



# Welcome to Antelope Valley College New Hire Orientation

September 9, 2025

## Welcome to AVC!

A copy of this presentation is available on the  
[People, Culture, and Talent webpage](#)

# AVC Vision, Mission Statement, & Values

## ***Vision:***

To provide quality education that transforms lives.

## ***Mission Statement:***

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.

## ***Values:***

**Community** – We create and foster relationships through inclusivity at AVC and among its diverse constituents: students, faculty, staff, administrators, alumni, and the community at large.

**Academic Excellence** – We embrace the potential of all students, and we strive to uphold a transformative standard of academic excellence in their pursuit of certificates, degrees, transfer, and lifelong learning, as well as ongoing professional development for all employees.

**Integrity** – We create an environment of trust, candor, empathy, and professionalism and expect ethical behavior from all.

**Respect** – We cultivate, embrace, nurture, and empower all individuals, regardless of race, ethnicity, ability, gender, age, sexual orientation, class status, or religious belief.

[Philosophy, Vision, Mission Statement, and Values | Antelope Valley College \(avc.edu\)](https://avc.edu)



# AVC Board of Trustees



**Michael Adams**  
Trustee Area 4  
President  
(Term Expires 11/26)



**Steve Buffalo**  
Trustee Area 2  
Vice President  
(Term Expires 11/26)



**Barbara Gaines**  
Trustee Area 5  
Clerk  
(Term Expires 11/26)



**Michelle Harvey**  
Trustee Area 1  
(Term Expires 11/28)



**Michael Rives**  
Trustee Area 3  
(Term Expires 11/28)

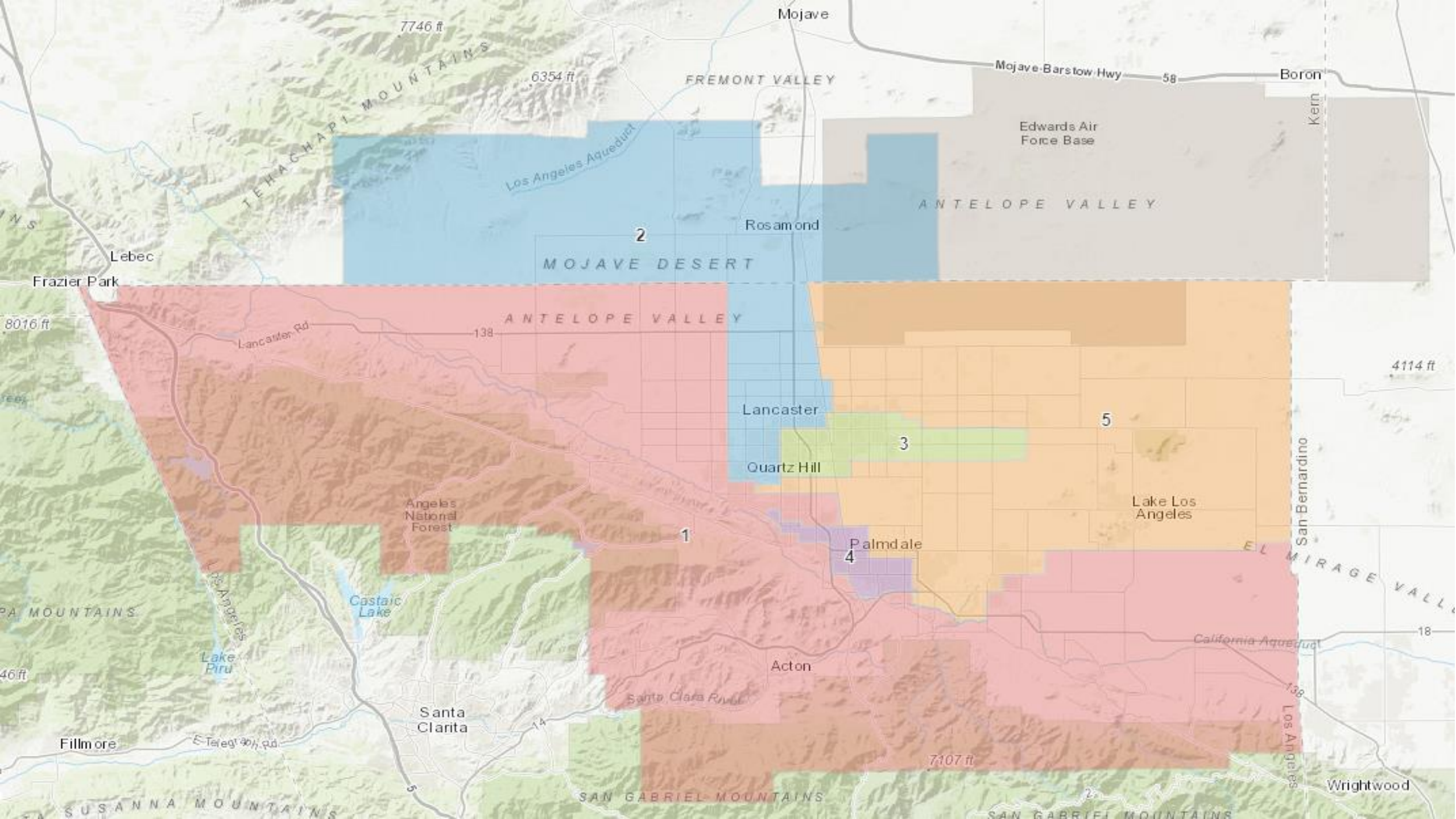


**Kristy Salazar Lara**  
Student Trustee  
(Term Expires 5/26)

Board Policies, Administrative Procedures, and Board Meeting Agendas:

[Board of Trustees | Antelope Valley College \(avc.edu\)](https://www.avc.edu/board-of-trustees)





# Office of the Superintendent/President

## Office Information:

Location: Cedar Hall

Phone: 661.722.6300 ext. 6301

Website: [Office of the Superintendent/President | Antelope Valley College](#)

Hours: Monday - Thursday 7:30am - 6pm; Friday 7:30am - 11:30am

## Contact Information:

Superintendent/President

- Dr. Jennifer Zellet: [jennifer.zellet@avc.edu](mailto:jennifer.zellet@avc.edu)

Director of Board and Executive Services, Strategic Initiatives, & Government Relations

- Michele Schottelkorb: [michele.schottelkorb@avc.edu](mailto:michele.schottelkorb@avc.edu)



# AVC SERVES

**Service:** Realign college policies, practices, and processes to become more effective, efficient, and responsive to students, employees, and AVC's service areas.

**Equity:** Commitment to equity - Improve the college culture by becoming a more caring, welcoming, accessible, and inclusive campus.

**Resources:** Increase student awareness about campus resources.

**Vision:** Being more future-thinking, agile, innovative, and proactive.

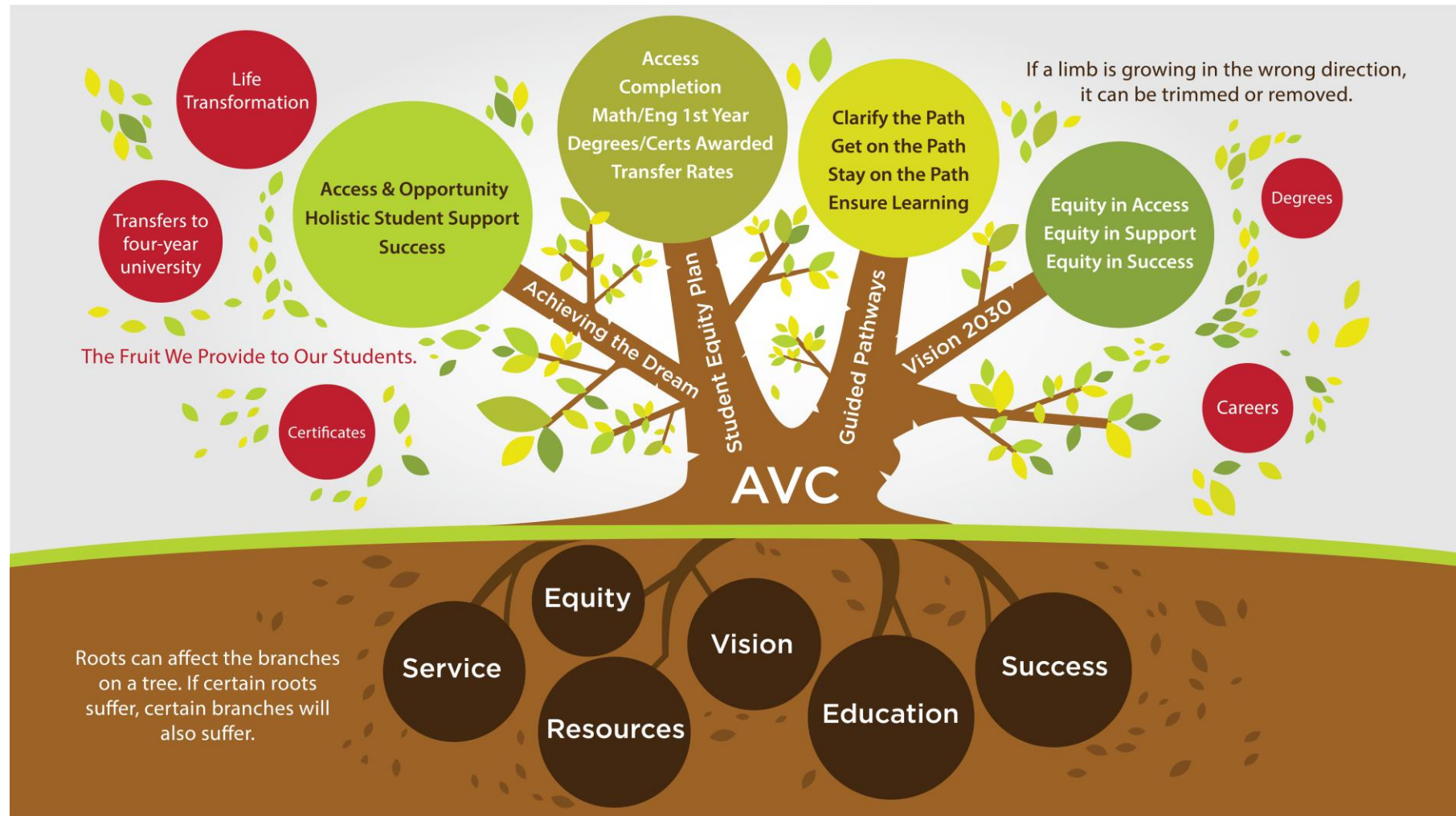
**Education:** Expansion of offerings and effective course scheduling.

