



College Coordinating Council Library 201	September 24th, 2025 9:30 a.m. – 10:30 a.m.
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Type of Meeting: Regular

Note Taker:

Michele Schottelkorb

Please Review/Bring: Agenda, Minutes

Committee Members:

Hal Huntsman, Academic Senate

ASO Representative (VACANT – *Awaiting appointment from ASO President*)

Pamela Ford, Classified Union

Ashley Hawkins, Confidential/Management/Supervisory/Administrators

Kathryn Mitchell, Deans

Dr. Jason Bowen, Faculty Union

Dr. Jennifer Zellet, CHAIR

Dr. Kathy Bakhit, Vice President of Academic Affairs

Shami Brar, Vice President of Administrative Services

Dr. Lauren Elan-Helsper, Vice President of Human Resources

Dr. Rebecca Farley, Vice President of Equity & Student Achievement

Dr. Idania Padron, Vice President of Student Services

MEETING

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

I. Approval of Minutes of September 10th, 2025.

CONSENT ITEMS:

Rationale

I.	Revision of AP/BP 7330 Communicable Disease - Employees	Lauren	Updating Policies in Accordance with CCLC Recommendations, Regular Review and Updates, and Departmental Name Changes.	
II.	Revision of AP/BP 7370 Political Activity - Employees	Lauren	Updating Policies in Accordance with CCLC Recommendations, Regular Review and Updates, and Departmental Name Changes.	
III.	Revision of AP 7336 Certification of Freedom from Tuberculosis	Lauren	Updating Policies in Accordance with CCLC	

		Recommendations, Regular Review and Updates, and Departmental Name Changes.	
DISCUSSION/ACTION ITEMS:			
I. AP 2510 Revision	Hal/Jennifer	4 minutes	Table until 10/8
II. Discussion Draft Clean-Up of Positions	Jennifer	4 minutes	Table until 10/8
III. Driving On Campus	Jennifer	4 minutes	Table until 10/8
IV. Request for Update on BP 5500	Hal	4 minutes	
V. Equity Plan Update	Rebecca	4 minutes	Information Item – Written update will be provided.
VI. Achieving the Dream – Fall Site Visit	Rebecca	4 minutes	Information Item – Written update will be provided.
VII. Strategic Enrollment Management Academy Update	Rebecca	4 minutes	Information Item – Written update will be provided.
VIII. AI as a Participatory Governance and Accreditation Issue	Hal	4 minutes	
RETURNING ITEMS:			
I. BP/AP 2015 – Student Trustee	Jennifer	5 minutes	Returned from constituent review since February 26 th . CCLC recommendation for revision.
II. BP/AP 2110- Vacancies on the Board	Jennifer	4 minutes	Returned from constituent review since February 26 th . CCLC recommendation for revision.
III. BP 2330 – Quorum and Voting	Jennifer	4 minutes	Returned from constituent review since February 26 th . CCLC recommendation for revision.
IV. BP 2340 – Agendas	Jennifer	4 minutes	Returned from constituent review since February 26 th . CCLC recommendation for revision.
V. BP/AP 3810 – Claims Against the District	Jennifer	4 minutes	Returned from constituent review since February 26 th . Revision due to the elimination of the General Counsel position.
STANDING ITEMS:			
I. Constituent Reports	All	4 minutes	
POLICIES OUT FOR CONSTITUENT REVIEW:			
I. AP 4235 – Credit for Prior Learning – since March 26, 2025			
POLICIES IN PROCESS			
I. BP/AP 3515 – Reporting Crimes - Lauren II. BP/AP 4010 – Academic Calendar – Kathy III. BP/AP 4100 – Graduation Requirement – Idania IV. BP/AP 4400 – Community Services – Kathy V. BP/AP 5500 – Standards of Conduct – Idania/Jason VI. BP/AP 7130 – Compensation – Shami & Legal VII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal			

