



Welcome to Antelope Valley College New Hire Orientation

September 10, 2026

Welcome to AVC!

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/philosophy-vision-mission-statement-values)



AVC Board of Trustees



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



Barbara Gaines
Trustee Area 5
Vice President
(Term Expires 11/26)



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



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



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

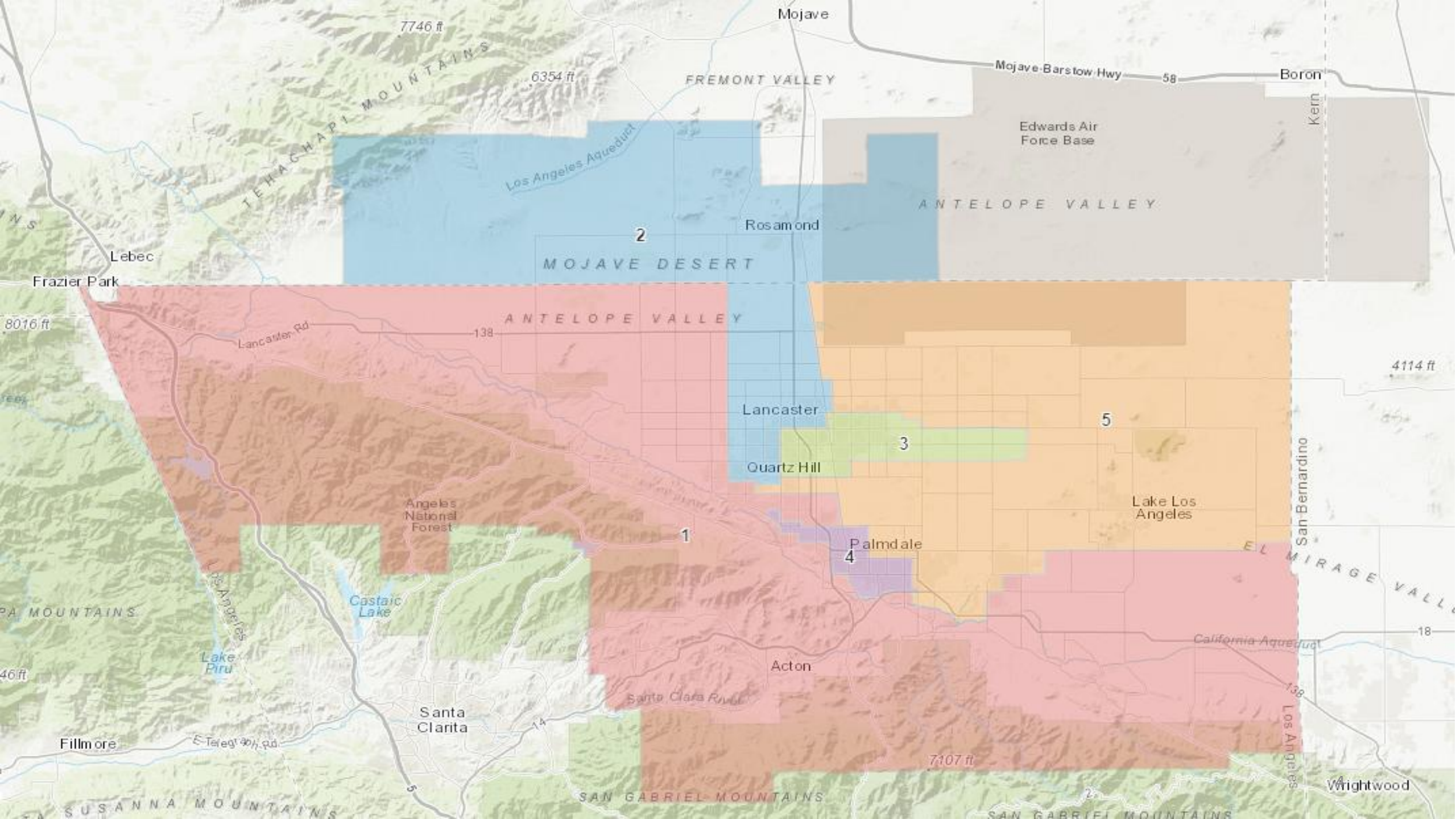


Roshini Dhiman
Student Trustee
(Term Expires 5/27)

Board Policies, Administrative Procedures, and Board Meeting Agendas:

[Board of Trustees | Antelope Valley College \(avc.edu\)](https://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 7:30 am – 6 pm; Friday 7:30 am - 11:30 am

Contact Information:

Superintendent/President

- Dr. Jennifer Zellet: jennifer.zellet@avc.edu

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

- Michele Schottelkorb: michele.schottelkorb@avc.edu

Clerical Assistant III

- Debbie Salazar: debbie.salazar@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 Executive Council



Dr. Jennifer Zellet,
Superintendent/ President
jennifer.zellet@avc.edu



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



Dianne Knippel,
Executive Director,
Foundation



Shami Brar,
Asst. Superintendent/
Vice President,
Administrative Services
shami.brar@avc.edu