**Success:** Students First – Design with students in mind.





# AVC Serves Tree



[AVC SERVES Tree | Antelope Valley College](#)

# AVC Executive Council



Dr. Jennifer Zellet,  
Superintendent/ President  
[jennifer.zellet@avc.edu](mailto:jennifer.zellet@avc.edu)



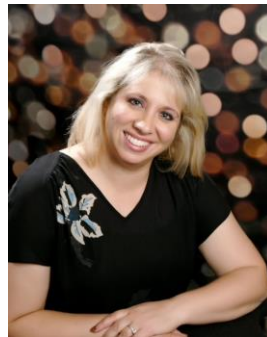
Dr. Idania Padron,  
Asst. Superintendent/  
Vice President,  
Student Services  
[idania.padron@avc.edu](mailto:idania.padron@avc.edu)



Dianne Knippel,  
Executive Director,  
Foundation  
[dianne.knippel@avc.edu](mailto:dianne.knippel@avc.edu)



Dr. Kathy Bakhit,  
Asst. Superintendent/  
Vice President,  
Academic Affairs  
[kathy.bakhit@avc.edu](mailto:kathy.bakhit@avc.edu)



Dr. Lauren Elan Helsper,  
Asst. Superintendent/  
Vice President, People,  
Culture, and Talent (HR)  
[lauren.elanhelsper@avc.edu](mailto:lauren.elanhelsper@avc.edu)



Alejandro Guzman,  
Executive Director,  
Marketing and Public  
Information  
[alejandro.guzman@avc.edu](mailto:alejandro.guzman@avc.edu)



Shami Brar,  
Asst. Superintendent/  
Vice President,  
Administrative Services  
[shami.brar@avc.edu](mailto:shami.brar@avc.edu)



Dr. Rebecca Farley,  
Asst. Superintendent/  
Vice President,  
Equity and Student  
Achievement  
[rebecca.farley@avc.edu](mailto:rebecca.farley@avc.edu)



ANTELOPE  
VALLEY  
COLLEGE





# AVC Organizational Structure

---

Academic Senate

---

Antelope Valley College Federation of Teachers (AVCFT) (Full-Time and Adjunct Instructors)

---

Antelope Valley College Federation of Classified Employees (AVCFCE)

---

Confidential, Management, Supervisory, and Administrators (CMSA)

---

Participatory Governance Committees: <https://www.avc.edu/campus-organizations-committees>

---

Associated Student Organizations



# California Community College System Overview

73 districts, 116 individual colleges

Largest system of higher education in the world

One in every four community college students in the nation attends a California Community College

Provides educational/vocational/transfer programs to 2.1 million students each year

Over 70% of California Community College students are people of diverse ethnic backgrounds and roughly 54% are female

Over 40% of California Community College students are age 25 or older and are already working adults



Learn more at the Chancellor's website:

<http://www.cccco.edu>

# Antelope Valley Community College District



Historical information about AVC, can be found here:

[Campus History | Antelope Valley College \(avc.edu\)](https://www.avc.edu/campus-history)

- Founded in 1929 under Antelope Valley Joint Union High School
- Fully accredited by the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC)
- Hispanic Serving Institution (HSI) (currently 63% of our students)
- For Fall 2025, we currently have 237 classified employees, 196 full-time faculty, 630 adjunct instructors, 23 administrators, and 55 confidential, management or supervisory employees.
- Sites: Lancaster, Palmdale Center, Palmdale Technical Center, Fox Field, SOAR High School and CSU Bakersfield satellite campus
- Bachelor of Science Degree in Airframe Manufacturing Technology
- NEW - Bachelor of Science Degree in Respiratory Therapy
- Vision 2030, Caring Campus Initiative, Achieving the Dream, Commitment to Equity
- SERVE Students, Be Kind.

# Office of People, Culture, and Talent

Assistant Superintendent/Vice President and Title IX Coordinator

- Dr. Lauren Elan Helsper: [lauren.elanhelsper@avc.edu](mailto:lauren.elanhelsper@avc.edu)

Senior Administrative Assistant

- Kim Correa: [kim.correa@avc.edu](mailto:kim.correa@avc.edu)





# Office of People, Culture, and Talent

## Office Information:

Location: Administration Building, Room 162 / Payroll T700 F

Phone: 661.722.6300 ext. 6311

General Email: [contacthr@avc.edu](mailto:contacthr@avc.edu)

Website: [People, Culture and Talent \(Human Resources - HR\) | Antelope Valley College \(avc.edu\)](#)

Hours: Monday - Thursday 7:30am - 6pm; Friday 7:30am - 11:30am

## Departments:

- People, Culture, & Talent
- Benefits & Risk Management
- Payroll Services



# Title IX, Unlawful Harassment, Hostile Work Environment, Discrimination, and Retaliation

Dr. Lauren Elan Helpser



# Title IX Coordinator and EEO Officer

Dr. Lauren Elan Helsper (TIX and EEO)

Assistant Superintendent/Vice President, People,  
Culture, and Talent

Email: [lauren.elanhelsper@avc.edu](mailto:lauren.elanhelsper@avc.edu)

661.722.6300, ext. 6311

- Call
- Email – include everything!  
[TitleIX@avc.edu](mailto:TitleIX@avc.edu)
- Submission of a Formal Complaint  
(on PCT Website)

Blanca Rodriguez

Compliance and Title IX, PCT Assistant

Email: [blanca.rodriguez@avc.edu](mailto:blanca.rodriguez@avc.edu)

661.722.6300, ext. 6858

- If you participate in a hiring committee,  
you will need to take EEO training
- Contact PCT for more information



# Unlawful Harassment, Hostile Work Environment, Discrimination, and Retaliation

The Office of People, Culture, and Talent  
**is the District's Civil Rights Office**

We are tasked with ensuring District compliance with **federal** and **state** laws that prohibit harassment and discrimination based on membership in a protected class and/or sexual misconduct.





All employees and students are welcome to participate in all aspects of the District's educational programs and activities without harassment and discrimination based on protected class.

Misconduct that is not based on protected class is also prohibited.

# Title IX Prohibited Misconduct

Sexual Harassment

Sexual Assault

Retaliation

Domestic and Dating  
Violence

Stalking

# Protected Classes

- National Origin
- Religion
- Age (40+)
- Gender
- Gender Identity
- Gender Expression
- Race
- Ethnicity
- Color
- Medical Condition
- Genetic Information
- Ancestry
- Sexual Orientation
- Marital Status
- Physical Disability
- Mental Disability
- Pregnancy
- Military Status
- Veteran Status
- Association with a protected class
- Perceived to be in a protected class



# AVC Officials with Authority (OWA)

***OWAs must immediately report information about suspected or actual prohibited conduct to the Title IX Coordinator!***

AVC OWAs are, the President, General Counsel, Vice Presidents, Deans, Executive Directors, Directors, Managers, Supervisors, and Coaches

Responsible Employees = everyone else!

They are not required to report suspected misconduct but ideally would!





# SB 493: California's Response to Title IX

## CA Responsible Employees:

- The Title IX Coordinator;
- Residential advisors (for institutions that have student housing);
- Housing directors, coordinators, or deans;
- Student life directors, coordinators, or deans;  
Coaches of any student athletic or academic team or activity;
- Faculty and associate faculty, teachers, instructors, or lecturers;
- Graduate student instructors, while performing the duties of employment by the institution;
- Laboratory directors, coordinators, or principal investigators;
- Internship or externship directors or coordinators; and
- Study abroad program directors or coordinators.



# What do I say if someone discloses to me?

## Be Kind:

- “Thank you for trusting me with your story.”
- “It sounds like you are going through a lot right now...”
- “I’m sorry that happened to you.”
- “No one deserves to be treated like that...”

## Inform them of next steps:

- I need to tell one person in the Office of People, Culture, and Talent, and that person will contact you with resources.
  - Don’t promise confidentiality even if they ask you to keep it a secret.
  - Do promise to keep what they told you as private as possible.

# What if a minor is involved?

## 1. *Mandated Reporters* are defined by law.

- Not all Mandated Reporters are OWAs. Per AP 3518 Mandated Reporters are **faculty, educational administrators, and classified staff**.
- **Mandated Reporters must report** any instances of known or suspected abuse, molestation or neglect relating to anyone under 18:
  - Immediately: Department of Children and Family Services (DCFS) Child Protection Hotline (1-800-540-4000)
  - Within 36 hours: Complete a written report (see AP 3518)
  - As soon as possible: Inform the Title IX Coordinator and AVC Sheriff

## 2. *Officials with Authority* are defined by District policy.

- All Officials with Authority are Mandated Reporters.
- Officials with Authority must report any instances of suspected sexual abuse or molestation relating to anyone under 18 to both AVC Sheriff and the Title IX Coordinator.

# Pregnant and Parenting Students/Employees

## Do...

- Refer Title IX Coordinator for accommodations and assistance
- Consult with PCT/OSD for guidance
- Provide same types of modifications provided to other students to allow them to continue on the team
- Refer them to TIXC for lactation accommodations

## Do not...

- Talk to others about it
- Ask for medical documentation
- Change the requirements/suggest they not participate in something as it might be a risk for the baby/fetus
  - You can advise them of risk but if they choose to continue, they are assuming their own risk
  - Do NOT have them sign-off on a liability form unless you make ALL students sign off
- Ask about impacts when returning from pregnancy
- Penalize students who restrict their activities





# Transgender/Non-Binary Accommodations

**Antelope Valley College is committed to being an inclusive and diverse community where all gender identities are celebrated.**

**All community members have the right to...**

- Be in an environment free of harassment
- Use the restroom that matches their gender identity
- Be referred to by their preferred/chosen name
- Be addressed by their gender pronouns
- Receive accommodations

**Accommodations  
can include:**

**Notifications  
New ID cards  
New E-mail  
Address  
and more...**

# Overlap with Clery

## Clery report:

- Campus Security Authority (CSA) designation is a broader group
  - At AVC CSAs are Sheriff's Department Employees, Student Health Services Classified staff, student club advisors, peer mentors, deans and directors, all Vice Presidents, and Administrative Council Members
- Unless victim has agreed/requested you do not have to provide the name of the Reporting Party or Respondent
- Victim chooses what to share with law enforcement

## Title IX Official with Authority report:

- All the information you have must be reported to the Title IX Coordinator



# Training and Professional Development

Rhonda Burgess



# Training & Professional Development

Rhonda Burgess - [rhonda.burgess@avc.edu](mailto:rhonda.burgess@avc.edu), ext. 6446

- New Hire Orientations
- Leadership Academy
  - One cohort per year – 4 Classified, 4 CMS, 4 Faculty, 4 Students
- Staff Professional Development
  - All staff eligible to submit proposals within guidelines: [Professional Development | Antelope Valley College](#)
- Department Projects
- Employee Training
  - Keenan SafeColleges Mandatory Training
  - New & Reoccurring Training Opportunities
- ACCCA Membership



# Employee Training Requirements

## New Employee and Reoccurring Mandatory Training

- Illness and Injury Prevention Program
- Workplace Violence Prevention Program
- Discrimination/Harassment/Sexual Harassment
- Mandated Reporter: Child Abuse & Neglect
- FERPA: Confidentiality of Records
- Cybersecurity: Security Awareness Essentials
- Board Policies and Administrative Policies
- Position specific trainings (ex. EEO, Utility Cart, Proper Lifting, PPE, Bloodborne Pathogens, etc.)