NEXT MEETING DATE: October 8th, 2025



College Coordinating Council Library 201			September 10th, 2025 9:30 a.m. – 10:30 a.m.
Type of Meeting: Regular Note Taker: Michele Schottelkorb Please Review/Bring: Agenda, Minutes			
Committee Members: Hal Huntsman, Academic Senate - Present Veronica Orozco, ASO Need Replacement Pamela Ford, Classified Union - Present Ashley Hawkins, Confidential/Management/ Supervisory/Administrators – Present Kathryn Mitchell, Deans - Present Dr. Jason Bowen, Faculty Union - Present <hr/> Dr. Jennifer Zellet, CHAIR - Present Dr. Kathy Bakhit, Vice President of Academic Affairs Shami Brar, Vice President of Administrative Services Dr. Lauren Elan-Helsper, Vice President of Human Resources Dr. Rebecca Farley, Vice President of Equity & Student Achievement Dr. Idania Padron, Vice President of Student Services			
MEETING			
Items	Person(s) Responsible	Time	Action
APPROVAL OF AGENDA AND MINUTES & REPORT:			
I. Approval of Minutes of May 21st, 2025. - Jennifer expressed good wishes to Pamela and said this was a good time to regroup and reestablish working habits. Minutes Approved. Quorum met. Awaiting appointment of new ASO student representative.			
CONSENT ITEMS:			
I. Revision of AP/BP 7330 Communicable Disease - Employees	Lauren	5-7 minutes for all	Add: Rationale – why are we doing this?
II. Revision of AP/BP 7370 Political Activity - Employees	Lauren		
III. Revision of AP 7336 Certification of Freedom from Tuberculosis	Lauren		
DISCUSSION/ACTION ITEMS:			
I. Proposal to Create a Formal IRB at Antelope Valley College	Hal	4 minutes	Discussion Summary: The Council discussed the need for a formal IRB process, particularly for grants involving human subjects. One recent grant required IRB approval through CSUB, which proved challenging.

		<p>Hal is collaborating with Rebecca and Svetlana to develop a structure, using adapted forms from other colleges with existing IRBs. A proposed structure document was referenced (see attached).</p> <p>Jennifer emphasized the importance of deliverables, including a handbook, monitoring protocols, rationale for interventions, an appeal process for denied proposals, and a project closure process.</p> <p>A question was raised regarding the definition of “population base.” Hal clarified that this would be defined within the research question.</p> <p>Clarifications and Suggestions:</p> <p>Jason inquired about qualifying human subjects, such as students and staff participating in surveys. Hal noted that surveys typically do not require IRB due to built-in protections like voluntary participation, unless private information is involved.</p> <p>Jason asked about anonymized data. Hal responded that if an external agency requests data, IRB review may be necessary.</p> <p>Jennifer noted that typical IRB applicants would be faculty conducting doctoral research.</p> <p>Jason suggested including a non-scientist faculty member and a third faculty member to broaden ethical perspectives. Hal was open to this, and JB proposed including a philosopher. No objections were raised.</p> <p>Next Steps:</p> <p>Jennifer requests this to go back out and come back with a more detailed draft of the IRB structure.</p> <p>Hal will continue developing the process, with CCC reviewing progress.</p>
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			<p>Jennifer proposed moving toward consensus as deliverables become concrete, with a presentation to CCC and a target implementation date of Fall 2026.</p> <p>Council will provide final endorsement upon review.</p> <p>Current Process:</p> <ul style="list-style-type: none"> Ashley asked about the current IRB process. Hal explained that low-level approvals are handled by the Dean, while high-level approvals were previously managed through CSUB. <p>Implementation Timeline:</p> <ul style="list-style-type: none"> Required training for IRB board members is anticipated for Fall, rather than Spring. <p>Motion:</p> <ul style="list-style-type: none"> Motion to move forward with IRB development. <p>Vote: All in favor.</p>
II. AP 2510 Revision	Hal	4 minutes	<p>Discussion Summary:</p> <p>Governance Structure Updates:</p> <p>Hal proposed removing unused elements and replacing “Legislative” with “Equity” (see attached document for changes).</p> <p>Jason questioned why VPESA was not included under “Superintendent.” Hal noted this was previously discussed and should be explicitly added, even if logically implied.</p> <p>Jason asked if President and VPESA are separate groups but share one vote. Hal confirmed.</p> <p>Jennifer noted VPESA is not listed in Board Policy (BP) and suggested aligning language between documents. Pamela</p>

