



College Coordinating Council Meeting via Zoom			May 21, 2025 9:30 a.m. – 10:30 a.m.
<b>Type of Meeting: Regular</b> <b>Note Taker: Patty McClure</b> <b>Please Review/Bring: Agenda, Minutes</b>			
<b><u>Committee Members:</u></b> 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 <hr/> 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
<b>APPROVAL OF AGENDA AND MINUTES &amp; REPORT:</b>			
I. Approval of Minutes of March 26, 2025.			
<b>CONSENT ITEMS:</b>			
I. Revision of AP 2712 – Conflict of Interest Code	Jennifer	2 minutes	Change in Designated Employee List, approved by the Fair Political Practices Commission (FPPC).
II. BP/AP 3310 – Record Retention	Lauren	1 minutes	CCLC recommended language change.
III. Review of BP/AP 4025 – Philosophy and Criteria for Associate Degree and General Education	Kathy	1 minute	No change, just a review.
IV. Review of BP 4060 – Delineation of Functions Agreement	Kathy	1 minute	No change, just a review.
V. AP 5017 – Responding to Inquiries of immigration Status, Citizenship Status, and National Origin Information	Jennifer	1 minutes	CCLC recommended a reference change.
VI. BP/AP 6620 – Naming Recognition Policy	Jennifer	1 minutes	CCLC recommended language change.

<b>DISCUSSION/ACTION ITEMS:</b>			
I. Proposal to Create a Formal IRB at Antelope Valley College	Hal	4 minutes	
II. AP 2510 Participation in Local Decision Making	Hal	4 minutes	
III. UMOJA Agreement	Jennifer	4 minutes	
IV. Discussion Draft Clean-Up of Positions	Jennifer	4 minutes	
V. Driving On Campus	All	4 minutes	
<b>RETURNING ITEMS:</b>			
I. BP/AP 2015 – Student Trustee	Jennifer	5 minutes	Returned from constituent review since February 26 <sup>th</sup> . CCLC recommendation for revision.
II. BP/AP 2110- Vacancies on the Board	Jennifer	4 minutes	Returned from constituent review since February 26 <sup>th</sup> . CCLC recommendation for revision.
III. BP 2330 – Quorum and Voting	Jennifer	4 minutes	Returned from constituent review since February 26 <sup>th</sup> . CCLC recommendation for revision.
IV. BP 2340 – Agendas	Jennifer	4 minutes	Returned from constituent review since February 26 <sup>th</sup> . CCLC recommendation for revision.
V. BP/AP 3810 – Claims Against the District	Jennifer	4 minutes	Returned from constituent review since February 26 <sup>th</sup> . Revision due to the elimination of the General Counsel position.
<b>STANDING ITEMS:</b>			
I. Constituents Reports	All	4 minutes	
<b>POLICIES OUT FOR CONSTITUENT REVIEW:</b>			
I. AP 4235 – Credit for Prior Learning – since March 26, 2025			
<b>POLICIES IN PROCESS</b>			
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			
<b>NEXT MEETING DATE: May 28, 2025</b>			



# College Coordinating Council Minutes

February 26, 2025  
9:30 a.m. – 10:30 a.m.  
L201

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

## **Committee Members:**

Hal Huntsman, Academic Senate  
Veronica Orozco, ASO,  
Pamela Ford, Classified Union – **Via Zoom**  
Ashley Hawkins, Confidential/Management/Supervisory/Administrators  
Kathryn Mitchell, Deans  
Dr. Jason Bowen, Faculty Union - **ABSENT**  
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Dr. Jennifer Zellet, CHAIR  
Dr. Kathy Bakhit, Vice President of Academic Affairs - **ABSENT**  
Shami Brar, Vice President of Administrative Services  
Dr. Lauren Elan-Helsper, Vice President of Human Resources - **ABSENT**  
Dr. Rebecca Farley, Vice President of Equity & Student Achievement  
Idania Padron, Vice President of Student Services

## MINUTES

| Items | Person(s)<br>Responsible | Time | Action |
|-------|--------------------------|------|--------|
|-------|--------------------------|------|--------|

### **APPROVAL OF AGENDA AND MINUTES & REPORT:**

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

### **RETURNING ITEMS:**

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

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

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

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|---------------------------------------------|----------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             |                                                                                  |  | <p>celebrating, 11 inmates are receiving their degrees/certificates. She stated that there is a grant plan for increasing the AVC Rising Scholars Prison Program, and for enrollment management for tech support.</p> <p><b>Idania</b> stated that her area is working on MOUs with the high school districts, for possible dual enrollment. She stated that they are looking at the resources that are being offered at the Palmdale Center and how to increase support. She stated they are working on the Student Success Conference and a “Chat &amp; Chew” event.</p> <p><b>Hal</b> asked for an update on the BP/AP 5500 and Idania stated that she is working with Jason and will bring it back.</p> <p><b>Jennifer</b> stated she attended the League’s webinar today and that is why she was late to the meeting. She stated that she is aware that the campus has questions, she is working on the Exec Team Newsletter, which would be going out soon. She stated that AVC has been compliant with all Federal and State laws, that AVC is not altering the course on DEIA, and we will continue to serve students. She stated that there is no need for fear, she is keeping a close tab on what is going on, and we all need to soldier on, do the work, adhering to the DEIA mission, and that the students will receive the support and services they need.</p> |
| <b>POLICIES OUT FOR CONSTITUENT REVIEW:</b> |                                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| I.                                          | BP/AP 5510 – Off-Campus Student Organizations – since January 22, 2025, Meeting. |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| II.                                         | BP/AP – 3300 – Public Records – since February 12, 2025, Meeting.                |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| III.                                        | BP/AP 3518 – Child Abuse Reporting – since February 12, 2025, Meeting.           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>POLICIES IN PROCESS</b>                  |                                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 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                                |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>NEXT MEETING DATE: March 12, 2025</b>    |                                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Antelope Valley Community College District (District)**.

Individuals holding designated positions shall file their statements of economic interests with the **District**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the **District**.

