



College Coordinating Council Meeting

Wednesday, September 12, 2018

A124 – President’s 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:

Dr. Susan Lowry/Van Rider, Academic Senate
Jorge Hernandez, Associated Student Organization
Ed Knudson, President
Pamela Ford, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans
Dr. Scott Lee, Faculty Union
Vacant, Vice President of Academic Affairs
Mark Bryant, Vice President of Human Resources
Dr. Erin Vines, Vice President of Student Services

AGENDA

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of July 25, 2018.	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 5011 – Admission & Concurrent Enrollment	Erin	2 minutes	Returned from April 25 th Meeting.
IV. AP 7230 – Classified Employees	Mark	2 minutes	Returned from July 25 th Meeting.
V. AP 7365 – Discipline and Dismissal – Classified Employees	Mark	2 minutes	Returned from July 25 th Meeting.
VI. HR Reorg	Mark	10 minutes	
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: September 26, 2018			



College Coordinating Council Minutes

Wednesday, July 25, 2018
A124 – President’s 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. Susan Lowry/Van Rider, Academic Senate
Vacant, Associated Student Organization
Ed Knudson, President
Pamela Ford, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans
Dr. Scott Lee, Faculty Union - **ABSENT**
Vacant, Vice President of Academic Affairs
Mark Bryant, 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 March 28, 2018 and April 11, 2018 and May 9, 2018.	All		Minutes were approved as presented.
II. Constituent Reports	All		Dr. Susan Lowry stated that the planning for the New Faculty Orientation was being finalized.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 3250 – Institutional Planning	Ed/Mark	2 minutes	Discussion on name changes for committees and consult with Dr. Goel. This will be brought back to another meeting.
IV. AP 3506 – Campus an Site Closures and Re-Openings	Ed/Mark	2 minutes	Discussion on title changes and checking of “reference.” This will be brought back to another meeting.
V. BP & AP 3715 – Intellectual Property	Ed/Mark	2 minutes	Discussion on providing an excerpt of the Bargaining Agreement to be included in the AP. This will be brought back to another meeting.
VI. AP 3900 – Speech: Time, Place and Manner	Ed/Mark	2 minutes	It was agreed to go to the August 13, 2018 board meeting.
VII. BP & AP 3410 – Nondiscrimination	Mark	2 minutes	It was agreed to go to the August 13, 2018 board meeting.

VIII.	AP 7230 – Classified Employees	Mark	2 minutes	Some discussion on revisions and that it would be brought back to another meeting.
IX.	AP 7240 – Confidential Employees	Mark	2 minutes	It was agreed to go to the August 13, 2018 board meeting.
X.	AP 7360 – Discipline and Dismissal – Academic Employees	Mark	2 minutes	It was agreed to go to the constituent groups for a 30-day review. It will be brought back to another meeting for final review.
XI.	AP 7365 – Discipline and Dismissal – Classified Employees	Mark	2 minutes	Some discussion on checking of Ed Code/Government Code References and checking of the Bargaining Agreement. It will return to another meeting.
XII.	AP 6200 – Budget Preparation	Diana	2 minutes	It was agreed to go to the August 13, 2018 board meeting.
XIII.	AP 6310 – Accounting	Diana	2 minutes	It was agreed to go to the August 13, 2018 board meeting.
XIV.	BP & AP 6320 - Investments	Diana	2 minutes	It was agreed to go to the August 13, 2018 board meeting.
XV.	BP & AP 6330 - Purchasing	Diana	2 minutes	BP - It was agreed to go to the August 13, 2018 board meeting. AP will go to constituent groups for a 30-day review. It will be brought back to another meeting for final review.
XVI.	BP & AP 6340 – Bids and Contracts	Diana	2 minutes	It was agreed to go to constituent groups for a 30-day review. It will be brought back to another meeting for final review.
XVII.	BP & AP 6380 – Vendors	Diana	2 minutes	It was agreed to go to constituent groups for a 30-day review. It will be brought back to another meeting for final review.
XVIII.	BP & AP 6500 – Property Management	Diana	2 minutes	It was agreed to go to the August 13, 2018 board meeting.
XIX.	BP & AP 6520 – Security for District Property	Diana	2 minutes	It was agreed to go to the August 13, 2018 board meeting.
XX.	BP & AP 6540 - Insurance	Diana	2 minutes	It was agreed to go to the August 13, 2018 board meeting.
XXI.	BP & AP 6740 – Citizens Oversight Committee	Diana	2 minutes	It was agreed to go to the August 13, 2018 board meeting.
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE: August 22, 2018				

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

Reference:

Education Code Sections 48800; 48800.5; 76001; 76002; 76004

Admission Criteria and Procedures for Younger Students

Special Admission Packets

Special **full-time** and **part-time** students as defined in Board Policy 5010 are required to complete a special admit enrollment packet consisting of an admission application, special admit authorization form, and information pertaining to the guidelines and requirements for special admit students.

