



College Coordinating Council Meeting

March 24, 2021
9:30 a.m. – 10:30 a.m.

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

Committee Members:
Jedidiah Lobos, Academic Senate
Cameron Zappetta ASO
Bridget Cook, General Counsel – **CHAIR**
Pamela Ford, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans
Dr. Aurora Burd, Faculty Union
Isablle Saber, Vice President of Academic
VACANT Vice President of Human Resources
Dr. Erin Vines, Vice President of Student Services

MEETING

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of February 24, 2021.	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 3100 – Organizational Structure	Erin	5 minutes	Returned from February 24, 2021 CCC Meeting and Constituent Review.
IV. AP 5040 – Student Records	Erin	5 minutes	Returned from January 13, 2021 CCC Meeting and Constituent Review.
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: April 14, 2021			

Zoom Meeting Information

Join Zoom Meeting

<https://avc.zoom.us/j/99796264253?pwd=Q3ZGaThpRy9kc3d0bXNadyttMkFqdz09>

Meeting ID: 997 9626 4253

Passcode: 978033

One tap mobile

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Meeting ID: 997 9626 4253

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College Coordinating Council MINUTES

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Dr. Aurora Burd, Faculty Union
Isabelle Saber, Vice President of Academic
Jenn Burchett, Vice President of Human Resources
Dr. Erin Vines, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of January 13, 2021.	All		The minutes were approved as presented.
II. Constituent Reports	All		There were no constituent reports.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 3100 – Organizational Structure	Erin	1 minute	<p>There was some discussion and clarification on the term “interim” for General Counsel and recruitment of the permanent position. There was a question regarding the Athletic Director and Dean of Kinesiology, and that Tom Gang is in both positions. It was clarified that as the Director, reports directly to the President and as the Dean, reports to Isabelle.</p> <p>It was agreed for transparency and clearing up of any confusion, to send out for constituent review.</p> <p>There was some discussion on the process of hiring of Executive Positions, going through the Executive Council, participatory governance, and within the discretion of the Chief Executive Officer.</p>

IV. AP 3725 – Information and Communications Technology Accessibility & Acceptable Use	Bridget	1 minute	There was some discussion and with a minor change, was approved to go to the March 8, 2021 board meeting.
V. BP/AP 4235 – Credit for Prior Learning	Isabelle	1 minute	There was some discussion on the background of the revision, the Chancellor’s Office need for correction, and was agreed with reviewing of LaDonna’s notes, to bring back to another meeting.
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: March 10, 2021			

Zoom Meeting Information

<https://avc.zoom.us/j/94374502230?pwd=c1VUU0xlQnZpaURMS2tIUk9Nc1c3dz09>

Meeting ID: 943 7450 2230

Passcode: 696208

One tap mobile

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+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

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AP 3100 Organizational Structure

References:

Education Code Section 72400;
Title 5, Section 53200

The District's organizational structure shall be:

3100.1 ORGANIZATIONAL DIVISIONS, DEPARTMENTS AND OFFICES

(See Appendix I – Organizational Charts)

3100.2 President's Executive Council-Level Administration

President's Executive Council level administration consists of those officials and functions that control the organization and operation of the college system, or employees whose responsibilities extend over a major administrative division of the college.

In the Antelope Valley Community College District, President's Executive Council-level administration shall consist of the President; Vice President Academic Affairs; Vice President Student Services, Vice President of Human Resources and Employee Relations; ~~Vice President of Administrative Services, General Counsel; Executive Director of Business Services of Fiscal and Financial Services; Executive Director of General Services,~~ Executive Director of Information Technology Services, Executive Director of Facilities; Dean of Institutional Effectiveness, Research and Planning; Executive Director of Marketing and Public Information, ~~and~~ Executive Director of the Foundation, ~~;~~ and Internal Auditor.

3100.3 Line of Responsibility (Education Code Section 70902)

Each District employee shall be responsible to the Board of Trustees through the Superintendent/President. Supervision of District employees shall be exercised by personnel to whom such responsibility has been specifically delegated.

District personnel shall refer matters requiring administration action to the administrative officer having immediate responsibility of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority if circumstances warrant.



All District employees have the right to appeal any decision made by an administrative officer to the next higher authority and, through appropriate successive steps, to the Board of Trustees.

3100.4 President's Executive Council

Purpose

It is the desire of the Board of Trustees that democratic working relationships be maintained among the personnel of the administrative staff, and to maintain a free flow of communications involving College Administration and District employees.