## Suggested Training

- Examples: General Ethics in the Workplace, Implicit Bias and Microaggression Training

## Manager Requested Training

- Assigned as Needed

## Keenan Safe Colleges Library

- Additional / Optional Training

*Watch for an email from Keenan SafeColleges to your AVC email with login information and instructions*

## Questions?

- Email: [contacthr@avc.edu](mailto:contacthr@avc.edu)



# Other Employee Training Opportunities

- Chancellor's Office - [CCC Vision Resource Center](#)
- Faculty Professional Development
  - FPD goes through [Vision Resource Center](#)
  - Academic Senate - [Academic Senate | Antelope Valley College](#)
  - Fall and Spring Welcome Back Days
  - FLEX Days





# Post-COVID

## Employee Post-COVID Guide

<https://www.avc.edu/campus-post-covid-best-practices-guide-employees>

At AVC we encourage everyone to continue to use best practices learned during the pandemic to promote a healthy environment where everyone is considerate of others. Therefore, if you are experiencing symptoms or illness, please take the necessary precautions to keep everyone safe. Safe practices include frequent handwashing, masking up & most importantly, staying home if you are sick.

## Questions?

Email: [contacthr@avc.edu](mailto:contacthr@avc.edu)



# People, Culture, and Talent Department

Harmony Miller



# PCT Department Contact Information

---

**General** – Contact HR: [contacthr@avc.edu](mailto:contacthr@avc.edu), 661.722.6311

---

**Director** – Harmony Miller: [harmony.miller@avc.edu](mailto:harmony.miller@avc.edu), ext. 6528

---

## Technicians

---

– Ana Patin: [ana.patin@avc.edu](mailto:ana.patin@avc.edu), ext. 6116

---

– *Vacant*

---

– *Vacant*

---

## Assistant

---

– Stephanie Ibarrola: [stephanie.ibarrola@avc.edu](mailto:stephanie.ibarrola@avc.edu), ext. 6895

---

## Clerical Assistant III

---

– Mariah Davis: [mariah.davis@avc.edu](mailto:mariah.davis@avc.edu), ext. 6045

---



# People, Culture, and Talent Services

## Recruitment

- Application Management System
  - Recruitment
    - <https://www.avc.edu/about/administration/human-resources/employment>
    - <https://www.schooljobs.com/careers/avc>
  - Support hiring committees
  - Full-time and part-time employees
- Job Descriptions
- Equal Employment Opportunity (EEO)
  - [EEO Plan](#)

## Compensation

- Human Resources Information System
- Onboarding/ Out Processing
- Salary Schedules/ Placement
  - <https://www.avc.edu/about/administration/human-resources/salary>
- Step/ Column Advancement
- Educational Incentives



# People, Culture, and Talent Services

- Negotiations/ District Policies & Procedures/ Collective Bargaining Agreements (CBAs)
- Employee Engagement Programs/ Professional Development Resources
- Employee Questions and Resources
- Work Schedules
- Conflict Resolution/ Mediation/ Grievances
- Reasonable Accommodations/ Interactive Process
- Human Resources Federal/ State Reporting
- Performance Management
- Personnel Files
  - Make an appointment to view



# Important Documents

- AVC Website > People, Culture and Talent (HR) > Forms
  - [Forms](#)
- Board Policies and Administrative Procedures
  - Available via [BoardDocs](#)
- Collective Bargaining Agreements
  - [AVCFT](#)
  - [AVCFCE](#)
- Job Descriptions
  - [Classified](#)
  - [CMSA](#)
- Calendars
  - [Academic Calendars](#)
  - [Holiday Schedule](#)





# Performance Evaluations

## Probationary Classified/Confidential Employees – AVFCE CBA

- Designated as permanent after 6 months of service or 130 days; whichever is longer
- First evaluation at the end of the 2<sup>nd</sup> month
- Final evaluation will occur before the end of the 6<sup>th</sup> month
- If needed, a supervisor may evaluate a probationary employee prior to the end of the 5<sup>th</sup> month of service

## Permanent Classified/CMS Employees – AP 7150

- Evaluated annually between April 1<sup>st</sup> and May 31<sup>st</sup>

## Faculty – AVCFT CBA

- Contract (Probationary/Tenure-Track) Faculty
  - Tenure Process – for the first seven (7) semesters
- Full-time Regular (Tenured) Faculty
  - Every three (3) years
- Full-time Temporary Faculty
  - Semester of hire
- Adjunct Faculty
  - Semester of hire
  - At least once every three (3) years

## Administrators – AP 7150



# Benefits & Risk Management Department

Christian Hootman



# Benefits & Risk Management Department Contact Information

---

## General

---

– Benefits: [benefits@avc.edu](mailto:benefits@avc.edu), 661.722.6311

---

– Risk Management: 661.722.6428

---

**Interim Director** – Christian Hootman - [christian.hootman@avc.edu](mailto:christian.hootman@avc.edu), ext. 6555

---

## Technicians

---

– Sherri Burkholder: [sherri.burkholder@avc.edu](mailto:sherri.burkholder@avc.edu), ext. 6178 (Leaves)

---

– Jim Firth: [jim.firth@avc.edu](mailto:jim.firth@avc.edu), ext. 6101 (Benefits)

---

**Interim Clerical Assistant III** – Debbie Salazar – [debbie.salazar@avc.edu](mailto:debbie.salazar@avc.edu), ext. 6131

---

# Risk Management

- Where is your employer's Injury and Illness Protection Program located?
- How can you get a copy?



[Risk Management & Environmental Health | Antelope Valley College](#)

# Risk Management

- Workers' Compensation
  - Call Company Nurse for an injury at work – **877.518.6702**
  - Pre-designate Physician or use Pro-Active
- Environmental Safety
  - Training
  - Emergency Drills
  - Evacuation Procedures



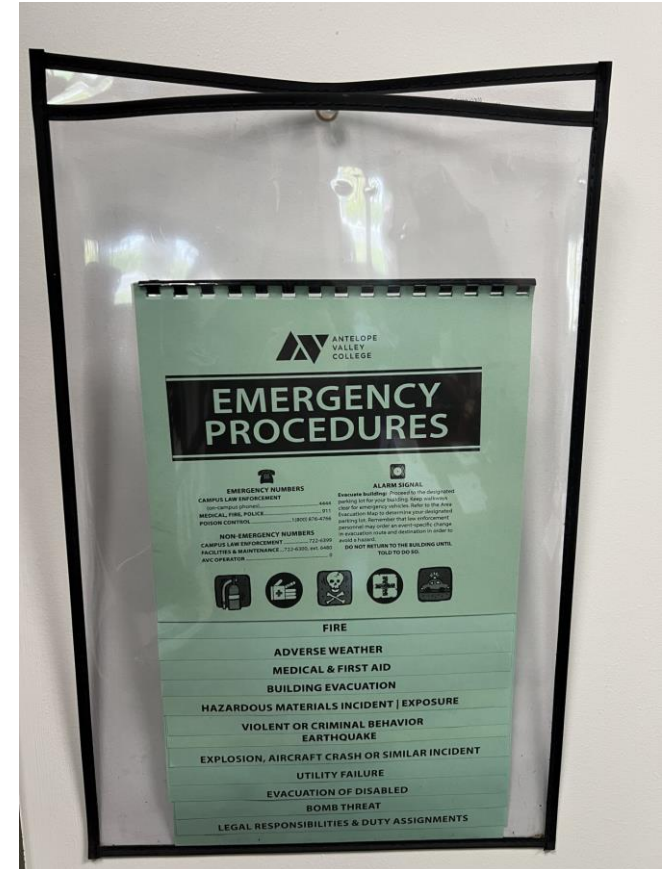
# RAVE Mobile Safety AVC Emergency Alert System

- Antelope Valley College has partnered with Rave Mobile Safety, to deliver emergency messaging to the college community. The Rave Alert service will be used to deliver text, email, and voice messages to you should there be an emergency on campus that poses a safety concern for the community.
- Sends emails, text messages, and/or voice messages in the event of a critical campus incident
- Any student, staff, faculty, or AVC community member can subscribe
  - Faculty, staff, and students can enroll from the Rave Channel on myAVC
  - Community members can register using the Rave registration site (<https://www.getrave.com/login/avc>)
- Employees username is your AVC email and password



