standard for recognition.

DURATION OF NAMING RECOGNITION

Naming of district property may be granted by the Board of Trustees as either permanent or for a defined period of time. The recommendation to the trustees shall include the recommended duration of the recognition.

TRANSFERABILITY OF NAMING RECOGNITION:-

Naming of a designated piece of district property shall not survive the named property’s existence. Should the named property be removed or redesigned for another use the naming recognition shall not automatically be assigned to its replacement or any other property without the express authorization of the Board of Trustees. A recommendation for the transfer of the naming rights may be presented to the Board of Trustees for consideration at any time with the originally defined recognition period.

SCOPE OF NAMING RECOGNITION

Naming recognition shall be at a minimum in the form of a standardized plaque prominently placed upon or near the district property to which it applies. To be considered, the recommendation for naming recognition should also clearly define any other requested references including but not limited to printed publications, campus maps, signs and Websites.

In special circumstances, the Board of Trustees may waive any or all of the above criteria.

Also see AP 6620 Naming Recognition.

- Adopted: 4/9/07
- Revised: 8/29/11
- Revised: 1/14/13
- Revised: 6/12/17
- Revised: 4/13/20
- Revised: xx

AP 6620 Naming Recognition

References:

AVC Foundation Policies and Procedures, Section VI and Exhibit, ~~August 4, 2016.~~
September 25, 2024.

GUIDELINES FOR NAMING RECOGNITION

Decisions to name buildings or facilities after an individual shall be made under circumstances free from emotion and transitory pressures; therefore, if the request is to honor a deceased person, that request will be submitted only after a suitable period of mourning. No request will be considered within a year of the death.

A suitable plaque shall be placed, at the District's expense, within the building or at the facility, including rooms, landscaped areas, trees or similar areas, in honor of the person for whom it is being dedicated.

PROCEDURE

Any individual or group affiliated with Antelope Valley College may submit a written request for the naming of buildings, their interior areas and for exterior areas on the campus to the Superintendent/President, who will work in concert with the Antelope Valley College Foundation on their review and approval. A request must include:

1. Contact information for the individual or group submitting the request.
2. Specific naming recognition requested, including clear identification of the property to be named.
3. Written acknowledgement and permission of the person, business, or organization to receive the recognition.
4. Rationale for the recognition based on criteria set forth in this policy. Evidence for a broad base of support, including a biography of the individual when appropriate, shall be included in the rationale.

Upon receiving a complete written request, the Superintendent/President informs the Board of Trustees of the impending naming opportunity. The Superintendent/President or designee will facilitate collegial review by a campus committee comprised of at least two (2) representatives of the faculty, classified staff, students, management staff, and Foundation. The Superintendent/President will chair this committee. The committee will review the request and submit its recommendation for the Board of Trustee action on the request.

The Superintendent/President will then publish the request and supporting recommendation to the Board of Trustees for action.

The Board of Trustees will act upon the request.

The Superintendent/President will notify the appropriate persons of the action taken by the Board of Trustees and, if approved, will assign personnel to implement the naming recognition accordingly.

NAMING INVOLVING A DONOR GIFT

When a donor gift, which must be facilitated through the AVC Foundation, is involved:

1. Facilities and properties may be named for individuals or organizations responsible for a “substantial gift” benefiting Antelope Valley College.
2. A gift must be substantial and will not be defined by arbitrary standards or exclusively by a specific dollar amount.
3. In reviewing a request of approval of naming, consideration shall be given to:
 - a. The significance of the proposed gift as it relates to the realization and/or success of the project/program or to the enhancement of the project/programs’ usefulness to the District;
 - b. The urgency of need for the project/program or for support funds for the project/program;
 - c. The eminence, reputation and integrity of the individual or entity whose name is proposed; and
 - d. The relationship of the individual or entity to the District.
4. Its interpretation is meant to be flexible so that each situation may be judged on its own merits and may take into account significant contributions of personal services as well as monetary or in-kind gifts.
5. It is expected that each naming opportunity will recognize the donor according to the level of gift and size of facility.
6. A naming conferred in recognition of a pledge is contingent upon the gift agreement that makes every effort to ensure fulfillment of the pledge. Naming may be removed if the pledge is not fulfilled as dictated in the AVC Foundation’s policies and procedures.
7. Proposed naming opportunities involving a gift must first be presented to the Board of Trustees for preliminary approval, approved by the AVC Foundation Board of Directors as recipients of the gift, and then continue through the process led by the Superintendent/President for final approval by the Board of Trustees.

