



College Coordinating Council Meeting

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
- Jack Danielson, Associated Student Organization
- Ed Knudson, President
- 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

AGENDA

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of December 11, 2019.	All		
II. Constituent Reports	All		
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	
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	
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	
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

December 11, 2019

A124 – President’s Conference
Room 9:00 a.m. – 10:00 a.m.

Type of Meeting: Regular

Note Taker: Sheryl

Williams

Please Review/Bring: Agenda, Minutes

Committee Members:

Van Rider, Academic Senate

Jack Danielson, Associated Student – **ABSENT** – **Jacob Holtrop**

Organization Ed Knudson, President - **ABSENT**

Pamela Ford & Wade Saari, Classified Union

Michelle Hernandez, Confidential/Management/Supervisory/Administrators – **ABSENT**

LaDonna Trimble, Deans - **ABSENT**

Dr. Scott Lee, Faculty Union

Dr. Les Uhazy, Interim Vice President of Academic Affairs

John Hutak, Interim 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 November 11, 2019.	All		Minutes were approved as presented.
II. Constituent Reports	All		Scott stated that Aurora Burd will be the new Faculty Union President beginning July 1 st , 2020.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. EMC Membership Addition	LaDonna	1 minute	
IV. BP & AP 3100 – Organizational Structure	Ed	1 minute	
V. BP & NEW AP 3280 – Grants	Ed	1 minute	
VI. BP & AP 3300 - Public Records	Ed	1 minute	
VII. BP & AP 3310 – Records Retention	Ed	1 minute	
VIII. BP & AP 3410 – Nondiscrimination	Ed	1 minute	
IX. BP & AP 3420 – Equal Employment Opportunity	Ed	1 minute	

X.	BP & AP 3430 – Prohibition of Harassment	Ed	1 minute	
XI.	AP 3435 Discrimination & Harassment Complaints and Investigations	Ed	1 minute	
XII.	BP & AP 3440 Service Animals	Ed	1 minute	
XIII.	BP & AP 3500 – Campus Safety	Ed	1 minute	
XIV.	BP & AP 3501 – Campus Security & Access	Ed	1 minute	
XV.	BP & AP 3504 – Minors on Campus	Ed	1 minute	
XVI.	BP & AP 3505 – Emergency Response Plan	Ed	1 minute	
XVII.	AP 3506 – Campus and Site Closures	Ed	1 minute	
XVIII.	BP & AP 3510 – Workplace Violence	Ed	1 minute	
XIX.	BP & AP 3515 – Reporting of Crimes	Ed	1 minute	
XX.	AP 3516 – Registered Sex Offender Information	Ed	1 minute	
XXI.	BP & AP 3518 – Child Abuse Reporting	Ed	1 minute	
XXII.	BP & AP 3520 – Local Law Enforcement	Ed	1 minute	
XXIII.	BP & AP 3530 – Weapons on Campus	Ed	1 minute	
XXIV.	BP & AP 3540- Sexual and Other Assaults on Campus	Ed	1 minute	
XXV.	BP & AP 3550 – Drug-Free Environment and Drug Prevention Program	Ed	1 minute	
XXVI.	BP & AP 3560 – Alcoholic Beverages	Ed	1 minute	
XXVII.	NEW BP & AP 3570 – No Smoking and Tobacco-Free Environment	Ed	1 minute	
XXVIII.	BP & AP 3600 – Auxiliary Organizations	Ed	1 minute	
XXIX.	BP & AP 3710 – Securing of Copyright for District Materials	Ed	1 minute	
XXX.	BP & AP 3715 – Intellectual Property	Ed	1 minute	
XXXI.	BP & AP 6100 – Delegation of Authority	Diana	1 minute	
XXXII.	BP & AP 6150 – Designation of Authorized Signatures	Diana	1 minute	

XXXIII. BP & AP 6200 – Budget Preparation	Diana	1 minute	
XXXIV. BP & AP 6300 – Fiscal Management	Diana	1 minute	
XXXV. NEW AP 6305 - Reserves	Diana	1 minute	
XXXVI. AP 6307 - Debt Issuance and Management	Diana	1 minute	
XXXVII. AP 6310 – Accounting	Diana	1 minute	
XXXVIII. AP 6315 – Warrants	Diana	1 minute	
XXXIX. BP & AP 6320 – Investments	Diana	1 minute	
XL. AP 6322 – Employee Indemnity Bonds	Diana	1 minute	
XLI. BP & AP 6330 – Purchasing	Diana	1 minute	
XLII. BP & AP 6340 – Bids and Contracts	Diana	1 minute	
XLIII. BP & AP 6500 – Property Management	Diana	1 minute	
XLIV. BP & AP 6520 – Security for District Property	Diana	1 minute	
XLV. AP 5011 – Admission and Concurrent Enrollment of High School and Other Young Students	Erin	1 minute	
XLVI. AP 5013 – Students in the Military	Erin	1 minute	
XLVII. BP & AP 5015 – Residence Determination	Erin	1minute	
XLVIII. New AP 5017 – Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information	Erin	1 minute	
XLIX. BP & AP 5020 – Nonresident Tuition	Erin	1 minute	
L. BP & AP 5030 – Fees	Erin	1 minute	
LI. AP 5075 – Course Adds and Drops	Erin	1 minute	
LII. BP & AP 5130 – Financial Aid	Erin	1 minute	
LIII. BP & AP 7110 – Delegation of Authority, Human Resources	John	1 minute	
LIV. BP & AP 7120 – Recruitment and Hiring	John	1 minute	
LV. AP 7121 – Faculty Internship	John	1 minute	It was agreed to go out for constituent review and return to

