

# Calendar Committee Meeting

Thursday, March 13, 2025  
1:30 pm – 3:00 PM  
SSV 236

## AGENDA

Items	Person Responsible	Time	Action
<b>Information/Discussion Items:</b>			
1. Welcome	Idania Padron Pamela Ford	2 minutes	
2. Review & Approval of Minutes, 01/09/2025	Idania Padron	5 minutes	
3. Review & Approval of Academic Calendar - 2027-28	All	25 minutes	
4. Review & Update of Membership	All	15 minutes	
5. Committee Goals	All	15 minutes	
6. Committee Meeting Dates	All	5 minutes	
7. AP and BP 4010 Academic Calendar	All	20 minutes	
<b>Future Agenda Items:</b>			
AP 4010 Academic Calendar			



# Calendar Committee Meeting

Idania Padron Reyes, VPSS, Co-chair  
 Pamela Ford, Classified Union President – zoom  
 Dr. Jason Bowen, Faculty Union President, Co-chair - absent  
 Kelly Brogan, Enrollment Services - zoom  
 Tanya McGinnis, Counselor  
 Kyle Jacobsen, Academic Affairs Specialist (CMS) - absent  
 Leonardo Ayala, Dean, Student Support Services  
 Dr. Windy Franklin-Martinez, Dean, Enrollment Services  
 Johnathan Compton, Senate, Academic Faculty  
 Daniel Conner, ITS MIS – absent  
 Rick Motawakel, Senate, Vocational Faculty  
 ASO Representative, Kleio Ramasodi  
 Christina Tangalakis, Director, Financial Aid (CMS) - zoom  
 Hal Huntsman, Academic Faculty  
 Dr. Kathy Bakhit, Vice President Academic Affairs

Thursday, March 13, 2025  
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Other:  
 Angela Urbanoski, Sr Admin Assistant to VPSS

## AGENDA

Items	Person Responsible	Time	Action
<b>Information/Discussion Items:</b>			
1. Welcome	Idania Padron Pamela Ford	2 minutes	
2. Review & Approval of Minutes, 01/09/2025	Idania Padron	5 minutes	Minutes reviewed and approved.
3. Review & Approval of Academic Calendar - 2027-28	All	25 minutes	<p>It's recommended that the committee should aim to minimize the number of Mondays off in the fall and spring semesters. It's noted that the committee appreciates the inclusion of a five-week intersession.</p> <p>There are concerns about intersession starting on a Tuesday, especially since January 3 is designated as a holiday. Historically, we have always had December 24, 25, and the days between Christmas and New Year's Day off. Since January 1 falls on a Saturday, the observed holiday moves to the following business day, as outlined in the CBA. The agreement states that if a holiday falls on a weekend, it should be observed on the preceding Friday or the following Monday, and since the preceding Friday is already a holiday, the Monday is observed instead.</p>