Summer-school students as defined in Board Policy 5010 are required to complete a special admit enrollment packet consisting of an admission application, special admit authorization form, and information pertaining to the guidelines and requirements for special admit students.

Special Part-time Student Admission

To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

All part-time special admission students taking courses at Antelope Valley College shall have their enrollment fees waived. All special admission students admitted as fulltime students will be assessed enrollment fees. Full-time special admit students may be considered for a BOG Fee Waiver.

Admission is subject to seat availability. The student must submit:

- district application for admission;
- written and signed parental or guardian consent;
- written and signed approval of his or her principal (Note: a parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.);
- documentation to demonstrate that the student is capable of profiting from instruction. The Dean of ~~Student Services (Counseling)~~Counseling and Matriculation has the authority to make the final decision whether a student can benefit from instruction.

Special Full-time Student Admission

To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05.

Admission is subject to seat availability. The student must submit:

- district application for admission;

- written and signed parental or guardian consent;
- written and signed acknowledgment of his or her principal. (Note: a pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.);
- documentation to demonstrate that the student is capable of profiting from instruction;
- written approval of the governing board of the school district of attendance. The Dean of Counseling and Matriculation Student Services (Counseling) has the authority to make the final decision whether a student can benefit from instruction.

Special Summer Session Student Admission

To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 48800 and 76001. Student will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their school of attendance.

The student must submit:

- written and signed parental or guardian consent;
- written and signed approval of his or her principal that the student has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance; and
- documentation to demonstrate that the student has adequate preparation in the disciplines to be studied.

All required documents shall be sent to the Dean of Student Services (Admissions & Records Enrollment Services).

High School Student Admission

For students attending high school, the Admissions & Records Office will review the materials and determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the Dean of Counseling and Matriculation Student Services (Counseling) shall be final. This determination may be made by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student and his or her parent or guardian;
- consultation with College Counselors;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state and/or federal laws.

Special admit students who are 15 years of age and/or have completed the 8th grade may be eligible to take PE courses.

Middle and Lower School Student Admission

For students attending middle and lower schools, the admission determination shall be made by Dean of Counseling and Matriculation Student Services (Counseling). The school must provide transcripts and a letter signed by the principal indicating how in his or her opinion the student can benefit from instruction. The Dean of Counseling and Matriculation Student Services (Counseling) will determine if the student has the abilities and sufficient preparation to benefit from instruction at

a community college, and that the student's safety and that of others will not be affected. The decision of the Dean of Counseling and Matriculation Student Services (Counseling) shall be final. Once a decision has been made, the student, his or her parent or guardian and the school principal shall be informed of the decision. This determination may be made by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student and his or her parent or guardian;
- consultation with Dean of Counseling and Matriculation Student Services (Counseling);
- consideration of the welfare and safety of the student and others;
- consideration of local, state and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; and/or
- times the class(es) meet and the effect on the safety of the minor.

Other Special Admission Regulations

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population (with the exception of Dual Enrollment courses), and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline. Enrollment priority status for special admission students is conducted in accordance with AP 5500. Special admission students begin registration during the open registration period.

Records of enrollment of these students for apportionment purposes will be maintained in the Admissions & Records Office. All claims for state apportionment for K-12 students must meet all of the following criteria; the class is open to the general public and is advertised in one or more of the following:

- The college catalog
- The regular schedule of classes
- An addenda to the catalog or schedule

If the decision to offer a class on a high school campus is made after publication of the district's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

With the exception of Dual Enrollment courses, if the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full time students.

ALL concurrent students will receive college credit for completed courses.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial, shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

2/6/06

Revised: 5/6/06

AP 7230 Classified Employees Staff

Reference:

Education Code Section 88003; 88004; 88009; 88013

Classified Employment

Refer to the District's Classified Hiring Procedures (See AP 7120)

Assignment and Responsibility

General Provisions

The Board shall fix and prescribe duties to be performed by all persons in the classified service and other non-academic positions (EC 88009).

Classification of Positions (EC 88001)

Refer to AP 7236 and Section 5.2 of the *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement* for definitions of classified, probationary, regular, substitute, short-term and student employees.

Transfer, promotion, demotion

Refer to the *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement* for information on transfer, promotion, and demotion of classified employees.

- Transfer (Article ~~XIV~~)
- Promotion (Article ~~XIV~~)
- Demotion (Article-

~~XVII~~ Reclassification

Refer to Article ~~XIII~~ of the *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement* for information on reclassification.