				another CCC meeting.
LVI.	AP 7125 – Verification of Eligibility for Employment	John	1 minute	It was agreed to go forward to the January 13, 2020 board meeting.
LVII.	AP 7126 – Applicant Background Checks	John	1 minute	It was agreed to go forward to the January 13, 2020 board meeting.
LVIII.	BP & AP 7130 – Compensation	John	1 minute	It was agreed to go out for constituent review and return to another CCC meeting.
LIX.	BP 7140 – Collective Bargaining	John	1 minute	It was agreed to bring back the BP & AP together to the next CCC Meeting.
LX.	AP 7145 – Personnel Files	John	1 minute	It was agreed to go out for constituent review and return to another CCC meeting.
LXI.	AP 7150 – Evaluation	John	1 minute	It was agreed to go out for constituent review and return to another CCC meeting.
LXII.	BP & AP 7160 – Professional Development	John	1 minute	It was agreed to go forward to the January 13, 2020 board meeting.
LXIII.	BP & AP 4010 – Academic Calendar	Les	1 minute	Pamela made a comment from a constituent member and all agreed to go forward to the January 13, 2020 board meeting.
LXIV.	BP & AP 4050 – Articulation	Les	1 minute	It was agreed to go forward to the January 13, 2020 board meeting.
LXV.	BP & AP 4070 – Course Auditing and Auditing Fees	Les	1 minute	It was agreed to go forward to the January 13, 2020 board meeting.
LXVI.	BP & AP 4100 – Graduation Requirements for Degrees and Certificates	Les	1 minute	It was agreed to go out for constituent review and return to another CCC meeting.
LXVII.	BP & AP 4220 – Standards of Scholarship – Delegation	Les	1 minute	It was agreed to go forward to the January 13, 2020 board meeting.
LXVIII.	BP & AP 4226 – Multiple and Overlapping Enrollments	Les	1 minute	It was agreed to go forward to the January 13, 2020 board meeting.
LXIX.	BP & AP 4235 – Credit by Examination	Les	1 minute	It was agreed to go out for constituent review and AP & P and return to another CCC meeting.
LXX.	BP & AP 4240 – Academic Renewal	Les	1 minute	It was agreed to go forward to the January 13, 2020 board meeting.
LXXI.	BP & AP 4260 – Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment	Les	1 minute	It was agreed to go out for constituent review and AP & P and return to another CCC meeting.
LXXII.	BP & AP 4400 – Community Services Programs	Les	1 minute	It was agreed to go out for constituent review and AP & P and return to another CCC meeting.
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE: January 8, 2019				



AP 3725 Information and Communications Technology Accessibility & Acceptable Use

References:

Government Code Sections 7405, 11135, and 11546.7; Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701); Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d); 36 Code of Federal Regulations Parts 1194.1 et seq.; Web Content Accessibility Guidelines (WCAG) 2.0 AA

Definitions

The following definitions apply to this procedure:

Accessible: An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use.

Equally Effective: Alternative access for individuals with disabilities to instructional materials and information and communication technology that (1) is timely, (2) is accurate in translation, (3) is delivered in a manner and medium appropriate to the disability of the individual, and (4) affords the individual with a disability the opportunity to obtain the information as fully, equally and independently as a person without a disability with substantially equivalent ease of use. Note, such alternative(s) are not required to produce the identical result or level of achievement, but must afford individuals with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.

Individual with a Disability: An individual who has one or more physical or mental impairments that substantially limit one or more major life activities.

Information and Communication Technology (ICT): Encompasses electronic and information technology covered by Section 508 of the Rehabilitation Act of 1973, as well



as telecommunications products, interconnected Voice over Internet Protocol (VoIP) products, and Customer Premises Equipment (CPE) covered by Section 255. Examples of ICT include computers, information kiosks and transaction machines, telecommunications equipment, multifunction office machines, software, Web sites, and electronic documents.

Digital Materials: Includes electronic instructional materials, such as, syllabi, textbooks, presentations and handouts delivered within CCC's learning management system, via email or via another electronic means for face-to-face classes as well as e-learning courses. It also includes electronic instructional activities such as instructional videos, online collaborative writing, Web conferencing, blogging, and any other instructional materials as technology evolves.

Timely: As it relates to equally effective alternative access to instructional materials and ICT, timely means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

ICT and Digital Material Accessibility Standard Statement

The District is committed to ensuring equal access to all materials and ICT for all, and particularly for individuals with disabilities in a timely manner. In accordance with Government Code Sections 7405, 11135, and 11546.7, and best practices, the District and all employees will comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973, and in compliance with WCAG 2.0 AA standards by:

- Developing, procuring and/or acquiring, to the extent feasible, instructional materials and ICT products that are accessible to individuals with disabilities;
- Procuring, using, and maintaining instructional materials and ICT that is consistent with this Standard;
- Requiring development and/or production of accessible materials in support of work product(s) for all instructional, professional development, and distributed materials; and
- Promoting awareness of this Standard to all relevant parties, particularly those in roles that are responsible for creating, selecting, procuring, or maintaining electronic content and applications.

Ensuring equal access of effective Instructional Materials and ICT, for our students and our community, is the responsibility of all District administrators, faculty, and staff. Under the federal statute, penalties could result in fines up to \$150,000 per violation¹. Failure to comply may result in progressive disciplinary action, up to and including termination.

NEW 12/2019

¹ https://www.ada.gov/civil_penalties_2014.htm



BP 4010 **Academic Calendar**

References:

Education Code Section 70902 **subdivision** (b)(12)

Before presentation to the Board **of Trustees** for approval, any major calendar changes that may have financial impact to the **District** or may affect student access and/or student learning must be fully explored, discussed campuswide, and presented in writing to the Superintendent/President. **See BP & AP 2510 Participation in Local Decision Making.**

After said presentation to the Superintendent/President and after reaching agreement with the Antelope Valley College Federation of Teachers (AVCFT) and Antelope Valley College Federation of Classified Employees (AVCFCE) and after consulting with other appropriate groups, the **college** Superintendent/President shall recommend a calendar to the Board of Trustees for its approval.

Also see AP 4010 Academic Calendar and AP 7342 Holidays.

Adopted: 6/11/07

Revised: 10/9/2017

Revised: 3/9/20



AP 4010 **Academic** Calendar

References:

Education Code Section 79020;
Title 5 Sections 55700 et seq. **and** Section 58142

The Calendar Committee will have co-chairs consisting of the Vice President of Student Services and either the AVCFT or AVCFCE representative in alternate years. **See BP & AP 2510 Participation in Local Decision Making**. All issues related to the calendar, including but not limited to:

- Starting and ending dates of the semester;
- Summer session and Intersession;
- Starting and ending class dates;
- Holidays;
- Flex Days;
- Orientation;
- Parts of Term;
- Days counted as instructional days shall be referred to the Calendar Committee, a campus-wide standing committee. Information about major changes shall be widely disseminated to the entire campus before this will occur.