			<p>A question was raised about whether classes could still be held during this time so that they can start on Monday. The counterpoint is that they cannot operate without adequate support from classified, namely facilities.</p> <p>Regarding winter grades, there is limited time for processing between terms. Previous discussions indicated that this gap significantly impacts transcript offices and Admissions &amp; Records.</p> <p>There is also concern about having a Monday off during finals week from an instructional perspective. Monday-only classes would likely need to hold their finals the previous week.</p> <p>In prior calendars, Flex Week was indicated. There is some concern that additional dates in August may need to be specified. It is countered that the dates are already included in January and February. Historically, the calendar has designated one Flex Week in August and another in January. These dates are placeholders and not definitive, allowing flexibility for scheduling.</p> <p>Looking ahead, there is a need to address Thanksgiving Week in future calendars. The discussion should focus on what is required to implement changes, how operations would function between December 6 and December 23, and what additional resources would be needed. Other colleges have made adjustments, so we should explore what is feasible for us.</p> <p>Another option to consider is eliminating spring break. Some institutions have implemented a four-week intersession.</p> <p><b>Voting on the 2027-28 Calendar</b></p> <ul style="list-style-type: none"> <li>• I. Padron (yes)</li> <li>• K. Brogan (yes)</li> <li>• K. Bakhit (non-voting)</li> <li>• P. Ford (yes)</li> <li>• W. Franklin-Martinez (yes)</li> <li>• V. Rider (yes)</li> <li>• C. Tangalakis (yes)</li> <li>• J. Compton (yes)</li> <li>• T. McGinnis (yes)</li> <li>• L. Ayala (yes)</li> <li>• R. Motawakel (yes)</li> </ul>
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			<ul style="list-style-type: none"> <li>H. Huntsman (yes)</li> </ul> <p>This calendar is approved to move forward to exec cabinet and board.</p>
4. Review & Update of Membership	All	15 minutes	<p>A request may need to be submitted for a new ITS member.</p> <p>There is a conversation about term lengths, and it is clarified that faculty serve three-year terms.</p> <p>The updates have been reviewed and approved for posting on the website.</p>
5. Committee Goals	All	15 minutes	<p>We need to review and list our goals for the 2025-26 academic year.</p> <p>Any accomplished goals can be moved down under accomplishments, allowing us to focus on setting new goals. One key area of focus is reviewing semester start dates to accommodate future holidays and prevent conflicts.</p> <p>Goal 1 should be updated to reflect the years under review, and BP/AP 4010 should be revised to include the new holidays. The newly recognized holidays can be listed under accomplishments, along with membership updates. Changing the start date of the semester should remain a goal.</p> <p>There was a discussion about implementing a one-week break between the intersession and spring semester.</p> <p>Regarding standing committee meetings, Bowen is unavailable at the current time, so we may need to consider adjusting the schedule. However, there is hope that once the transition occurs, he will be able to attend during the standing meeting times.</p> <p>Pamela and Idania will work through this and bring back drafts of the 2028-29 academic calendars for further review.</p> <p>If we can finalize the 2030 calendars in advance, there may be an opportunity to align with local high school schedules.</p>
6. Committee Meeting Dates	All	5 minutes	Bring back
7. AP and BP 4010 Academic Calendar	All	20 minutes	Bring back
<b>Future Agenda Items:</b>			






## 2027-2028 Academic Calendar

DRAFT

### August

M	T	W	R	F	S	S
						01
	02	03	04	05	06	07 08
	09	10	11	12	13	14 15
1 6	16	17	18	19	20	21 22
2 6	23	24	25	26	27	28 29
3 2	30	31				

14

### January

M	T	W	R	F	S	S
					01	02
1 5	03	04	05	06	07	08 09
2 6	10	11	12	13	14	15 16
3 5	17	18	19	20	21	22 23
4 6	24	25	26	27	28	29 30
5 1	31					

23

### June

M	T	W	R	F	S	S
			01	02	03	04
16 3	05	06	07	08	09	10 11
1 6	12	13	14	15	16	17 18
2 5	19	20	21	22	23	24 25
3 5	26	27	28	29	30	

16

### September

M	T	W	R	F	S	S
			01	02	03	04
3 4	06	07	08	09	10	11 12
4 5	13	14	15	16	17	18 19
5 6	20	21	22	23	24	25 26
6 6	27	28	29	30		
7 4						

25

### February

M	T	W	R	F	S	S
			01	02	03	04
5 5	07	08	09	10	11	12 13
1 6	14	15	16	17	18	19 20
2 4	21	22	23	24	25	26 27
3 5	28	29				
4 2						

17

### July

M	T	W	R	F	S	S
					01	02
3 1	03	04	05	06	07	08 09
4 5	10	11	12	13	14	15 16
5 6	17	18	19	20	21	22 23
6 6	24	25	26	27	28	29 30
7 6	31					
8 1						

25

### October

M	T	W	R	F	S	S
				01	02	03
7 2	04	05	06	07	08	09 10
8 6	11	12	13	14	15	16 17
9 5	18	19	20	21	22	23 24
10 6	25	26	27	28	29	30 31
11 6						

