



College Coordinating Council Meeting

March 11, 2020
 A124 – Conference Room
 9:30 a.m. – 10:30 a.m.

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

Committee Members:

- Dr. Jessica Harper, Academic Senate
- Jack Danielson, Associated Student Organization
- Bridget Cook, District General Counsel
- Pamela Ford, Classified Union
- Michelle Hernandez, Confidential/Management/Supervisory/Administrators
- LaDonna Trimble, Deans
- Dr. Scott Lee, Faculty Union
- Dr. Les Uhazy, Interim Vice President of Academic Affairs
- Jenn Burchett, 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 12, 2020 & February 26, 2020. | All | | |
| II. Constituent Reports | All | | |
| III. Legal Citations & Cross References | Bridget | 5 minutes | |
| IV. BP & AP 3810 – Claims Against the District | Bridget | 1 minute | |
| V. BP & AP 3900 – Speech: Time, Place and Manner | Bridget | 1 minute | |
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College Coordinating Council Minutes

February 12, 2020
A140 – Conference Room
9:00 a.m. – 10:00 a.m.

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

Committee Members:

Van Rider, Academic Senate – **ABSENT** - Dr. Jessica Harper
Jack Danielson, Associated Student Organization - **ABSENT**
Ed Knudson, President – **ABSENT** – **Bridget Cook. District General Counsel**
Pamela Ford, Classified Union & **Wade Saari**
Michelle Hernandez, Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans - **ABSENT**
Dr. Scott Lee, Faculty Union
Dr. Les Uhazy, Interim Vice President of Academic Affairs
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 December 11, 2019. | All | | The minutes were approved as presented. |
| II. Constituent Reports | All | | Scott asked the group if it would be agreeable to everyone to move the time of the meeting back to 9:30 a.m. as Aurora Burd has a teaching conflict. |
| III. NEW AP 3725 - Information Accessibility | Ed | 1 minute | It was agreed to go out to the constituent groups for review. |
| IV. BP & AP 4010 – Academic Calendar | Les | 1 minute | It was agreed to go to the March Board Meeting. |
| V. BP & AP 4020 – Program, Curriculum, and Course Development | Les | 1 minute | It was agreed to go out to the constituent groups and AP & P for review. |
| VI. AP 4021 – Program Discontinuance | Les | 1 minute | It was agreed to go out to the constituent groups and AP & P for review. |
| VII. AP 4022 – Course Approval | Les | 1 minute | It was agreed to go out to the constituent groups for review. |
| VIII. BP & AP 4025 – Philosophy and Criteria for Associate Degree and General Education | Les | 1 minute | It was agreed to go out to the constituent groups for review. |
| IX. AP 4232 – Pass/No Pass | Les | 1 minute | It was agreed with a minor change to go to the March Board Meeting. |

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| X. | AP 4236 –Advanced Placement Credit | Les | 1 minute | It was agreed to go out to the constituent groups for review. |
| XI. | BP & AP 4250 – Probation, Dismissal & Readmission | Les | 1 minute | Dr. Vines and Dr. Uhazy will review and revise and bring back to another meeting. |
| XII. | BP & AP 5140 – Disabled Students Programs and Services | Erin | 1 minute | It was agreed to go out to the constituent groups for review. |
| XIII. | BP & AP 5150 – Extended Opportunity Programs and Services | Erin | 1 minute | It was agreed with a minor change to go to the March Board Meeting. |
| XIV. | BP & AP 5200 – Student Health Services | Erin | 1 minute | It was agreed to go to the March Board Meeting. |
| XV. | NEW AP 5203 – Lactation Accommodation | Erin | 1 minute | It was agreed to go out to the constituent groups for review. |
| XVI. | BP 5205 – Student Accident Insurance | Erin | 1 minute | It was agreed with a minor change to go to the March Board Meeting. |
| XVII. | BP & AP 5210 – Communicable Disease | Erin | 1 minute | It was agreed with a minor change to go to the March Board Meeting. |
| XVIII. | BP & AP 5300 – Student Equity | Erin | 1 minute | It was agreed with a minor change to go to the March Board Meeting. |
| XIX. | BP & AP 5400 – Associated Student Organization and Student Clubs | Erin | 1 minute | It was agreed to go out to the constituent groups for review. |
| XX. | BP & AP 5410 – Associated Student Organization Elections | Erin | 1 minute | It was agreed with a minor change to go to the March Board Meeting. |
| XXI. | BP & AP 5420 – Associated Students Organization Finance | Erin | 1 minute | Dr. Vines will revise and bring back to another meeting. |
| XXII. | BP & AP 6250 – Budget Management | Diana | 1 minute | |
| XXIII. | BP 6307 Debt Issuance and Management | Diana | 1 minute | |
| XXIV. | NEW AP 6345 – Bids & Contracts Under The CUPCCAA | Diana | 1 minute | |
| XXV. | AP 6350 – Contracts – Construction | Diana | 1 minute | |
| XXVI. | AP 6360 – Contracts – Electronic Systems and Materials | Diana | 1 minute | |
| XXVII. | AP 6365 – Contracts – Accessibility of Information Technology | Diana | 1 minute | |
| XXVIII. | BP & AP 6380 – Vendors | Diana | 1 minute | |
| XXIX. | BP & AP 6400 Audits | Diana | 1 minute | |
| XXX. | NEW BP & AP 6450 – Wireless or Cellular Telephone Use | Diana | 1 minute | |
| XXXI. | AP 6530 – District Vehicles | Diana | 1 minute | |
| XXXII. | AP 6535 – Use of District Equipment | Diana | 1 minute | |
| XXXIII. | BP & AP 6540 – Insurance | Diana | 1 minute | |
| XXXIV. | BP & AP 6550 – Disposal of District Property | Diana | 1 minute | |