The number of days that define a calendar is 175 days of instruction, excluding the following holidays:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (Third Monday in January)
- Lincoln's Day (February 12 or see Note Below)
- Washington's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veteran's Day (November 11 or see Note below)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Cesar Chavez Day and Native American Day are local options if collectively bargained (Education Code Sections 79020 **subdivision** (k) and 79020 **subdivision** (l)).

The Board of Trustees may declare other days to be holidays and close the college and offices. These holidays have traditionally been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.



NOTE: Refer to Education Code Section 79020 for language regulating the scheduling of Lincoln's Day, Veteran's Day, and holidays that fall on weekends.

See BP 4010 Academic Calendar and AP 7342 Holidays.

Approved: 6/11/07
Reviewed: 10/9/17
Revised: 3/9/20



BP 4020 Program, Curriculum, and Course Development

References:

Education Code Sections 70901 **subdivision** (b), 70902 **subdivision** (b) and 78016;
Title 5 Sections 51000, 51022, 55002.5, 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal
Student Financial Aid Programs under Title IV of the Higher Education Act of 1965,
as amended;
34 Code of Federal Regulations **Sections Parts** 600.2, 602.24, 603.24, and 668.8;
ACCJC Accreditation Standards II.A and II.A.9

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President, while continuing to rely primarily on the recommendations of the Academic Senate as outlined in BP 2510 **Participation in Local Decision-Making**, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training persons involved in aspects of curriculum development; and
- consideration of job market and other related information for **vocational and occupational career and technical education** programs.

All new courses and programs, including program deletions, shall be approved by the Board **of Trustees**.

All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board **of Trustees**. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board **of Trustees**.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.



The Superintendent/President ~~will~~ shall establish procedures which prescribe the definition of “credit hour” consistent with Title 5 and applicable federal regulations, as they apply to community college districts.

The Superintendent/President shall establish a procedure to ensure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable.

The Superintendent/President shall also establish a procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

~~See Administrative Procedures #4020 and #4021~~ Also see AP 4020 Program and Curriculum Development, AP 4021 Program Discontinuance, and AP 4022 Course Approval.

- Adopted: 2/6/06
- Revised: 3/10/08
- Revised: 6/11/12
- Revised: 11/14
- Revised: 10/12/15
- Revised: 3/12/18
- Revised: 3/9/20



AP 4020 Program and Curriculum Development

References:

Title ~~V~~ 5 Sections 51021, 55000 et seq., and 55100 et seq.;

Accreditation Standards II.A.;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;

34 Code of Federal Regulations ~~Sections Part 600.2, 602.24, 603.24, and 668.8;~~
~~ACCJC Accreditation Standards II.A and II.A.9~~

Procedures for course and program development, review, approval, and evaluation processes; designated responsibility and authority for development, review, and approval of courses; time lines for the process, required forms, and publication of curriculum changes; and the criteria and standards for all program and curriculum development can be found in the Academic Policies and Procedures Committee “Standards & Practice Handbook,” available on the AVC [Intranet website](#).

The District shall provide annual certification to the California Community Colleges Chancellor’s Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

Credit Hour

One credit hour of community college work (one unit of credit) shall require a minimum of forty-eight (48) semester hours of total student work, which may include inside and/or outside-of-class hours. Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two (2) hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Also see BP 4020 Program, Curriculum, and Course Development; AP 4021 Program



Discontinuance; AP 4022 Course Approval; and AP 4105 Distance Education.

Approved: 2/6/06
Revised: 5/14/12
Revised: 5/8/17
Revised: 3/9/20



AP 4021 Program Discontinuance

References:

Education Code [Section 78016](#);
Title 5 [Sections 51022 and 55130](#)
[AGCJC](#) Accreditation Standard II.A.15

Educational Program Evaluation and Discontinuance Procedure

Antelope Valley College is committed to support programs that fulfill the goals of the Mission Statement and the Institutional Learning Outcomes for students as stated in the Educational Master Plan. Title 5 Section 55000 defines an educational program as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” These educational programs are subject to approval by the [System's California Community Colleges Chancellor's Office](#) and are then entered on Inventory of Approved and Projected Programs. Primary consideration in the decision to consider program discontinuance will be given to the service the program provides to the college and community, not to budgetary considerations. Only programs with low or declining enrollment, decreasing demand for service, or clear obsolescence will be considered for discontinuance. A program discontinuance review will be initiated and carried out according to the following steps:

- I. When a declining trend has been identified by the division/area dean and faculty of a specific program, the division/area dean shall contact the appropriate Vice President and Academic Senate President. A declining trend will be identified using the following key performance indicators:
 - a. Statistically significant decline in class enrollment throughout the program over four consecutive semesters.
 - b. A consistently low enrollment of [fifty percent](#) (50%) below maximum seat load capacity over four consecutive semesters.
 - c. Retention of less than [fifty percent](#) (50%) from the beginning term class roster for four terms (need not be consecutive semesters).
 - d. Student success of less than [fifty percent](#) (50%) of students obtaining a grade of C or better and/or credit for the final course grade in all courses of the program over four terms (need not be consecutive semesters) in that program.

- II. A Taskforce will be convened that consists of no more than three faculty members from the discipline, the respective Division/Area Dean, the Dean of Occupational Education, a representative of the Counseling Department, a faculty representative of the Academic Senate who is not a member of the division in question, and a representative of the Faculty Union who is not a member of the division in question. The Director of Institutional Research and Planning will be a resource for the subcommittee.



The role of the Taskforce shall be to consider the following in keeping with good intentions and enrollment management requirements, in order to determine the disposition of the programs identified as having a declining trend:

- Needs of the community
- Workforce development
- Program Review (most recent)
- Core indicators from ~~System's~~ the California Community Colleges Chancellor's Office
- Integration/cross discipline in which the program is involved
- FTES generated by program
- Local labor market information through EDD/employer program advisory committees and surveys
- Or initiate an independent, external needs assessment to determine market demand

III. The Taskforce, by consensus, may agree to one of the following to address the declining trend:

- 1) to declare the program obsolete and create a plan for discontinuance that respects the needs of students and fulfills contractual obligations to faculty and staff; or
- 2) to devise a process/plan to revitalize the program and a timetable to accomplish this goal agreed upon by the discipline faculty with the help of the other involved parties. Resources shall be allocated by the Administration in order to improve enrollment or retention. Some areas to be considered are: in-depth revision of the program's courses, update of facilities, or other program enhancements to assure currency, vitality, and relevancy of the program. Other considerations might include seeking support from or collaboration with other campus areas that could help promote student success and retention.