Meetings

Regular meetings shall be held at periodic intervals as determined by the Superintendent/President. The Superintendent/President may also call special meetings as conditions may warrant.

Responsibilities

The President's Executive Council shall function in an advisory capacity to the Superintendent/President on matters related to District policies, administrative problems, collective bargaining issues or any issue related to the District's education program or school operation.

The President's Executive Council shall also serve as a channel of communication in the administrative organization of the District.

3100.6 Administrative Council

In an endeavor to promote communications with middle management and supervisory officials, the Superintendent/President may establish an Administrative Council whose membership shall consist of management personnel.

The responsibilities of the Administrative Council shall be communication and operation.

Meetings shall be held at the discretion of the Superintendent/President.

PROCEDURE FOR CHANGING THE ORGANIZATIONAL STRUCTURE OF THE COLLEGE

This procedure describes the organizational units at Antelope Valley College, which persons or groups can initiate a review of the current organizational structure, the steps for reaching recommendations for proposed changes, and who has the authority to



implement proposed changes. The goal of such reviews shall be to improve efficiency and/or cost effectiveness of services, programs, learning outcomes or operational outcomes:

A. Organizational Units: Antelope Valley College is organized into ~~four (4)~~ five (5) structural levels.

1. **College**
2. **Offices:** Superintendent/President; Academic Affairs; ~~Student Services~~; Human Resources and Employee Relations; ~~Business Services~~; ~~Administrative Services~~; ~~General Counsel~~; Information Technology Services; Facilities; Institutional Effectiveness; Marketing & Public Information; AVC Foundation; ~~and Internal Audit~~.
3. **Areas/Divisions:** (these synonymous terms for subdivisions of offices are used for instructional divisions and non-instructional areas, e.g. Health Sciences Division.
4. **Departments** (subdivisions of areas/divisions).

B. Initiation of a review

1. The Superintendent/President may initiate a review of any of the organizational units.
2. The College Coordinating Council (CCC) and Strategic Planning Committee may request a review of any organizational unit by sending a request for a review to the Superintendent/President.
3. The administrative head of any office, area/division, or department may request a review for his/her own organizational unit by sending a request for a review to the Superintendent/President through the administrative structure.
4. All requests for a review must be in writing and state the rationale and provide data that support the goals of such reviews.
5. The Superintendent/President will inform the President's Executive Council and CCC of any requests for a review.
6. The Superintendent/President has the final authority to initiate a review of an organizational unit.
7. The Superintendent/President will initiate a review by sending a memo to notify all constituencies that a review is being implemented. This memo will appoint an administrator to oversee the review, set forth the rationale and data that justify the review, and establish a timeline for the formulation of proposed changes.



C. Process for proposing organizational changes

Intra-divisional changes

Intra-divisional Academic department re-organization will be completed within the division, with approval of the majority of the faculty in the division, the division dean, and the Vice President overseeing the division. Information of the change and the rationalization will be provided to the Academic Senate for information only.

Other organizational changes

1. The administrator in charge of the review will solicit input from all employees in the organizational unit(s) affected by the review, including any not identified in the initial review that might be impacted as a result of proposed changes.
2. Based on this input, the administrator will formulate proposed changes through dialogue/discussion with the affected organizational units.
3. A written summary of the proposed changes will go out to the entire campus allowing two (2) weeks for discussion. During that period, administrators and employees should evaluate any adverse impact that might arise from the proposed change.
4. The campus community will give input/feedback to the administrator overseeing the review.
5. The administrator overseeing the review will present the proposed changes and a summary of campus feedback to CCC for discussion.
6. The Superintendent/President will make the final decision on proposed changes based on feedback from the campus community and the discussion at CCC.
7. This final version of the proposed changes will go out to the entire campus for discussion/feedback for at least one (1) week.
8. The Superintendent/President will take the final changes to the Board of Trustees for information.
9. The Superintendent/President will communicate the final changes to the appropriate vice presidents, deans, directors, and employees and follow up with implementation.

