



<h1 style="margin: 0;">College Coordinating Council</h1> <h2 style="margin: 0;">Library 201</h2>	<p>May 13th, 2026 9:30 a.m. – 10:30 a.m.</p>
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Type of Meeting: Regular
Note Taker:
 Michele Schottelkorb/Debbie Salazar
Please Review/Bring: Agenda, Minutes

Committee Members:
 Hal Huntsman, Academic Senate
 Armando De La Torre, ASO Representative
 Pamela Ford, Classified Union
 Ashley Hawkins, Confidential/Management/Supervisory/Administrators
 Dr. Maria Clinton-Houck, Deans
 Perry Jehlicka, Faculty Union

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

MEETING

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

I. Approval of Minutes of March 11, 2025.

CONSENT ITEMS:

Rationale

DISCUSSION/ACTION ITEMS:

I. Update on Hires and Unit Coverage	JZ	10 minutes	
II. Reorg Cleanup: Athletics Discussion 5/12/26	JZ		
III. Reorg Cleanup: Proposed Adjustment to the Office of Equity and Student Achievement	Rebecca	10 minutes	
IV. AI Committee Proposal	Hal		
V. SPBC Membership Proposal	Hal	10 minutes	

RETURNING ITEMS:

STANDING ITEMS:

I. Constituent Reports	All	4 minutes	
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POLICIES OUT FOR CONSTITUENT REVIEW:

I. AP 4235 – Credit for Prior Learning – Sent March 26, 2025
 II. AP 2712 – Conflict of Interest – Sent May 27, 2025

- III. BP|AP 4025 – Philosophy and Criteria for Associate Degree and General Education – Sent May 27, 2025
- IV. AP 5017 – Responding to Inquiries of Immigration State, Citizenship Status, and National Origin Information – Sent May 27, 2025
- V. BP|AP 6620 – Naming Recognition Policy – Sent May 27, 2025
- VI. AP 4021 – Program Discontinuance – Sent November 17, 2025
- VII. BP|AP 7330 – Communicable Disease – Sent November 17, 2025
- VIII. BP|AP 7370 – Political Activity – Employees – Sent September 25, 2025
- IX. AP 7336 – Tuberculosis – Sent September 25, 2025
- X. AP 5200 – Student Conduct Procedures – Sent February 25, 2026

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 – Jennifer/Hal

NEXT MEETING DATE: May 27, 2026

[College Coordinating Council Meeting Calendar](#)



College Coordinating Council Library 201

March 11th, 2026
9:30 a.m. – 10:30 a.m.

Type of Meeting: Regular
Note Taker:
Michele Schottelkorb/Debbie Salazar
Please Review/Bring: Agenda, Minutes

Committee Members:
Hal Huntsman, Academic Senate
Armando De La Torre, ASO Representative
Pamela Ford, Classified Union
Ashley Hawkins, Confidential/Management/Supervisory/Administrators
Dr. Maria Clinton-Houck, Deans
Perry Jehlicka, Faculty Union

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

MEETING

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

I. Message from Jennifer: *“Living the dream.”*

Meeting called to order at 9:33 a.m.

Jennifer welcomed the council and noted that the College Coordinating Council is the main governing body through which items filter in order to make recommendations to the BOT, representing all other governance bodies — hence the “coordinating” role.

With newer members present, Jennifer referenced prior minutes and discussion around votes that took place, including AP 2510.

Governance Structure & Consensus

Jennifer reviewed AP 2510, noting:

There are items that do not currently exist on campus, including Appendix 1.

Appendix 1 establishes that all governance committees will abide by shared guidelines, including having a purpose statement and other foundational elements.

Committees are intended to make decisions through consensus, allowing discussion to gain understanding and reach full agreement.

CCC is not a voting body, and will remain so until AP 2510 is updated, at which point there can be discussion on governance operations.

Jennifer emphasized the distinction between consensus vs. voting, reminding the group that CCC operates as a consensus group, not a voting body.

Accreditation & Policy Updates

Jennifer shared a portion of the ACCJC Manual, Standard IV (Governance) with the group, noting: The college is approaching its midpoint accreditation evaluation.

Several APs and BPs are significantly out of date, including policies last updated in 2016.

There is work to be done to modernize governance structures and documentation.

Jennifer stated that how the college conducts business in 2026 is different than in 2016, and the institution has permission to:

Simplify committee structures

Reduce unnecessary meetings

Question processes that are performative rather than productive

“If it’s worthwhile, rock and roll. If it gets in the way of more important work, we should question it.”