Dr. Idania Padron,
Asst. Superintendent/
Vice President,
Student Services
idania.padron@avc.edu



Moamer Qazafi,
Executive Director,
Marketing and Public
Information
moamer.qazafi@avc.edu



Dr. Rashitta Brown-Elize,
Acting Asst.
Superintendent/ Vice
President,
Equity and Student
Achievement
rebecca.farley@avc.edu



Kathryn Mitchell
Asst. Superintendent/
Vice President,
Academic Affairs
kathryn.mitchell@avc.edu

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 (ASO)



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 2.2 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



California
Community
Colleges

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 64.9% of our students)
- For Spring 2026, we currently have 243 classified employees, 202 full-time faculty, 645 adjunct instructors, 20 administrators, and 57 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
- Bachelor of Science Degree in Respiratory Therapy
- Vision 2030, Caring Campus Initiative, Achieving the Dream, Commitment to Equity
- SERVE Students, Be Kind.

What to do When ICE comes to AVC

- **Call the President's Office if ICE appears in your office or classroom**
- All AVC employees are expected to uphold the Federal Education Rights and Privacy Act as a condition of employment.
- In accordance with FERPA, AVC [Board Policy](#) and [Administrative Procedure 5040](#) outlines that “no District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.”
- AVC is committed to supporting all our students, regardless of immigration status. We understand that the actual and perceived threats of immigration enforcement proceeding against our community's undocumented students and their families could adversely affect our students' sense of well-being and ability to learn. AVC is focused on creating and maintaining a supportive environment for all students, families, community members, and employees.

Protocols for Employees

- Antelope Valley College is committed to providing a safe, welcoming, and inclusive learning environment for immigrant students, undocumented students and their families. AVC is also committed to protecting the rights of immigrant students, undocumented students, and their families through policies that prohibit information-sharing with local law enforcement and federal immigration authorities to the fullest extent possible under the law.
- If AVC employees are approached by Immigration and Customs Enforcement (ICE) officers requesting information about a student, please follow these steps. This protocol ensures compliance with federal and state laws while safeguarding the rights and privacy of students.

Protocols for Employees

- **Step 1: Remain Calm and Professional**

- Always maintain a calm and respectful demeanor if approached by an ICE officer.
- Politely inform the officer that you are required to follow the college's protocol for such requests.

- **Step 2: Do Not Disclose Any Information**

- Do not provide any student information, including enrollment status, class schedules, or personal details, to the officer.
- Remind the officer that all requests for student information must go through the Office of the College President.

- **Step 3: Direct the Officer to the Office of the College President**

- Politely inform the officer: "Per college policy, all requests for student information must be handled by the Office of the College President. I will guide you to the appropriate office."
- Escort the officer, if necessary, or provide directions to the Office of the College President.
- If you are in a classroom setting, call the president's office at extension 6301. If you are teaching a weekend or evening class, call AVC Campus Security at extension 6399 or 661-722-6399. They will contact the college president or a designee to respond to your classroom.

Protocols for Employees

- **Step 4: Allow the Office of the College President to Handle the Request**

- The Office of the College President will review the request and consult with legal counsel to determine the appropriate response.
- If a valid court order, subpoena, or warrant is presented, the college's legal counsel will advise on compliance.

- **Step 5: Maintain Confidentiality**

- Do not share details of the ICE officer's visit or request with anyone other than personnel in the Office of the College President.
- Remind other staff members that student information is protected under the Family Educational Rights and Privacy Act (FERPA) and California state law.

- **Step 6: Documentation**

- You may be asked to write a brief summary of the interaction with the ICE officer. Include the date, time, location, and a summary of what occurred.
- Submit this report to the Office of the College President for record-keeping.

- By following this protocol, employees can ensure they act in accordance with college policy, state and federal laws, and protect the rights of students.

Office of People, Culture, and Talent

Assistant Superintendent/ Vice President and Title IX Coordinator

- Dr. Lauren Elan Helsper - lauren.elanhelsper@avc.edu

Human Resources Expert (Temporary)

- Linda Beam - linda.beam@avc.edu

Senior Administrative Assistant

- Kim Correa - kim.correa@avc.edu

Office of People, Culture, and Talent

Office Information:

Location: Administration Building, Room 133, 162, 118

Phone: 661.722.6300 ext. 6311

General Email: contacthr@avc.edu

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

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

Departments:

- People, Culture, & Talent
- Benefits & Risk Management
- Payroll Services
- Training & Professional Development

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

Dr. Lauren Elan Helsper



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

661.722.6300, ext. 6311

Blanca Rodriguez

Compliance and Title IX, PCT Assistant

Email: blanca.rodriguez@avc.edu

661.722.6300, ext. 6858

- Call
- Email – include everything!
TitleIX@avc.edu
- Submission of a Formal Complaint
(on PCT Website:
[Forms | Antelope Valley College](#))
- 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, 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: [2025 Annual Security 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 the 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, ext. 6446