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| XXXV. BP & AP 6600 – Capital Construction | Diana | 1 minute | |
| XXXVI. BP & AP 6620 – Naming Recognition | Diana | 1 minute | |
| XXXVII. BP & AP 6740 – Citizens’ Bond Oversight Committee | Diana | 1 minute | |
| XXXVIII. BP 6900 Bookstores | Diana | 1 minute | |
| XXXIX. NEW BP 6910 – Housing | Diana | 1 minute | |
| XL. BP & AP 6975 – Export Control | Diana | 1 minute | |
| FUTURE AGENDA ITEMS: | | | |
| NEXT MEETING DATE: | | | |
| February 26, 2020 | | | |



College Coordinating Council Minutes

February 26, 2020
A140 – Conference Room
9:00 a.m. – 10:00 a.m.

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

Committee Members:

~~Van Rider~~, Academic Senate – **Dr. Jessica Harper**
Jack Danielson, Associated Student Organization
~~Ed Knudson, President~~ – **Bridget Cook**
Pamela Ford, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators - **ABSENT**
LaDonna Trimble, Deans
Dr. Scott Lee, Faculty Union
Dr. Les Uhazy, Interim Vice President of Academic Affairs
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 December 11, 2019. | All | | |
| II. Constituent Reports | All | | Scott asked about the New AP 5203 – Lactation procedure and how it will be applied to students and employees. There was some discussion on room usage, and different regulations. It was agreed that in the meantime (while this is out for constituent review), all questions should be addressed to Dr. Zimmerman for both students and employees. |
| III. NEW AP 3725 - Information Accessibility | Ed | 1 minute | |
| IV. BP & AP 4010 – Academic Calendar | Les | 1 minute | |
| V. BP & AP 4020 – Program, Curriculum, and Course Development | Les | 1 minute | |
| VI. AP 4021 – Program Discontinuance | Les | 1 minute | |
| VII. AP 4022 – Course Approval | Les | 1 minute | |
| VIII. BP & AP 4025 – Philosophy and Criteria for Associate Degree and General Education | Les | 1 minute | |

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|---------|--|-------|----------|---|
| IX. | AP 4232 – Pass/No Pass | Les | 1 minute | |
| X. | AP 4236 –Advanced Placement Credit | Les | 1 minute | |
| XI. | BP & AP 4250 – Probation, Dismissal & Readmission | Les | 1 minute | |
| XII. | BP & AP 5140 – Disabled Students Programs and Services | Erin | 1 minute | |
| XIII. | BP & AP 5150 – Extended Opportunity Programs and Services | Erin | 1 minute | |
| XIV. | BP & AP 5200 – Student Health Services | Erin | 1 minute | |
| XV. | NEW AP 5203 – Lactation Accommodation | Erin | 1 minute | |
| XVI. | BP 5205 – Student Accident Insurance | Erin | 1 minute | |
| XVII. | BP & AP 5210 – Communicable Disease | Erin | 1 minute | |
| XVIII. | BP & AP 5300 – Student Equity | Erin | 1 minute | |
| XIX. | BP & AP 5400 – Associated Student Organization and Student Clubs | Erin | 1 minute | |
| XX. | BP & AP 5410 – Associated Student Organization Elections | Erin | 1 minute | |
| XXI. | BP & AP 5420 – Associated Students Organization Finance | Erin | 1 minute | |
| XXII. | BP & AP 6250 – Budget Management | Diana | 1 minute | It was agreed to go out to the constituent groups for review. |
| XXIII. | BP 6307 Debt Issuance and Management | Diana | 1 minute | It was agreed with a minor change to go to the March Board Meeting. |
| XXIV. | NEW AP 6345 – Bids & Contracts Under The CUPCCAA | Diana | 1 minute | It was agreed to go out to the constituent groups for review. |
| XXV. | AP 6350 – Contracts – Construction | Diana | 1 minute | It was agreed to go to the March Board Meeting. |
| XXVI. | AP 6360 – Contracts – Electronic Systems and Materials | Diana | 1 minute | It was agreed to go out to the constituent groups for review. |
| XXVII. | AP 6365 – Contracts – Accessibility of Information Technology | Diana | 1 minute | Diana will make revisions and Patty will send out to the group. If agreeable, will go to the March Board Meeting. |
| XXVIII. | BP & AP 6380 – Vendors | Diana | 1 minute | It was agreed to go to the March Board Meeting. |
| XXIX. | BP & AP 6400 Audits | Diana | 1 minute | There was some discussion regarding “external” audit and it was agreed to bring back with a new Internal Audit Board Policy. That way there will be more clarity with both BPs & APs being reviewed together. |
| XXX. | NEW BP & AP 6450 – Wireless or Cellular Telephone Use | Diana | 1 minute | It was agreed to go out to the constituent groups for review. |