25

### March

M	T	W	R	F	S	S
			01	02	03	04
4 4	06	07	08	09	10	11 12
5 6	13	14	15	16	17	18 19
6 6	20	21	22	23	24	25 26
7 6	27	28	29	30	31	
8 4						

26

### August

M	T	W	R	F	S	S
		01	02	03	04	05
8 5	07	08	09	10	11	12 13
	14	15	16	17	18	19 20
	21	22	23	24	25	26 27
	28	29	30	31		

5

### November

M	T	W	R	F	S	S
	01	02	03	04	05	06
12 6	08	09	10	11	12	13 14
13 5	15	16	17	18	19	20 21
14 6	22	23	24	25	26	27 28
15 3	29	30				
16 2						

22

### April

M	T	W	R	F	S	S
					01	02
8 1	03	04	05	06	07	08 09
9 6	10	11	12	13	14	15 16
10 6	17	18	19	20	21	22 23
11 6	24	25	26	27	28	29 30

19

### December

M	T	W	R	F	S	S
		01	02	03	04	05
16 4	06	07	08	09	10	11 12
	13	14	15	16	17	18 19
	20	21	22	23	24	25 26
	27	28	29	30	31	

4

### May

M	T	W	R	F	S	S
	01	02	03	04	05	06
12 6	08	09	10	11	12	13 14
13 6	15	16	17	18	19	20 21
14 6	22	23	24	25	26	27 28
15 6	29	30	31			
16 2						

26

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#### Format Guide

- Fall semester
- Intercession term
- Spring semester
- Summer term
- 11 Start/end term
- PD Day
- Classes not in session
- 11 College closed
- Notable date

#### Instructional days

- 90 Fall
- 28 Intercession
- 91 Spring
- 46 Summer

# Traditional Model

#### Important Dates

8/16/2027	Fall Semester Start
8/30/2027	Fall Census Day
9/6/2027	Labor Day
9/6/2027	Early Voting Begins
9/21/2027	National Voter Registration Day
10/11/2027	Indigenous Peoples Day
10/18/2027	Voter Registration Deadline
11/2/2027	Election Day
11/11/2027	Veterans Day
11/25/2027	Thanksgiving Day
11/26 - 11/27	Local Holiday
12/4/2027	Fall Semester End
12/24 - 12/25	Christmas
12/26 - 12/31	Local Holiday
1/1/2028	New Year's Day
1/3/2028	New Year's Day (Observed)
1/4/2028	Intercession Term Start
1/17/2028	Martin Luther King Jr. Day
2/5/2028	Intercession Term End
2/7/2028	Spring Semester Start
2/18/2028	Lincoln's Day
2/19/2028	Local Holiday
2/21/2028	Washington's Day
2/22/2028	Spring Census Day
3/31/2028	Cesar Chavez Day
4/3 - 4/8	Spring Break
5/29/2028	Memorial Day
6/2/2028	Commencement Ceremony
6/3/2028	Spring Semester End
6/12/2028	Summer Term Start
6/19/2028	Juneteenth
7/4/2028	Independence Day
8/5/2028	Summer Term End