- New Hire Orientations
- Leadership Academy: [Leadership Academy | Antelope Valley College](#)
 - One cohort per year – 4 Classified, 4 CMS, 4 Faculty, 4 Students
 - The program unites a diverse group of leaders from across the campus to strengthen their understanding of AVC's role and operations. Participants gain essential skills, practical tools, and valuable connections to enhance their effectiveness and support career growth.
- Staff Professional Development
 - All staff eligible to submit proposals within guidelines: [Professional Development | Antelope Valley College](#)
- Department Projects
- ACCCA Membership: [Home - Association of California Community College Administrators](#)
- Employee Training
 - Keenan SafeColleges Mandatory Training
 - New & Reoccurring Training Opportunities

Employee Training Requirements

New Employee and Reoccurring Mandatory Training

- Illness and Injury Prevention Program
- Workplace Violence Prevention Program
- Discrimination/ Harassment/ Sexual Harassment/ Title IX Compliance
- 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

Other Employee Training Opportunities

- Chancellor's Office - [CCC Vision Resource Center](#)
 - Training available to all employees
- Faculty Professional Development (FPD)
 - Training is managed through the [Vision Resource Center](#)
 - Fall and Spring Welcome Back Days
 - Contact the Academic Senate - [Academic Senate | Antelope Valley College](#) for guidelines and questions
- FLEX Days
 - Available to all employees for professional development activities that align with the college mission
- AVC Technical Training - [Technical Training | Antelope Valley College](#)
 - offers extensive formal and informal training opportunities and materials for employees and students to help orient themselves to information technology services and campus-wide technologies to increase their effectiveness in using campus resources.

People, Culture, and Talent Department

Harmony Miller



PCT Department Contact Information

General – contacthr@avc.edu, 661.722.6311

Director – Harmony Miller: harmony.miller@avc.edu, ext. 6528

Technicians

– Ana Patin: ana.patin@avc.edu, ext. 6116

– Latasha Marshall: latasha.marshall@avc.edu, ext. 6041

– *Vacant*

Assistant

– Stephanie Ibarrola: stephanie.ibarrola@avc.edu, ext. 6895

Clerical Assistant III

– Mariah Davis: mariah.davis@avc.edu, ext. 6045

People, Culture, and Talent Services

Recruitment

- Application Management System
 - Recruitment
 - <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

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 2nd month
- Final evaluation will occur before the end of the 6th month
- If needed, a supervisor may evaluate a probationary employee prior to the end of the 5th month of service

Permanent Classified/CMS Employees – AP 7150

- Evaluated annually between April 1st and May 31st

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



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](#)



Benefits & Risk Management Department

Christian Hootman



Department Contact Information

Benefits

- benefits@avc.edu

661.722.6311

Risk Management

- risk.management@avc.edu

661.722.6428

Christian Hootman Director

- christian.hootman@avc.edu

661.722.6428

Sherri Burkholder Leaves Technician

- sherri.burkholder@avc.edu

ext. 6178

Jim Firth Benefits Technician

- jim.firth@avc.edu

ext. 6101

LaTasha Effinger PCT Assistant

- latasha.effinger@avc.edu

ext. 6828

Risk Management

Where is your employer's Injury and Illness Protection Program located?



How can you get a copy?

<https://www.avc.edu/people-culture-and-talent-hr/risk-management-environmental-health/employee-safety-programs>



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

Risk Management

- Workers' Compensation
 - Call **Company Nurse** for work related injuries at:
(877) 518-6702
 - Pre-designate a Physician BEFORE AN INJURY or use our preferred provider-ProActive.
- Emergency Management
 - Training
 - Emergency Drills
 - Evacuation Procedures



Emergency Procedures

Posted in each classroom and common space at the Main Campus, Palmdale Center/Palmdale Technical Center, and Fox Field Site.