## Appendix A

| <b><u>Designated Employees</u></b>                    | <b><u>Disclosure Categories</u></b> |
|-------------------------------------------------------|-------------------------------------|
| Vice President Academic Affairs                       | 1, 2                                |
| Vice President of Equity and Student Achievement      | 1, 2                                |
| Vice President Student Services                       | 1, 2                                |
| Vice President of People, Culture and Talent          | 1, 2                                |
| Vice President of Administrative Services             | 1, 2                                |
| Executive Director of Facilities                      | 1, 2                                |
| Executive Director of Information Technology Services | 3                                   |
| Executive Director of the Foundation                  | 1, 2                                |
| Executive Director of Marketing & Public Information  | 2                                   |
| Executive Director of Financial & Fiscal Services     | 1, 2                                |
| Deans                                                 | 3                                   |
| Consultants/New Positions*                            | *                                   |

\*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements in this conflict of interest code subject to the following limitation:

The Superintendent/President may determine in writing that a particular consultant/new position, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent’s/President’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

### Officials Who Manage Public Investments

It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200.

- Board of Trustees
- Superintendent/President
- Vice President of Administrative Services

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.



## **Appendix B**

### **Disclosure Categories**

Category 1. Designated positions assigned to this category must report:

- a. Interests in real property within the boundaries of the District that are used by the District or are of the type that could be acquired by the District as well as real property within two miles of the property used or the proposed site.
- b. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

Category 2. Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the District.

Category 3. Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the designated position's department. For the purposes of this category, a principal's department is their entire school.

This is the last page of the conflict of interest code for the .



## **CERTIFICATION OF FPPC APPROVAL**

Pursuant to Government Code Section 87303, the conflict of interest code for the  
was approved on .

This code will become effective on .

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Sukhi K. Brar

Assistant Chief Counsel

Fair Political Practices Commission

## **AP 2712    Conflict of Interest Code**

### **References:**

Government Code Sections 87103 subdivision (e), 87300-87302, 89501, 89502 and 89503 *Title 2 Section 18730*

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in Section 13 below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

### **Section 1. Definitions**

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

### **Section 2. Designated Employees**

The persons holding positions listed in Section 13 are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

### **Section 3. Disclosure Categories**

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and
- (C) The filing officer is the same for both agencies.<sup>1</sup> Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in Section 13 specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his/her statement of economic interests those economic interests he/she/they has which are of the kind described in the disclosure categories to which he/she/they is assigned in Section 13. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he/she/they foreseeably can affect materially through the conduct of his/ her office.

#### **Section 4. Statements of Economic Interests**

Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.<sup>2</sup>

#### **Section 5. Statements of Economic**

Interests Time of Filing.

- (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated, and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- (C) Annual Statements. All designated employees shall file statements no later than April

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<sup>1</sup> Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code Section 81004.

<sup>2</sup> See Government Code Section 81010 and Title 2 Section 18115 for the duties of filing officers and persons



in agencies who make and retain copies of statements and forward the originals to the filing officer.

1.

- (D) **Leaving Office Statements.** All persons who leave designated positions shall file statements within 30 days after leaving office.

### **Section 5.5. Statements for Persons Who Resign Prior to Assuming Office**

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/she/they did not make or participate in the making of, or use his/her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/her appointment. Such persons shall not file either an assuming or leaving office statement.

- (A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:
- (1) File a written resignation with the appointing power; and
  - (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she/they did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

### **Section 6. Contents of and Period Covered by Statements of Economic Interests:**

- (A) **Contents of Initial Statements.** Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.
- (B) **Contents of Assuming Office Statements.** Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
- (C) **Contents of Annual Statements.** Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.
- (D) **Contents of Leaving Office Statements.** Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

## Section 7. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) **Investments and Real Property Disclosure.** When an investment or an interest in real property<sup>3</sup> is required to be reported,<sup>4</sup> the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) **Personal Income Disclosure.** When personal income is required to be reported,<sup>5</sup> the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate, and the security, if any, given for the

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<sup>3</sup> For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

<sup>4</sup> Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

<sup>5</sup> A designated employee's income includes his/ ~~er~~ her community property interest in the income of his/ ~~er~~ her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

loan and the term of the loan.

(C) **Business Entity Income Disclosure.** When income of a business entity, including income of a sole proprietorship, is required to be reported,<sup>6</sup> the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) **Business Position Disclosure.** When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/ or she is a director, officer, partner, trustee, employee, or in which he/ or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) **Acquisition or Disposal During Reporting Period.** In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

## **Section 8. Prohibition on Receipt of Honoraria**

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/ or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

### **Section 8.1 Prohibition on Receipt of Gifts in Excess of \$470**

(A) No member of a state board or commission, and no designated employee of a state

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<sup>6</sup> Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

or local government agency, shall accept gifts with a total value of more than \$470 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

## **Section 8.2. Loans to Public Officials**

- (A) No elected officer of a state or local government agency shall, from the date of his/ ~~or~~ her election to office through the date that he/ ~~or~~ she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/ ~~or~~ she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (C) No elected officer of a state or local government agency shall, from the date of his/ ~~or~~ election to office through the date that he/ ~~or~~ she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/ ~~or~~ she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official



status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

### **Section 8.3. Loan Terms**

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/her election to office through the date he/ or she vacates office, receive a

personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his/ or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

### **Section 8.4. Personal Loans**

(A) Except as set forth in subdivision (B), a personal loan received by any designated

employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
  - a. The date the loan was made.
  - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
  - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

## **Section 9. Disqualification**

No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/ she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/ ~~or~~ her immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (B) Any real property in which the designated employee has a direct or indirect interest

worth two thousand dollars (\$2,000) or more;

- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$470 or more provided to; received by, or promised to the designated employee within twelve (12) months prior to the time when the decision is made.

### **Section 9.3. Legally Required Participation**

No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/ or her participation legally required for purposes of this section.

### **Section 9.5. Disqualification of State Officers and Employees**

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/ or her immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

### **Section 10. Disclosure of Disqualifying Interest**

When a designated employee determines that he/ or she should not make a governmental decision because he/ or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

## **Section 11. Assistance of the Commission and Counsel**

Any designated employee who is unsure of his/ or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his/ or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

## **Section 12. Violations**

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

## **Section 13. Designated Positions and Disclosure Requirements**

### **Disclosure Categories**

#### **Category 1**

A designated employee assigned to this category shall disclose:

- a. Interests in real property within the boundaries of the District as well as real property within two miles of the property used or the potential site.
- b. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

#### **Category 2**

A designated employee assigned to this category shall disclose investments and business positions in business entities and income from sources which manufacture or sell food items, supplies, books, machinery or equipment of the type utilized by the administrative unit for which the designated employee is Manager, Director, Supervisor, or responsible.