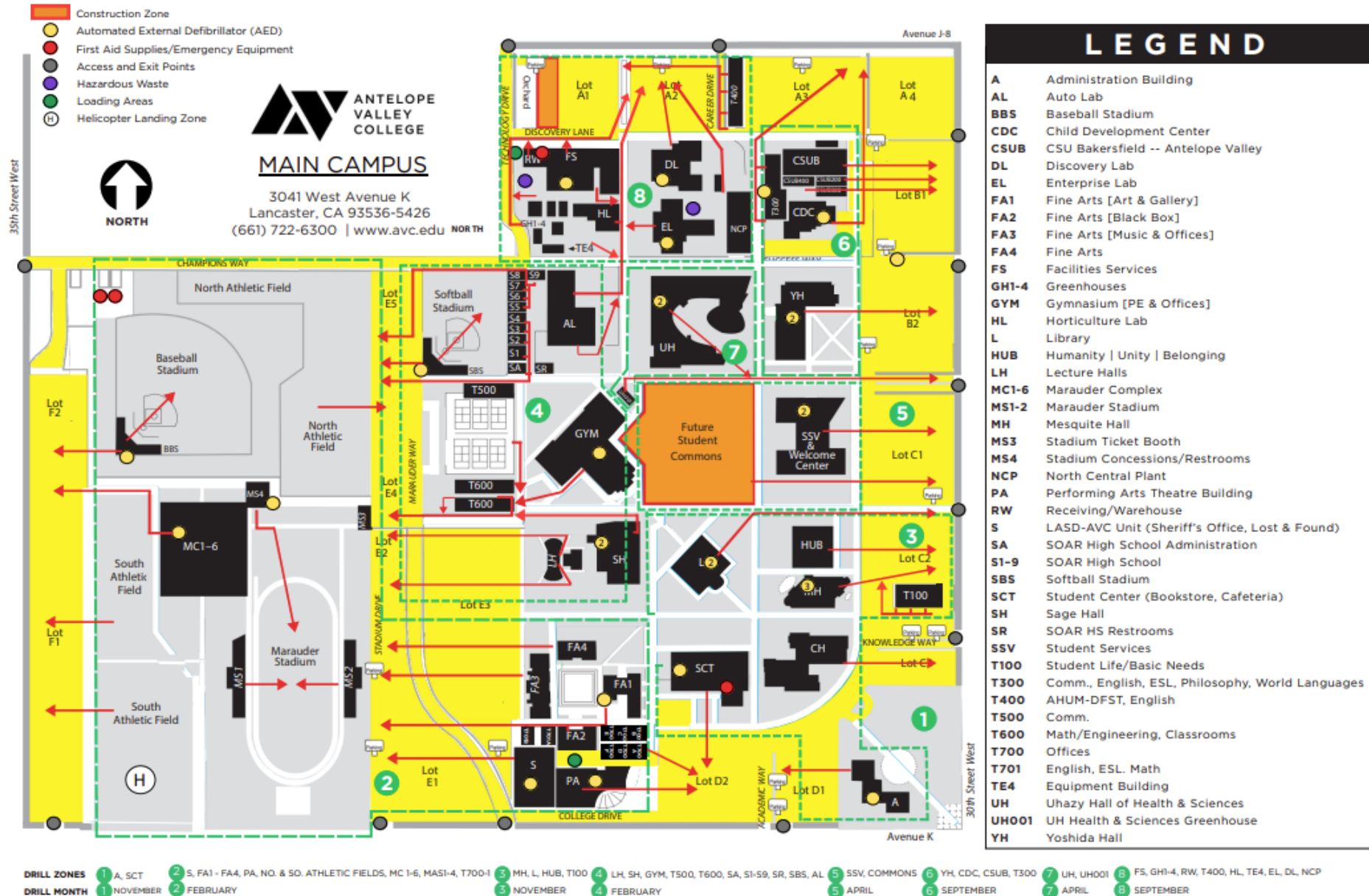
# Emergency Procedures

- Posted in each classroom and common space at the Main Campus, Palmdale Center/Palmdale Technical Center, and Fox Field Site.
- Includes written Building Evacuation procedure that directs employees to Evacuation Assembly Areas a safe distance away from our buildings.
- This procedure is applicable to evacuations in the event of fires and bomb threats, as well as earthquakes.



# AREA EVACUATION MAP

NOTE: Evacuate your building via the shortest safest route to your building's evacuation assembly area.



# Health Benefits

- Available to permanent employees
- District cap: \$17,500
- Many plan choices: PPO & HMO
- Dental/Vision/Life included in rates
- Composite rates
- Starts 1<sup>st</sup> of month following employment
- Ends last day of month in paid status
- Changes during Open Enrollment or Qualifying Life Event



# Other Benefits

- AnthemEAP.com (Company name: SISC)
  - All employees have access
  - Counseling/Legal/Financial/Identity Protection/Etc.
- SISC Flex – Flexible Spending Account (FSA)
  - Set aside pre-tax funds to pay qualified expenses
- Tax Sheltered Annuities (TSA)
  - 403(b) and 457(b) retirement savings accounts
  - Pre- or Post-tax
- Voluntary Plans
  - Disability/Accident/Cancer/Life/Etc.

Anthem EAP



# Employee Discounts

## Fun Express

- [AVC Fun Express Registration Info](#)
- [FunEx September Flyer](#)

## National University

- [Community College Employee Scholarships](#)
- [Doctoral Degree Scholarships](#)

## Samsung

- [Samsung Discount Flyer](#)

## T-Mobile

- [T-Mobile Discount Flyer](#)

## TicketsatWork

- [TicketsatWork September Flyer](#)





# Employee Benefits

For all questions related to benefits: [benefits@avc.edu](mailto:benefits@avc.edu)

Link to Employee Benefits: [links.avc.edu/benefits](https://links.avc.edu/benefits)



- Plan changes – When can I change coverage or add/remove dependents?
- Optional savings plans – How do I add one or check on the status?
- Health plan Open Enrollment for all groups is during August
  - Plan changes become effective October 1<sup>st</sup>

# Payroll Department

Dr. Lauren Elan Helsper, VP, PCT

Vicky Remp, Interim Director, Payroll



# Payroll Team Contact Information

---

**Payroll Department** – 661.722.6308 – [payroll@avc.edu](mailto:payroll@avc.edu)

---

**Payroll Interim Director:** Vicky Remp - [vicky.remp@avc.edu](mailto:vicky.remp@avc.edu), ext. 6995

---

## **Specialists:**

---

**Overload:** Lori Braverman - [lori.braverman@avc.edu](mailto:lori.braverman@avc.edu), ext. 6842

---

**Adjunct Faculty:** Liz Lawson - [elizabeth.lawson@avc.edu](mailto:elizabeth.lawson@avc.edu), ext. 6711

---

**Full-time Faculty, Deans, Admins:** Shane Hughes - [shane.hughes@avc.edu](mailto:shane.hughes@avc.edu), ext. 6247

---

**Classified/CMS:** Sylvia Castro - [sylvia.castro@avc.edu](mailto:sylvia.castro@avc.edu), ext. 6734

---

## **Technician:**

---

**Students, Short Term Hourly, Professional Experts:** MarRieund Chambers –  
[marrieund.chambers@avc.edu](mailto:marrieund.chambers@avc.edu), ext. 6745

---



# Payroll Services

- Salary & wages
- Federal and state payroll taxes
- W-2s
- Direct deposit forms, W-4 and DE-4 (tax withholdings) forms
- Garnishment deductions and payments
- Voluntary deductions: union dues, Foundation, United Way
- Employment verifications: loans, refinancing, student loan forgiveness
  - 3-5 days for processing
- CalSTRS and CalPERS retirement reporting
- Provide one-on-one pay stub review sessions

# Payroll: Banner Time/Leave Entry System

- Enter your time sheet: *myAVC Portal* > Employee Self Service Main Menu SSB9 > Time Sheet
  - Full time employees: Enter exceptions only: sick, vacation, jury duty, etc.
  - Short-term hourly, student workers, and adjunct non-instructional: Enter hours worked by day
- Find your pay stubs, W-2, or tax documents: *myAVC Portal* > Employee (SSB9)
- More information on Payroll webpage: [Payroll | Antelope Valley College \(avc.edu\)](#)
  - Payroll Time Sheet Calendar
  - Web Time Entry Policies and Procedures

Questions? Call Payroll Ext. 6308 or [Payroll@avc.edu](mailto:Payroll@avc.edu)

# Time Off Requests

- Notice of Absence (NOA) must be submitted prior to absence (or immediately after in case of emergency)
- Form is on the AVC PCT website under the “Forms” tab:
  - [Forms | Antelope Valley College](#)
  - See example on next page
- Sherri Burkholder, PCT Technician (Leaves) manages all things leaves
  - [sherri.burkholder@avc.edu](mailto:sherri.burkholder@avc.edu)





## NOTICE OF ABSENCE/REQUEST FOR LEAVE REGULAR FACULTY AND ADJUNCT FACULTY

☐ EMERGENCY

☐ CALL-INS

☐ PRE-APPROVED

TYPE OF LEAVE:  
(please check one)

☐ Vacation\*

☐ Personal Necessity

☐ Bereavement

☐ Sick/Illness

☐ Personal Business (free day)

Relationship of Deceased: \_\_\_\_\_

☐ Non-Paid\*

☐ Military \*\*

City/State: \_\_\_\_\_

☐ Other: \_\_\_\_\_

☐ Jury Duty\*\*

☐ Worker's Comp (approved injury claims only)\*\*

\*(For Non-Classroom Faculty only)

\*\* (Requires documentation/approval)

NAME: \_\_\_\_\_

Div./Dept. \_\_\_\_\_

☐ Regular Faculty -

☐ Classroom

☐ Non-Classroom

☐ Adjunct Faculty -

☐ Classroom

☐ Non-Classroom

DURATION OF ABSENCE: (all employees should fill out)

Date(s): \_\_\_\_\_

Total Days: \_\_\_\_\_

Total hours: \_\_\_\_\_

(If partial day)

REGULAR FACULTY:

Entire load missed?:

☐ Yes

☐ No

Extra pay missed? (overload):

☐ Yes

☐ No

If a partial day is missed please fill out the classes below:

Class: \_\_\_\_\_ Day/Time: \_\_\_\_\_

☐ Load ☐ Overload

Class: \_\_\_\_\_ Day/Time: \_\_\_\_\_

☐ Load ☐ Overload

Class: \_\_\_\_\_ Day/Time: \_\_\_\_\_

☐ Load ☐ Overload

Class: \_\_\_\_\_ Day/Time: \_\_\_\_\_

☐ Load ☐ Overload

EXPLANATION (if necessary): \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Review/Approval \_\_\_\_\_

Date \_\_\_\_\_

Resources and a copy retained by the originating department. This form should be completed and forwarded immediately upon receiving approval.

### CALL-IN ABSENCE INSTRUCTIONS

Absences should be reported within 30 minutes of the start of the employee's shift or scheduled class and no later than 30 minutes after the start of the shift or scheduled class, and must include the type of leave and the anticipated length of the absence. The person who receives the call should record all pertinent information on the form, sign and date where "Call-In notification received by" is indicated, forward the completed form to the supervisor for signature, and then send the original to Human Resources and a copy retained by the originating department. This form should be completed and forwarded immediately after receiving any call-in. Supervisors should report any absences exceeding three (3) days to the Human Resources Office. The Human Resources Office will contact the employee to discuss options for extended leaves for absences exceeding three (3) days.