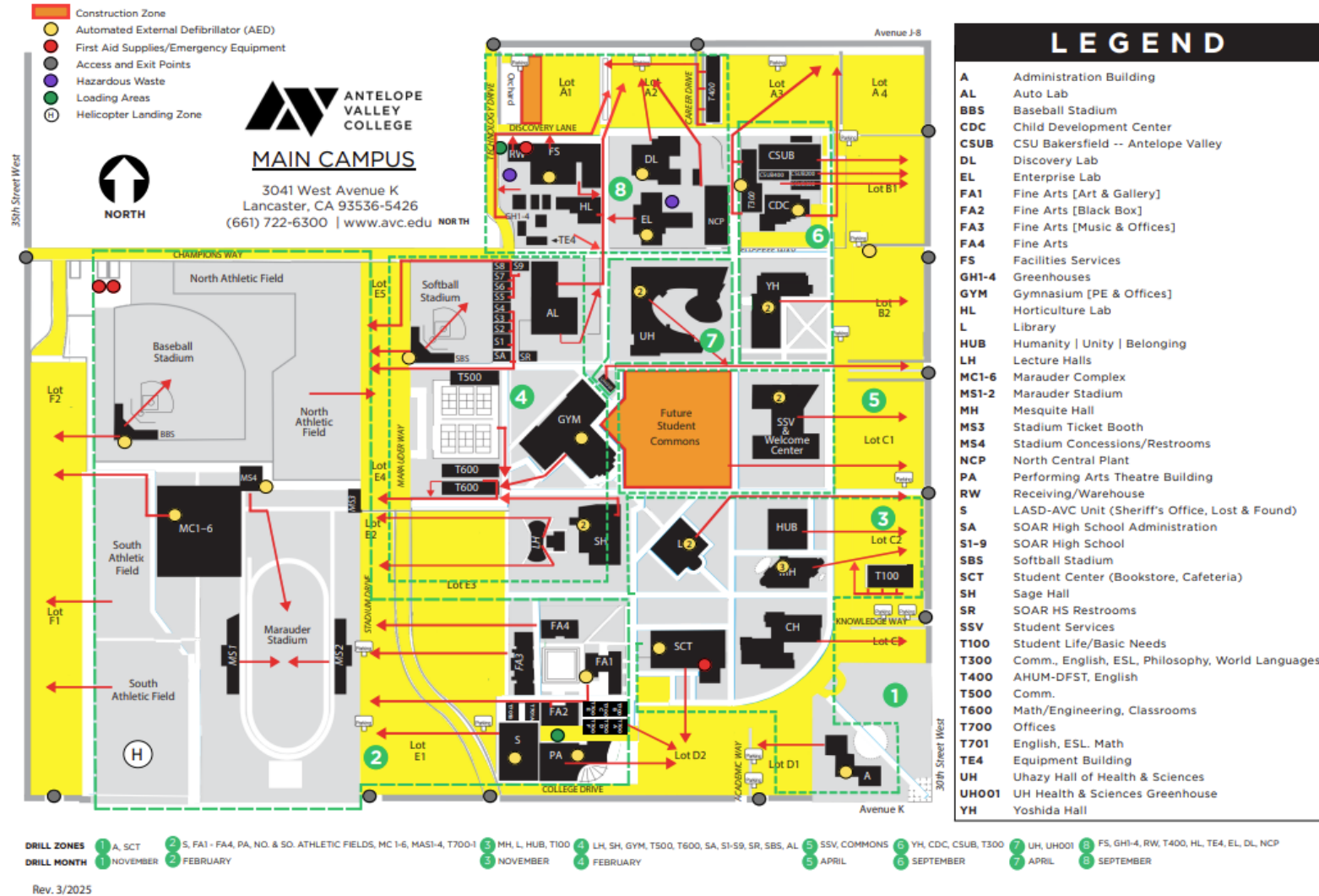
Includes written Building Evacuation procedure that directs employees to Evacuation Assembly Areas a safe distance away from our buildings.

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.



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

Health Benefits

- Available to permanent employees
- District cap: \$17,500
- Many plan choices: PPO & HMO
- Dental/Vision/Life included in rates
- Composite rates
- Starts 1st 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

Link to Employee Benefits: 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 1st

Employee Leaves

- Sherri Burkholder, PCT Technician (manages all leaves)
 - sherri.burkholder@avc.edu
- Time Off Requests
 - Notice of Absence (NOA) form is on the AVC PCT website under “Forms” tab: [Forms | Antelope Valley College](#)
 - must be submitted before an absence
 - or immediately after the absence, when unable to submit before or in an emergency
 - Please reference the applicable Collective Bargaining Agreement:
 - [Collective Bargaining Agreements | Antelope Valley College](#)

Payroll Department

Vicky Remp, Interim Director



Payroll Team Contact Information

Payroll Department – 661.722.6300, ext. 6308 – payroll@avc.edu

Payroll Interim Director: Vicky Remp - vicky.remp@avc.edu, ext. 6995

Specialists:

Overload: Lori Braverman - lori.braverman@avc.edu, ext. 6842

Adjunct Faculty: Liz Lawson - elizabeth.lawson@avc.edu, ext. 6711

Full-time Faculty, Deans, Admins: Shane Hughes - shane.hughes@avc.edu, ext. 6247

Classified/CMS: Sylvia Castro - sylvia.castro@avc.edu, ext. 6734

Technician:

Students, Short Term Hourly, Professional Experts: MarRieund Chambers – 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
- Overtime process or form submission help upon request

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

Call Payroll - Ext. 6308 or Email - payroll@avc.edu if you have any questions

Pay Day...

- Calendars per month are posted on the AVC Payroll website
- Full Time Classified & CMSU are paid on the 10th and 25th of every month.
- Administrators, FT Faculty are paid on the 30th (or 31st) of every month.
- Adjunct, Overload are paid every 5th of the month.
- Students and Hourlies every 10th of the month.

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

Schools First Credit Union

Membership Development Specialist

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

SCHOOLSFIRST 
FEDERAL CREDIT UNION

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.
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SCHOOLS**FIRST** 
RETIREMENT PLANNING

JOIN TODAY

MEMBERSHIP IS FREE WHEN YOU JOIN WITH ME!