IV. If there has not been a statistically significant increase in key performance indicators after three semesters of the implementation of the process to revitalize the program, the Administration will reconvene the Taskforce to determine the appropriate course of action from the following:

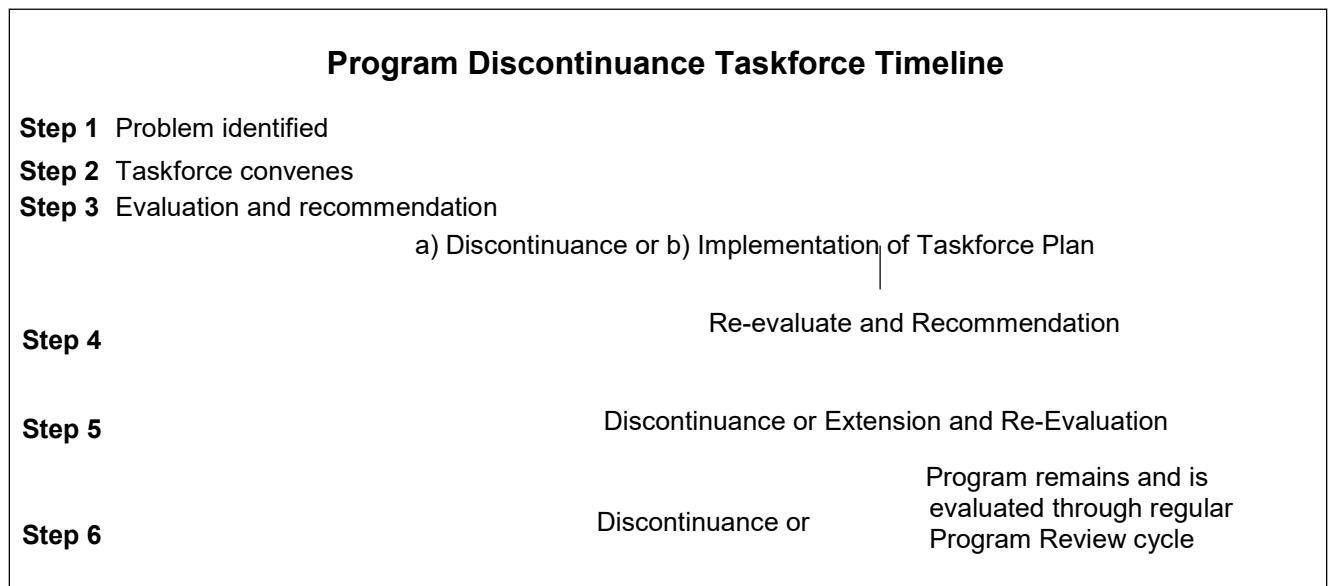
- 1) Give the Program an extension of two (2) semesters. At the end of the extension, the committee will reconvene and re-evaluate.
- 2) Accept the program in its current state if it serves a community, instructional, or training need.
- 3) Create a plan to improve recruitment and enrollment. This plan will then be implemented over the following three semesters.
- 4) Discontinue the program.

V. The final decision on either program discontinuance or program continuance is



sent by the taskforce to the appropriate Vice President and Academic Senate President. If the decision is to continue the program, evaluation will occur through the regular program review cycle.

- VI. If the decision is to discontinue a program, the Academic Senate President will inform the Academic Policies & Procedures Committee so that they may formally ratify the decision of the Discontinuance Taskforce. The Academic Policies & Procedures Committee faculty co-chair will then inform the Academic Senate and Strategic Planning and Budget Council.
- VII. The Strategic Planning and Budget Council will then notify the College President/Superintendent, who will take the decision of the taskforce to the Board of Trustees.
- VIII. The Vice President of Academic Affairs will notify the **Systems California Community Colleges Chancellor's** Office to have the program removed from the inventory.



Career and Technical Education Program Discontinuance

The discontinuance process for Career and **T**echnical Education (**CTE**) Programs remains the same as the process above, with the following exceptions:

1. Each **Career and Technical Education CTE pP** Program will be reviewed in a two-year cycle to ensure that they meet legal standards
2. If a CTE program is not compliant with legal standards and does not become so within an academic year, the Superintendent President shall make the determination to discontinue the program or extend the date to meet compliance. The



Superintendent/President will inform the Academic Senate President and Vice President of Academic Affairs if a CTE program is discontinued due to legal non-compliance.

See BP/AP 4020 Program, Curriculum, and Course Development and AP 4022 Course Approval.

Approved: 5/8/06
Revised: 11/13/06
Revised: 12/11/17
Revised: 3/9/20



AP 4022 Course Approval

Reference:

Title 5 Section 55100

The **Academic Policies and Procedures (AP&P) Committee** “Standards & Practice Handbook,” as well as all forms and guidelines, adhere to the requirements set forth in Title 5, 55100 regarding: procedures for course approval, **submitting courses to the Board of Trustees for approval, and when required, approval by the California Community Colleges Chancellor’s Office.** ~~of individual degree-applicable credit courses offered as part of an educational program to be approved by the CCC California Community Colleges Chancellor’s Office.~~

- ~~Procedures for~~ Course approval of **individual non-degree-applicable** credit courses offered as part of an educational program to be approved by the California Community Colleges Chancellor’s Office are submitted to the Board of Trustees according to the following procedure:
 - Courses are proposed by discipline faculty following development criteria and reviewed by department chair, department dean and college articulation officer
 - Courses are reviewed by outcomes subcommittee and technical review subcommittee for compliance with local and state standards
 - Courses are evaluated, reviewed, and approved by the Academic Policies and Procedures Committee (AP & P)
 - Courses are recommended to the Academic Senate for ratification on its consent and forwarded to the Board of Trustees for approval

Course approval of non-degree applicable and degree-applicable credit courses that are not part of a permitted educational program **may be approved following the above procedures and** including:

- Mandatory training of curriculum committee members
- Limitation of “stand alone” semester units a student may use toward completions of a degree or certificate
- Limitation on the number of courses that may be linked to one another by prerequisites or co-requisites
- ~~Procedures for approval of all courses and educational programs by the curriculum committee;~~
- ~~Procedures for submitting courses to the Board of Trustees for approval and, when~~



- ~~required, approval by the CCC California Community Colleges Chancellor's Office.~~
- ~~• Procedures for reporting all approved courses to the CCC California Community Colleges Chancellor's Office.~~

All approved courses will be reported to the California Community College Chancellor's Office.