#### **Category 3**

A designated employee assigned to this category shall disclose investments and business positions in business entities and income from sources which are contractors or subcontractors engaged in the performance of work or services of the type utilized by the administrative unit for which the designated employee is Manager, Director, Supervisor, or responsible.

**Designated Employees****Disclosure  
Categories**

|                                                       |      |
|-------------------------------------------------------|------|
| Vice President Academic Affairs                       | 1, 2 |
| Vice President Student Services                       | 1,2  |
| Vice President Human Resources and Employee Relations | 1,2  |
| Vice President of Administrative Services             | 1,2  |
| General Counsel                                       | 1,2  |
| Executive Director of Facilities                      | 1,2  |
| Executive Director of Financial & Fiscal Services     | 1,2  |
| Executive Director of the Foundation                  | 1,2  |
| Executive Director of Information Technology Services | 3    |
| Executive Director of Marketing & Public Information  | 2    |
| Deans                                                 | 3    |
| Associate Dean                                        | 3    |

**Consultants/New Positions \***

\*Consultants/new positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements in this conflict of interest code subject to the following limitation:

The Superintendent/President may determine in writing that a particular consultant/new position, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and based upon that description, a statement of the extent of disclosure requirements. The Superintendent/President’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**Officials Who Manage Public Investments**

It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200.

- Board of Trustees
- Vice President of Administrative Services
- Superintendent/President

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

Also see BP 2200 Board Duties and Responsibilities, BP/AP 2710 Conflict of Interest, BP 2715 Code of Ethics/Standards of Practice, BP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board.

Approved: 7/5/05  
Revised: 5/8/06  
Revised: 9/10/07  
Revised: 6/13/11  
Revised: 3/10/14  
Revised: 9/12/16  
Revised: 2/12/18  
Revised: 11/12/19  
Revised: 5/8/23



## 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

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 ~~striketrough~~.

### 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.

7/5/05

Revised: 4/14/08

Revised: 12/14/09 Revised:

4/9/12



## MEMORANDUM OF AGREEMENT

**THIS MEMORANDUM OF AGREEMENT ("MOA")** is made effective as of **7/1/2025** ("Effective Date") by and between Umoja Community Education Foundation, a California nonprofit public benefit corporation ("UCEF"), whose address is 1801 7th Street, Suite 100, Sacramento, CA 95811, and **Antelope Valley Community College District**, a participating institution in the California Community College system ("College"), whose address is **3041 W. Avenue K, Lancaster, California, 93536**. UCEF and College may be referred to individually as a "Party" or collectively as the "Parties."

### **1. DEFINITIONS**

1.1 "Umoja Program" means the initiative implemented by the College in partnership with UCEF in accordance with the Umoja Community Education Foundation's pedagogical framework, core practices, and Minimum Core Requirements.

1.2 "Core Team" means the designated faculty, coordinator(s), counselor(s), and staff responsible for operating the Umoja Program on the College's campus.

1.3 "SLI" means the Summer Learning Institute, UCEF's primary professional development training for Umoja Program staff.

1.4 "Exhibits" refer to the appendices attached to this MOA, including but not limited to Exhibits A through F, which describe core standards, roles, support, and implementation guidelines.

1.5 "Umoja Student" means a student who has an Umoja application on file, is actively enrolled, and meets one or more of the following criteria: (a) enrolled in or previously completed an Umoja-designated or supported course; (b) receives Umoja counseling or educational planning services; (c) utilizes Umoja-sponsored academic or support services; or (d) participates in Umoja-sponsored events or activities. Full criteria are outlined in Exhibit E.



1.6 “Umoja Course” means a credit-bearing, transferable or degree-applicable course that integrates Umoja-aligned pedagogy, cultural relevance, and student-centered practices.

Umoja Courses are categorized as follows:

(a) Umoja-Dedicated Courses – required for all affiliated colleges, these courses are intentionally designed to serve Umoja students as a primary cohort. They must be taught by instructors who have completed the Umoja Summer Learning Institute (SLI) or an approved Umoja training and incorporate Umoja cultural principles and practices as outlined in Exhibit A.

(b) Umoja-Supported Courses – optional but encouraged, these are courses open to the general student population and taught by Umoja-trained faculty who voluntarily integrate Umoja principles or culturally responsive pedagogy. While Umoja students may enroll, they are not the exclusive or primary audience.

## **2. PURPOSE**

This MOA outlines the obligations and commitments of the Parties to implement, support, and sustain an Umoja Program that promotes retention, academic success, and holistic development of African American and other historically underrepresented students.

## **3. PERIOD OF PERFORMANCE**

This MOA shall be in effect from the Effective Date through June 30, 2027 unless earlier terminated by either Party with thirty (30) days' written notice.

## **4. RESPONSIBILITIES OF THE COLLEGE**

The College agrees to:

4.1 Implement and maintain an Umoja Program in accordance with the Minimum Core Requirements (Exhibit A).

4.2 Provide Priority Registration access to Umoja students as described in Exhibit A.



4.3 Submit an annual Strategic Plan and End of Year Report documenting program compliance, data outcomes, and strategic goals, in accordance with Exhibit A and Exhibit E.

4.4 Maintain a minimum of 1.0 Full-Time Equivalent (FTE) for program coordination as described in Exhibit A.

4.5 Assign designated Umoja counseling faculty per the enrollment-based formula in Exhibit F.

4.6 Ensure the timely and accurate reporting of student data in accordance with CCCCCO and UCEF guidelines.

4.7 Participate in UCEF-sponsored assessments and site visits.

4.8 Communicate any changes to Core Team personnel to the assigned UCEF Regional Coordinator via email within ten (10) business days.

## **5. RESPONSIBILITIES OF UCEF**

UCEF agrees to:

5.1 Provide professional development as outlined in Exhibit C, including mandatory attendance at the Summer Learning Institute (SLI) for all new team members, and required annual attendance for program coordinators to ensure continuity, alignment with Umoja's evolving best practices, and fidelity to the Umoja model.

5.2 Offer ongoing technical assistance and strategic consultation via assigned Regional Coordinators.

5.3 Solicit feedback from training participants to improve effectiveness and ensure offerings are aligned with Umoja's commitment to equity, inclusion, and culturally relevant pedagogy.