Office of Administrative Services

Assistant Superintendent/Vice President

-Shami Brar: shami.brar@avc.edu

Interim Senior Administrative Assistant to Vice President

- Emily Moulton: emily.moulton@avc.edu

Office of Administrative Services

Office Information:

Location: Cedar Hall

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

Accountability through Unreasonable Hospitality

James Nasipak

Director of Auxiliary Services



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
- Performing Arts Theatre
- Catering
- Pour Contract
- Concessions
- Campus Events
- Event Services
- Vending
- Ticketing
- Transportation
- Office Moves



- **Event Services**
 - **Stephanie Pierson**
 - **Suzanne Wakefield**

- **Campus Events**
 - **Mike Harris, Supervisor**
 - **Jose Serrata Jr**
 - **Jeffte Gutierrez**
 - **Mark Ebersbacher**
 - **Carter Taksony**

- **Food Services**
 - **Cassandra Trice, Supervisor**
 - **Marisol Bennett**
 - **Elsa Ventura**

- **Performing Arts Theatre**
 - **Brett Copeland, Supervisor**
 - **Ashley Lopez**



Food Service Operations



Food Services Operations provides daily food service options for students, staff, faculty, and administration at Antelope Valley College. This includes breakfast and lunch services in the café located in the current Student Center, and catering services for both internal and external customers.



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



Event Services brings together Campus Events, Catering and Performing Arts Theatre to provide the structure, support and coordination of internal and external events that are held on one of the Antelope Valley College campuses.

Event Services

Catering



Catered Events: ~ 190

Provide Served Seated, Buffet, Grab & Go

Campus Events



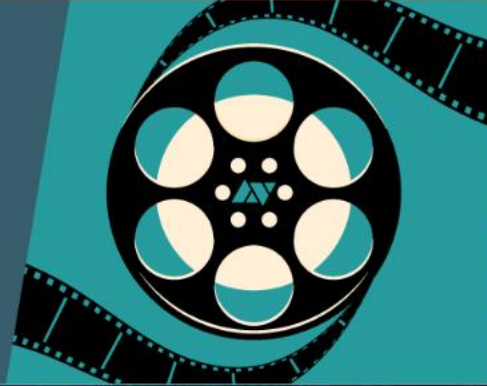
On- Campus Events: ~750

Community Events: ~ 100

The Show Starts Here

2026-2027 SEASON

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



A JOURNEY THROUGH TIME
THE SOUND, MOTION AND ARTISTRY OF
BLACK CULTURE

Cedar Street Theatre Presents
BRIGHT STAR



MUSIC, DANCE & STORY BY
STEVE MARTIN

MUSIC, DANCE & STORY BY
EDIE BRICKELL

INSPIRED BY A TRUE STORY

Disney
**THE
LION KING**
KIDS

DEAD PHONE
MAN'S
CELL
BY SARAH RUHL

GUEST SPEAKER
MINDY JOHNSON

Trailblazing Women of Animation,
Disney and Beyond



Auxiliary Services Contact Information

Auxiliary Services

James Nasipak, Director – ext. 6505 - james.nasipak@avc.edu

AVC Café

Cassandra Trice, Supervisor – ext. 6994 – cassandra.trice@avc.edu

Campus Events

Mike Harris, Supervisor – ext. 6088 – mike.harris@avc.edu

Performing Arts Theatre

Brett Copeland, Supervisor, Tech. Dir. – ext. 6782 – brett.copeland@avc.edu

Barnes and Noble

Nic Orizaga, Manager – ext. 6545 – norizaga@bncollege.com

Subway

Erika Rodriguez, Manager - 661.992.2320 – erika@otiummgmt.com

Information Technology Services Department

Saul Hom

Donny Danyluk/Bill Carlson



Information Technology Services

Contact Information

Help Desk Information:

Location: Mesquite Hall

Phone: 661.722.6300, ext. 6535

Email: help@avc.edu

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

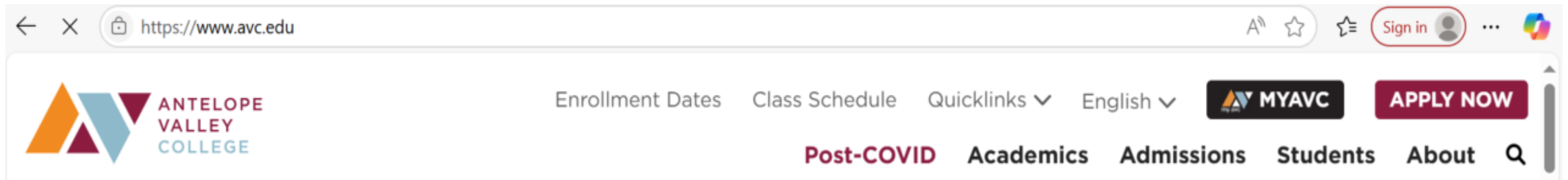
Help Desk Hours: Monday - Thursday 7:30 am – 8 pm; Friday 7:30 am - 11:30 am

Departments:

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

Information Technology Services

- Overview of www.avc.edu – how to find what you are looking for



- If you need technology support, contact:
 - help@avc.edu
 - ext. 6535
- If you need technical training, contact:
 - Greg Krynen – greg.krynen@avc.edu, ext. 6877
 - [Technical Training | Antelope Valley College](#)
- 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