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| XXXI. AP 6530 – District Vehicles | Diana | 1 minute | It was agreed to go out to the constituent groups for review. |
| XXXII. AP 6535 – Use of District Equipment | Diana | 1 minute | It was agreed to go to the March Board Meeting. |
| XXXIII. BP & AP 6540 – Insurance | Diana | 1 minute | It was agreed to go to the March Board Meeting. |
| XXXIV. BP & AP 6550 – Disposal of District Property | Diana | 1 minute | It was agreed to go to the March Board Meeting. |
| XXXV. BP & AP 6600 – Capital Construction | Diana | 1 minute | It was agreed to go to the March Board Meeting. |
| XXXVI. BP & AP 6620 – Naming Recognition | Diana | 1 minute | With a small revision, it was agreed to go to the March Board Meeting. |
| XXXVII. BP & AP 6740 – Citizens’ Bond Oversight Committee | Diana | 1 minute | It was agreed to go out to the constituent groups for review. |
| XXXVIII. BP 6900 Bookstores | Diana | 1 minute | It was agreed to go to the March Board Meeting. |
| XXXIX. NEW BP 6910 – Housing | Diana | 1 minute | It was agreed to go out to the constituent groups for review. |
| XL. BP & AP 6975 – Export Control | Diana | 1 minute | It was agreed to go to the March Board Meeting. |
| FUTURE AGENDA ITEMS: | | | |
| NEXT MEETING DATE: | | | |
| February 26, 2020 | | | |
| March 11, 2020 | | | |



BP 3810 Claims Against the District

References:

Education Code Section 72502;
Government Code Sections 900 et seq., 910, and 935

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages, and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place for service of claims, lawsuits or other types of legal process upon the District ~~are~~ is: **The Office of the Superintendent/President.**

- ~~• Vice President of Student Services for claims, legal services, or notices regarding student records~~
- ~~• Vice President of Human Resources Services for claims, legal services or notices regarding employee records~~
- ~~• Vice President of Business Services for claims, legal services or notices regarding any other claim against Antelope Valley College District.~~

~~See Administrative Procedure #3810~~ Also see AP 3810 Claims Against the District.

Adopted: 11/7/05
Reviewed: 3/13/17
Revised: 4/13/20



AP 3810 Claims ~~for Damages~~ Against the District

References:

Education Code Section 72502;

Government Code Sections 900 et seq., 910 et seq., and 935

Claims for money or damages, as prescribed under ~~Board Policy BP 3810 Claims Against the District~~, shall be submitted to the Office of the Superintendent/~~President~~ or designee.

All claims shall be made in writing and signed by the claimant or by his/ ~~or~~ her guardian, conservator, executor, or administrator. No claim may be presented on behalf of a class of persons unless verified by every member of that class as required by this section. In addition, all claims shall contain the information required by California Government Code Section 910.

Within forty-five (45) days after the claim has been presented to the Office of the Vice President, the Board of Trustees may take action to allow the claim in whole or in part, or the Board may take action to reject the claim. If the Board ~~of Trustees~~ takes no action, the claim is rejected by operation of law on the 45th day after it was presented to the Office of the Superintendent/~~President~~.

The Office of the Superintendent/~~President~~ or his/her designee shall serve notice to the claimant of the Board's action allowing or rejecting the claim. The claimant shall be notified that the claim is rejected, allowed in whole or in part, or rejected by operation of law. Said notice shall also inform the claimant of the six-month (6 month) time limit pertaining to filing court action pursuant to Government Code Section 913.