### EMERGENCY INSTRUCTIONS

This box should be checked when the absence is unplanned (i.e., left work due to illness, family emergency, etc.). The employee should complete all relevant information, sign and date, forward to his/her supervisor for review, and then forward the original to Human Resources and a copy retained by the originating department. This form should be completed and forwarded prior to absence. If prior completion is not possible, it should be completed immediately upon return to work.

### DESCRIPTION OF LEAVES

#### PERSONAL NECESSITY LEAVE

Staff members may use a maximum of six days (faculty/administrators) in any school year, with full remuneration, for reasons of personal necessity. Such leave shall be charged to accumulated sick leave. Said leave is non-accumulative.

Staff members may take (1) additional calendar day per year for personal necessity that shall not be deducted from sick leave or salary. This day may be used any time, but may not be split. The personal business box shall be checked to reflect when this additional day is being used.

#### SICK LEAVE FOR FAMILY MEMBERS (FTE and Adjunct)

A unit member who qualifies for sick leave under this section of the CBA is entitled to use his/her available sick leave to care for a family member or take a family member for preventive care. Sick leave time shall be deducted according to the provisions of this section in the CBA. "Family Member" shall be defined as the unit member's parent, parent-in-law, spouse, registered domestic partner, child, grandparent, grandchild and sibling.

#### BEREAVEMENT LEAVE

any member's immediate family. For purposes of this leave, death certificate, a published obituary, or verification

have accumulated more than 44 vacation days will be

to Human Resources. The Human Resources Office will inform compensation.

All requests for non-paid extended leaves will require the approval of Human Resources, the President and the Board of Trustees.

**If you have questions on how to fill out this form, please contact People, Culture, and Talent (HR).**

# Notice of Absence Form (NOA)

# Monthly Pay Dates

- Full Time Classified & CMSU –
  - Paid on the 10<sup>th</sup> and 25<sup>th</sup>
- Administrators, FT Faculty –
  - Paid on the 30<sup>th</sup> (or 31<sup>st</sup>)
- Adjunct, Overload –
  - Paid on the 5<sup>th</sup>
- Students and Hourlies
  - Paid on the 10<sup>th</sup>

Calendars for each month are posted on the [Payroll | Antelope Valley College](#) website.

## SAMPLE:

### November 2025

Year	Pay ID	Classification	PR #	Accrual Begin Date	Accrual End Date	Issue Date	Employee Final Submit Date	Approver Final Approve Date
2025	TW	CMS/Classified - PERS	22	11/01/25	11/15/25	11/25/25	11/10/25	11/12/25
2025	MC	Administrators, Deans, Certificated Directors & FT Faculty	11	11/01/25	11/30/25	11/28/25	11/17/25	11/18/25
2025	VR	Adjunct/Overload Instructors	12	11/01/25	11/30/25	12/05/25	11/17/25	11/18/25
2025	TS	Short-Term Hourly Professional Experts & Board	12	11/01/25	11/30/25	12/10/25	11/24/25	11/25/25
2025	MS	Student Assistants	12	11/01/25	11/30/25	12/10/25	11/26/25	12/01/25
2025	TW	CMS/Classified - PERS	23	11/16/25	11/30/25	12/10/25	11/21/25	11/24/25

# Questions?



# Schools First Credit Union

Cecilia Zumbado



# CECELIA ZUMBADO

Membership development Specialist

- Serving School Employees in California Since 1934
- 2025 J.D. Power Award - #1 CU for Member Satisfaction
- Recognized as BEST In State CU by Forbes Magazine
- Largest School Employee CU in the Nation
- Serving 1.5 Million Members
- [www.schoolsfirstfcu.org](http://www.schoolsfirstfcu.org)
- (800) 462-8328



**TAKE**

# SUMMERS OFF

**WITH NO CAR PAYMENTS**

CERTAIN TERMS, CONDITIONS  
AND EXCLUSIONS APPLY

**SCHOOLSFIRST**   
FEDERAL CREDIT UNION



---

EARN

---

6.50%  
APY\*

---

WITH A SUMMER SAVER ACCOUNT

---

\*ANNUAL PERCENTAGE YIELD  
INSURED BY NCUA

SCHOOLSFIRST   
FEDERAL CREDIT UNION

# 0% APR UNIFORM LOANS

## FOR CLASSIFIED SCHOOL EMPLOYEES

APR = ANNUAL PERCENTAGE RATE. RATE QUOTED REFLECTS A 0.75% DISCOUNT FOR AUTOMATIC PAYMENT TRANSFER FROM A SCHOOLSFIRST FCU SAVINGS OR CHECKING ACCOUNT. CERTAIN TERMS, CONDITIONS AND EXCLUSIONS APPLY. ALL LOANS SUBJECT TO APPROVAL.

**SCHOOLSFIRST**   
FEDERAL CREDIT UNION

**EARN** 1.5%  
**CASH BACK**  
**WITH A SCHOOL EMPLOYEE MASTERCARD**

CERTAIN TERMS, CONDITIONS  
AND EXCLUSIONS APPLY

**SCHOOLSFIRST**   
FEDERAL CREDIT UNION



---

ATM CO-OP  
NETWORK

---

# RETIREMENT SERVICES

---

WE CAN HELP YOU  
MANAGE YOUR

403(b)

\*Securities and advisory services are offered through LPL Financial (LPL), a registered investment advisor and broker/dealer (member FINRA/SIPC). Insurance products are offered through LPL or its licensed affiliates. SchoolsFirst Federal Credit Union (SchoolsFirst FCU) and SchoolsFirst Retirement Planning are not registered as a broker/dealer or investment advisor. Registered representatives of LPL offer products and services using SchoolsFirst Retirement Planning, and may also be employees of SchoolsFirst FCU. These products and services are being offered through LPL or its affiliates, which are separate entities from **and not** affiliates of SchoolsFirst FCU or SchoolsFirst Retirement Planning. Securities and insurance offered through LPL or its affiliates are:

Not Insured by NCUA or Any Other Government Agency.

Not Credit Union Guaranteed.

Not Credit Union Deposits or Obligation.

May Lose Value.

**SCHOOLS****FIRST**   
RETIREMENT PLANNING

# JOIN TODAY

MEMBERSHIP IS FREE WHEN YOU JOIN WITH ME!

SCHOOLSFIRST   
FEDERAL CREDIT UNION



# Office of Administrative Services

Assistant Superintendent/Vice President

-Shami Brar: [shami.brar@avc.edu](mailto:shami.brar@avc.edu)

Senior Administrative Assistant to Vice President

- Amanda Azevedo: [amanda.azevedo@avc.edu](mailto:amanda.azevedo@avc.edu)



# Office of Administrative Services

## Office Information:

Location: Administration Building, Room A122

Phone: 661.722.6300 ext. 6302

Website: [Administrative Services | Antelope Valley College](#)

Hours: Monday - Thursday 7:30am - 6pm; Friday 7:30am - 11:30am

## Departments:

- Auxiliary Services
- Facilities Services
- Financial & Fiscal Services
- Information Technology Services
- Purchasing & Contracts



# Auxiliary Services Department

James Nasipak



# Auxiliary Services

Auxiliary Services provides services and products for students, staff, faculty and administration that supports the mission of the college and student success.

- Food Service Operations
- Bookstore Vendor Relations
- Catering
- Pour Contract
- Concessions
- Campus Events
- Vending
- Ticketing
- Transportation
- Office Moves

# Food Service Operations



**Low Cost Food Options**  
**Serve 600 Orders Per Day**  
**Fresh Made Grill and Grab & Go Items**

**Student Center Building**  
**Hours: 8:30 am - 5:00 pm**  
**8:30 am - 12:00 pm (Friday)**



**Uhazy Hall**  
**Hours: 8:30 am - 9:00 pm**  
**8:30 am - 1:00 pm (Friday)**



**Self-Service Market**

**Serving the  
Palmdale Center**



# Event Services

## Catering



**Catered 100+ Events**

**Provide Served Seated,  
Buffet, Grab & Go**

## Campus Events



**On- Campus Events: 1200 +  
Community Events: 195**

**Conference, Workshops, Festivals,  
Speaker Series, Meetings**

★ ★ ★ ★ ★


★ COMMUNITY SWEARING IN  
★ CEREMONY FOR CONGRESSMAN  
★ **GEORGE WHITESIDES**  
★ (119th Congress)


**Location:**  
Antelope Valley College  
Student Services Building

**Date:**  
Saturday, February 22<sup>nd</sup>

**Time:**  
12:00PM-1:30PM

**REGISTRATION  
REQUIRED:**









YOUR SEAT IS WAITING  
2024-2025 SEASON

Performing Arts Theatre hosted Over 100 Events

ANTELOPE VALLEY COLLEGE  
INDEPENDENT  
**FILM FESTIVAL**  
AVC PERFORMING ARTS THEATRE  
MARCH 7th & 8th



**THE LIGHTNING THIEF**  
THE PERCY JACKSON MUSICAL



2025



**STUDENT SUCCESS CONFERENCE**

FIND YOUR COMMUNITY ~ FIND YOUR PATH

Office of Equity  
Ethnic Studies  
Theatre Arts  
PRESENTS...

**EMBRACE  
AVC WEEK**

APRIL 30 - MAY 3, 2025

FREE for AVC Students and Staff



William Shakespeare's  
**Romeo & Juliet**




**LATIN HISTORY FOR MORONS**  
BY JOHN LEGUIZAMO

MAYANS 1000 BC  
MR. FLYNN  
GREEK

3M TAINOS  
30M AZTECS  
7M APACHE, COMANCHE, NAVAJO  
THE 688  
XTERMINATION  
GOLD

NOW PITBULL



CEDAR STREET THEATRE

Disney  
**NEWSIES**  
THE BROADWAY MUSICAL



AVALTA FC

**JERSEY REVEAL**  
AVC PERFORMING ARTS THEATRE

AN ALTA FC IS EXCITED TO HOST A SPECIAL EVENT TO UNVEIL OUR FIRST-EVER JERSEY REVEAL THE FIRST TO SEE THE NEW DESIGN AND GRAB YOUR OWN JERSEY BEFORE THE SEASON KICKS OFF. DON'T MISS THIS EXCITING CELEBRATION AS WE MAKE HISTORY WITH AV ALTA FC!