NAMING WITH NO DONOR GIFT

When no donor gift is involved:

1. The naming should honor a person who has achieved unique distinction in higher education and other significant areas of public service, or who has served Antelope Valley College in an administrative or academic capacity and has earned a national or international reputation as a scholar or during administrative service has made extraordinary contributions to the District, which warrants special recognition.

In special circumstances, the Board of Trustees may waive any or all of the above criteria.

Removal of Names from Donor-Named Buildings, Facilities, and Grounds.

The District may, in its sole discretion, change a name, or remove a name from a donor-named building, facility, ground or other space if the building, facility, grounds, or other space is destroyed or razed, or must be substantially remodeled or rebuilt for any reason. In that situation, the District will acknowledge the donor's contribution with a plaque in a prominent location in a replacement building, facility, grounds or elsewhere on the District's campus.

The District has the absolute right and authority to remove a name from a donor-named building, facility, grounds or other space and rename it as it sees fit in the following situations:

- If the donor fails to make the promised donation or gift for any reason; or
- If the District determines, in its sole discretion, that the District's continued association with the name, the donor, or the donor's family or business, will damage the District's reputation or goodwill in the community.

Approved: 4/9/07

Revised: 1/14/13

Revised: 3/9/20

Revised: xx



BP 2015 Student Trustee

Reference:

Education Code Section 72023.5

The Board of Trustees shall include one non-voting student member. The term of office shall be one year commencing on May 15.

The student member shall be enrolled in and maintain a minimum of five (5) semester units, **or its equivalent**, in the District, shall be in good standing in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. No student shall hold the office of Student Trustee for more than two terms.

The student member shall be seated with the Board of Trustees **during the open session portion of meetings** and shall be recognized as full member of the Board of Trustees at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board of Trustees, **except for issues and items discussed in closed session. The student member shall have the right to attend each and all meetings of the Board.** ~~(except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.~~

~~On or before May 15 of each year, the Board of Trustees shall consider whether to afford the student member any of the following privileges:~~

- ~~• The privilege to make and second motions.~~
- ~~• The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters; at the discretion of the Board of Trustees.~~
- ~~• The privilege to receive compensation for meeting attendance at a level of \$200.~~
- ~~• The privilege to serve a one-year term commencing on May 15.~~
- ~~• The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board of Trustees.~~

The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees. The student member shall have the opportunity to cast an advisory vote immediately before the regular members of the Board cast votes. The student member's advisory vote shall not be included in determining the vote required to carry any measure before the Board.

A student member may make and second motions at the discretion of the Board. The student member may receive compensation, at the discretion of the Board, up to the amount prescribed by law. See BP 2725 Board Member Compensation. On or before May 15 of each year, the Board may determine if the student member's term will commence on May 15

instead of on June 1.

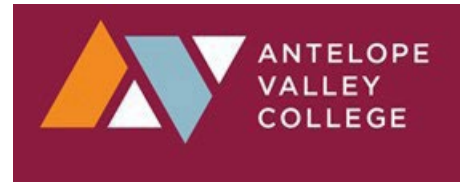
The Board of Trustees shall, by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.

Also see AP 2015 Student Trustee and BP/AP 2105 Election of Student Trustee.

Adopted: 7/5/05
Revised: 9/10/07
Revised: 7/14/08
Reviewed: 8/8/16
Revised: 9/9/19
Reviewed: 3/14/22
Revised: X/X/25

** CCLC Recommended Language

** AVC Recommended Language



AP 2015 Student Trustee

Reference:

Education Code Section 72023.5

The student trustee shall:

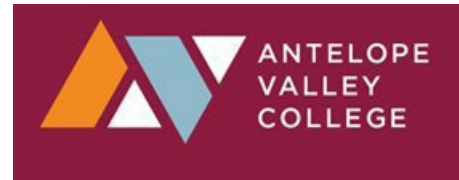
- Attend meetings of the Board of Trustees (absences not to exceed two (2) regular board meetings).
- Attend at least two (2) regular meetings of the Associated Student Organization (ASO) per month, unless there is a class schedule conflict, and maintain communication with the ASO as needed.
- Meet with the Superintendent/President of the college as needed.
- Represent the Board as well as the college at meetings and special events whenever possible.
- May attend state and other related conferences for Board of Trustee members.
- Meet with the advisor to the Student Trustee ~~and the Dean of Student Life & Services~~ when necessary.