			<p>advised against adding another line to avoid confusion. Hal agreed to remove it.</p> <p>Communications Committee:</p> <p>Pamela referenced a consultant’s findings that identified communication gaps. The committee was added to improve information flow between campus committees.</p> <p>Pamela questioned whether committee information is being shared effectively. Jennifer asked if CCC has representation on all standing committees. Hal confirmed representation exists for college-wide participatory committees.</p> <p>Jennifer asked if Matriculation has transitioned into Enrollment Services. Hal believes they are still meeting. Jennifer will follow up with Idania. Campus Safety’s activity will also be reviewed.</p> <p>Committee Reporting:</p> <p>Jennifer suggested campus leaders provide brief summaries after meetings to inform CCC discussions.</p> <p>Jason asked what committees contribute. Jennifer explained that committee reports support SCFF and strategic planning. CCC is well-positioned to guide college priorities.</p> <p>Pamela proposed sending a call to all participatory committees to submit annual reports to CCC. Pamela will send a report to Jennifer.</p> <p>Hal proposed removing “mutual agreement” and replacing “Dean IERP” with “VPESA.” This item will be put on hold.</p> <p>Jennifer suggested changes to the Master Plan and raised concerns about the Mutual Agreement Council’s collaboration mechanisms.</p>
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			<p>Jason asked if the Academic Senate President consults with the College President. Hal noted that while specifics aren't outlined, transparency and accountability are expected. Jason agreed that informal mechanisms work well.</p> <p>Jennifer shared that in past Senate practice, unresolved issues could be escalated to the Board. Transparency is essential in this space.</p> <p>Next Steps:</p> <p>Jennifer will mark up the document and send notes to Hal.</p> <p>Suggested change: In section H, if a proposed change is academic, it should return to the Academic Senate. Cross out "Mutual Agreement Council" Add "Academic Senate."</p> <p>JZ will review and revise Board Policy 2510 based on this discussion.</p> <p>A town hall or think tank was proposed to reeducate the campus on decision-making structures.</p>
			<p>Action Items:</p> <ul style="list-style-type: none"> • JZ to revise BP 2510 and send notes to Hal. • PF to send committee report to JZ. • JZ to follow up with Idania regarding Matriculation/Enrollment Services. • Review Campus Safety committee activity. • Consider hosting a town hall to clarify governance structures.
III. UMOJA Agreement	Jennifer	4 minutes	<p>shared that the document attached is a signed copy. She wanted to briefly inform the council that she had a really</p>

			productive conversation with Dr. Mayes about where we are at as a college, what she knows to be our challenges, and steps we are taking to support students. He needed to know how we are doing, and we need them to understand that we support this work; and that the campus needs to understand that there are specific things they are requiring. We are not there yet, and he was upfront about it. However, he said he was really encouraged and wanted to be in contact and said we can submit to the group a plan to arrive at some of the milestones. Rebecca worked with new coordinators and submitted a plan, which went to SLI over the summer. There has been some good progress made and she wanted the council to be aware. Also, the lines of communication are open with student leadership and there has been some positive resolution.
IV. Discussion Draft Clean-Up of Positions	Jennifer	4 minutes	
V. Driving On Campus	All	4 minutes	
VI. Request for Update on BP 5500	Hal	4 minutes	Table until 9/24/2025
RETURNING ITEMS:			
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NEXT MEETING DATE: September 24th, 2025



AP 7330 Communicable Disease - Employees

References:

Education Code Sections 87408, 87408.6, and 88021

For successful applicants for all employee positions:

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

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

Also see AP 7336 Certification of Freedom from Tuberculosis

5/8/06

Revised: 1/8/18

Revised: 7/25



BP 7330 Communicable Disease - Employees

References:

Education Code Sections 87408; 87408.6; 88021

All newly hired **academic** employees shall have on file a medical certificate indicating freedom from communicable diseases **unfitting the employee to instruct or associate with students**, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

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

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

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

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

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

See Administrative Procedures #7330

Adopted: 5/8/06

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

Revised: 2/12/18
Revised: 7/25



AP 7336 Certification of Freedom from Tuberculosis

References:

Education Code Section 87408.6

Except as provided herein, no person shall be initially employed by the District in an academic or classified position unless the person has within the last 60 days submitted to a tuberculosis risk assessment developed by the State Department of Public Health and the California Tuberculosis Controllers Association and, if risk factors are present, an examination to determine that he/she/~~they~~ is free of active tuberculosis, by a physician and surgeon licensed under the California Business and Professions Code. This examination shall consist of an X-ray of the lungs, or an approved intra-dermal tuberculin test, that, if positive, shall be followed by an X-ray of the lungs. This examination is a condition of initial employment and the expense shall be borne by the applicant.

The X-ray film may be taken by a competent and qualified X-ray technician if the X-ray film is subsequently interpreted by a physician and surgeon licensed under the Business and Professions Code.