10.18.24 7PM





# Fun, Food, and Community



ANTELOPE  
VALLEY  
COLLEGE



# Auxiliary Services Contact Information

---

## **Auxiliary Services**

---

James Nasipak, Director – ext. 6505 - [james.nasipak@avc.edu](mailto:james.nasipak@avc.edu)

---

## **AVC Café**

---

Cassandra Trice, Supervisor – ext. 6994 – [cassandra.trice@avc.edu](mailto:cassandra.trice@avc.edu)

---

## **Campus Events**

---

Mike Harris, Supervisor – ext. 6088 – [mike.harris@avc.edu](mailto:mike.harris@avc.edu)

---

## **Performing Arts Theatre**

---

Brett Copeland, Supervisor – ext. 6782 – [brett.copeland@avc.edu](mailto:brett.copeland@avc.edu)

---

## **Barnes and Noble**

---

Nic Orizaga, Manager – ext. 6545 – [norizaga@bncollege.com](mailto:norizaga@bncollege.com)

---

## **Subway**

---

Erika Rodriguez, Manager - 661.992.2320 – [erika@otiummgmt.com](mailto:erika@otiummgmt.com)

---



# Information Technology Services Department

Daniel Conner



# Information Technology Services

## Contact Information

### Help Desk Information:

Location: Mesquite Hall

Phone: 661.722.6300, ext. 6535

Website: [Information Technology Services | Antelope Valley College](#)

Help Desk Hours: Monday - Thursday 7:30am - 8pm; Friday 7:30am - 11:30am

### Departments:

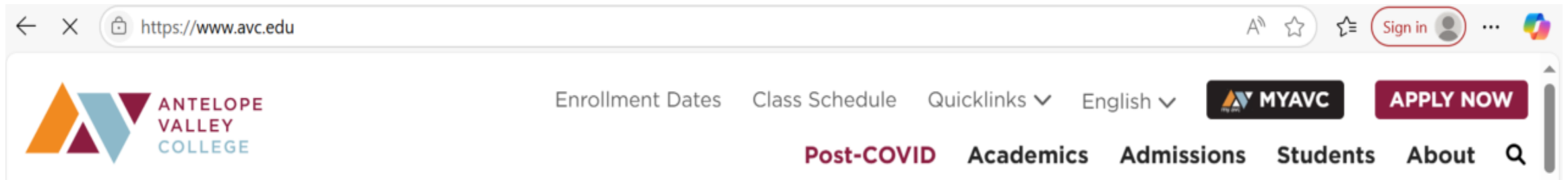
- Enterprise Apps and Data Protection
- Technology Operations
- Instructional and Support Services





# Information Technology Services

- Overview of [www.avc.edu](https://www.avc.edu) – how to find what you are looking for



- If you need technology support, contact:
  - [help@avc.edu](mailto:help@avc.edu)
  - ext. 6535
- Technology related purchases must be reviewed and approved by ITS.
- Information security starts with YOU! If it looks PHISHY, contact the Helpdesk!



# Facilities Services Department

Ron Benedetti





# Facilities Services Contact Information

## Contact Information:

Location: Facilities

Phone: 661.722.6300, ext. 6499

Website: [Facilities Services | Antelope Valley College](#)

Hours: Monday - Thursday 7:30am - 6pm; Friday 7:30am - 11:30am

## Departments:

- Capital Projects – Ronald Benedetti: [ronald.benedetti@avc.edu](mailto:ronald.benedetti@avc.edu)
- Planning – Noe Flores: [noe.flores@avc.edu](mailto:noe.flores@avc.edu)
- Maintenance & Operations



# Facilities

- How to submit a work order:

- via QR Code 

- via website:

- [Facilities Work Request | Antelope Valley College \(avc.edu\)](https://avc.edu/facilities-work-request)



## Facilities Services Work Request System

Please submit any work orders to Onuma

Scan QR Code:

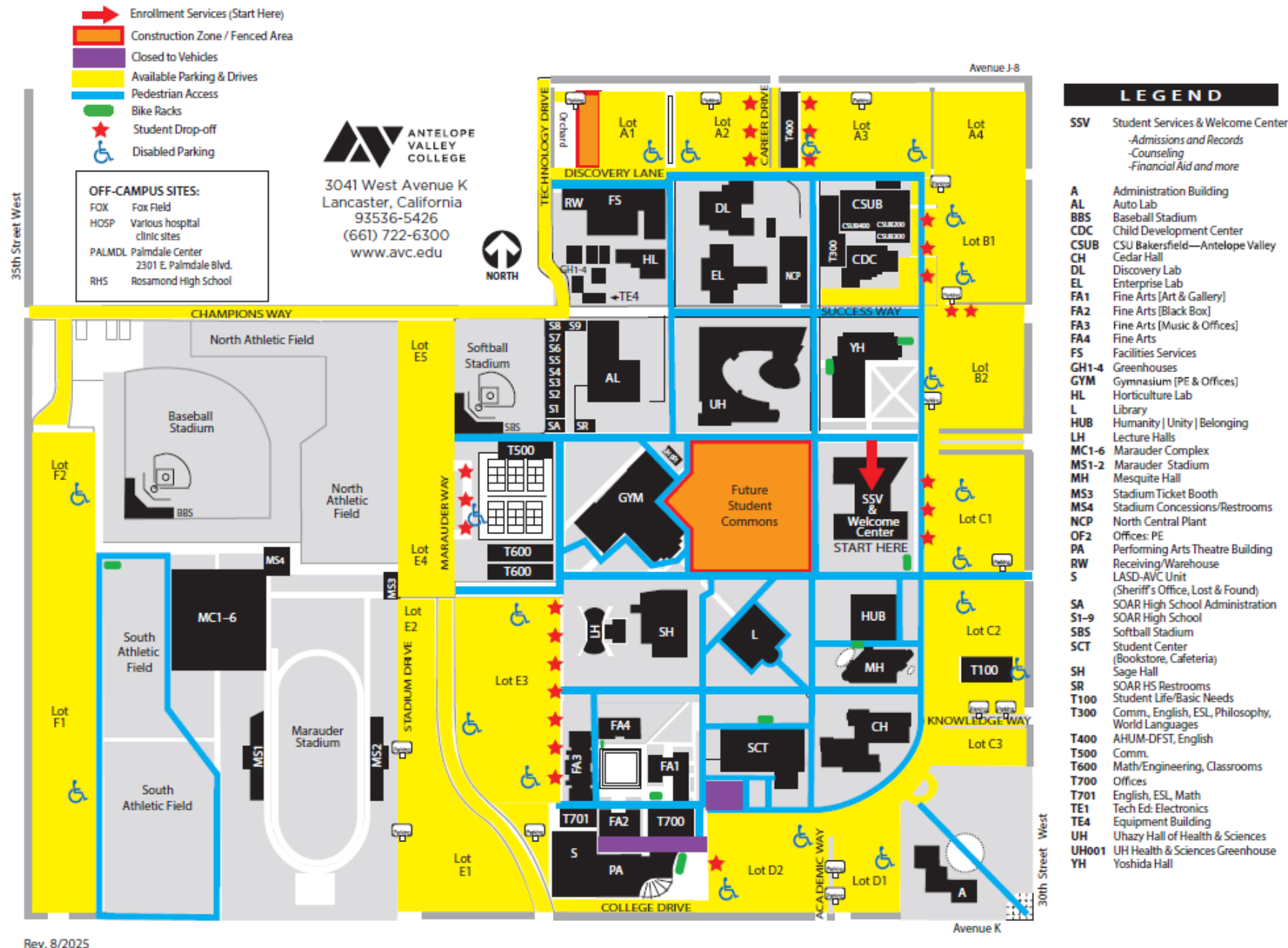


Or contact your department's Administrative Assistant for assistance in submitting a request.

Thank you,  
Facilities Services



# Main campus construction walkways map



# Financial & Fiscal Services

Wendy Dumas / Tammara Steffes



# Financial & Fiscal Services

**Tammara Steffes, Director of Financial & Fiscal Services**  
**Wendy Dumas, Director of Budget, Reporting & Compliance**



**ANTELOPE  
VALLEY  
COLLEGE**



[Class Schedule](#)

[Quicklinks](#) ▼

[English](#) ▼



[APPLY NOW](#)

[COVID-19](#)

[Academics](#)

[Admissions](#)

[Students](#)

[About](#)



## Administration

[Academic Affairs](#)

[Administrative Services](#)

[Auxiliary Services](#)

[Financial & Fiscal Services](#)

[Information Technology Services](#)

[Institutional Effectiveness, Research and Planning \(IERP\)](#)

[Internal Audit Services](#)

## Campus & Community

[AV Symphony Orchestra & Master Chorale](#)

[AVC Cafe](#)

[AVC Sheriff's Office](#)

[Art Gallery](#)

[California Aerospace Technologies Institute of Excellence \(CATIE\)](#)

[Construction](#)

[Facilities Services](#)



# Resources at your Fingertips

---

Budget Queries & Transfers Instructions

---

Chart of Accounts Listing (FOAP Descriptions)

---

Processes, Procedures and Forms

---

Cashier Services – parking permits, bus cards, payment plans, etc.

---

Budget, Audits, and Financial Reports


---

General Grant Guidance





# Our Fiscal Team Is Here to Help

<p><b><u>Paola Cabrera, ext. 6086</u></b>  Arts &amp; Humanities  IERP, Library, Learning Center  Information Technology Services  Math Science &amp; Engineering  Rhetoric &amp; Literacy  Social &amp; Behavioral Sciences</p>	<p><b><u>Gabriela Guerrero, ext. 6020</u></b>  <b><u>(temporarily for Karen Janiszewski)</u></b>  Associated Student Union  California College Promise  Job Placement  Student Life, Outreach &amp; Health Programs  Student Equity  Veterans</p>	<p><b><u>Accounts Payable</u></b>  (split by vendor name)</p> <p>Meas AV: Nicole Metcalf, ext. 6856  A – D: Analiza Gayeta, ext. 6117  E – L: Araseli Godinez, ext. 6201  M – Z: Lisa Kinison, ext. 6937</p>
<p><b><u>Gabriela Guerrero, ext. 6020</u></b>  Athletics  Auxiliary Services &amp; Parking  Foundation &amp; Public Relations  People Culture &amp; Talent, Risk Management,  Payroll  President’s Office, VPAS, VPSS</p>	<p><b><u>Una Goff, ext. 6158</u></b>  Enrollment and Financial Aid  Counseling  Office of Student With Disabilities  Instructional Block Grant &amp; Prop 20  Student Equity  CalWorks, EOPS, TANF, TRIO, LEAP</p>	<p><b><u>Cashier’s Office</u></b>  Tuition &amp; fee payments  ASO stickers  WEPA Print Cards</p>
<p><b><u>Tammara Steffes, ext. 6464</u></b>  Emergency Funding Grants  PELL, SEOG, Student Aid Loans  Cal Grants &amp; Student Success Completion  Grants  Scholarships</p>	<p><b><u>Maria Middleton, ext. 6802</u></b>  Aerospace, Industrial Arts &amp; Applied Techs  Facility Services  Workforce Development &amp; Community Ed</p>	<p><b>This information is subject to change.  Please reach out and if information has  changed, you will be forwarded to the  appropriate person.</b></p> <p><b>Thank you for your  patience.</b></p> 