Also see BP 2015 Student Trustee and BP/AP 2105 Election of Student Trustee.

Approved: 7/5/05
Reviewed: 8/8/16
Revised: 9/9/19
Reviewed: 3/14/22
Revised: X/X/25

** CCLC Recommended Language

** AVC Recommended Language



BP 2110 Vacancies on the Board

References:

Education Code Sections 5090 et seq.;
Government Code 1770

Vacancies on the Board of Trustees may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board of Trustees shall be governed by Education Code Section 5090.

Within sixty (60) days of the vacancy or filing of a deferred resignation, the Board of Trustees shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than one hundred thirty (130) days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the board members at a public meeting.

The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Trustees will determine the schedule and appointment process, which may include interviews at a public meeting.

Also see BP 2010 Board Membership, AP 2110 Vacancies on the Board, and BP 2750 Board Member Absence from the State.

Adopted: 7/5/05
Reviewed: 8/8/16
Revised: 9/9/19
Reviewed: 12/9/22

Reviewed: _____

** CCLC Recommended Language

** AVC Recommended Language

AP 2110 Vacancies on the Board

References:

Education Code Sections 5090 et seq.;
Government Code Sections 1770 and 6061

When the Board of Trustees determines to fill the vacancy by appointment, the Superintendent/President shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three (3) public places in the District, **publication in a newspaper of general circulation, and posting a notice on the District's website.** ~~and publication in a newspaper of general circulation.~~

(Note: This publication, which is required by Government Code Section 6061, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)

The posted notice of vacancy should contain the following:

- 1. The fact of the vacancy or resignation;**
- 2. The date the vacancy occurred or the date the deferred resignation was filed, and the effective date of, the resignation; and**
- 3. Relevant information about the provisional appointment process, including timeline to file an application.**

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board of Trustees.

Persons applying for appointment to the Board of Trustees shall receive a letter from the Superintendent/President containing information about the District and the Board of Trustees and including a candidate application to be completed and returned by a specific date.

The Board of Trustees may request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board member will review all candidate applications with final selection made by a majority vote of the Board members at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Board of Trustees shall, within ten (10) days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three (3) public places in the District. It shall also publish a notice in a newspaper of general circulation, **if a newspaper of general circulation is published in the District.**

(Note: This publication, which is required by Government Code Section 6061, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)

The public notice of vacancy and provisional appointment must contain the following:

- The fact of the vacancy or resignation;
- The date the vacancy occurred or the date the deferred resignation was filed and the effective date of the resignation; and
- The full name of the provisional appointee to the Board and the date of the provisional appointee's appointment.
- A statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within thirty (30) days of the date of the provisional appointment, it shall become an effective appointment.

~~The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within thirty (30) days of the date of the provisional appointment, it shall become an effective appointment.~~

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his/her/their appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for governing board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

Approved: 7/5/05
Reviewed: 8/8/16
Revised: 9/9/19
Reviewed: 11/14/22

** CCLC Recommended Language

** AVC Recommended Language

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



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

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

April 2025

Proposal to Create a Formal IRB at Antelope Valley College

(Put forward by Rebecca Farley, Svetlana Deplazes, and Hal Huntsman)

Purpose

The primary purpose of the IRB is to protect the welfare of human subjects used in research.

Basic Principles

A. The basic principles that govern the IRB in assuring that the rights and welfare of subjects are protected are contained in ***Ethical Principles and Guidelines for the Protection of Human Subjects of Research*** (“The Belmont Report”), and The National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, April 18, 1979 [see <http://ohrp.osophs.dhhs.gov/humansubjects/guidance/belmont.htm>].

B. Therefore, the following principles apply to all research, including student projects, involving human subjects at the Antelope Valley Community College District to ensure that adequate safeguards are provided:

1. Subjects’ legal rights will be respected; their rights to privacy, dignity, and comfort will also be considered in approving proposed research.
2. Risks to subjects must be reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result.
3. Adequate provision(s) must be made for all facilities, procedures, and professional attention necessary for the protection of the individual as a research subject.
4. Adequate provisions should be made for recruiting a subject population that is representative of the population base in terms of gender and minority representation unless scientifically justified.
5. Research involving human subjects must be supervised by qualified persons, including qualified clinicians for all study-related healthcare decisions.
6. Participation of a human subject in research must be voluntary and the right to withdraw at any time must be provided. Information provided to gain subject consent must be adequate, appropriate, and presented in lay language appropriate to the subject population.
7. All research programs that involve human subjects must be reviewed by and must receive approval of a formally constituted review **prior** to their initiation or **prior** to

initiating any changes to the protocol. Continuing research programs are subject to periodic review, to be carried out no less often than once a year.