The ~~Assistant Superintendent/Vice President of People, Culture, and Talent, Vice President of Human Resources~~ or designee may exempt, for a period not to exceed 60 days following termination of the pregnancy, a pregnant employee from the requirement that a positive intra-dermal tuberculin test be followed by an X-ray of the lungs.

Thereafter, employees who are skin test negative, or were not tested because of a lack of risk factors, are required to undergo the foregoing tuberculosis risk assessment ~~and, if, if~~ risk factors exist, examination at least once each four years as designated in Board Policy upon recommendation of the local health officer for so long as the employee remains skin test negative. Once an employee has a documented positive skin test that has been followed by an X-ray, the foregoing tuberculosis risk assessments and examinations shall no longer be required and referral shall be made within 30 days of completion of the examination to the local health officer to determine the need for follow up care.

If risk factors were present at the tuberculosis risk assessment and an examination occurs, after the examination, an employee shall cause to be on file with the District a certificate from the examining physician and surgeon showing the employee was examined and found free from active tuberculosis.

This procedure shall not apply to any employee of the District who files an affidavit stating that he/she/~~they~~ adheres to the faith or teachings of any well-recognized religious sect,

Commented [LE1]: Local policy; not in CCLC language. Unclear where it came from.

denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her/**their** knowledge and belief he/she/**they** is free from active tuberculosis. If at any time there should be probable cause to believe that the applicant is afflicted with active tuberculosis, he/she/**they** may be excluded from service until the **Assistant Superintendent/Vice President of People, Culture, and Talent, ~~Vice President of Human Resources~~** or designee is satisfied that he/she/**they** is not so afflicted.

A person who transfers his/her/**their** employment from another school or community college District shall be deemed to meet the requirements of this procedure if the person can produce a certificate that shows that he/she/**they** within the past four years had a tuberculosis risk assessment that showed no risk factors were present or was examined and was found to be free of communicable tuberculosis, or if it is verified by the college previously employing him/her/**them** that it has a certificate on file that contains that showing.

A person who transfers his/her/**their** employment from a private or parochial elementary school, secondary school, or nursery school to the District shall be deemed to meet the requirements of this procedure if the person can produce a certificate as provided for in Health and Safety Code Section 121525 that shows that he/she/**they** within the last four years had a tuberculosis risk assessment that showed no risk factors were present or was examined and was found to be free of communicable tuberculosis, or if it is verified by the school previously employing him/her/**them** that it has the certificate on file.

New: 1/8/18

Revised: 7/2025



AP 7370 ~~Employee Political Activity~~ Political Activity - Employees

References:

Education Code Sections 7050 ~~-7058~~ et seq.

No restriction shall be placed on the political activities of any employee of the District except as provided in ~~board policy BP 7370 Political Activity~~ and these procedures.

No District funds, services, supplies, or equipment may be used to urge the support or defeat of any ballot measure or candidate, including but not limited to any candidate for election to the ~~governing board~~. ~~Board of Trustees~~.

District resources may be used to provide information to the public about the possible effects of a bond issue or other ballot measure if both the following conditions are met:

- The informational activities are otherwise authorized by the Constitution or laws of the State of California; and
- The information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

Any administrator or board member may appear before a citizens' group that requests the appearance to discuss the reasons why the Board ~~of Trustees~~ called an election to submit to the voters a proposition for the issuance of bonds, and to respond to inquiries from the citizens' group.

An officer or employee of the District may solicit or receive political funds or contributions to promote the support or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of officers or employees of the District. Such activities are prohibited during working hours, and entry into buildings and grounds of the District during working hours is prohibited. Such activities are permitted during nonworking time. "Nonworking time" means time outside an employees' working hours, whether before, or after the workday or during the employees' lunch period or other breaks during the day.

Also, see BP 2716 Board Political Activity and BP 7370 Political Activity.

Approved: 5/8/06

Revised: 6/8/20

Revised: 7/2025



BP 7370 ~~Employee Political Activity~~ Political Activity - Employees

References:

Education Code Sections 7054 and 7056;
Government Code Section 8314

Employees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the **governing board** ~~Board of Trustees~~. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

Refer to Antelope Valley College Faculty collective bargaining agreement, Article VII.

Also see BP 2716 Board Political Activity and AP 7370 Employee Political Activity.

Approved: 5/8/06

Revised: 7/13/20

Revised: 7/25