5.4 Conduct regular program assessments and site visits to ensure alignment with Umoja's core standards.

## **6. CONFIDENTIALITY**



Each Party agrees to maintain the confidentiality of non-public data and information received from the other Party, including but not limited to student data protected by FERPA and proprietary training content.

## **7. INTELLECTUAL PROPERTY AND TRADEMARKS**

UCEF retains ownership of all intellectual property, including its Marks as detailed in Exhibit D. The College may use the Marks solely in accordance with UCEF's Trademark Use Policy and only during the term of this MOA.

## **8. FUNDING**

UCEF and College will each be fiscally responsible for their respective obligations. UCEF may allocate funding based on eligibility and availability as determined by CCCCCO and UCEF criteria. This MOA does not independently obligate funds.

## **9. WARRANTIES AND REPRESENTATIONS**

Each Party represents and warrants that it has the full authority and legal right to enter into this MOA and perform its obligations hereunder. Each Party will comply with all applicable federal, state, and local laws.

## **10. DISPUTE RESOLUTION**

The Parties agree to first attempt to resolve any disputes arising under this MOA in good faith through informal discussions. If unresolved, the Parties will submit the matter to non-binding mediation before pursuing legal remedies.

## **11. TERMINATION**

This MOA may be terminated by either Party with thirty (30) days' written notice.

Termination shall not relieve either Party of its obligations incurred prior to termination.

## **12. NOTICES**



All notices under this MOA shall be delivered to the principal contacts listed below or to such other addresses as may be provided in writing:

UCEF: Dr. Mayen Udoetuk

Umoja Community Education Foundation

1801 7th Street, Suite 100

Sacramento, CA 95811

Email: [info@umojacommunity.org](mailto:info@umojacommunity.org)

College: Jennifer Zellet

Email: [jennifer.zellet@avc.edu](mailto:jennifer.zellet@avc.edu)

### **13. GENERAL PROVISIONS**

**13.1 Modification:** This MOA may be modified only in writing signed by authorized representatives of both Parties.

**13.2 Assignment:** Neither Party may assign or transfer this MOA without the written consent of the other.

**13.3 Severability:** If any provision is deemed unenforceable, the remainder of the MOA shall remain in effect.

**13.4 Entire Agreement:** This MOA, including its Exhibits, constitutes the entire agreement and supersedes all prior understandings.

**13.5 Governing Law:** This MOA shall be governed by the laws of the State of California.

**13.6 Counterparts:** This MOA may be executed in counterparts, each of which shall be deemed an original.





**SIGNATURE PAGE**

IN WITNESS WHEREOF, the Parties have executed this MOA as of the Effective Date.

**Authorized Representative, UCEF**

**Authorized Representative, College**

**Dr. Eric Mayes  
Chief Executive Officer**

**Jennifer Zellet  
Superintendent/President**

**Signature:**

**Signature:**

**Date:**

**Date:**

After College signs, submit MOA by one of following methods:

E-Sign via Adobe Sign

Mail hard copies to the attention of Umoja Community Education Foundation at

**P.O. Box 188067, Sacramento, CA 95818**

All copies will be countersigned and returned in the same method received.



## EXHIBIT A

### UCEF MINIMUM CORE REQUIREMENTS FOR UMOJA AFFILIATED COLLEGES

The following minimum requirements have been set by the Umoja Community Education Foundation (UCEF) for colleges seeking to maintain or establish an Umoja program or affiliate an existing program designed to increase student success and retention of African ancestry and other students.

At the discretion and review of the UCEF executive director or designee, programs that fail to satisfy the minimum requirements as listed below will be subject to a loss of funding and removal as an Umoja affiliated program.

Colleges wishing to affiliate a program with UCEF and/or maintain status as an affiliate program must minimally meet the requirements below.

#### **Administrative Oversight**

Each Umoja Program shall be formally sponsored by an administrator at the Dean, Vice President, or President level to ensure institutional alignment, resource support, and strategic visibility.

The sponsoring administrator shall:

- Serve as the administrative point of contact for the Umoja Program
  - Participate in annual program review and planning with the Umoja Core Team
  - Assist in aligning Umoja with the college's student equity and success initiatives
- Additionally, the Umoja Program shall provide an **annual program update** to the President's Cabinet (or equivalent executive leadership body), highlighting:
- Student enrollment, retention, and success data



- Program achievements and challenges
- Alignment with institutional priorities
- Resource and staffing needs

**Note:** Colleges are encouraged to schedule this update to coincide with a site visit from Umoja Community Education Foundation representatives, where possible, to support shared advocacy and cross-functional engagement.

### **Minimum Umoja Program Coordination Requirement**

Each college shall commit to maintaining a minimum of 1.0 Full-Time Equivalent (FTE) in total coordination time for the Umoja Program. This requirement may be fulfilled by a full-time Umoja Coordinator or by a combination of personnel (classified staff, faculty, or counseling faculty) whose combined roles equal 1.0 FTE.

### **Assignment of Coordination Responsibilities**

In cases where the Umoja Program coordination responsibility is assigned as an additional duty to individuals with other primary roles (e.g., directors, deans, or classified staff), the following provisions shall apply:

#### **1. Quantified Time Allocation:**

The assignment must include a clearly documented allocation of time specifically dedicated to the Umoja Program. This allocation should be expressed as an FTE value (for example, 0.5 FTE, 0.75 FTE, etc.) or as a specific number of hours per week. This ensures that the contribution toward the 1.0 FTE requirement is explicit and measurable.

#### **2. Documentation and Contractual Clarity:**

The quantified time commitment shall be formally documented in the staff member's contract, job description, or in an addendum thereto. This documentation must specify the exact proportion of their total work time dedicated to Umoja Program coordination, ensuring accountability and transparency.



### 3. **Monitoring and Evaluation:**

The documented time allocation will be subject to regular review by the appropriate administrative authority. This review will verify that the assigned time commitment is being met and, if necessary, adjustments will be made to align with the overall 1.0 FTE requirement.

### 4. **Corrective Action for Under-Assignment:**

If the assigned time falls short of the required 1.0 FTE, the college must submit a corrective staffing plan. This plan should include target milestones and a timeline (for example, scaling to 1.0 FTE within two academic years) to ensure that full program coordination capacity is achieved. Interim benchmarks must also be established to monitor progress toward the full FTE commitment.