Looking Ahead

Jennifer encouraged members to:

Have conversations with constituent groups

Consider which groups need to exist to effectively conduct college business

Think intentionally about how future meeting time is spent, particularly with accreditation approaching

Quorum

Jennifer confirmed that quorum was present and thanked members for taking their governance responsibilities seriously.

- II. Approval of Minutes of February 25th, 2025. - Approval of minutes – Accept the minutes with Pamela’s corrections.

CONSENT ITEMS:

Rationale

DISCUSSION/ACTION ITEMS:

<p>I. CCC Collaborative Clean up Org Charts (5/21)</p>	<p>Jennifer</p>	<p>10 minutes</p>	<p>From the 5/21 meeting, a need was identified to do some clean-up of organizational charts and to create a collaborative document. Dean Lobos submitted recommendations through AA, with proposed changes and rationale. Items discussed included:</p> <ul style="list-style-type: none"> • Whether ASL should remain in LACA or be connected to LC (clarified). • Proposal to move Advanced Manufacturing from AIAAT to MSE. • Request to speak with constituent groups if anything is missing. • Item opened for discussion. <p>Hal: In general, the Senate has no issues with most proposals. KIN being part of Health and Safety makes sense. AS received a request from Library faculty to move them out of ESA into AA, with preference to be in LACA. JZ: Discussions have occurred; no decisions or additions made yet.</p>
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			<p>Hal: Sent an extension document and requested it be included in this discussion.</p> <p>Jennifer: No rush — students are being served. If items come back multiple times, that is okay to ensure a thorough and wise decision. Noted healthy conversations about KIN in Health, Cal-GETC impacts, and future enrollment challenges for non-KIN majors. Commended KIN faculty. Noted need for discussion with faculty and dean. Will include the document, proposal, and Library email rationale next time. Minutes from discussions will be compiled to track evolution over time. Asked if there were additional points to consider.</p> <p>Jedi: Highlighted that the rationale is more than just a move — creation of a separate Engineering department would allow growth, free faculty reassigned time, and reduce load in Physical Science, allowing more classroom instruction.</p> <p>Maria: Fully supports proposal; fits best in MSE. Suggested growth first, then integrating pieces back together later.</p> <p>Shami: Asked whether Advanced Manufacturing would remain in DL.</p> <p>Maria: Currently in YH, CATIA, and design components.</p> <p>Jennifer: Working on relocation to HL.</p> <p>Shami: Some classes involved.</p> <p>Jennifer: With Bakersfield MOU for electrical and mechanical programs and large equipment needs, space planning is a consideration.</p> <p>Jedi: Many components are currently at Palmdale Makerspace. Over a 10-year build-out, Palmdale Center could serve as a dedicated space. Advanced Manufacturing has evolved beyond drafting to design and technology; potential for multiple program locations. HL funding and DSA concerns previously limited progress.</p> <p>Shami: HL will require retrofit; air handlers and electrical upgrades underway to support course moves from Palmdale Tech Center.</p> <p>Jennifer: Future hybrid models possible; lab days on campus with thoughtful scheduling to support students.</p> <p>Jedi: Palmdale Center could serve as a training center with quick certifications, corporate/community education, and possible space rental.</p> <p>Jennifer: Proposed carrying this forward, tabling for one meeting, then bringing it back for resolution. A compiled document will go out to constituents for review. Aim to return next meeting with a clear path forward.</p> <p>Requested input from Kathryn, Joel, Wendy, and faculty in affected areas so the structure functions effectively.</p> <p>Consensus: Move forward.</p>
II. AI Committee Proposal	Hal	10 minutes	<p>Hal: Important to keep this on the agenda; we left it with a workgroup.</p> <p>Idania: We are working on times to meet — Pamela and</p>

Rebecca.

Hal: I received feedback from Mike and can forward it to everyone.

Pamela: We had the discussion; those of us working on this would also like Hal to be part of the workgroup.

Hal: Happy to join.

Kathryn: Emphasized the importance — the new push is Meta glasses. We need this workgroup moving and working, looking at guidelines. This group will be important.

Jennifer: Asked Shami to share what would help in the meantime.

Shami: In ITS P&P there are restrictions on how technology can be used; Meta and other tools would fall under those standards and policies. We need to determine whose purview different uses fall under.

Idania: Met with Region 6 CSO; it is covered under IT. They did not have faculty issues. No specific policy — five VPs not tied to one policy area.

Pamela: Meta glasses also came up with constituents; not many concerns, but any device can be used for recording — those considerations need to be addressed.

Jennifer: Foundationally, California law covers recording — it is a crime without consent. Important for everyone to understand what is already on the books.