Requirements

- IRBs need to be registered with the US Department of Health and Human Services Office of Human Research Protections if they will review human subjects research conducted or supported by HHS.
- IRB training is usually required for members of the IRB, as well as any researchers who will be working with human subjects.
 - Certification is good for **three** years
 - National Institutes of Health had offered free online training with certification; this training will not be available after September 2026
 - Online training offered by CITI reflects the revisions to the Common Rule (regulations that protect individuals participating in research, followed by 18 federal agencies) made on June 19, 2018; organizational subscription costs \$1,000 per year or \$129 per person.
 - ♣ Revised Common Rule: <https://www.hhs.gov/ohrp/regulations-and-policy/regulations/finalized-revisions-common-rule/index.html>
 - ♣ <https://about.citiprogram.org/en/course/revised-common-rule-course/>

General Structure

The Board will consist of the Vice President of Equity and Student Achievement (VPESA), Dean of IERP, and one community member, two faculty (one from Social and Behavioral Sciences and one from a STEM discipline). The VPESA and Dean are standing members. Faculty and community member terms on the Board will be three years. (Note: the initial terms of the faculty members will be two years and three years, so that replacing the positions will be staggered.)

Timelines

Once the Board is approved, the Senate will recruit and appoint the two faculty members. This process takes 4-6 weeks.

After an initial period of meetings to establish procedures for the Board, the Board will meet as needed when research proposals are submitted.

Anticipated Deliverables

- Research proposal form

- Rubric for grading proposals

Revisions Proposed by Hal Huntsman April 2025, shown either with blue language or ~~strikethrough~~.

AP 2510 Participation in Local Decision-Making

Reference:

Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq; 51023.5; 51023.7 Accreditation Standard IV.A.2, IV.A.5

ADMINISTRATIVE PROCEDURES RELATED TO PARTICIPATORY GOVERNANCE

The faculty, students, staff, and administration of Antelope Valley Community College District have developed the following procedures to fulfill the statutory requirements of Title 5 related to Participatory Governance.

Procedures for Participatory Governance Committees and Academic and Professional Matters: A.

Procedures related to participatory governance committees:

1. All collegewide participatory governance committees will abide by the “Participatory Governance Committee Operating Procedures” in Appendix I. Academic Senate committees will operate in accord with Senate guidelines.
2. To insure “effective participation,” collegewide participatory governance committees shall include representatives from constituencies directly affected by the recommendation and representatives who also have expertise related to the role and purpose of the committee, whenever possible.
3. The College Coordinating Council (CCC) will determine the role and function of collegewide participatory governance committees and specify the membership and terms of those committees. In addition, the CCC will review the role, function and membership of all collegewide participatory governance committees at least every three years and modify as needed. Participatory governance committees may request that the CCC review their role, function, or membership at any time for possible modification.
4. Each constituent group represented on the College Coordinating Council will determine the process by which it appoints representatives to collegewide participatory governance committees.
5. Each collegewide standing committee will determine if any part of an item or issue before it is related to an academic and professional matter, or a collective bargaining issue, using the guidelines listed in Appendix II, and refer that part to the College Superintendent/President and the Academic Senate or Collective Bargaining Agent, as appropriate, for consideration.

B. Procedures for reaching agreement on Academic and Professional Matters:

1. Recommendations related to Academic and Professional Matters, where the Board relies primarily on the Academic Senate, will be submitted to the Board of Trustees for consideration, via the Superintendent/President. If the recommendations of the Academic Senate are not accepted, the Board will communicate the “compelling reasons or legal liability” to the Academic Senate in a written statement.

2. For those Academic and Professional Matters that require mutual agreement, ~~the Mutual Agreement Council will solicit feedback from~~ the Board of Trustees, **or their designees**, and the Academic Senate **will consult with each other**, and may solicit feedback from other college constituent groups if needed. ~~The Mutual Agreement Council will deliberate~~ **Deliberations will continue** until mutual agreement is reached between the Board of Trustees, or their designees, and the Academic Senate.
3. If mutual agreement is reached, the Board will put the new policy into effect unless legal liability or substantial fiscal hardship can be demonstrated. If mutual agreement cannot be reached and a policy currently exists, the current policy remains in effect, unless legal liability or substantial fiscal hardship can be demonstrated. Both the Board of Trustees, or their designees, and the Academic Senate will communicate in a joint statement the reasons that agreement cannot be reached.
4. Mutual agreements between the Academic Senate and the Board of Trustees, or their designees, will be placed on the next scheduled Board Agenda as an informative report. Mutual agreements requiring Board approval will be submitted at a subsequent meeting as a communication for approval.
5. ~~The Mutual Agreement Council will also serve as a forum for the President's Executive Council and Senate Executive Committee to share information and discuss concerns about academic and professional matters.~~