### 5. **Flexibility Clause:**

Colleges facing resource limitations may propose a phased approach to reach the 1.0 FTE target. However, even in such cases, the interim FTE contributions must be explicitly quantified and documented as described above.

## **Village Space**

The Umoja Village space is **non-negotiable**—it is a **sacred, safe, and student-centered hub** on campus, intentionally designed to serve Umoja students **exclusively** and is **not** a shared or multi-purpose space. It is imperative that each campus provide and maintain a **dedicated, accessible, and culturally affirming space** that sufficiently meets the needs of the **growing population** of Umoja students. This space is essential for fostering a **sense of community, belonging, and cultural pride** while directly supporting students' educational goals.

**The Umoja Village is not merely a physical location; it is a cultural epicenter** designed to address the systemic inequities and disproportionately impacted student populations historically served by Umoja. To fulfill this purpose, the Umoja Village must be equipped to facilitate:

- **Academic Support and Excellence:** Dedicated tutoring services, study groups, and academic workshops that enhance student performance and engagement.
- **Mentoring and Leadership Development:** Access to mentors who reflect students' cultural identities, fostering leadership skills and personal growth.



- **Social-Emotional Wellness:** Safe spaces for healing circles, mental health support, and wellness workshops that affirm the holistic well-being of Umoja students.
- **Career Development and Job Placement:** Targeted career readiness programs, internships, and job placement assistance designed to break cycles of economic inequity.
- **Faculty Engagement and Pedagogical Support:** Intentional interactions with culturally responsive faculty who are committed to the success of Umoja students.
- **Transfer Assistance and Pathways to Higher Education:** Comprehensive transfer support services that ensure Umoja students achieve their educational aspirations and gain access to broader opportunities.

### **A Sacred Commitment to Our Students**

Umoja Villages must not be reduced to mere office spaces for employees. They are **sacred cultural spaces**—an extension of the classroom and a reflection of the Umoja principles. They must be **intentionally designed and sufficiently resourced** to accommodate the academic, cultural, and social needs of Umoja students. This includes:

- **Designated communal spaces** for student gatherings and cultural events.
- **Study rooms and quiet areas** that support academic focus and productivity.
- **Technology access** bridges the digital divide and supports 21st-century learning.
- **Culturally relevant décor and symbolism** that reflects the rich heritage and identity of Umoja students.

### **Accountability and Expectations**

We hold each campus accountable for providing a space that goes beyond minimal compliance. The Umoja Village is **not a privilege** but a **requirement**. It is an **essential resource** that directly impacts student retention, academic success, and holistic development. Therefore, campuses are expected to:

- **Prioritize the allocation of a dedicated and functional space** that meets the evolving needs of Umoja students.



- **Commit to ongoing maintenance, improvement, and expansion** of the Umoja Village as the program grows.
- **Ensure that the space is exclusively for Umoja students**, safeguarding its integrity as a cultural and educational hub.
- By committing to this vision, campuses will not only enhance the educational experiences of Umoja students but also fulfill their obligation to **equity, cultural inclusion, and student success**.

### **Academic Courses and Definition of an Umoja Course**

Each college shall offer a minimum of two Umoja-dedicated transferable or degree-applicable courses per academic year. Dedicated courses must be taught by instructors trained through the Umoja Summer Learning Institute and include Umoja-identified students as the primary population.

#### **Definition of an Umoja-Dedicated Course:**

An **Umoja-Dedicated Course** is a credit-bearing, transferable or degree-applicable course that intentionally incorporates the Umoja Community Education Foundation's pedagogical framework, cultural principles, and student-centered practices. Umoja courses must meet the following criteria:

#### **1. Intentional Enrollment**

Courses must primarily serve Umoja students. While open to others, the core cohort should reflect Umoja program membership.

#### **2. SLI-Trained Instructor**

The faculty member must have completed the Umoja Summer Learning Institute (SLI) or other approved Umoja training prior to teaching the course.

#### **3. Cultural Relevance and Practice**



The course must intentionally incorporate Umoja Practices (e.g., African-centered texts, cultural rituals, community-building, consciousness raising) and culturally responsive pedagogy.

**4. Collaboration with Program Team**

The instructor must collaborate regularly with the Umoja Coordinator, Counselor, and Core Team to align instruction with holistic student support.

**5. Student Belonging and Empowerment**

The course environment must affirm the identities, histories, and potential of African ancestry through inclusive content and instructional approaches.

**Definition of an Umoja-Supported Course**

An **Umoja-Supported Course** is a **credit-bearing, transferable or degree-applicable course** taught by an instructor who has participated in the Umoja Summer Learning Institute (SLI) or Faculty Institute and voluntarily incorporates Umoja-aligned practices. It differs from a dedicated course in the following ways:

1. Umoja students are **not the primary enrollment cohort**, and no seats are reserved specifically for Umoja students.
2. The instructor integrates **some Umoja principles or practices**, such as African-centered texts, culturally responsive assignments, or inclusive teaching strategies.
3. While beneficial to Umoja students who may enroll, supported courses are designed for a general student population and do not operate as an official Umoja cohort course.
4. Collaboration with the Umoja Core Team is **encouraged but not required** at the same level as dedicated courses.

**Umoja Program Reporting and Data Requirements**

- Request necessary reports from campus Institutional Effectiveness or Institutional Research which provide relevant data to achieve program goals and to also meet UCEF Programmatic Reporting Requirements.



- Submit an annual program Strategic Plan outlining objectives, key tasks, and data collection measures that demonstrate alignment with the five UCEF core programming requirements: Umoja coordination/core team, dedicated Umoja village space, academic/Umoja dedicated or supported courses, data reporting, and Umoja student focused programming.
- Submit an End of Year (EOY) report which shall include data collection and an overview of the state of the Umoja program on the campus. Plus, provide a summary of objectives executed within the Strategic Plan.
- Participate in an assessment process, which includes the collection of quantitative and qualitative data. In alignment with the CCCCO MIS data reporting requirements, the college must submit data to the MIS Special Populations database (SG08) within 30 days of the end of each academic term.
- The College will ensure that each Umoja student as described in Exhibit E is entered in the MIS Special Populations Database and confirm that the data are accurate via Datamart. Additional data to be collected shall include but is not limited to an aggregate count of Umoja and non-Umoja student program participation in courses and Umoja events, statistics regarding the College's ethnic breakdown, Umoja cohort course completion rates, retention/persistence rates, graduation rates, and transfer rates.
- Umoja programs will also collect and report on any results from interviews, completed questionnaires, and/or other assessments related to participation in Umoja programming at the College. In no case will data be collected and shared which identifies individual students without a release form signed by the student.