# Purchasing & Contracts

Angela Musial / Eileen O'Brien



**Angela Musial**  
Director of Purchasing & Contracts



**Mailroom & Duplication**

- Mailroom/Duplication Technicians

**Nancy Stone**  
**Richard Zahnter**

- Duplication Requests
- Mail Distribution
  - Certified Mail
  - Bulk Mail



**Warehouse Operations**

- Coordinator of Warehouse & Inventory

**Teresa Cooper**

- Warehouse Assistants

**Scott Hudson**

**Cesar Hernandez**

**Gabe Vallejo (STH)**

- Shipping/Receiving/Deliveries
- Surplus Auction
- Asset Management
- Document Archives
- Warehouse Requisitions



**Purchasing & Contracts**

- Buyer Supervisor

**Eileen O'Brien**

- Buyers

**Veronica Ojeda**  
**Porsche Virgil**

- Clerical III

**Haylee Vaughn**

- Purchasing
  - Requisitions/POs
  - Formal Bids & Bonds
  - Insurance Docs
  - Credit Cards
- Contracts
- Travel

# Mailroom/Duplication Webpage

<https://www.avc.edu/financial-fiscal-services/mailroomduplication-department>



Post-COVID Academics Admissions Students About Q



## Menu

Bulk Mail

Duplication Process, Procedures & Forms

Mailroom Processes, Procedures & Forms

Home / Purchasing and Contracts / Mailroom/Duplication Department

## Mailroom/Duplication Department (Copy Center)

### Processes and Procedures:

[Duplication](#) (Copy Center)

[Mailroom](#)

### Contact Us:

- Richard Zahnter, Mailroom/Duplication Technician (ext. 6109)
- Nancy Stone, Mailroom/Duplication Technician (ext. 6058)

You may contact one of the Mailroom/Duplication Technicians at [copycenter@avc.edu](mailto:copycenter@avc.edu)

### Hours of Operation:

- Monday - Thursday, 7:30 a.m. - 5:30 p.m. (PST)
- Friday, 7:30 - 11:30 a.m. (PST)

**Duplication requests require at least  
2 business days to process.**

QUESTIONS? ASK MARTY MA...

# Warehouse Webpage

<https://www.avc.edu/purchasing-and-contracts/warehousereceiving>

**Menu**

- Archiving and Records Retention
- Delivery Instructions

Home / Purchasing and Contracts / Warehouse/Receiving Department

[Click here for Warehouse address, hours and delivery Instructions](#)

**Listings**

- [Supplies Catalog - Updated 10-3-2023](#)
- [Forms Inventory - Updated 07-31-2023](#)

**Forms**

Forms must be typed and sent through Adobe Sign for Signature!

- [Archive Submittal Form - Updated 10/14/2022 \(See Archiving and Records Retention for more information\)](#)
- [Equipment Transfer - Updated 2/24/2022](#)
- [Loan Equipment Agreement - Updated 2/24/2022](#)
- [Surplus Equipment Request - Updated 2-24-2022](#)
- [Warehouse Requisition Form - Updated 8-23-2022](#)

QUESTIONS? ASK MARTY MARAUDET

- All tangible items must be delivered to the Warehouse.
- All freight deliveries must be scheduled in advance through the Warehouse.



# Purchasing Webpage

<https://www.avc.edu/purchasing-and-contracts>

- **PO:** All services and purchases require an approved PO (including Board approval as applicable) prior to vendor delivery/performance. Without an approved PO, the cost may be **your responsibility**, not the District's (AP 6380).
- **Contracts:** Services require a contract
- **Signature:** President is the only individual with signature authority for the District (contracts, MOUs, quotes, etc.)



[Enrollment Dates](#)

[Class Schedule](#)

[Quicklinks](#) ▼

[English](#) ▼

[MYAVC](#)

[APPLY NOW](#)

[COVID-19](#)

[Academics](#)

[Admissions](#)

[Students](#)

[About](#)

[Q](#)



[Home](#) / [Financial & Fiscal Services](#) / [Purchasing and Contracts](#)

## Welcome to Purchasing & Contract Services



[About Purchasing](#)



[Vendor Portal](#)



[Bid Opportunities](#)



[Board Deadlines](#)



[Contact Us](#)



[Guidelines,  
Policies, &  
Procedures](#)



[Forms & Documents](#)



[Banner](#)



[Contracts](#)



[Travel](#)

[Contact Us](#)



[QUESTIONS? ASK MARTY MARAUDER](#)

# any questions

[purchasing@avc.edu](mailto:purchasing@avc.edu) | ext. 6310





# Office of Academic Affairs

Assistant Superintendent/Vice President

-Kathy Bakhit: [kathy.bakhit@avc.edu](mailto:kathy.bakhit@avc.edu)

Senior Administrative Assistant to Vice President

- Sheryl Williams: [sheryl.williams@avc.edu](mailto:sheryl.williams@avc.edu)



# Office of Academic Affairs

## Office Information:

Location: Administration Building, Room A134

Phone: 661.722.6300 ext. 6304

Website: [VP Office of Academic Affairs | Antelope Valley College](#)

Hours: Monday - Thursday 7:30am - 6pm; Friday 7:30am - 11:30am

## Academic Divisions:

- Arts and Humanities
- Health & Safety Sciences
- Industrial Arts and Applied Technologies
- Kinesiology & Athletics
- Language and Communication Arts
- Math, Sciences, and Engineering
- Social & Behavioral Sciences



# Athletics Division

Joel Gunterman





# Athletics Information

## Contacts:

Director of Athletics

-Joel Gunterman – [joel.gunterman@avc.edu](mailto:joel.gunterman@avc.edu)

Administrative Assistant

-Sheri Langaman – [sheri.langaman@avc.edu](mailto:sheri.langaman@avc.edu)

Website: [gomarauders.avc.edu](http://gomarauders.avc.edu)

Spirit Wear: [avcgear.itemorder.com/shop/sale](http://avcgear.itemorder.com/shop/sale)

## TICKETS





# Marauders Athlete Recognition

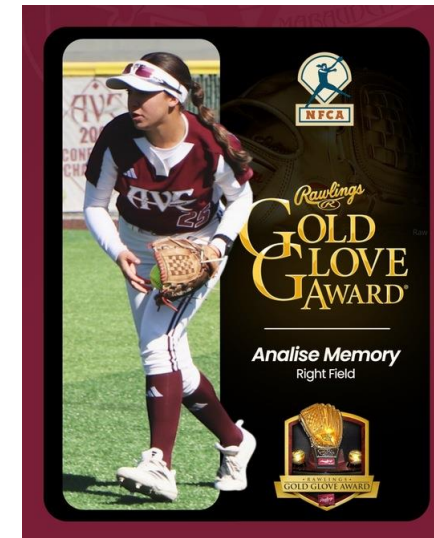
## Baseball

- 2025 Team
- Reached Post Season, 56 Year Drought



## Softball

Analisa Memory  
Rawlings Gold Glove Award



# Life Fitness Center

## Located at the Marauder Complex

Open to AVC employees to use the fitness equipment:

Monday thru Thursday: 6 – 8 am and 5 – 7 pm

Friday: 6 – 8 am

*\*Contact Sheri ([sheri.langaman@avc.edu](mailto:sheri.langaman@avc.edu)) for a Waiver to Use the Facility for Equipment Use Training*



# Office of Student Services

Assistant Superintendent/Vice President

-Idania Padron: [idania.padron@avc.edu](mailto:idania.padron@avc.edu)

Senior Administrative Assistant to Vice President

- Angela Urbanoski: [angela.urbanoski@avc.edu](mailto:angela.urbanoski@avc.edu)





# Office of Student Services

## Office Information:

Location: Administration Building, Room A132

Phone: 661.722.6300, ext. 6303

Website: [VP Office of Student Services | Antelope Valley College](#)

Hours: Monday - Thursday 7:30am - 6pm; Friday 7:30am - 11:30am

## Departments:

- Counseling
- Student Support Services
- Enrollment Services & Access
- Student Health & Wellness Center (New Student Health Clinic)



# AVC CARE Team

## Mission Statement

The CARE Team is dedicated to a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and well-being of Antelope Valley College students, faculty, staff, and visitors.

## Goals

- Provide a safe environment for members of the college community,
- Provide a safe emotional environment for the college community, and
- Promote peace of mind for friends and family of the college community.

## Training

The AVC CARE Team has received extensive training from the National Behavioral Intervention Team Association (NaBITA).

- For more information: [CARE Team | Antelope Valley College](#)



# When to Make a CARE Report

**RED FLAGS:** If you witness someone exhibiting any of the following behaviors, this is a red flag that the individual may be experiencing a crisis and is in need of assistance. A CARE report should be submitted on the individual. Please click here to [submit a CARE report](#).

Is someone you know:

- experiencing a decline in work or academic performance?
- demonstrating disruptive or disturbing behavior?
- showing dramatic changes in appearance, behavior, or weight?
- having problems at home, with classes, or at work?
- making disturbing comments in conversation, email, letters, social media posting or papers?
- sad, anxious, or experiencing dramatic mood shifts?
- abusing alcohol or drugs?
- isolating themselves socially?
- acting paranoid or suspicious?
- frequently angry or easily frustrated?
- struggling with health problems?

These behaviors, especially when more than one are present, may be signs that a student, faculty member, or staff member is in distress. There are many resources available at AVC to help, and your report to the AVC CARE team can make a difference.