AVC Board of Trustees approval date: Pending



## Committee Information Sheet

### Calendar Committee

### 2025 – 2026

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Title of Representative	Appointed By	Name	Term	Expiration Date
Co-Chair	VP, Student Services	<i>Idania Padron</i>	Standing	Standing Member
Co-Chair	Classified Union President (Or Designee)	<i>Pamela Ford</i>	1 of 1	09/2024 – 09/2025
VP, Academic Affairs	VP, Academic Affairs	<i>Dr. Kathy Bakhit</i>	Standing	Standing Member
Dean, Enrollment Services	Dean, Enrollment Services	<i>Dr. Windy Franklin-Martinez</i>	Standing	Standing Member
Dean, Student Support Services	Dean, Student Support Services	<i>Leo Ayala</i>	Standing	Standing Member
Interim Director, Financial Aid (CMS)	CMS	<i>Dr. Christina Tangalakis</i>	Standing	Standing Member
Academic Affairs Specialist (CMS)	CMS	<i>Kyle Jacobsen</i>	Standing	Standing Member
ITS MIS	ITS	<i>Daniel Connor</i>	Standing	Standing Member
Enrollment Services	Dean, Enrollment Services	<i>Kelly Brogan</i>	Standing	Standing Member
Dean, Academic Affairs	VP, Academic Affairs	<i>Van Rider</i>	Standing	Standing Member
Senate	Academic Faculty	<i>Jonathan Compton</i>	2 of 3	09/2022 - 09/2025
Senate	Student Services Faculty	<i>Tanya McGinnis</i>	1 of 3	09/2023 – 09/2026
Senate	Vocational Faculty	<i>Rick Motawakel</i>	2 of 3	09/2022 - 09/2025
Classified Union President	Classified Union	<i>Pamela Ford</i>		09/2024 – 09/2025
Faculty Union President	Faculty Union	<i>Dr. Jason Bowen</i>		Standing Member
ASO Representative	ASO	<i>Kleio Ramasodi</i>	1 of 1	09/2024 – 09/2025
Academic Senate President	Academic Senate	<i>Hal Huntsman</i>	1 of 3	09/2023 – 09/2026

**Type of Committee/Authority: Recommendation.**

**Purpose:**

Evaluate and recommend in writing the yearly academic calendar to the Superintendent/President.

**Committee Submits Recommendations To:**

Superintendent/President and Board of Trustees. Representatives report to the leadership of their respective constituencies.

**Composition of Representatives:**

Vice President of Student Services Co-chair  
Faculty/Classified Union President Co-chair  
Vice President of Academic Affairs  
Dean of Enrollment Services  
Dean of Student Support Services  
Director of Financial Aid  
Academic Affairs Specialist  
ITS MIS  
Enrollment Services

3 faculty (Academic Senate-appointed)  
-Academic Faculty  
- Student Services  
- Vocational, faculty  
Classified Union representative or President  
Faculty Union representative or President  
ASO President or representative  
Academic Senate President (non-voting)  
Administrative Academic Dean

**Length of Term:**

The Faculty and Classified union presidents will serve a one-year alternating co-chair term.  
Members will serve a 3-year term, except for the standing members who are appointed by position.

**Quorum:**

Majority, plus the attendance of a union representative and the Vice President of Student Services.

**Meetings Scheduled:**

As Needed.

**Minutes/Records Are Available:**

Record, drafted, approved, distributed, and posted on myAVC.edu.

**Operations:**

Meeting as needed called by the VP of Student Services, in consultation with union representatives.  
Committee meets as necessary. Sufficient notification of the meeting shall be made to the members in time.  
to allow for their attendance.

Any member can add items to the agenda.

<h1>Calendar Committee</h1>		<b>Chairs/Co-Chairs:</b> Idania Padron & Pamela Ford	
<h2>Annual Report</h2> <p>2024/2025</p>			
<b>List Committee Goals for 2024/25</b>			
I.	Update membership		
II.	Update AP 4010 to reflect new holidays		
III.	Address changing the semester start date to later in the week		
IV.	Set standing committee dates		
<b>Describe accomplishments made to meet your committee goals:</b>			
I.	Updated holidays		
II.	Updated academic calendar for 2023-2024		
III.	Reinstated intersession		
IV.			
<b>What did your committee accomplish to further the College Mission?</b>			
<b>Mission:</b> Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.			
<b>Accomplishments:</b>			
<b>What did your committee accomplish to further the 2024/25 College Goals?</b>			
<b>Goal 1:</b> <i>Accomplishments: Completed Draft Academic 2025-2028</i>			
<b>Goal 2:</b> <i>Accomplishments: Completed a classified union mou for subsequent years for holidays</i>			
<b>Goal 3:</b> <i>Accomplishments:</i>			
<b>What issues do you foresee your committee working through in the upcoming year?</b>			
Address moving the semester start date. Need to add late start dates to the academic calendar.			
<b>Recommendations for change in membership or function:</b>			
Update the membership list – new leadership and membership.			