### **Umoja Student Focused Programming**

Provide a student orientation/welcoming ritual/rite of passage or other event at the onset of the program each academic year and at year-end. Umoja Regional Coordination support can aid with guidelines for the above-mentioned events.





Provide at minimum, events and activities that meet the following goals: transfer readiness, career preparedness and cultural enrichment/exploration connected to the African Diaspora.

Engage Umoja students in understanding and applying the Umoja Practices within the student development process. Umoja Practices should be incorporated into programming, curriculum, and events. This shall be evident and demonstrated during statewide site observations. The Umoja Practices are a trademark of the Umoja Community Education Foundation.

### **Professional and Student Development Training**

- Upon the Colleges initial affiliation with UCEF, core team members (i.e., coordinator, counselor, instructors, and staff) must attend the Summer Learning Institute (SLI). The Summer Learning Institute is the primary means by which Umoja program staff as well as college administrators overseeing programs are introduced to and grounded in Umoja pedagogy and practices and become attuned to the personal commitment required as well as the profound impact that Umoja programming makes in the individual lives of Umoja students. After initial SLI training, program coordinators are expected to attend the SLI annually to maintain program fidelity and remain aligned with Umoja's evolving best practices. Ongoing participation by other core team members is highly encouraged. Changes in College core team members must be reported to the assigned Umoja Regional Coordinator. New core team members will be required to attend the next scheduled SLI.
- Attend the annual Winter Coordinator's Retreat. The Winter Coordinator's Retreat provides Umoja coordinators with the opportunity to learn best practices as well as receive hands on assistance with any program challenges or issues. If the primary Umoja coordinator is unavailable to attend, a designee must attend on behalf of the affiliate program.
- Attend regional meetings scheduled by the Regional Coordinator. If the primary Umoja coordinator is unavailable to attend, another member of the core team must attend on behalf of the affiliate program.



- Send Umoja program participants to one or more student leadership and student development events offered by UCEF. These events include but are not limited to the Umoja Conference, Regional Symposia and Student Leadership Summit (SLS). Umoja student leadership and student development events provide Umoja students the opportunity to network with Umoja program participants in other areas and are designed to validate cultural identity and enhance student efficacy needed to develop as student leaders.
- Regular attendance at these events is expected to ensure fidelity to Umoja's educational model. Non-attendance must be communicated in advance to the Regional Coordinator.

### **Program Accountability and Dispute Resolution Process**

In recognition of the importance of maintaining program fidelity and institutional support, the following process shall guide resolution of concerns and support continuous improvement for Umoja-affiliated colleges.

#### **A. Performance Monitoring**

UCEF will conduct regular program assessments, including review of annual reports, data submissions, and statewide site visit observations to ensure alignment with Umoja's core requirements and values.

#### **B. Areas of Concern**

If a program is identified as underperforming or out of compliance with one or more minimum core requirements, UCEF will notify the college in writing. Areas of concern may include, but are not limited to:

- Insufficient staffing or coordination time
- Lack of designated counseling support
- Failure to provide a dedicated Umoja Village space
- Incomplete or missing reports



- Lack of Umoja-Dedicated Courses
- Lack of student-focused programming or training participation

### **C. Improvement Plan Process**

Within 30 days of receiving notification, the college must submit an **Improvement Plan** to UCEF that includes:

1. A summary of the challenges impacting compliance
2. Specific corrective actions and responsible parties
3. A timeline for achieving alignment (not to exceed two academic years)
4. Interim benchmarks for monitoring progress

UCEF will provide technical assistance and assign a Regional Coordinator to support the plan's implementation.

### **D. Progress Review and Support**

UCEF will conduct progress reviews at regular intervals during the Improvement Plan period. The plan may be modified collaboratively as needed. If progress benchmarks are not met within the agreed timeline, UCEF reserves the right to:

- Suspend statewide recognition as an affiliated program
- Restrict access to statewide events or support
- Initiate removal from statewide affiliation, pending review by the UCEF

Executive Director and Board

### **E. Commitment to Collaboration**

This process is designed to promote accountability through partnership. UCEF is committed to working in good faith with each college to resolve challenges in a constructive, student-centered manner.





## **EXHIBIT B**

### **BENEFITS OF AFFILIATING WITH THE UMOJA COMMUNITY EDUCATION FOUNDATION**

The Umoja Community Education Foundation (UCEF) is a statewide organization dedicated to increasing retention and success rates of African American and other underrepresented students. Colleges with programs aimed toward this cause benefit from affiliating with UCEF by becoming part of a global network. A major benefit of this network is access to professional development training on culturally relevant pedagogy specifically designed to enhance the lives and educational experience of African American and other students. This network also affords program staff access to professionally trained UCEF professional staff who are available to provide strategic support and guidance to assist Umoja core team members in meeting their program objectives. Onsite visits by Umoja Regional Coordinators are conducted twice a year; program guidance and support is also provided through scheduled regional meetings as well as one-to-one support.

College site visits are designed to assess program strengths and weaknesses and include recommendations for strengthening program efficacy. Programs also benefit by having access to professional development opportunities specially designed for Umoja practitioners including hands on residential trainings as well as webinars offering training and information regarding changes to statewide policy and regulations.

#### **How do students benefit?**

Students benefit from Umoja programs in the following ways:

- Increased rates of course retention, completion and success.
- Opportunity to attend Umoja sponsored conferences and student development events.
- Curriculum and teaching practices that are designed to empower and increase self-efficacy.



- Cultural enrichment and exploration to impact identity and connection to the African Diaspora through experiences, teaching and learning.
- Opportunity to develop leadership skills in a supportive environment.
- Access to representatives from Historically Black Colleges and Universities (HBCUs) and opportunities for on-the-spot admission to an HBCU at the annual fall conference.
- Access to discounted rates for HBCU tours.
- Access to representatives from the University of California system for admissions information and resources. Plus, UC campus tours and events.
- Participants of Umoja programs receive additional admissions consideration at select four-year universities.