Approved: 3/10/08

Revised: 3/9/20



BP 4025 Philosophy and Criteria for Associate Degree and General Education

References:

Title 5 Section 55061;
[ACCJC](#) Accreditation Standard II.A

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Superintendent/President, while continuing to rely primarily on the recommendations of the Academic Senate as outlined in BP 2510 [Participation in Local Decision-Making](#), shall establish procedures to ensure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

[See Administrative Procedure AP #4025 Philosophy and Criteria for Associate Degree and](#)



General Education.

Adopted: 2/6/06
Revised: 5/12/08
Revised: 11/14
Revised: 10/12/15
Revised: 3/9/20



AP 4025 Philosophy and Criteria for Associate Degree and General Education

Reference:

Title 5, Section 55061;
ACCJC Accreditation Standard II.A.3

General Education (GE) is designed to introduce students to the variety of means through which people comprehend the changing world. It reflects the conviction of the Antelope Valley Community College District (AVCCD) that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, GE should lead to better self-understanding.

General Education Requirements for the AVCCD associate in arts and associate in science degrees consist of courses or a combination of courses which meet GE philosophy and criteria that will:

1. Provide an introduction to basic concepts, principles, and methodology of study common to a given discipline;
2. Lead to better self-understanding in relationship to the physical environment, culture, economy and society;
3. Provide an opportunity to examine values while proposing solutions for major social problems; and
4. Provide a breadth of knowledge and experiences that contribute to a well-rounded education.

To assure that the Associate Degree provides students with the breadth of coursework needed to meet the philosophy and criteria of general education, coursework in each of the following areas is required in order to obtain an Associate Degree.

- A. Natural science courses present critical thinking and problem-solving methods. These courses also explore the relationship that exists between people and science.
- B. Courses in the social sciences present the principles and knowledge of our personal, social, cultural, economic and political world to help students understand and manage the realities and complexities of modern life.
- C. Courses in the humanities present the cultural activities and artistic expressions of human beings. These courses help students in developing aesthetic understanding and the ability to make value judgments;
- D. Courses in languages and rationality present principles of **written, oral and**



computer languages and mathematics that lead toward logical thought, clear and precise expression, and critical evaluation of communications; and analytical thinking:

- E. Courses or a combination of courses in the performing and visual arts and physical education provide both theory and practice which leads to a greater understanding and appreciation of the aesthetic world;
- F. Courses in ethnic studies and multicultural courses across disciplines provide opportunities to raise awareness to diversity in the world community and appreciate human differences.

Note: Courses that emphasize occupational competency do not meet GE objectives; and, no course may be counted as meeting both a GE requirement and a major requirement in any District degree.

(See Associate Degree Requirements in the college catalog)

In addition, the District will ensure that its educational programs are consistent with its institutional mission and in alignment with the needs of the community. Procedures to determine which courses implement this philosophy are developed by the college and are documented in AVC's curriculum handbook.

Also see BP 4025 Philosophy and Criteria for Associate Degree and General Education, AP 4021 Program Discontinuance; and BP/AP 4100 Graduation Requirements for Degrees and Certificates.

Approved: 2/6/06
Revised: 4/14/08
Revised: 5/8/17
Revised: 3/9/20



AP 4232 Pass/No Pass

Reference:

Title 5 Section 55022

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass/no pass" basis include credit courses that are not transferable or applicable to the associate degree and certificate programs. A current list of these courses is available in the college catalog.
- Courses in which each student may elect on registration, or up to the end of the fifth (5th) week of classes for Spring/Fall and up to the end of the second (2nd) week of classes for Summer/ Intersession, to take the course on a "pass/no pass" basis.

Courses in which the option of P/NP is available are indicated with an asterisk (*) before the title of the course in the class schedule and college catalog.

A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course.

In computing a student's grade-point average, grades of "pass/no pass" are omitted.

A "P" grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "NP" grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

A maximum of **twelve** (12) P/NP units may be applied toward the fulfillment of requirements for the AA/AS degree. A maximum of **six** (6) P/NP units may be applied toward the requirements for a certificate.

A maximum of **six** (6) units per semester may be taken for P/NP.

Students are cautioned that other colleges and universities may restrict the acceptance of courses taken on a P/NP basis, especially for the satisfaction of general education and major requirements.

The P/NP option is elected by the student per the deadline specified in the academic calendar in the schedule of classes by submitting a P/NP form to the Office of Admissions



& Records.

The request for P/NP may not be reversed.

Also see BP/AP 4230 Grading and Academic Record Symbols and BP/AP 4231 Grade Changes.

Approved: 2/6/06
Revised: 3/10/08
Revised: 3/9/20



AP 4236 Advanced Placement Credit

Reference:

Education Code Section 79500

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three in a subject matter will be awarded credit in a general education area with a subject matter similar to that of the AP examination.

Course by Course equivalency for AP examination is determined by the appropriate discipline faculty and approved through the Academic Policies and Procedures Committee (AP&P).

For any AP examination that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.

The District shall post its Advanced Placement Credit procedure on its Web site in the Antelope Valley College Catalog.

Approved: 5/14/18

Revised: 1/13/20



BP 4250 Probation, Dismissal and Readmission

References:

Education Code Section 70902 **subdivision** (b)(3);
Title 5 Sections 55030-55034

Probation

A student shall be placed on academic probation if he/~~er~~ she has attempted a minimum of **twelve** (12) semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he/~~er~~ she has enrolled in a total of at least **twelve** (12) semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded, reaches or exceeds fifty percent (**50%**).

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the **College** Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below fifty percent (**50%**).

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than **1.75** ~~2.00~~ in all units attempted in each of three (3) consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" is recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (**50%**).

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student, during the last semester of enrollment, earned a grade point average of 2.0 or higher, in which case the student shall remain on probation.