Noe Flores



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:

- Planning – Noe Flores: noe.flores@avc.edu – ext. 6396
- Capital Projects
- 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:

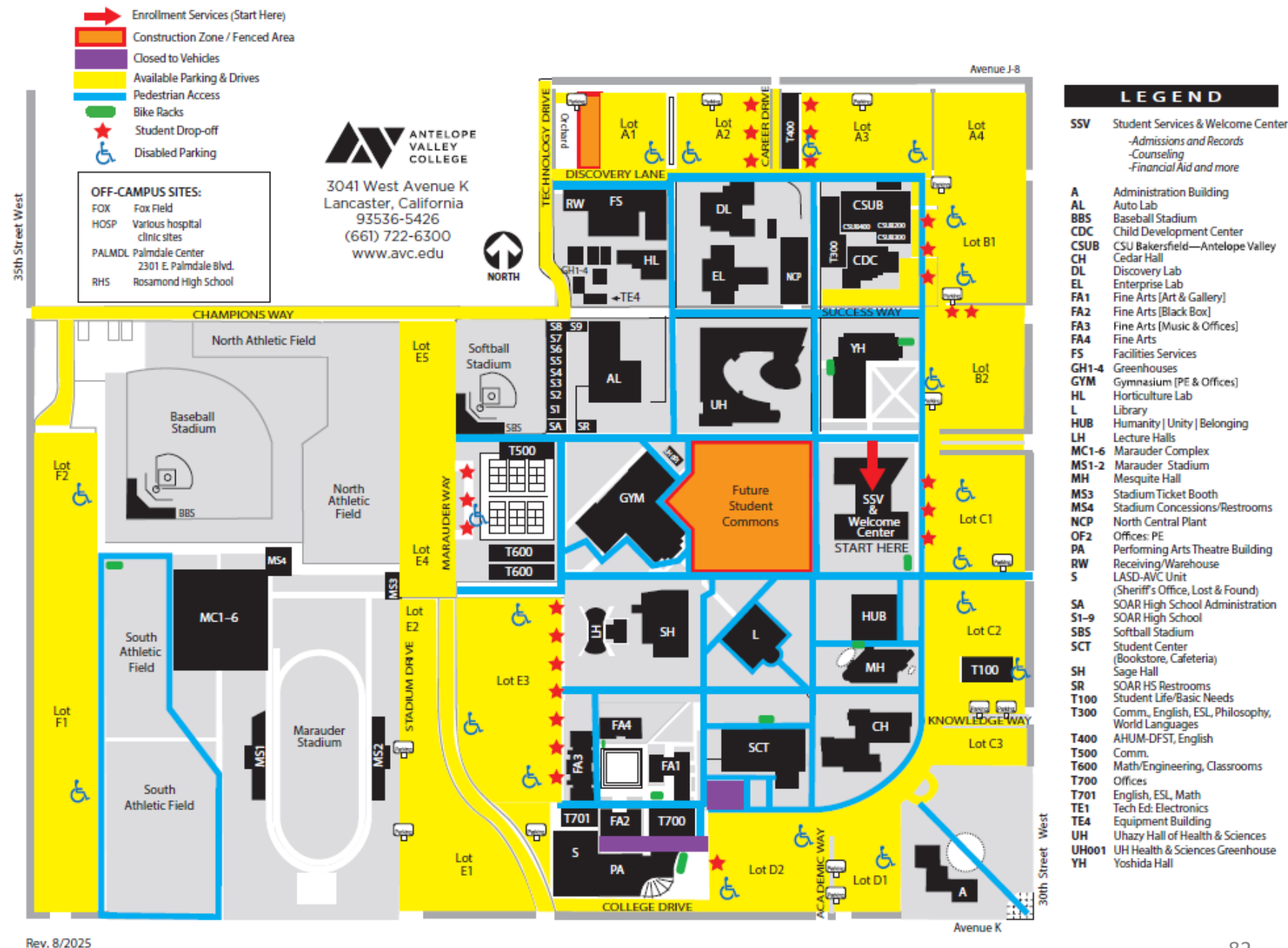


Or contact your department's Administrative Assistant for assistance in submitting a request.

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



[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

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



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
Haylee Vaughn

- Clerical III

Parris Solis-Garcia

- 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

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.**

Warehouse Webpage

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



Menu

[Archiving & Records](#)

[Auction & Surplus](#)

[Delivery & Freight](#)

[Forms](#)

[Storage](#)

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

[Home](#) / [Purchasing And Contracts](#) / [Warehouse/Receiving Department](#)

Welcome to the Warehouse & Receiving Department



[About The Warehouse](#)



[Archiving & Records](#)



[Auction & Surplus](#)



[Contact Us](#)



[Deliveries & Freight](#)



[Donations](#)



[Forms](#)



[Storage](#)



[Warehouse Supplies](#)

About The Warehouse

The Warehouse and Receiving Department supports the daily operations of Antelope Valley Community College District by managing the receipt, inspection, and distribution of goods and supplies ordered through the District's procurement process. The department also coordinates equipment transfers of assets, surplus property, records archiving, and the District's centralized supplies inventory. All vendor deliveries to the District must be directed to the Warehouse.