Shift Differentials

Refer to Article ~~XIV~~ of the *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Work Load

Regular Workweek (EC 88026)

Refer to Article ~~XIII~~ of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Workweek: Five Consecutive Days (EC 88030)

Refer to Article ~~XIII~~ of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Workweek: Four Consecutive Days (EC 88031)

Refer to Article ~~XIII~~ of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Part Time

Refer to Article ~~XIX~~ of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Saturday or Sunday Work Schedule

Refer to Article ~~XIX~~ of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Overtime (EC 88027)

Authority to Determine

Refer to Article ~~XIX~~ of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Rate of Payment

Refer to Article ~~VIII~~~~XIX~~ of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Definition of Overtime (EC 88027)

Refer to Article ~~XIX~~ of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

4/14/08

Revised: 6/18

AP 7365 Discipline and Dismissal - Classified Employees

Reference:

Education Code Section 88013;
Government Code Sections 3300 et seq.

A permanent member of the classified service shall be subject to disciplinary action, including but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the following grounds:

- Fraud in securing employment or making a false statement on an application for employment.
- Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
- Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee within his/her position.
- Willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision or to conform to duly established orders or directions of persons in a supervisory position or insulting or demeaning the authority of a supervisor or manager.
- Dishonesty involving employment.
- Being under the influence of alcohol or illegal drugs or narcotics while on duty, being impaired by alcohol or illegal drugs in your biological system while on duty which could impact your ability to do your job.
- Excessive absenteeism.
- Inexcusable absence without leave.
- Abuse of sick leave, i.e., taking sick leave without a doctor's certificate when one is required, or misuse of sick leave.
- The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. The Office of Human Resources may inquire into the circumstances surrounding the commission of the crime in order to fix the degree of discipline, or the determination if such conviction is an offense involving moral turpitude. A plea or verdict of guilty, or a conviction showing a plea of *nolo contendere* made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section.
- Discourteous treatment of the public or other employees.
- Improper or unauthorized use of District property.
- Refusal to subscribe to any oath or affirmation that is required by law in connection with District employment.
- Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.
- Inattention to duty, tardiness, indolence, carelessness, or negligence in the care and handling of District property.
- Violation of the rules and regulations published in any department.
- Mental or physical impairment that render the employee unable to perform the essential functions of the job with or without reasonable accommodation, or without presenting a direct threat to the health and safety of self or others.
- Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his/her official duties.

- The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- Willful violation of any of the provisions of the ordinances, resolutions or any rules, regulations or policies, which may be prescribed by the District.
- Improper political activity. Example: Those campaigning for or espousing the election or non-election of any candidate in national, state, county or municipal elections while on duty and/or during working hours or the dissemination of political material of any kind while on duty and/or during working hours.
- Working overtime without authorization.

Progressive Employee Discipline

Unit members who have violated a rule or regulation prescribed by the Board in Board Policy 7365 shall be subject to appropriate disciplinary action. Disciplinary action shall conform to established principles of progressive discipline as listed below. (Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*)

Informal Conference

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*

Written Reprimand

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*

Conferences, Directives, and Further Reprimands

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*

Documentation Review/Recommendation

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*

Suspension

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Demotion

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Dismissal

Cause (EC 88013)

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Notice of Disciplinary Action (EC 88016)

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*

Dismissal Procedures for Permanent Employees (EC 88013)

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees*

Collective Bargaining Agreement.

Effective Date - Classified Employee Dismissal

The effective date of the dismissal of a classified employee shall be the date on which the Board of Trustees makes a decision unless otherwise specified in the decision. (Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*)

Dismissal Procedures for Probationary Employees

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Judicial Review - Classified Employee Dismissal

Judicial Review may be had by filing a petition for writ of mandate in accordance with the provisions of the Code of Civil Procedure. Any such petition shall be filed within 30 days after the effective date of the decision or the last day on which reconsideration can be ordered. The right to petition shall not be affected by the failure to seek reconsideration before the Board of Trustees.

The complete record of the proceedings, if one has been made, or such parts thereof as are designated by the petitioner, shall be prepared by the District and shall be delivered to petitioner, within 30 days after a request therefore by him/her, upon the payment of the fee specified in Section 69950 of the Government Code as now or hereinafter amended for the transcript, the cost of preparation of other portions of the record and for certification thereof. The complete record includes the pleadings, all notices, and orders issued by the District or Board of Trustees, the final decision, a transcript of all proceedings, if made, the exhibits admitted or rejected, the written evidence and any other papers in the case.

Reconsideration - Classified Employee Dismissal

The Board of Trustees itself may order a reconsideration of all or part of the case on its own motion or on petition of the affected party, if at the time of final decision the Board has specified that reconsideration is available to the parties.

The power to order a reconsideration shall expire thirty days after the effective date of the decision. If no action is taken on a petition within the time allowed for ordering reconsideration, the petition shall be deemed denied.

The case may be reconsidered by the Board of Trustees on all the pertinent parts of the record and such additional evidence and argument as may be permitted.

4/14/08

Revised: 10/12/09

Revised: 6/18