Readmission

A student who has been dismissed may request reinstatement after the passage of one semester and may be conditionally readmitted upon petition to the Dean of Student Services (Counseling and Matriculation) or designee. The Dean of Student Services (Counseling and Matriculation) may grant, deny, or postpone reinstatement.



Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Also see AP 4250 Probation and AP 4255 Dismissal and Readmission.

Adopted: 2/6/06
Revised: 12/10/07
Revised: 12/8/14
Revised: 3/9/20



AP 4250 Probation

References:

Title 5 Sections 55031, 55032, 55033, and 55034

Notification of Probation

Each student will be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled at the community college that they attend. At the end of the third (3rd) semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

Probationary Letter

The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

Probation I:

A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

A student who has attempted twelve (12) units of AVC credit shall be placed on academic probation when the earned GPA in all units attempted at AVC is less than 2.0. A student shall be placed on progress probation if he/~~or~~ she has enrolled in at least twelve (12) semester units and the percentage of all units attempted in which entries of "W," "I," "NC," and "NP" were recorded, reaches, or exceeds fifty percent (50%).

A hold will be placed on the student's account preventing enrollment in the subsequent term. Units will be limited to ten (10) for the subsequent major semester and to four (4) units for Intersession and Summer. Per the discretion of the Dean of Counseling and Matriculation, exceptions may be allowed resulting in the increase of units to twelve (12) for a major semester. Students will be required to attend a PRIDE I Workshop prior to the beginning of the subsequent semester, generally conducted in January, February, May through August. The hold will be removed after the student completes a PRIDE I Workshop. Students will be required to meet with a Personal Responsibility in Developing Excellence (PRIDE) counselor prior to week eight (8) of the semester and must complete an online webinar/tutorial (i.e. Student Lingo) or Learning Center workshop by the eighth (8th) week of the subsequent semester.



Probation II:

Students who do not meet the academic standard of Good Standing (2.0 GPA and 51% completion rate) at the end of the second semester of the probation process are placed on Probation II. A hold will be placed on the student's account preventing enrollment in the subsequent term. Students will lose priority registration for all subsequent semesters until a Good Standing is earned or an appeal is approved by the Dean of Enrollment Services or designee.

The students will be required to attend a PRIDE II Workshop, meet with a PRIDE counselor prior to the eighth (8th) of the semester, and must complete an online webinar/tutorial (i.e. Student Lingo) or Learning Center workshop by the eighth (8th) week of the subsequent semester.

Also see BP 4250 Probation, Dismissal, and Readmission, AP 4255 Dismissal and Readmission, BP/AP 5500 Standards of Student Conduct, AP 5520 Student Discipline Procedures, and AP 5530 Student Rights and Grievances.

- Approved: 2/6/06
- Revised: 1/8/07
- Revised: 12/10/07
- Revised: 5/14/18
- Revised: 3/9/20



BP 5140 Disabled Students Programs and Services

References:

Education Code Sections 67310, and 84850;
Title 5, Sections 56000 et seq.

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Office for Students with Disabilities (OSD) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

OSD services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, **technology accessibility, auxiliary aids,** accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the ~~Office for Students with Disabilities~~ **OSD** program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that the OSD program conforms to all requirements established by the relevant law and regulations.

~~See Administrative Procedure #5140~~ Also see BP/AP 3410 Nondiscrimination, BP/AP 3440 Service Animals, and AP 5140 Disabled Student Programs and Services.

Adopted: 2/6/06
Revised: 11/12/12
Reviewed: 3/17/17
Revised: 3/9/20



AP 5140 Disabled Student Services and Programs

References:

Title 5, Sections 56000 et seq.

The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes and programs.

Students will receive a response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee within **three to ten (3-10)** days.

Long Term Goals for the Office for Students with Disabilities (OSD) Program

The **goals of the** OSD Program will provide disabled students equal access to education by providing quality support services that directly relate to a students' limitations as a result of their disability; assist students with their understanding and acceptance of their limitations as a result of their disability; foster independence by helping students to articulate their needs to AVC instructors and staff; and contribute to the educational success of all students with disabilities on the AVC campus.

Short-term Measurable Objectives for the OSD Program

Students will gain an increased awareness and understanding of their disability, or disabilities and their functional limitations that result from their disability.

Students with disabilities will learn the specific support services/reasonable accommodations that have been recommended by OSD staff and that they are entitled to receive as a result of their disability. **Increase Students with disabilities will have increased awareness and understanding ~~by students with disabilities~~** regarding their recommended reasonable accommodations/ supportive services that they are entitled to receive.

Office for Students with Disabilities (OSD), Program Eligibility:

A student with a disability is a person enrolled at a community college who has a verified impairment that limits one or more major life activities, which imposes an educational limitation. An educational limitation prevents the student from fully benefiting from classes, activities or services offered to non-disabled students, without specific additional support services or instruction. Services and accommodations provided by OSD must be directly related to the student's educational limitation.

Academic Accomodation Plan (AAP)

Support Services, Technology Accessibility and Instruction



OSD staff will work with students on an individual basis to determine what reasonable accommodations, or support services are required as a result of a student's disability. Verification from an appropriate professional may be required before any support services/reasonable accommodations can be recommended. Furthermore, all support services/reasonable accommodations must address the student's educational functional limitations as a result of their disability.

Educational Assistive Class KINF 100: This physical education course is designed for students who have physical limitations and who wish to participate in an individualized physical exercise program that will meet their individual needs. KINF 100 students will have the use of adaptive weight machines, aerobic bicycles, tread mills, and a heated pool with a lift.

Alternative Media: Conventional print converted into Braille, large print audio materials, and flash drives.

Alternative Seating: Accessible tables and chairs available in all classrooms.

Assistive Listening Device: Amplification device worn by hard of hearing persons so they can hear the instructor and classroom discussions.

Close Captioning: Captioning of videos, DVDs, and visual media.

Equipment Checkout: Equipment for checkout include calculators, spell checkers, audio recorders, and audio formatted textbooks.

High Tech Center: Training for students on adaptive computerized hardware and software. Assistive technology available includes closed circuit TVs (CCTV), PC based screen readers and print reading programs (i.e., Jaws, Kurzweil 1000 and 3000).

Sign Language (ASL) Interpreter Service: ASL interpreters utilized in classroom and AVC campus functions, upon reasonable request.

Peer note takers: Copy of a peer's classroom notes, on a voluntary basis.