# Office of Equity and Student Success

Assistant Superintendent/Vice President  
-Dr. Rebecca Farley – [rebecca.farley@avc.edu](mailto:rebecca.farley@avc.edu)

Senior Administrative Assistant to Vice President  
- Megan Aceves – [megan.aceves1@avc.edu](mailto:megan.aceves1@avc.edu)



# Office of Equity and Student Success

## Office Information:

Location: HUB

Phone: 661.722.6300, ext. 6375

Website: [Equity | Antelope Valley College](#)

Hours: Monday - Thursday 7:30am - 6pm; Friday 7:30am - 11:30am

## Departments:

- Learning Center
- Library
- Institutional Effectiveness, Resources, & Planning
- Grants & Innovation
- Books HELP
- Student Affinity Groups

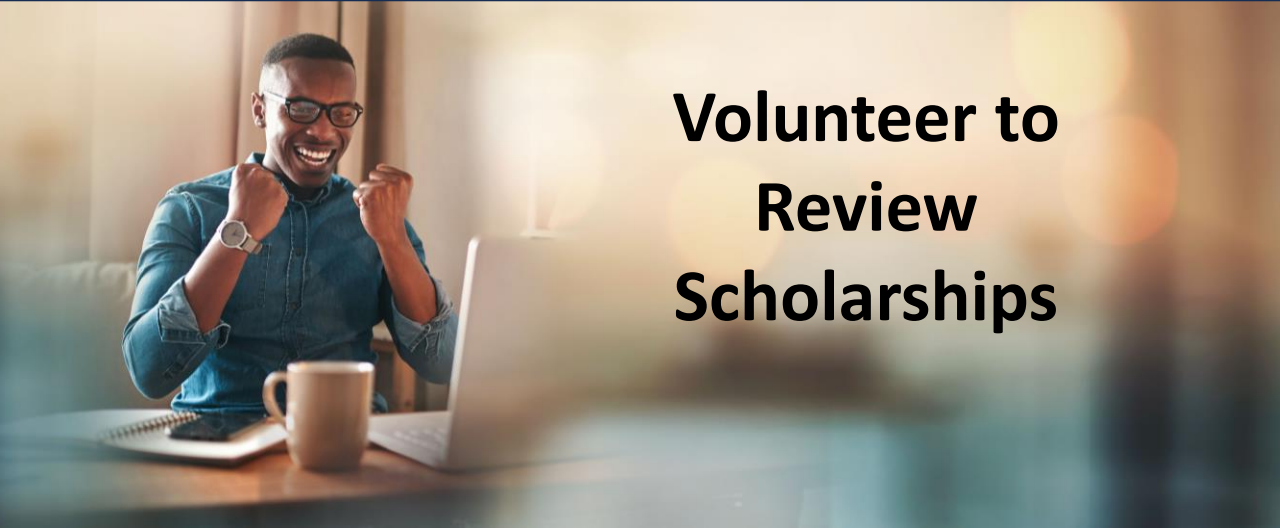


# AVC Foundation

Dianne Knippel



# Get Involved with the AVC Foundation



## Volunteer to Review Scholarships

- About 5 hours at your convenience between mid-March to early April
- At the comfort of your own computer
- Contact Emily:
  - [emily.moulton@avc.edu](mailto:emily.moulton@avc.edu)
  - 661.722.6300 ext. 6996



## Annual Wine Walk Fundraiser

- Annually in April
- Enjoy an evening with wine/beer tastings, delicious food, silent auction
- Supports the Community Students' Endowment providing grants for faculty
- Visit: [www.avc.edu/winewalk](http://www.avc.edu/winewalk)



# AVC Foundation Contact Information

Dianne Knippel,  
Executive Director  
661.722.6300, ext. 6598  
[dianne.knippel@avc.edu](mailto:dianne.knippel@avc.edu)

Emily Moulton  
Foundation Specialist  
661.722.6300, ext. 6996  
[emily.moulton@avc.edu](mailto:emily.moulton@avc.edu)

Samantha MacConnell  
Foundation Coordinator  
661.722.6300, ext. 6111  
[samantha.macconnell@avc.edu](mailto:samantha.macconnell@avc.edu)



[www.avc.edu/foundation](http://www.avc.edu/foundation)

# Marketing and Public Information Department

Alejandro Guzman



# Marketing and Public Information

## Department Information:

Phone: 661.722.6312

Website: [Marketing and Public Information | Antelope Valley College](#)

Hours: Monday - Thursday 7:30am - 6pm; Friday 7:30am - 11:30am

## Contact Information:

Executive Director – Alejandro Guzman: [alejandro.guzman@avc.edu](mailto:alejandro.guzman@avc.edu)

Administrative Assistant – Jasmin Ramirez Alvarez: [jasmin.ramirezalvare@avc.edu](mailto:jasmin.ramirezalvare@avc.edu)

Marketing Specialist – Vacant

Web Developer – Rich Caton: [rich.caton@avc.edu](mailto:rich.caton@avc.edu)

Graphic Artist – Denise Bayers: [denise.bayers@avc.edu](mailto:denise.bayers@avc.edu)



# Marketing and Public Information

Important Information Available on the Webpage:

- Communication Tips
- Marketing Request Form
- Protocol for Data Requests
- Public Records Request Guideline & Forms
- RAVE Emergency Notification System
- Social Media Guidelines
- AVC Style Guide, Logo, Brand Standards, Letterhead, PowerPoint Template, Photo Release Forms



# AVC Sheriff's Office Campus Safety

Deputy David Pine



# How To Contact The AVC Sheriff's Department

## Campus Sheriff's Office

**Hours:** 24/7 365 DAYS A YEAR

**Location:** Behind (west of) the Performing Arts Theatre on the south side of the campus

**Phone:** 661.722.6399 (from a cell phone or off campus)

**Phone Extension:** 4444 OR 6399 (from a campus phone)

**Emergency blue phones:** Located throughout the campus

- Dials directly to the AVC Sheriff's Office
  - Blue phones are for emergency situations only
  - When you use these phones it's just like calling 911
- 
- If there is no other option during an emergency, call 911
  - Lancaster Sheriff's Station - 661.948.8466





# Identifying Sheriff Personnel On Campus

There are three (3) different uniforms and two (3) types of Sheriff vehicles you may encounter on campus:

## UNIFORMS

- Green pants and tan shirts with LA County Sheriff patches on shoulders (Deputy Sheriffs)
- Green pants and white shirts with Sheriff security patches on the shoulders (Sheriff Security Officers)
- Black pants and grey shirts with AVC cadet patches on the shoulders (AVC Cadets)

## VEHICLES

- All white Sheriff patrol vehicles
- Black and white standard patrol vehicles with clear markings

# Campus Safety Starts With All of Us!

If you see something, say something.

If something is happening now, **call right away!**



Available on campus at:  
Student Health Office (SSV-187)

# Be Prepared

- Be vigilant
- Know the emergency plans for any AVC campus you visit
- If you don't know something, ask
- Sign up for AVC campus alerts with RAVE
- Follow the directions of Sheriff personnel and staff during an emergency
- Your safety and education is our number one priority

## ACTIVE SHOOTER RESPONSE

LEARN HOW TO SURVIVE A SHOOTING EVENT



## Surviving an Active Shooter Event (Homeland Security video):

<https://www.youtube.com/watch?v=5VcSwejU2D0>

## EMERGENCY RESPONSE: What to do When

Knowing the appropriate response to an emergency situation could save your life!

### Elevated Awareness

#### Situations when there is **NO IMMEDIATE** threat to your location, such as:

- Dangerous incident in the surrounding neighborhood with high potential to become a danger on campus
- Any situation where remaining inside is the safest alternative

#### Monitor notification systems:

- Rave MOBILE SAFETY cell phone text alerts
- Alertus on campus computer monitors

**Be prepared to Evacuate or Lock Down at a moment's notice.**

### Evacuate

#### Situations when there is threat to your building, such as:

- Fire or after an earthquake
- Any situation where moving outside is the safest alternative

#### Evacuation considerations:

- When the building alarm sounds, or you are asked to evacuate by emergency personnel, walk quickly and calmly to the nearest exit.
- When possible, evacuate via the shortest, safest route to your building's evacuation assembly area noted on the Area Evacuation Map. Emergency personnel may direct you to an alternate area.
- Use stairs, not elevators.
- Ask persons who may be disabled if they require assistance. Provide reasonable aid. Station disabled persons in the stairway landing, if unable to safely evacuate, and immediately notify emergency personnel of their location.

### Lock Down

#### Situations when there is **IMMEDIATE** threat to your location, such as:

- Dangerous incident on campus, such as an active shooter, or a situation projected to present an imminent threat on campus
- Any situation where lock, barricade, and hide is the safest alternative

#### Lock Down: Prepare to **RUN, HIDE, FIGHT**

- **RUN:** If outside a room or building and you hear gunfire, move away.
- **HIDE:** Lock the door from the inside (if possible), turn off all light sources and quickly cover the windows. If locking is not an option, create a stronghold. Conceal yourself behind large items. Silence your cell phone and remain quiet. Move away from doors and windows.
- **FIGHT:** Arm yourself with available items and mentally prepare yourself, as a last alternative if confronted.

Register for approved Antelope Valley College emergency communications and other important information via text message (Rave MOBILE SAFETY) with **Campus Alerts** in **myAVC**.

# Other Sheriff's Department Services

## Parking and Traffic Enforcement



Courtesy Phone  
and Lobby



Lost and Found



Vehicle Assistance  
Program



Campus Safety  
Escort Program

### Parking passes/permits are required:

- Vehicles parked in parking lot D1 or any employee parking spot must have a white employee permit only
- Semester parking passes available at Cashier's Office
- Daily parking permits available at permit dispensers
- Guest parking permits issued by a Department head or administrative section

### Citations/violations:

- Parking violations: red curb, white reserved staff zone, handicap zone – will be cited without proper parking permit/pass
- Traffic violations: The AVC safety and security department enforces all state, city, and local laws including the California Vehicle Codes.

# Questions?



# Academic Senate Information





# Academic Senate Contact Information

General - [Academic Senate | Antelope Valley College](#)

Hal Huntsman, President – [hal.huntsman@avc.edu](mailto:hal.huntsman@avc.edu) – ext. 6213

Darlene O’Keeffe, Academic Senate Coordinator –  
[darlene.okeeffe@avc.edu](mailto:darlene.okeeffe@avc.edu) – ext. 6589



# Union Information



# Union Representatives Contact Information

## AVCFCE – Classified Union

Pamela Ford, President: [pamela.ford@avc.edu](mailto:pamela.ford@avc.edu)

## AVCFT – Faculty Union

Jason Bowen, President: [jason.bowen@avc.edu](mailto:jason.bowen@avc.edu)

CBA Agreements: [Collective Bargaining Agreements | Antelope Valley College \(avc.edu\)](#)

Also on this page: Holiday Schedule, MOUs and more

Thank you for attending!

After meeting questions?  
[contacthr@avc.edu](mailto:contacthr@avc.edu)