Approved: 11/7/05

Revised: 10/9/06

Revised: 4/9/07

Revised: 6/11/07

Revised: 6/14/10

Revised: 11/14/16

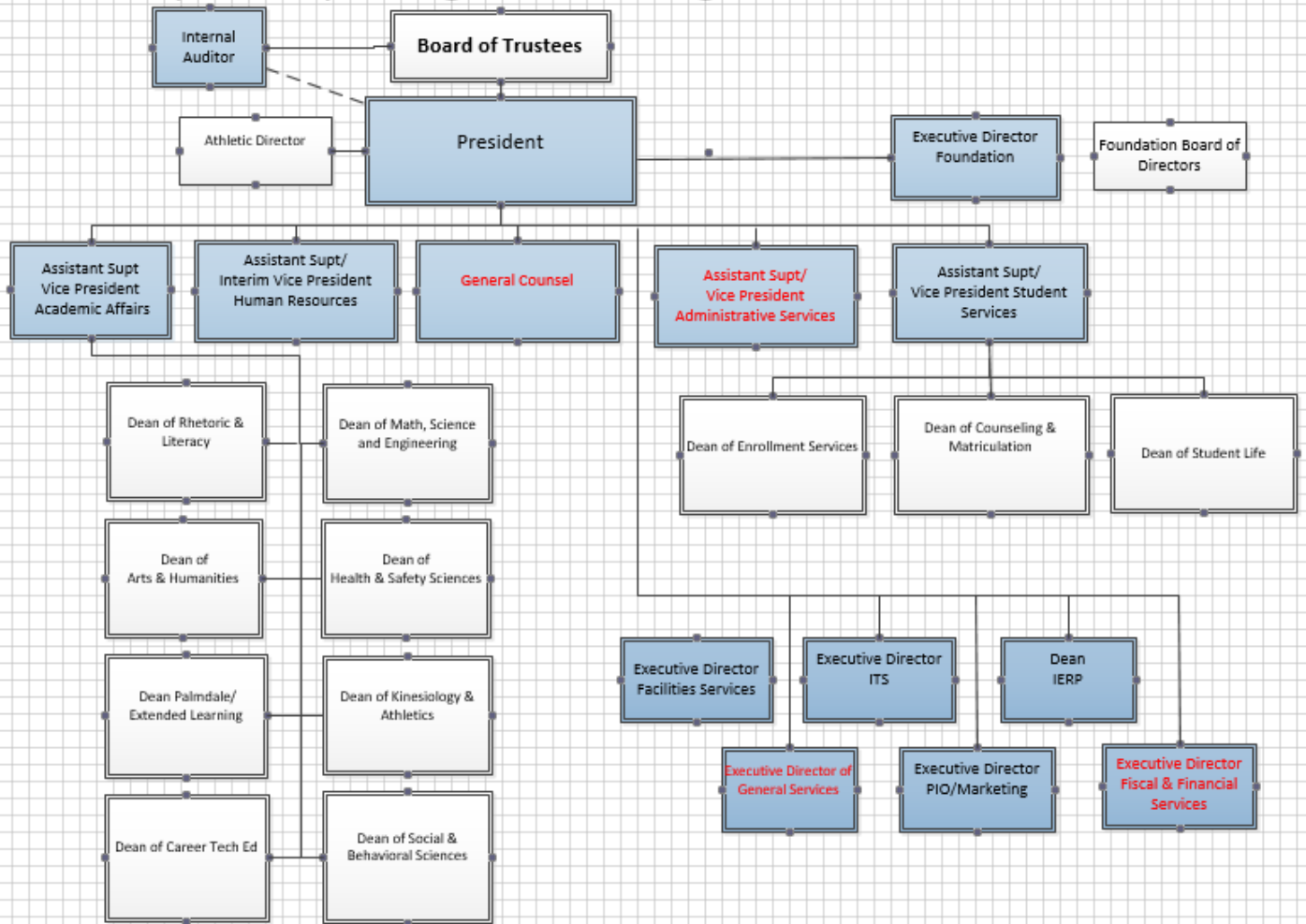
Revised: 5/8/17

Revised: 12/9/19

Revised: 4/12/21



Antelope Valley College General Organizational Chart



Revised January 2021

Shaded Indicates Executive Council

AP 5040 Student Records, Directory Information, and Privacy

References:

Education Code Sections 66093.3 and 76200 et seq.;
Title 5, Sections 54600 et seq. and 59410;
Civil Code Section 1788.90 et seq. and 1798.85;
20 U.S. Code Section 1232g subdivision (j) (U.S. Patriot Act);
ACCJC Accreditation Standard II.C.8

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Collection and Retention of Student Information

The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.

Enrollment Services shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

The District will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.

The District will provide students an opportunity to opt out of disclosure of directory information.