Priority Registration: First group of students allowed to register.

Reader/Scribe: Student Aide who reads, or writes for a disabled person in a classroom, or during an exam.

Learning Ally: Audio textbooks or downloads.

Registration Assistance: Help for students during the registration process.



Real Time Captioning: Use of a transcriptionist to transcribe the classroom lecture, either in- person or remotely, for students who are deaf or hard of hearing.

Test Accommodations: Use of readers, scribes, and or extended time for exams.

Participation by students with disabilities in Disabled Student Programs and Services shall be entirely voluntary.

Receiving support services or instruction authorized under this subchapter shall not preclude a student from also participating in any other course, program or activity offered by the college.

- No qualified individual with a disability may be discriminated against by a department, agency, special purpose district, or other instrumentality of a state or local government (Title 2 of the Americans with Disabilities Act).
- No qualified handicapped student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any postsecondary education program or activities (Section 504 **Regulations, Section, 104.43[a]**).
- An institution shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or students. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution or specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted (Section 504 **Regulations, Section, 104.44[a]**).
- The modifications postsecondary institutions are required to make may be referred to as “academic adjustment” or “reasonable accommodation.” Examples of academic accommodation include modification to degree requirements (e.g., time to complete the degree, course substitution/waiver, adaptation in the manner in which a course is conducted), modifications to course examinations (e.g., additional time, alternative testing measures), and the use of auxiliary aides (e.g., readers, calculators).

All records maintained by OSD personnel pertaining to students with disabilities shall be protected from disclosure and shall be subject to all other requirements for handling of student records as provided in Subchapter 2 of chapter 5 of this Division.

OSD Accommodation Process:

A Disability Services Specialist or director in the Office for Students with Disabilities



program will work collegially with all students that have disabilities, the faculty, and staff to arrive at an appropriate accommodation that will meet the student's individual and specific needs.

The accommodation process shall be as follows:

1. The student will complete an Intake Application, which includes their disability verification documents. An appointment will be scheduled with a Disability Services Specialist to discuss and determine the accommodation(s).
2. The Academic Accommodation Plan (AAP) will be completed, which includes the student's Educational Limitations, ~~and the Academic Adjustments,~~ and Auxiliary Aids.
3. Services and/or Instruction Approved for this student, along with a signature portion.
4. The OSD Accommodation form will include the student's course adjustments and auxiliary aids, without the student's educational limitations. This is the form students will use to provide to their instructors to receive accommodations. The OSD Accommodation form is also the written contract for the student stating their specific accommodations.

When a mutually accepted accommodation cannot be reached between an OSD staff member and a student, the student will be sent an Accommodation Denial form explaining the denial, which will include contact information to appeal to the Vice President of Student Services, who will make the final determination.

For community members ~~other than students, reasonable accommodation requests for~~ AVC ~~actives~~ activities, services, and programs can be accessed electronically at the AVC.EDU Human Resources webpage, under forms. Reasonable accommodation requests can also be accessed electronically at the AVC OSD webpage (AVC.EDU). This request form is to be utilized when a person with a disability feels that an accommodation will be necessary for them to participate in any of AVC's activities, services, and programs.

~~The ADA/504 Officer will ensure the hearings will be closed and, In a closed hearing witnesses will be presented only when testifying unless,~~

Advisory Committee:

~~Each district receiving funds pursuant to this subchapter~~ AVC shall establish, ~~at each college in the district,~~ an advisory committee, which shall meet not less than once per year.



The OSD Advisory Committee shall meet at least once a year, at a minimum, and include students with disabilities and representatives of the disability community and agencies or organizations serving persons with disabilities.

Approved: 2/6/06
Revised: 5/12/08
Revised: 10/8/12
Revised: 5/14/18
Revised: 3/9/20



BP 5150 Extended Opportunity Programs and Services

References:

Education Code **Sections** 69640–69656;
Title 5 Sections 56200 et seq.

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) **program** is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Superintendent/President shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

~~Administrative Procedure #5150~~ Also see AP 5150 Extended Opportunity Programs and Services (EOPS).

Adopted: 2/6/06

Revised: 3/9/20



AP 5150 Extended Opportunity Programs and Services

References:

Education Code Sections 69640-69656;
Title 5, Sections 56200 et seq.

AVC Extended Opportunity Programs and Services (EOPS) Program Plan

The EOPS Program Plan is to be completed in compliance with Title 5 Section 56270, Contract Plan, ~~of Title 5 regulations:~~

Districts wishing to participate in EOPS shall submit for approval by the Chancellor of the California Community Colleges a plan, which conforms to the provisions of this chapter for each college within the District that intends to conduct an EOPS program. A college plan approved by the Chancellor of the California Community Colleges shall constitute a contract between the District that operates the college and the Chancellor of the California Community Colleges. Changes to the program plan may be made only with the prior written approval of the Chancellor of the California Community Colleges.

The EOPS Program is defined in terms of “components”, “activities”, and “functions.”:

Staffing and Program Management:

EOPS services and programs at Antelope Valley College shall be provided by a certificated director, instructors, counselors, and other support staff employed by the governing board of the community college district. All staff funded by EOPS who are not supervised by the EOPS director shall be accountable to the EOPS director for the services rendered to EOPS students pursuant to the approved EOPS program plan.

Documentation and Data Collection System:

Antelope Valley College has documentation and data collection functions that provide data, which impacts internal management decision-making in the areas of program cost effectiveness, evaluation of program activities and services and their effectiveness, monitoring and or tracking the EOPS eligibility of students served. Example of functions would include: Output Data and Analysis Functions, Outcome Data and Analysis Functions, Impact Data and Analysis Functions, EOPS Services Data Functions, EOPS Student and/or Personnel Data Cards Functions, EOPS Needs Analysis and Need Statistics Functions.

EOPS Advisory Committee:

Antelope Valley College’s EOPS program has an Advisory Committee appointed by the president of the college upon recommendation of the EOPS Director. The committee shall meet not less than once per year. The advisory committee should include representation



from college personnel, EOPS students, local or feeder high schools, community and business sectors, and four-year colleges where possible.

A Full Time Director:

Antelope Valley College funds a full-time EOPS director to directly manage and/or coordinate the daily operation of the programs and services offered, and to supervise and/or coordinate the staff assigned to perform EOPS activities.