I'm here to help! Say "Hi" to

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.)

[Contact Us](#)

Home / Purchasing And Contracts

Welcome to Purchasing & Contract Services



[About Purchasing](#)



[Vendor Portal](#)



[Bid Opportunities](#)



[Board Deadlines](#)



[Contact Us](#)



[District Purchasing
& Contracts
Manual](#)



[Requisition
Checklist & Bid
Limits](#)



[Banner Finance
\(Purchase
Requisitions\)](#)



[Forms &
Documents](#)



[Travel](#)

Purchasing & Contracts Contact Information

Mailroom & Duplication Center

copycenter@avc.edu

[Mailroom/Duplication Department | Antelope Valley College](#)

Warehouse Operations

warehouse@avc.edu

[Warehouse/Receiving Department | Antelope Valley College](#)

Purchasing & Contracts

purchasing@avc.edu

[Purchasing and Contracts | Antelope Valley College](#)

Travel

travel@avc.edu

[Travel | Antelope Valley College](#)

Office of Academic Affairs

Assistant Superintendent/ Vice President

-Kathryn Mitchell: kathryn.mitchell@avc.edu

Senior Administrative Assistant to Vice President

- Sheryl Williams: sheryl.williams@avc.edu

Office of Academic Affairs

Office Information:

Location: Cedar Hall

Phone: 661.722.6300 ext. 6304

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

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

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

Timothy Rasmussen





The mission of Antelope Valley College Athletics is to provide a competitive intercollegiate athletic program consistent with CCCAA and Western State Conference rules and regulations, to further the mission of the college to serve student-athletes, and to prepare student-athletes for degrees and transfer. Antelope Valley College Athletics Department is committed to providing opportunities for a diverse population of student-athletes in order to enrich their collegiate experience through athletic participation. The Athletics Department strives to instill in its student-athletes an appreciation for hard work, pride in accomplishment, and a commitment to equity in athletics.

Life Fitness Center

Located at the Marauder Complex

The Life Fitness Center is available for employee use during designated hours, and a signed waiver must be on file

Hours:

Monday through Thursday: 6 - 8 am and 5 - 7 pm

Friday: 6 - 8 am

Waiver to Use the Facility for Equipment Use Training –
sheri.langaman@avc.edu, ext. 6245



Marauders Athlete Recognition

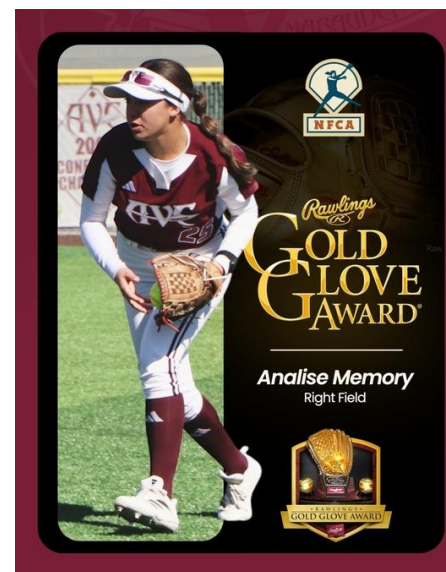
Baseball

- 2025 Team
- Reached Post Season, 56 Year Drought



Softball

Analisa Memory
Rawlings Gold Glove Award





Athletics Information

Website:

gomarauders.avc.edu

Spirit Wear:

avcgear.itemorder.com/shop/sale

TICKETS



Office of Student Services

Assistant Superintendent/ Vice President

- Dr. Idania Padron: idania.padron@avc.edu

Senior Administrative Assistant to Vice President

- Angela Urbanoski: angela.urbanoski@avc.edu

Office of Student Services

Office Information:

Location: Cedar Hall

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: (Most services are located in the Student Services building)

- 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 Achievement

Acting Assistant Superintendent/ Vice President

- Dr. Rashitta Brown-Elize – rashitta.brownelize@avc.edu

Senior Administrative Assistant to Vice President

- Vacant

Office of Equity and Student Achievement

Office Information:

Location: T300 (temporary location)

Phone: 661.722.6300, ext. 6375

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

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

Divisions/Areas:

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



AVC Foundation

Dianne Knippel

Samantha MacConnell



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
 - 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

AVC Foundation Contact Information

Dianne Knippel,
Executive Director
661.722.6300, ext. 6598
dianne.knippel@avc.edu

Emily Moulton
Foundation Specialist
661.722.6300, ext. 6996
emily.moulton@avc.edu

Samantha MacConnell
Foundation Coordinator
661.722.6300, ext. 6111
samantha.macconnell@avc.edu



www.avc.edu/foundation

Marketing and Public Information Department

Moamer Qazafi

Executive Director

Marketing and Public Information (MPI)