Hal: This also applies to AI assistance in meetings — using AI without consent. Asked if there is already IT policy addressing this.

Shami: Yes — tech-use guidelines apply whether phone or computer; Meta is another means of recording.

Hal: It's more than recording; it can display text in glasses.

Kathryn: It becomes a teleprompter, not just recording.

Shami: If instructional, it may move outside IT and into instructional policy.

Jedi: This raises student conduct issues; there are tools that allow cheating. We already require earbuds off; policy may need language that devices must be removed — students may say “these are prescription glasses.”

Jennifer: Asked whether Meta glasses have been seen in classrooms.

Victor: First time hearing about classroom use; cabinet consensus has been neutral.

Jennifer: Some settings already prohibit devices (e.g., DC trips). Testing language could prohibit them. As educators, we need to be more innovative — fighting cheating is a losing battle. Better assessments and professional development can support this.

Victor: Ultimately on the student if they misuse AI. Faculty can include AI disclosure statements to protect their peace.

Jennifer: Appreciated comments; encouraged dialogue and exciting, authentic learning experiences.

			<p>Idania: Workgroup is meeting to refine and bring back a more defined committee structure.</p> <p>Jennifer: Clarified — committee or taskforce?</p> <p>Hal: Proposing a committee; workgroup is developing structure.</p> <p>Jennifer: Noted connection to AP 2510 for proposed committee.</p>
III. SPBC Membership Proposal	Hal	10 minutes	<p>Hal: We had a fairly robust discussion about the membership structure proposal. We came to a decision, but made it pending CCC approval. I bring it back to this group for approval. Referencing comments at the beginning of the meeting — it came to the consensus of the room; it was a good discussion.</p> <p>Jennifer: I read the minutes. It feels like we are the snake with the tail in its mouth. When I arrived, Meeta was still leading SPBC, and everyone acknowledged it was not part of AP 2510. The proposal at that time was to live with AP 2510 for a year, even though there are committees and positions that don't exist. The time spent here feels like a band-aid for a deeper issue three layers down. It is not constructive to go back and forth on this. The energy should be on creating a constructive governance document. From the minutes and conversation, consensus was that a budget committee without VPAS doesn't make sense, and it doesn't make sense to change co-chairs during accreditation. We are trying to make a broken structure work. In 2026, committees will be conceived differently.</p> <p>Pamela: Who is the accreditation liaison?</p> <p>Jennifer: Rebecca is. I'm putting a question to the group.</p> <p>Hal: I'm not disagreeing. It's clear AP 2510 needs updating. In the meantime, work needs to get done, and I'm bringing this forward for resolution. From my perspective, we reached consensus and I'm asking if we can move forward with it.</p> <p>Jennifer: Today's meeting will not change it. I don't want to make a decision on the spot. If anyone else wants to speak, I want to hear it so I can consider.</p> <p>Pamela: Restating what I said at the last meeting — strategic planning was separated from budget planning to push through an agenda, against AP 2510. There is no documentation of two separate committees; they were combined. It was done inappropriately. Leadership tried to frame strategic planning as leading to budget. I don't understand the confusion and want to know what is behind the issue.</p> <p>Jennifer: AP 2510 is broken; it does not fit today's institutional needs. That is evident in our conversations. I say "we" because this is ours to construct. It is not my decision alone. We have the ability to design something simpler, more efficient, that gets things done.</p> <p>Hal: I support changes to AP 2510, but I've spent a lot of time trying to work on it without progress. If we are</p>

			<p>changing it, you will need to lead — it won't move forward otherwise.</p> <p>Jennifer: I agree. It is not mine to determine alone. I want that as the foundation. Those who have worked closely on drafts — tear it up if needed. It doesn't need to look my way, it needs to look our way. I will bring something to consider. I am agnostic about the current structure — it is temporary until we revisit AP 2510, where the structure will live.</p> <p>Kathryn: Planning does not happen without budget. One reason we reached consensus was that no one was being removed — we were switching co-chairs. It was important VPs remain involved, and consensus was to have VP of Business Services as co-chair. That's why it came forward — are we leaving as is?</p> <p>Jennifer: I don't think on-the-spot decisions are the right approach. This is really a conversation about AP 2510. Strategic planning should be considered differently in 2026. We are funded by performance; planning must be strategic. Let's bring this back next time.</p> <p>Maria: I served, my predecessors served — work did get done. Meetings were long, and leadership transitions weren't standardized. Practically, strategic planning and budget go hand in hand. As a new dean, no one sat me down and explained the budget; I've had to figure it out myself. Budget is extremely important.</p> <p>JZ: I don't do silos. Committees talk to each other; everything is intertwined. While specifics may be handled separately, it all must come together. This is a serious opportunity to improve onboarding for administrators. This is intense because it matters and we all care about the institution.</p>
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RETURNING ITEMS:

STANDING ITEMS:

I. Constituent Reports	All	4 minutes	Meeting adjourned at 10:45am.
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POLICIES IN PROCESS

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- V. BP/AP 5500 – Standards of Conduct – Idania/Jason
- VI. BP/AP 7130 – Compensation – Shami & Legal
- VII. BP/AP 7800 – Emeritus Status – Jennifer/Hal

NEXT MEETING DATE: March 25, 2026

[College Coordinating Council Meeting Calendar](#)

Proposed Adjustments to the Office of Equity and Student Achievement

In recent years, the scope of the Dean of Institutional Effectiveness, Research, and Planning (IERP) position was expanded to include oversight of the Library. At the time, this organizational alignment was appropriate, as IERP was co-located with the Library and the administrative workload of the Dean of IERP allowed for the addition of this responsibility. However, as the Library and IERP differ significantly in mission, function, and operational needs, this structure has presented ongoing challenges in fully and effectively supporting both areas.

Moreover, both departments have since assumed expanded and critical roles in advancing institutional priorities, each requiring dedicated leadership attention, specialized expertise, and increased support capacity. These developments warrant a reassessment of the current organizational configuration.

Relatedly, the Grants and Innovation Department was placed within the Office of Equity and Student Achievement at the time of the Office's formation. Since then, the department has experienced a significant shift in its operating context, including the anticipated retirement of the Director in Spring 2026 and growing uncertainty in the federal grants landscape. Given the department's central role in advancing the College's equity goals - and its reliance on robust data, research, and analytics - there is a timely opportunity to more strategically integrate Grants and Innovation within the Equity and Student Achievement structure.

Accordingly, it is recommended that the Office of Equity and Student Achievement be restructured as follows:

- **Reassignment of the Dean of IERP and Library position**

The current Dean position would be refocused to provide oversight of the Library and the Learning Center. This realignment would strengthen collaboration between these two closely related instructional support areas, recognize their shared campus-wide service functions, provide for increased shared impact in the pursuit of eradicating equity gaps, and enhance leadership support for the faculty and classified professionals within both units.

- **Reclassification and realignment of the Director of IERP position**

The current Director of IERP position would be reclassified to a **Dean of IERP and Grants and Innovation**. This role would assume oversight of both IERP and the Grants and Innovation Department, which became part of Equity and Student Achievement in June 2025. Reporting directly to the Vice President of Equity and Student Achievement, this Dean would provide coordinated leadership in institutional research and effectiveness, data analytics, dashboards, compliance and external reporting, as well as grant development, monitoring, and reporting, supporting data-informed decision-making, and equity-centered initiatives across the campus.

This proposed restructuring is intended to strengthen alignment, improve operational effectiveness, and ensure that critical areas of the College receive leadership support commensurate with their evolving scope and impact.



**COLLEGE COORDINATING COUNCIL
COMMITTEE INFORMATION SHEET**

ARTIFICIAL INTELLIGENCE COMMITTEE • PROPOSAL

	POSITION	MEMBER	APPOINTED BY	TERM*	EXPIRATION*
Member	Vice President, Academic Affairs	Kathryn Mitchell		STANDING APPOINTMENT	
Member	Vice President, Student Services	Idania Reyes		STANDING APPOINTMENT	
Member	CMS		CMS	3 year	
Member	Student		ASO	1 year	
Member	Student		ASO	1 year	
Member	Student		ASO	1 year	
Member	Faculty		Academic Senate	3 year	
Member	Faculty		Academic Senate	3 year	
Member	Faculty		Academic Senate	3 year	
Member	Classified Staff		Classified Union	3 year	
Member	Classified Staff		Classified Union	3 year	
Member	Classified Staff		Classified Union	3 year	
Member	Vice President, Administrative Services	Shami Brar		STANDING APPOINTMENT	
Member	Vice President, Equity and Student Achievement	Rebecca Farley		??????	

***Term expirations occur at the end of June in the year indicated.**

TYPE OF COMMITTEE/AUTHORITY:

Participatory Governance

PURPOSE:

The Artificial Intelligence Committee (AIC) is a participatory governance committee which formulates recommendations for policies, helps organize training, and fosters campus wide discussion regarding the use of Artificial Intelligence technologies. **The committee will also support and create spaces for cross-constituency dialogue and collaboration, ensure that AVC remains proactive in responding to emerging AI developments, produce and share AVC-created practices and resources, and connect the college to relevant statewide and national conversations.** While individual policies and trainings could focus on a particular constituency (i.e., students, classified staff, faculty, CMS, or administrators), the committee’s work will address the campus as a whole.