# **2025 Calendar Committee Meeting Dates**

(2<sup>nd</sup> Thursday of the Month) 1:30 PM - 3:00 PM

**March 13, 2025**

**Location: SSV 236**

**April 10, 2025**

**Location: SSV 236**

**May 8, 2025**

**Location: SSV 236**

**September 11, 2025**

**Location: SSV 236**

**October 9, 2025**

**Location: SSV 236**

**November 13, 2025**

**Location: SSV 236**



## **BP 4010 Academic Calendar**

### **References:**

Education Code Section 70902 subdivision (b)(12)

Before presentation to the Board of Trustees for approval, any major calendar changes that may have financial impact to the District or may affect student access and/or student learning must be fully explored, discussed campus wide, and presented in writing to the Superintendent/President. See BP & AP 2510 Participation in Local Decision Making.

After said presentation to the Superintendent/President and after reaching agreement with the Antelope Valley College Federation of Teachers (AVCFT) and Antelope Valley College Federation of Classified Employees (AVCFCE) and after consulting with other appropriate groups, the Superintendent/President shall recommend a calendar to the Board of Trustees for its approval.

Also see AP 4010 Academic Calendar and AP 7342 Holidays.

Adopted: 6/11/07

Revised: 10/9/2017

Revised: 4/13/20



## POLICY & PROCEDURE SERVICE

### BP 4010 Academic Calendar

**Reference:**

Education Code Section 70902 subdivision (b)(12)

**NOTE:** *This policy is legally required.*

The [ **CEO** ] shall, in consultation with the appropriate groups, [ **develop or submit to the Board for approval** ] an academic calendar.

**NOTE:** *The work year calendar is a mandatory subject of bargaining under Government Code Sections 3540 et seq. and must be negotiated in those districts where the faculty are represented by an exclusive representative and negotiate a collective bargaining agreement.*

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## AP 4010 Academic Calendar

### References:

Education Code Section 79020 and 88203;  
Title 5 Sections 55700 et seq. and Section 58142

The Calendar Committee will have co-chairs consisting of the Vice President of Student Services and either the AVCFT or AVCFCE representative in alternate years. See BP & AP 2510 Participation in Local Decision Making. All issues related to the calendar, including but not limited to:

- Starting and ending dates of the semester;
- Summer session and Intersession;
- Starting and ending class dates;
- Holidays;
- Flex Days;
- Orientation;
- Parts of Term;
- Days counted as instructional days shall be referred to the Calendar Committee, a campus-wide standing committee. Information about major changes shall be widely disseminated to the entire campus before this will occur.

The number of days that define a calendar is 175 days of instruction, excluding the following holidays:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (Third Monday in January)
- Lincoln's Day (February 12 or see Note Below)
- Washington's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth Day (June 19)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Indigenous Peoples' Day (Second Monday of October)
- Veteran's Day (November 11 or see Note below)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Cesar Chavez Day, and Native American Day, Genocide Remembrance Day (April 24), Lunar New Year, Day after Thanksgiving Day, Christmas Eve Day, and New Year's Eve Day are local options if collectively bargained (Education Code Sections 79020 subdivision (k) and 79020 subdivision (l), 79020 subdivision (m), and 79020 (n).).



**Other Holidays** -The Board of Trustees may declare other days to be holidays and close the college and offices **when good reason exists**. ~~These holidays have traditionally been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.~~

**NOTE:** *Refer to Education Code Section 79020 for language regulating the scheduling of Lincoln's Day, Veteran's Day, and holidays that fall on weekends.*

~~See BP 4010 Academic Calendar and AP 7342 Holidays.~~

Approved: 6/11/07

Reviewed: 10/9/17

Revised: 3/9/20

Revised:

\* CCLC Recommended Language

\*\* AVC Recommended Language