AVCCD Governance Councils and Committees:

- A. College Coordinating Council
- B. ~~Mutual Agreement Council~~
- C. Strategic Planning & Budget Council
- D. Collegewide Participatory Governance Committees
 1. Staff Development Committee
 2. Information Technology Committee
 3. Matriculation Committee
 4. Equal Employment Opportunity Advisory Committee
 5. Campus Safety Committee
 6. Calendar Committee
 7. ~~Legislative Committee~~
 8. Enrollment Management Committee
 9. **Equity Committee**
- E. Academic Senate Standing Committees
 1. Academic Policies & Procedures Committee
 2. Faculty Professional Development Committee
 3. Honors Program Committee

4. Distance Education & Technology Committee
5. Student Learning Outcomes Committee
6. Program Review Committee
7. Equivalency Committee
8. ~~Senate Grant Program Committee~~

Membership and Functions of Governance Councils:

A. College Coordinating Council

(Membership)

1. Superintendent/President and/or Vice Presidents (one vote) Representing the Board of Trustees, including the Vice President of Equity and Student Achievement
2. Academic Senate President
3. Administrative Council Representative
4. President of Faculty Exclusive Bargaining Unit
5. President of Classified Exclusive Bargaining Unit
6. Confidential/Management/Supervisory Unit Representative
7. Associated Student Organization Representative

(Function)

- a) The College Coordinating Council will serve as the coordinating body for governance issues at Antelope Valley College, except academic and professional matters and collective bargaining issues. The Council will have four main functions: issue management, providing a communication network for distributing information to all college constituent groups, determining the decision-making and recommending authority of collegewide participatory governance committees, and submitting recommendations to the President in areas of “effective participation”.
- b) Issue management means the Council will determine the appropriate governance committee or process to address any new issue or task that is not already assigned to an existing committee or process. When the Council assigns an issue or task to an existing or a newly created committee, the Council will specify in writing the nature and scope of the assignment, if the committee has decision-making or recommending authority, the appropriate reporting process, and a timeline for completion of the assignment.
- c) If an issue before the Council involves an academic and professional matter, it will be referred to the Academic Senate and the-President’s Executive Council for consideration. If an issue before the Council involves collective bargaining matters, it will be referred to the affected Collective Bargaining Unit and the Superintendent/President for deliberation.
- d) When a collegewide participatory governance committee makes a recommendation that only requires “effective participation” of faculty, staff and students, the College Coordinating Council will consider the recommendation and communicate the committee’s recommendation to all college constituent groups.

- e) The Council may address an issue itself, when a recommendation cannot be made in a timely manner by another committee or process, or the Council determines that not taking action will expose the district to legal liability or cause substantial fiscal hardship. The Council may also make a recommendation to the Superintendent/President when no existing or new committee or process is deemed appropriate for handling the issue, or a committee or constituent group requests a recommendation from the Council regarding an issue.
- f) The Council shall seek consensus as the basis for making decisions. However, when consensus cannot be reached, the Council may take action if six out of seven Council members are in agreement. When a resolution before the Council does not have the required "6 out of 7" members in favor, the status quo remains in effect until such time as a mutually acceptable resolution can be negotiated and agreed to by 6 of the 7 members of the Council. The Council will determine, by consensus, criteria and a process for emergency and fast-track decision-making to be used when waiting until the next regular Council meeting would not be in the best interest of the district. All Council members have a single vote and the meetings of the Council shall be open.
- g) The Council will review the purpose/function and scope of decision-making/recommending authority of each college standing committee every three years. Any recommendation for change in purpose or scope of a committee, including the dissolution of the committee, will be presented to college constituent groups for feedback. All feedback will be shared with the affected committee. The Council and the affected committee will discuss the recommendation and the feedback from constituent groups with the goal of reaching consensus. If consensus is reached, the purpose/function and/or decision making/recommending authority will be changed. If consensus cannot be reached, the Council may still make changes in these areas if six of seven Council members are in agreement with the change.
- h) If a proposed change in purpose/function involves an academic and professional matter, the recommendation and feedback from constituent groups will be forwarded to the Mutual Agreement Council (MAC) for deliberation. If mutual agreement is reached by the MAC, the purpose will be changed. If mutual agreement cannot be reached, the purpose/function of the committee remains the same in accord with the provisions of Title 5.