Directory Information is defined as the student's name, address, telephone number, date and place of birth, major field of study, participation record in college sponsored activities and sports, weight and height (if an athletic team member), dates of attendance, degrees and awards, and the educational institution of most recent attendance.

Notices must describe the following:

- The kind of information that the school has identified as directory information;
- The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;
- The period of time in which the eligible student has to notify the school in writing that he/she does not want the information designated as directory information; and
- That opting out by the noted deadline is the students' only way to prevent the release of directory information.

Any sensitive information, such as a student's, parent's, or guardian's SSN, any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, should be maintained only for as long as necessary.

If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.

Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.

The District shall not create a list of student names linked with immigration status.

AVC Sheriff's Office shall not inquire into an individual's immigration status for immigration enforcement purposes.

AVC Sheriff's Office shall not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.

Release of Student Records: No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent. **Student send written request to Admissions and Records.**
- "Directory information" may be released in accordance with the definitions in **Board Policy BP 5040 Student Records, Directory Information, and Privacy.**
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Subpoenas for student records are released only after a **fourteen (14)** day notification period has elapsed from the date of receipt. **All Subpoenas are processed by campus General Counsel.**
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. District officials and employees with legitimate educational interest may request student records through the Admission and Records Office.

Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. All requests should be directed to the Dean of Enrollment Services.

Student records may be released to officials of other public or private schools or school systems, including local, county, or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code **Section 76225**. All requests should be directed to the Dean of Enrollment Services.

Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. **All requests should be directed to the Director of Financial Aid.**

Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. All requests should be directed to the Dean of Enrollment Services.

Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. **All request should be directed to campus General Counsel.**

The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, **major(s)**, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students. All requests

should be directed to the Dean of Enrollment Services.

Access to Student Records for Immigration Enforcement Purposes

The District must obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information for immigration enforcement purposes; no student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be signed and dated by the student, or (if the student is a minor) by the student's parent(s) or guardian(s), before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

If desired by the student, the District must provide a copy of the records to be released. The party to whom the information is disclosed may not re-disclose the information to any other party without the prior consent of the student or subsequent court order.

All interactions with immigration authorities seeking to review student records shall be referred to the campus General Counsel.

- Bridget Cook, General Counsel
legal@avc.edu
661.722.6651

District personnel shall provide a set of responses for District personnel to use in response to officers seeking access to records for immigration enforcement purposes.

In addition to notifying campus General Counsel, District personnel shall take the following action steps in response to an officer other than campus police requesting access to student records:

1. Ask for the officer's name, identification number, and agency affiliation;
2. Record or copy this information;
3. Ask for a copy of any warrants;
4. Inform the officer that you are not obstructing his/her efforts but that you need to contact a campus administrator or campus counsel for assistance.

AVC Sheriff's Office shall not provide personal information about an individual for immigration enforcement purposes, unless that information is publicly available, or required by a court order or judicial warrant. "Personal information" is defined as any information that identifies or describes an individual, and includes but is not limited to, a student's physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to, the individual. This restriction does not apply to information regarding the immigration or citizenship status of an individual.

Unless the District is served with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order in accordance with FERPA.

Charge for Transcripts or Verifications of Student Records-

A student/former student shall be entitled to two (2) free copies of the transcript of his/her record or to two (2) free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of **one dollar (\$1.00)** per copy. Students may request transcript online at the College's website. The District will not refuse to provide a transcript for a current or former student on the grounds that the student owes a debt; condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript; charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because a student owes a debt; or use transcript issuance as a tool for debt collection.

Electronic Transcripts

Student may request transcripts electronically by visiting the Transcript Office website.

Use of Social Security Numbers

The district **shall not** do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his/~~er~~ her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/~~er~~ her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - Application or enrollment purposes;
 - To establish, amend, or terminate an account, contract, or policy; or
 - To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/~~er~~ she/~~they~~ has the right to stop the use of his/~~er~~ her/~~their~~ social security number in a

- manner otherwise prohibited;
- **The** District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
 - No fee shall be charged for implementing this request; and the **D**istrict shall not deny services to an individual for making such a request.

Also see **BP/AP 3310 Records Retention and Destruction; AP 5040 Student Records, Directory Information, and Privacy; and AP 5045 Student Records – Challenging Content and Access Log.**

Approved: 2/6/06
Revised: 4/14/08
Revised: 10/9/17
Revised: 4/12/21