#### **What are the benefits for your program?**

- Inclusion in the California Community College Chancellor's Office MIS Special Populations data submission.
- Member of a professional network supportive of the needs and interests of programs designed to increase retention and success of African American and other underrepresented students.
- Representation as a collective voice at the California Community College Chancellor's office
- supporting issues of equity for students of color particularly African American and other underrepresented students.
- Opportunities to discuss program challenges and issues with other Umoja programs during regional meetings and forums and professional development trainings.
- Collaborative intervention and support if sustaining your program becomes a challenge.
- Access to annual training on the Umoja framework and practices that aid in advancing programming and curriculum.

#### **Fiscal benefits**



Umoja affiliated programs in compliance with the MOA are eligible for Umoja designated funding through the California Community College Chancellor's Office, grants and other funding streams when funding is available. Outside of these funds, institutions must continue to provide funding to support Umoja program staffing and programming resources.



## **EXHIBIT C**

### **UCEF PROFESSIONAL DEVELOPMENT AND TRAININGS**

Professional development offered through the Umoja Community Education Foundation is a fundamental component for the Umoja program. The following information is provided for program planning purposes and includes estimated payment deadlines for UCEF professional development activities. Umoja programs are required to cover their own travel and registration costs unless otherwise indicated.

**Summer Learning Institute (SLI)** (5 days generally in June) Attendees: Faculty/Staff (Required training for core program staff upon initial affiliation with UCEF)

Payment Deadline: May 1

**Umoja Conference** (2 -3 days generally in November) Attendees: Students, Faculty/Staff

Payment deadline: October 1

**Umoja Coordinators Retreat** (1-2 days in January or June) Attendees: Primary Umoja Coordinator or Designee

Payment deadline: December 1

**Umoja Regional Symposia** (1 day each in Northern and Southern California between January and March) Attendees: Students, Faculty/Staff

Payment Deadline: Variable





## **EXHIBIT D**

### **TRADEMARK, LOGO, AND BRAND GUIDE POLICY**

The Umoja Trademark Policy states the terms and conditions under which the Colleges and affiliate partners may use the Umoja marks, logos, and brand.

- A. All marks, logos, and branding used in connection with Umoja activities or related to Umoja are protected under applicable trademark laws and are the exclusive property of Umoja. No person or entity may use or authorize the use of any of the Umoja marks in any manner other than as expressly authorized in writing by the designated officer of Umoja Community Education Foundation (UCEF). The Foundation reserves the right to revoke authorization to use the marks, logos, and branding at any time at its sole discretion.
- B. Colleges with signed agreements will receive and are authorized to use the marks, logos, and branding in accordance with this policy solely during the term of this MOA. No other persons, organizations, or entities are permitted to use the marks, logos, and branding without express written authorization from UCEF. Colleges are prohibited from authorizing the use of the marks, logos, and branding by third parties, except as authorized in advance by UCEF and pursuant to an approved license agreement.
- C. Colleges are permitted to use the marks, logos, and branding to represent their affiliation accurately and truthfully with Umoja. Colleges, and other third parties, are prohibited from using the marks, logos, and branding to suggest an affiliation or other relationship expressly or implicitly with UCEF that is untruthful or inaccurate.
- D. To protect the effectiveness, value and distinctiveness of the marks, logos, and branding, a consistent look must be maintained. Accordingly, Colleges must use the marks, logos,



and branding as required by UCEF and may not be modified in any manner, except only as authorized by the Foundation.

- E. Trademarks and service marks are adjectives that modify nouns and verbs; therefore, the marks should not be used alone as nouns (except only when the name "Umoja" is used as a corporate name to refer to Umoja). Similarly, the marks, logos, and branding should not be used in a possessive form by adding an apostrophe "s" or used as a verb or in a plural form (except to refer to programs or services offered by Umoja). When using Umoja marks, do not add hyphens, vary the spelling or graphics, or combine any or all the words. Where possible, the marks should be used as adjectives immediately preceding nouns that describe the product or service in question.
- F. Colleges may use the marks, logos, and branding in connection with geographic modifiers, but any new graphics or other changes must be approved by Umoja.
- G. Although not required, it is advisable to attribute ownership of the marks, logos, and branding to Umoja to gain the **full** benefit of the goodwill associated and is encouraged to indicate in a footnote at the bottom of advertising copy that the marks displayed in the advertisement are service marks of UCEF. For example: "Umoja Community SM" is a Service Mark of Umoja Community Education Foundation.
- H. Colleges may be subject to periodic reviews and assessments of their usage of the Umoja marks, logos, and branding. The frequency of inspection will typically fall within the term of the agreement on at least an annual basis; but, possibly more if warranted. Protocols for rectifying any quality or compliance shortfalls will be advised by the UCEF officers and may include suspension or termination of the MOA as outlined in the Termination Clause of this agreement.



- I. Colleges are required to maintain comprehensive records of quality control measures, customer feedback, and any remedial actions implemented to ensure adherence to the quality standards set forth and for resolving any disputes that may arise.

Authorization for any uses of the marks, logos, and branding other than as stated herein should be requested of Umoja by contacting the Chief Executive Officer and/or the Chief Officer of Development & Communications.

#### **UMOJA MARKS**

The Umoja Logos Trademarked have been completed in the fall of 2017.









## **EXHIBIT E**

### **Photo and Media Release Compliance**

To support Umoja Community Education Foundation's (UCEF) commitment to showcasing and promoting student achievements, **all participating campus personnel** are required to integrate a [UCEF Photo and Media Release Form](#) as a mandatory component of the Umoja Student Application Process.

**A. Requirement:**

Each Umoja Program applicant must complete and submit a signed Photo and Media Release Form at the time of application submission.

**B. Responsibility:**

Campus program coordinators, directors, and assigned Umoja personnel are responsible for collecting, verifying, and securely storing these release forms.

**C. Purpose:**

Photo and Media Releases authorize UCEF and campus-based Umoja programs to capture, use, and distribute photographs, videos, testimonials, and other media featuring Umoja students for educational, promotional, and programmatic purposes across print, digital, and social media platforms.

**D. Compliance:**

Failure to collect properly executed release forms may result in student exclusion from certain public-facing Umoja activities (e.g., publications, events, social media highlights) and could affect campus eligibility for media-based recognitions or promotions supported by UCEF.