If the District decides to allow the claim or offer compromise in an attempt to settle the dispute, the District shall require the claimant to sign a release or waiver agreeing to payment as full and complete settlement of the claim.

In accordance with California Government Code Sections 935 ~~subdivision~~ (b) and 945.6, all claims shall be presented as provided in this section and acted upon by the ~~D~~istrict prior to the filing of any suit on such claim, and no such suit may be maintained by a person who has not complied with the requirements of this administrative procedure.

Also see BP 3810 Claims Against the District and BP/AP 6540 Insurance.

Approved: 4/14/08

Revised: 3/13/17

Revised: 4/13/20



BP 3900 Speech: Time, Place and Manner

References:

Education Code Sections ~~66301 and 76120 and 66301(d), (e)~~

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The college of the District ~~is open to the public. However, the college is a non-public forum and has areas that are~~ designated public forums available for the exercise of expression by students, employees, and members of the public ~~are subject to limits by the District and must be reserved.~~

The Superintendent/President shall enact such administrative procedures, as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the designated public forums.

The administrative procedures promulgated by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards; the distribution of printed materials or petitions ~~in those parts of the college designated as areas generally available to students and the community;~~ and, the wearing of buttons, badges, or other insignia.

~~When that speech~~ Speech shall be prohibited that is defamatory, obscene, libelous or slanderous according to current legal standards, or which incites others as to create a clear and present danger of the commission of unlawful acts on ~~De~~istrict property or the violation of ~~De~~istrict policies or procedures, or the substantial disruption of the orderly operation of the District, ~~the District can prohibit these forms of speech, as it may violate this section.~~ (Educational Code ~~Section~~ 76120)

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301 ~~subdivision~~ (e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected. (~~Education Code Section~~ 66301 ~~subdivision~~ (d))

~~See Administrative Procedure #3900~~ Also see AP 3900 Speech: Time, Place, and Manner; BP 4030 Academic Freedom; and BP/AP 6700 Civic Center and Other Facilities Use.



Adopted: 2/6/06
Revised: 9/10/07
Revised: 5/14/12
Revised: 3/13/17
Reviewed: 4/8/19
Revised: 4/13/20



AP 3900 Speech: Time, Place, and Manner

References:

Education Code Sections 66301 and 76120

The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place and manner policies and procedures contained in ~~Board Policy BP 3900~~ **Speech: Time, Place, and Manner** and these procedures.

The college of the District ~~is a non-public forum, except for~~ **designates** the following areas, ~~which are as~~ reserved for expressive activities which do not violate District policy and which are lawful. The locations include: **At the Palmdale Center, areas 135A and 135c. At the Lancaster Campus:** Library Plaza, Gym Circle, Bookstore Hallway, Applied Arts Courtyard, Uhazy Hall Courtyard: These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students:

- The areas are designated public forums. The District reserves the right to revoke that designation **as to one or more areas** and apply a non-public forum designation **or other designation**.
- The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, or locker rooms, and any other area **not specified above not by tradition or designation a forum for public communication**. The use of these areas reserved and open for expressive activities is subject to the following:
 - No person using the areas shall touch, strike or physically impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
 - Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time.
 - Persons using the areas reserved for expressive activities shall not disrupt the orderly operation of the college.

Non-student, community groups wishing to engage in speech or expressive activities on



campus, in the areas designated as public forums, must provide notification to the District through the Office of Campus Events three (3) business days in advance of the activities and must describe the nature of the planned activities. No illegal activities will be permitted, no activities which violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas, as described below. In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will offer alternative available areas or if none are available offer alternative dates. Students, outside organizations, and others are encouraged to make reservations in advance.

All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Those persons distributing printed material must, prior to their departure from the areas that day, make reasonable efforts to retrieve, remove or properly discard material that is discarded or dropped in or around the areas other than in an appropriate receptacle.

Hours of Access

The hours of operation of the District are 7:30 a.m. to 6:00 p.m. Expressive activities are not permitted outside the District's hours of operation. Overnight use or sleeping on campus is not permitted, nor is use of the campus areas for sleeping, camping, or laying down of bedding. Nor is use of facilities for similar purposes permitted during hours of operation.

Posting

Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Student Life and College Activities Office. Materials displayed shall be removed after the passage of thirty (30) days.

Also see BP 3900 Speech: Time, Place, and Manner; BP 4030 Academic Freedom; and BP/AP 6700 Civic Center and Other Facilities Use.

Approved: 2/6/06
Revised: 9/10/07
Revised: 5/14/12
Revised: 4/11/16
Reviewed: 3/13/17
Revised: 8/13/18
Revised: 4/13/20