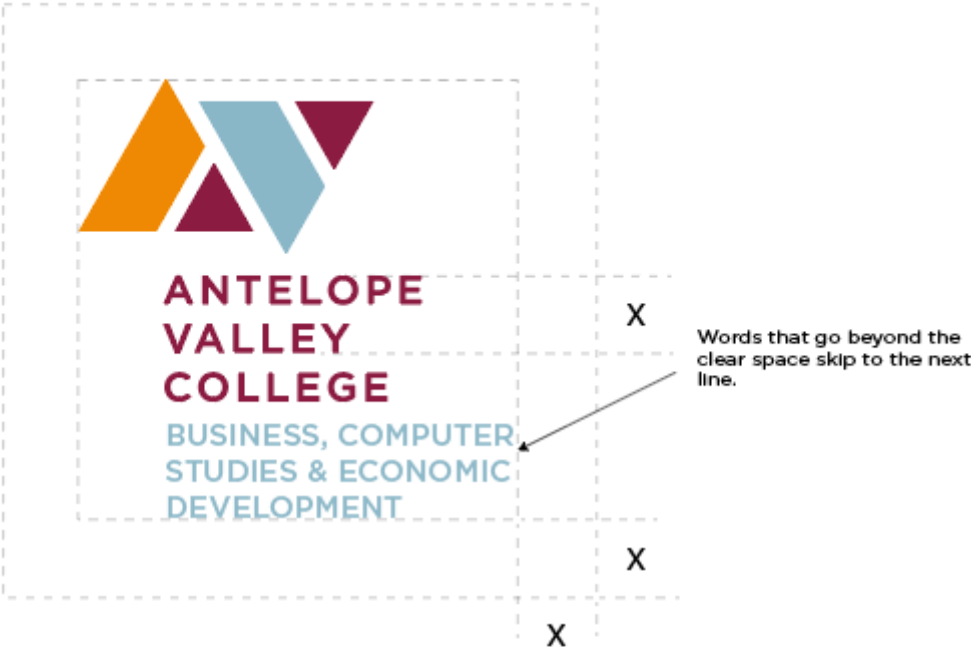
Important Information Available on the website :

<https://www.avc.edu/marketing-and-public-information>

- Communication Tips (Email, Zoom, etc.)
- Marketing Request Form (2,3,4)
- Data Requests
- Public Records Requests
- RAVE Emergency Notification (MYAVC > Rave Mobile Safety)
- Social Media Guidelines (Send to MPI)
- Style Guide, Logo, Brand Standards, Letterhead, PowerPoint, Photo Release Forms

Correct Use

Clear horizontal and vertical layouts to ensure consistency



Correct Use



- College name is first in hierarchy
- Easy to read department name
- Consistent identity style

Marketing and Public Information



Moamer Qazafi

Executive Director of Marketing &
Public Information

moamer.qazafi@avc.edu



Ryan Michel

Marketing Specialist

ryan.michel@avc.edu



Jasmin Ramirez Alvarez

Administrative Assistant

jasmin.ramirezalvare@avc.edu



Rich Caton

Web Developer

rich.caton@avc.edu



Megan O'Leary

Graphic Artist

megan.oleary@avc.edu

Phone: 661 722 6312

Website: <https://www.avc.edu/marketing-and-public-information>

Instagram: <https://www.instagram.com/AVCollegeCA>

LinkedIn: <https://www.linkedin.com/school/antelope-valley-college>

AVC Sheriff's Office Campus Safety

Deputy Noel Witty



How To Contact The AVC Sheriff's Department

Campus Sheriff's Office

Hours: 24/7 365 DAYS A YEAR

Location: Behind (southwest of) the Performing Arts Theatre on the south side of the campus (entrance at 32nd Street West)

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

- Dial directly to the AVC Sheriff's Office
 - Blue phones are for emergencies only (camera is activated when you push the red button)
 - When you use these phones, it's just like calling 911
-
- Always dial the campus Sheriff's office for the quickest response
 - 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

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

VEHICLES

- Deputies - Black and white standard patrol vehicles with clear marking
- Officers - All white Sheriff patrol vehicles
- Cadets - Golf carts

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.

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 the 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 a proper parking permit/pass
- Traffic violations: The AVC safety and security department enforces all state, city, and local laws, including the California Vehicle Codes.

Academic Senate Contact Information

[Academic Senate | Antelope Valley College](#)

Jason Bowen, President - jason.bowen@avc.edu, ext. 6963

Darlene O’Keeffe, Academic Senate Coordinator - darlene.okeeffe@avc.edu, ext. 6589

Union Representatives Contact Information

AVCFCE - Classified Union - avcfce@avc.edu

Pamela Ford, President – pamela.ford@avc.edu, ext. 6266

Cedric Williams, President – cedric.williams@avc.edu, ext. 6094 (incoming)

AVCFT - Faculty Union - avcft@avc.edu

Perry Jehlicka, President – perry.jehlicka@avc.edu, ext. 6387

Website: [Antelope Valley College Federation of Teachers – In Solidarity for ALL](#)

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

Also on this page: Holiday Schedule, MOUs, and more

Classified Union Representatives will be available for 30 minutes after the in-person orientation to meet with interested Classified employees

Thank you for attending!

After meeting questions?

contacthr@avc.edu