COMMITTEE RECOMMENDATIONS SUBMITTED:

Recommendations are submitted to the Superintendent/President. Representatives inform their respective constituency.

PRODUCT:

- Policy recommendations
- Trainings

COMPOSITION:

As listed on page 1. **The chair of the committee will be rotated between the constituencies on an annual basis. The chair will be selected by the committee to a one-year term starting with the first meeting in the Fall semester. The selection of the chair will occur at the last meeting in the Spring semester.**

TERMS:

Permanent by position and one- and three-year terms according to constituency group.

QUORUM:

50% plus one.

MEETINGS:

Meetings are held ???

MINUTES/RECORDS:

Minutes are posted to the public AVC website and retained by the recorder:

OPERATIONS:

N/A

PROPOSAL
Strategic Planning & Budget Council
Membership
(approved by SPBC 11.12.25)

1. Superintendent/President- Ex-Officio
2. Academic Senate President (Co-Chair)
3. VP of Equity and Student Achievement (Co-Chair) (was previously Dean, IERP)
4. College Vice Presidents (4)
 - VP Admin Services (Chair of Finance and Budget Subgroup/subcommittees)
 - VP PCT (Chair of HR Subgroup/subcommittee)
 - VP SSV (Education Master Plan Subgroup/subcommittee)
 - VP AA (Educational Master Plan Subgroup/subcommittee)
5. Faculty Union Representative
6. Student Representative (2)
7. Faculty Representatives (5)
 - Transfer
 - Student Services
 - Instructional Resources
 - Vocational
 - Adjunct
8. Classified Representatives (5)
9. Confidential/Management/Supervisory Representative (1)
10. Deans/Directors Representatives (2)
11. Dean of IERP (was previously Co-Chair)
12. Director of Facilities Planning and Campus Development
13. Executive Director of Information Technology Services
14. Executive Director of Foundation
15. Executive Director of Marketing & Public Information
16. Enrollment Management Committee Co-Chair

Removal of:

Jim Firth as he was a proxy for Lauren Elan Helsper/ HR Representative

Angela Musial (possible rep. for Fiscal or budget) but was not a standing member per AP2510

PROPOSAL
Strategic Planning & Budget Council
Membership with Member Names
2025-2026
((approved by SPBC 11.12.25))

1. Superintendent/President- Ex-Officio
 - Dr. Jennifer Zellet
2. Academic Senate President (Co-Chair)
 - Hal Huntsman
3. VP of Equity and Student Achievement (Co-Chair)
 - Dr. Rebecca Farley (was previously Dean, IERP)
4. College Vice Presidents (4)
 - Shami Brar (Chair of Finance and Budget Subgroup/subcommittees)
 - Dr. Lauren Elan Helsper (Chair of HR Subgroup/subcommittee)
 - Dr. Idania Padron (Education Master Plan Subgroup/subcommittee)
 - Dr. Kathy Bakhit (Educational Master Plan Subgroup/subcommittee)
5. Faculty Union Representative
 - a. Kent Moser
6. Student Representative (2)
 - **Vacant**
 - **Vacant**
7. Faculty Representatives (5)
 - a. Transfer: Kevin North
 - b. Student Services: Rod Schilling
 - c. Instructional Resources: Linda Parker
 - d. Vocational: **Vacant**
 - e. Adjunct: **Vacant**
8. Classified Representatives (5)
 - a. Pamela Ford
 - b. Suzanne Olson
 - c. Jenelle Paul
 - d. Veronica Sirotzki
 - e. Marvin Guzman
9. Confidential/Management/Supervisory Representative (1)
 - a. Sarah Schnieder

10. Deans/Directors Representatives (2)
 - a. Dr. Jill Zimmerman
 - b. James Nasipak
11. Dean of IERP
 - a. Dr. Svetlana Deplazes (was previously Co-Chair)
12. Director of Facilities Planning and Campus Development
 - a. Noe Flores
13. Executive Director of Information Technology Services
 - a. Daniel Conner
14. Executive Director of Foundation
 - a. Dianne Knippel
15. Executive Director of Marketing & Public Information
 - a. Alejandro Guzman
16. Enrollment Management Committee Co-Chair
 - a. Windy Franklin-Martinez

Removal of:

Jim Firth as he was a proxy for Lauren Elan Helsper/ HR Representative

Angela Musial (possible rep. for Fiscal or budget) but was not a standing member per AP2510