**E. Safeguarding Student Information:**

All media use will comply with FERPA and applicable privacy protections, ensuring that student dignity, safety, and consent are prioritized at all times.



## EXHIBIT F

### UCEF DEFINITION OF AN UMOJA STUDENT

An Umoja student must have an Umoja application on file using the statewide Umoja application. The student is someone who **has a student ID number at the college, enrolled in a course at the college, and meets one or more of the following criteria below per academic term.**

- A. Enrolled in or has previously completed an Umoja designated course.
- B. Using or has used Umoja counseling services or educational planning services.
- C. Using or has used Umoja sponsored resources, student services, or academic support services.
- D. Participates in or has participated in any UCEF sponsored events or campus based Umoja sponsored activities such as workshops, field trips (including tours to four-year colleges), Umoja village activities, Umoja student club, and other campus based Umoja community building activities.

The Umoja Community Education Foundation recognizes and celebrates the fact that Umoja programs must adhere to a core set of minimum requirements to be an affiliated member of UCEF. At the same time, it is recognized and celebrated that Umoja programs have many varied expressions, components, supports and activities. The above criteria are intended to reflect a range of activities and services that many programs offer but is not intended to be an exhaustive list.

Umoja students meeting the above criteria must be identified each semester or quarter of enrollment in the CCCCO MIS Special Populations database. Failure to report all students each term, will not provide accurate data on student's progress toward their educational goals and will result in a loss of credit for serving them. Colleges are advised to consult with local IT support to determine the steps to identify Umoja students and regarding a process for rolling students over





from one term to the next who were previously entered into the MIS Special Populations database system.



## **EXHIBIT G**

### **RECOMMENDED WORKLOAD ASSIGNMENT FOR UMOJA COORDINATORS AND COUNSELORS**

#### **Umoja Coordination**

The Umoja Community Education Foundation advises that Umoja program coordinators are provided sufficient time to coordinate the Umoja program. The typical duties of an Umoja program coordinator include but are not limited to the following:

#### **Overall Program Planning**

- Ongoing communication and collaboration with UCEF regarding professional and student development events and reporting requirements.
- Participation in regular regional meetings and networking with faculty and staff in other affiliated programs.
- Arranging and overseeing required onsite visits conducted by Umoja Regional Coordinator.
- Attending Umoja sponsored professional and student development events.
- Communicating with instructional Deans regarding Umoja dedicated and Umoja supported courses.
- Communicating/consulting with program instructional faculty regarding the infusion of culturally relevant curriculum and Umoja Practices in their courses.
- Communicating with program participants to announce important events or program news via email, social media, classroom announcements, etc.
- Scheduling and coordinating events, field trips, workshops, etc.
- Scheduling, chairing, attending and setting the agenda for Umoja core team meetings.
- Identify program tutors/peer mentors and assist with hiring process and facilitating appropriate training.

### **Recruitment**

- Creating program fliers, posters, etc. and advertising the program to the college community and area high schools to recruit new students.
- Onboarding and enrolling new students.
- Recruiting new faculty for Umoja dedicated and Umoja supported courses and providing orientation.

### **Monitoring Student Progress**

- Communicating with instructional faculty regarding student progress, attendance, etc.
- Conduct student follow-up by phone, email or text messaging to assess progress and issues and make referrals as needed.
- Tracking and recording utilization of program counseling services each semester.

### **Tracking/Reporting**

- Prepare a student roster each term which provides each program participants name, student ID number, email address and contact telephone number.
- Request institutional data on program participants for reporting and planning purposes.
- Submit program strategic plan to UCEF by requested timeline.
- Adhere to CCCCCO planning and reporting requirements such as Nova.
- Prepare the End of the Year report and submit it to UCEF by the requested timeline.
- Identify program participants in the CCCCCO MIS Special Populations database within 30 days of the end of each term.

### **Budget**

- Submit budget plan and requests for funds to UCEF, College or other funding sources as needed or requested.
- Maintain and track program budget and expenditures.
- Submit requisitions for program expenditures (i.e., supplies, book vouchers, food and travel, etc.).



### **Umoja Counseling Umoja Counseling Services**

Each college shall ensure the assignment of counseling faculty specifically designated to serve Umoja students. The counseling allocation shall scale based on the number of active Umoja participants (new and continuing) as reported through MIS data.

#### **Minimum Counseling Assignment Based on Student Enrollment**

| <b>Umoja Student Enrollment</b> | <b>Minimum Counseling FTE</b>   |
|---------------------------------|---------------------------------|
| <b>Fewer than 75</b>            | <b>0.2 FTE</b>                  |
| <b>75–125</b>                   | <b>0.4 FTE</b>                  |
| <b>126–175</b>                  | <b>0.6 FTE</b>                  |
| <b>176–225</b>                  | <b>0.8 FTE</b>                  |
| <b>226–275</b>                  | <b>1.0 FTE</b>                  |
| <b>275+</b>                     | <b>+0.2 FTE per 50 students</b> |

#### **Umoja-designated counselors are responsible for:**

Academic, career, and personal counseling  
Case management, follow-up services, and referral support  
Participation in Umoja orientations and workshops  
Classroom outreach and culturally responsive engagement

#### **Implementation Note:**

Colleges may use existing counseling faculty, adjuncts, or hire new personnel to meet this requirement. Counselor assignments must be scheduled to allow consistent and intrusive support to Umoja students.

#### **Overall Umoja Program Administration**

A minimum of 2.0 FTE for Umoja coordination, counseling, classified/administrative support, and instruction is a recommended best practice to maintain an effective Umoja program.



## 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.

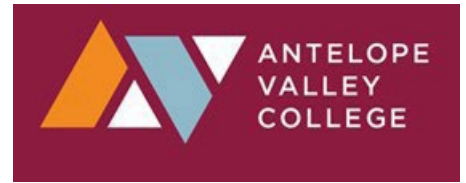
The Board of Trustees shall, by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.

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.

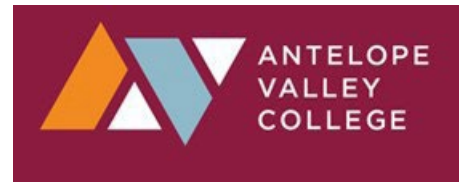
Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board of Trustees and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a ninety (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](mailto: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 45<sup>th</sup> 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](#)