B. Mutual Agreement Council

~~(Membership)~~

- ~~1. President's Executive Council~~
- ~~2. Senate Executive Committee~~

~~(Function)~~

~~The Mutual Agreement Council consists of the President's Executive Council and the Senate Executive Committee and its purpose is to consult and deliberate with the intention of reaching mutual agreement between the Academic Senate and the Board of Trustees on academic and professional matters 6, 7, 9, 10 and 11 of Section 53200 in Title 5. "The governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations."~~

C. Strategic Planning & Budget Council

(Membership)

- 1. Superintendent/President - Ex-Officio

2. Academic Senate President (Co-chair)
3. ~~Dean of Institutional Effectiveness, Research and Planning~~ Vice President of Equity and Student Achievement (Co-chair)
4. College Vice Presidents (4)
5. Faculty Union Representative (1)
6. Student Representatives (2)
7. Faculty Representatives (5 – 1 transfer, 1 student services, 1 instructional resources, 1 vocational, 1 adjunct)
8. Classified Representatives (5)
9. Confidential/Management/Supervisory Representative (1)
10. Deans/Directors Representatives (2)
11. Director of Facilities Planning and Campus Development
12. Director of Information Technology Services
13. Executive Director of Institutional Advancement and Foundation
14. Director of Public and Governmental Relations
15. Enrollment Management Committee Co-chair

(Function)

The Strategic Planning & Budget Council (SPBC) is a shared governance council that provides oversight and monitoring of the various planning documents within the institution in order to accomplish the mission and goals of the district. SPBC utilizes the Educational Master Plan, which is the district's strategic plan, to review the mission, vision, values, and practices of the institution and to monitor and modify the Strategic Goals and the Institutional Learning Outcomes.

The council reviews the annual budget requests brought forward by the Budget Subcommittee and makes a recommendation to the Superintendent/President to fund those requests that utilize institutional resources most efficiently in accomplishing the district's strategic goals and improving the Institutional Learning Outcomes. SPBC works collegially with the Superintendent/President to recommend budget priorities in a timely fashion. The Superintendent/President may recommend budget expenditures to the Board of Trustees without consensus of the SPBC in those instances of legal and fiscal responsibility, as cited in both Education Code and Title 5. The Superintendent/President submits budget recommendations to the Board of Trustees for approval.

In order to function most efficiently and to support and execute the Educational Master Plan, members of the SPBC are assigned to the following subgroups/subcommittee:

- **Facilities:** Based on the findings of the Educational Master Plan, responsible for developing and evaluating the effectiveness of the Facilities Master Plan, which oversees the district's long-range infrastructure, building, and parking needs.
- **Human Resources:** Responsible for creating a Human Resources Plan that includes a longrange Staffing Plan to support the program needs identified in the Educational Master Plan.

- Finance: Responsible for developing a Finance Plan to analyze and determine the financial impact and necessary resources to implement the Facilities, Human Resources, Technology, and Enrollment Management plans.
- Communications: Responsible for developing, implementing, and evaluating a marketing and communications plan with strategies to increase communications with our internal and external constituents. Responsible for disseminating information to the campus and general community through e-mail, the website, myAVC, and the SPBC Annual Review.
- Educational Master Plan: Responsible for annually reviewing the Educational Master Plan to ensure that the District’s ongoing needs are met.
- Budget Subcommittee: Responsible for evaluating and prioritizing the annual budget requests to most efficiently utilize institutional resources and present those recommendations to the SPBC.

APPENDIX I

“Participatory Governance Committee Operating Procedures”

Each committee will have a statement of purpose/function in accord with the district mission and a membership list, along with the minimum number and frequency of meetings that will be held during the academic year. In addition, each committee will have a statement of reporting responsibilities to individuals, committees or constituent groups and publish this information to all district employees. Committees will make decisions or recommendations through consensus.

Each committee will also circulate a “Call for Agenda Items” five working days prior to a meeting and distribute to members and post an agenda two working days prior to a meeting. Each committee will also distribute to members and post a draft of unapproved minutes within ten working days after a meeting. Minutes will include a brief summary of discussion regarding actions taken, including motions made, seconded, passed or defeated. On an annual basis, each committee will review its activities and submit a year-end report to whichever reporting body it is accountable. In most instances, reports would be made to the College Coordinating Council, Superintendent/President, or appropriate administrator. The year-end report will include accomplishments, preview issues for the coming year, and make recommendations for change in membership or function.

APPENDIX II

“Criteria for Committees to Use in Determining if an Item is an Academic and Professional Matter or a Collective Bargaining Issue”

In doing their work, committees, particularly the chair(s), must recognize which items/issues under discussion are subjects of collective bargaining (CB) or are academic and professional matters (APM). Unless specifically asked to handle a CB item or an APM, the committee should not. In addition, each participatory governance committee should assure effective participation of all parties, as well as effective communication with the College Coordinating Council (CCC). As committees forge recommendations, the committee chair is responsible for assuring the following steps have been completed:

Verify that the topic is not CB or APM (unless the CB/APM has been assigned to the committee)

Develop recommendation/policy with input from all representatives
 --if representatives are not attending, committee chair notifies constituency president

- ask regularly if representatives have consulted with their constituency
- consult with CCC if stuck, hit controversy or need clarification

Disseminate to campus via mailbox or email prior to completing last draft of recommendation/policy and give the campus 2 weeks to respond to any issues

Consider campus input, complete and send to the Superintendent/President and the CCC

If CB, send to presidents of college and union (s); if APM, send to presidents of college and senate COLLECTIVE BARGAINING

salaries--steps, columns, merit pay, rate of pay for stipends, bonuses, reassigned time, overtime, placement & advancement benefits leaves, vacations, holidays union & district rights grievance, arbitration & evaluations discipline procedures. academic freedom

committees that deal with CB items, such as calendar, classified: as it relates to work hours and calendar year for classified, certificated: as it relates to academic year and work hours

discrimination--sex, race, religion etc job

assignments, reclassification & reassignment

seniority, promotions, retirement office space &

parking graduation attendance preparation time

tools/equipment: access to computer, telephone and equipment necessary for the job

training (impact on wages/hours, such as sabbaticals, staff development, flex) &

travel contracting out of bargaining unit work work load/class size/work hours/work

days ACADEMIC AND PROFESSIONAL MATTERS

curriculum, including establishing prerequisites

degree and certificate requirements grading

policies

education program development

standards or policies regarding student preparation and success district

and college governance structures as related to faculty roles faculty

roles and involvement in accreditation

policies for faculty professional development activities—(staff development, flex, sabbaticals, faculty academy, senate grant program) processes for program review processes for planning and budget

APPENDIX III

Other Statutory Requirements related to Participation in Local Decision-making

□ Ed Code 66450: *Distribution of academic presentations*

Pursuant to Ed. Code Section 66450-66452, anyone (other than the instructor of record) making a recording in any medium of a classroom presentation cannot use the recording for financial or economic gain. Students who are found to be in violation of this section will be subject to disciplinary measures. All persons found to be in violation of this section may be subject to legal action. Distribution of classroom information or materials requires prior permission from the instructor of record.

Students will be informed of this regulation through posting in the college catalog and the Antelope Valley College website.

See Board Policy #5500

□ Ed Code 87458: *Administrative retreat rights*

The process by which the board of trustees determines retreat rights of administrators shall be developed and agreed upon jointly by representatives of the board and the academic senate, and the board relies primarily upon the advice and judgment of the academic senate to determine that the administrator possesses the minimum qualifications for employment as a faculty member.

See Administrative Procedure #7250

□ Ed Code 87359: *Equivalencies to minimum qualifications*

The process and criteria used to determine that individual faculty members who do not meet the applicable minimum qualifications specified in Ed. Code 87356 shall be developed and agreed upon jointly by representatives of the board of trustees and the academic senate. The board shall rely primarily upon the advice and judgment of the academic senate to determine that faculty members possess qualifications that are at least equivalent to the applicable minimum qualifications.

Equivalencies for each discipline will be determined by full-time faculty from the respective disciplines and submitted to the Academic Senate for approval. Equivalencies must be approved by the Academic Senate and available to the Human Resources Office prior to screening of applicants.

See Administrative Procedure #7211

• Ed Code 87360: *Faculty hiring*

Hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the board of trustees and the academic senate. See Administrative Procedure #7120

• Ed Code 87610.1: *Faculty tenure*

The faculty's exclusive representative shall consult with the academic senate prior to engaging in collective bargaining on procedures related to tenure evaluation procedures.

See Administrative Procedure #7210

□ Ed Code 87663: *Faculty evaluation*

The board of trustees, in consultation with the faculty, shall adopt rules and regulations establishing the specific procedures for the evaluation of its contract and regular employees on an individual basis and setting forth reasonable but specific standards which it expects its faculty to meet in the performance of their duties. Such procedures and standards shall be uniform for all contract employees with similar duties and all regular employees with similar duties.

See Administrative Procedure #7150

□ Ed Code 87743.2: *Faculty service areas*

The faculty's exclusive representative shall consult with the academic senate in developing its proposals for establishing faculty service areas.

See Administrative Procedure #7211

□ Title 5 55022: *Curriculum committee*

Curriculum Committee. The college and/or district curriculum committee (Academic Policies and Procedures Committee) recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.

In order to fulfill the mandate of Title 5, Section 55022, the Board of Trustees and the Academic Senate mutually agree to establish a curriculum committee, referred to as the Academic Policies and Procedures Committee, comprised of members from each faculty division and co-chaired by a fulltime faculty member and the vice president of academic affairs.

□ Title 5 53204: *Academic senate/union agreements*

Nothing in these administrative procedures shall be construed to impinge upon the due process rights of faculty, nor detract from any negotiated agreements between collective bargaining representatives and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to these regulations.

Glossary of Terms

1. Academic Senate

An organization representing faculty, whose primary function is to consult collegially with the governing board of a district and/or the administration of a college as their representative. The role of the academic Senate constitutes a delegation of authority; by regulation local governing boards are required to consult collegially with the academic Senate on academic and professional matters. (Title 5 §53200-53201) (Ed Code §70901)

2. Ad-Hoc

A group of individuals working on a one-time task

3. College Coordinating Council (CCC)

The College Coordinating council is a governance group of district constituent leaders, established to respond to changing conditions in the institution within a participatory governance framework.

4. Collegewide Participatory Governance Committee

A committee that functions under the operating guidelines of the College Coordinating Council.

5. Consensus

A decision-making process used to resolve conflict creatively and with general agreement. Complete unanimity is not the goal. Each individual should accept the group's decision on the basis of logic and feasibility.

6. Constituent

Individual members of any represented group.

7. Effective Participation of Faculty Outside of Academic and Professional Matters

Faculty shall be provided with opportunities to participate on matters affecting them. (Title 5 §51023)

8. Effective Participation of Staff

a) Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures. Governing boards should solicit input of staff on matters affecting them. Delegation of authority does not extend to staff. The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration. (Title 5 §51023.5)

b) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on staff until it has provided staff with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by staff are given every reasonable consideration. (Title 5 §51023.5)

9. Effective Participation of Students

a) Students shall be provided an opportunity to participate in the formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures. Delegation of authority does not extend to students.

b) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration. (Title 5 §51023.7)

10. Exceptional Circumstances

The regulations do not define the terms “exceptional circumstances” and “compelling reasons,” and these terms are not intended to have a legal definition. These terms mean that Boards must usually accept Senate recommendations in relation to academic and professional matters. In instances where a recommendation is not accepted, the Board’s decision must be in writing, based on a clear and substantive rationale which puts the explanation for the decision in an accurate, appropriate, and relevant context. (Title 5 §53203 - d.2).

11. Participatory Governance

Effective participatory governance includes collectively sharing ideas and formulating good recommendations to present to Boards of Trustees or their designee. It is the responsibility of the Board to focus on the needs and best interests of the district as a whole.

Participatory governance is not effective when the participating entities interpret their roles to include final approval of policies, procedures or budgets. (May 19, 1999 Report to the Consultation Council on the Effectiveness of Faculty, Staff and Student Participation in College and District Governance.)

12. Recommendations

Committee makes a “decision” of what to recommend to appropriate bodies (i.e., Academic Senate, Superintendent/President, or Board of Trustees). (Title 5 §53203(d).)

13. Senate Standing Committee

A committee formed by the Academic Senate on academic and professional matters assigned to it.

14. Taskforce

A group carrying out a specific task.

15. Title 5

The California Code of Regulations specific to education. (California Code of Regulation 1/99 Update).

16. Subgroup

A group of individuals assigned by the Strategic Planning and Budget Council to formulate recommendations relating to a designated institutional function or interest including Human Resources, Facilities, Communication, Educational Master Plan, Budget Subcommittee, and Finance.

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