Eligibility Criteria:

To receive programs and services a student must:

- a. Be a resident of California pursuant to the provisions of Part 41 commencing with **Education Code** Section 68000 ~~of the Education Code~~.
- b. Be enrolled full-time when accepted into the EOPS program. The EOPS director may authorize up to **ten percent (10%)** of EOPS students accepted to be enrolled for **nine (9)** units.
- c. Not have completed more than **seventy (70)** units of degree applicable credit coursework in any combination of postsecondary higher education institutions.
- d. Qualify to receive a Board of Governors Grant pursuant to **Title 5** Section 58620 (1) or (2).
- e. Be educationally disadvantaged as determined by the EOPS director or designee. In making that determination, the EOPS director shall consider one or more of the following factors:
 - 1. Not qualified at the college of attendance for enrollment into the minimum level English or mathematics course that is applicable to the associate degree.
 - 2. Not have graduated from high school or obtained the General Education Diploma (G.E.D.).
 - 3. Graduated from high school with a grade point average below 2.50 on a 4.00 scale.
 - 4. Been previously enrolled in remedial education.
 - 5. Other factors set forth in the **D**istrict's plan submitted to the Chancellor **of the California Community Colleges** pursuant to **Title 5** Section 56270 of this part.

Recruitment and Outreach Services:

Antelope Valley College provides access services to identify EOPS eligible students and facilitate their enrollment in the college. Access services include but are not limited to:

- a. Outreach and recruitment to enroll low-income, educationally disadvantaged, students who want to attend college
- b. Orientation to familiarize EOPS eligible students with the function of college and



EOPS programs and services; college catalog, application, and registration process, emphasizing academic and grading standards, college terminology, course add and drop procedures and related rules; financial aid application procedures, and transfer procedures to four-year institutions

- c. Priority registration

Cognitive and Non-Cognitive Assessment, Advising, Orientation Services and Registration Assistance:

Antelope Valley College assesses EOPS eligible students using multiple measures self-guided methods that the college president certifies are reliable, valid, and appropriate for students being assessed. All self-guided results shall be explained and interpreted to EOPS students by counselors trained in the use and meaning of such assessments. Services provided but not limited to, include:

- Study skill assessment that determines how well the student is able to take lecture notes, outline written material, use library services, and use effective study techniques.
- Support service assessment that determines what services the student may need to attend regularly and participate in campus life (such as the need for financial aid, child care, part-time employment, or extracurricular pursuits).

Basic Skills Instruction, Seminars, and Tutorial Assistance:

Antelope Valley College provides basic skills instruction and tutoring services to EOPS eligible students who on the basis of assessments and counseling need such services to succeed in reaching their educational goals.

Counseling and Retention Services:

Antelope Valley College's EOPS program provides counseling and advisement to EOPS eligible students of at least three contact sessions per term for each student as follows:

- A contact session which combines interview interpretation of self-guided placement results to prepare a student educational plan and a mutual responsibility contract specifying what programs and services the student shall receive and what the student is expected to accomplish.
- An in-term contact session to ensure the student is succeeding adequately, that programs and services are being provided effectively, and to plan changes as may be needed to enhance student success.
- A term-end or program exit contact session to assess the success of students in reaching the objectives of that term, the success of the programs and services provided in meeting student needs, and to assist students to prepare for the next term of classes, or to make future plans if students are leaving the EOPS program



or the college.

Transfer and Career Employment Services:

Antelope Valley College provides assistance to EOPS eligible students to transfer to four-year institutions and/or to find career employment in their field of training. Appropriate college and EOPS staff shall attempt to articulate coursework and support services needed by EOPS students with four- year institutional staff, particularly four-year institutional staff who are responsible for programs and services that are similar to EOPS.

Direct Aid:

Antelope Valley College’s EOPS program may provide financial assistance in the form of EOPS grants and work-study to EOPS eligible students for the purpose of reducing potential student loan indebtedness, or to reduce unmet financial need, after Pell grants and other state, federal, or institutional financial aid has been awarded to the student.

Establishment of Objectives to Achieve the Goals in Implementing Extended Opportunity Programs and Services; Antelope Valley College’s EOPS program plan contains:

- a. The long-term goals of the EOPS program in supporting the goals of the college and the goals adopted for EOPS by the Board of Governors.
- b. The objectives of the EOPS program to be attained in the fiscal year for which EOPS funds are allocated.
- c. The activities to be undertaken to achieve the objectives, including how the college plans to meet the standards.
- d. An operating budget which indicates the planned expenditures of EOPS funds, and of other district funds to be used to finance EOPS activities
- e. The number of students to be served.
- f. An evaluation of the results achieved in the prior year of funding.

Review and Evaluation of the Programs and Services and Submission of Related Reports:

Antelope Valley College’s plan and requests for funding is submitted on or before the deadline and is reviewed and evaluated by the Chancellor of the California Community Colleges. The Chancellor of the California Community Colleges approves plans for funding in whole or in part. As for evaluation, Antelope Valley College participates annually in an evaluation of the effectiveness of the program, which is conducted by the Chancellor of the California Community Colleges. The annual evaluation may include on-site operational reviews, audits, and measurements of student success in achieving their educational objectives.



Approved: 2/6/06
Revised: 3/9/20



BP 5200 Student Health Services

Reference:

Education Code Section 76401

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well-being through health-oriented programs and services.

The Board of Trustees may implement a Student Health Fee to support the Student Health Services Program.

~~See Administrative Procedure #5200~~ Also see BP/AP 5030 Fees and AP 5200 Student Health Services.

Adopted: 2/6/06

Revised: 3/9/20



AP 5200 Student Health Services

Reference:

Education Code Section 76401

Antelope Valley College Student Health Services shall provide limited professional medical care for common health problems, provide treatment to uninsured students and provide support and referral to all students in order to assist them in achieving their educational goals and objectives.

The Health Services program may include, but is not limited to:

- Health education, consultation, referrals and psychological services and programs.
- Assessment, intervention and medical services, referral services, health appraisal, screening, first aid and urgent care, medications, health and psychological counseling and crisis intervention.
- Health and wellness physicals, including physicals for related academics. Immunizations.
- Health promotions and educational activities. Communicable disease control programs and services.
- Programs and services designed to prevent illness and injury.
- Advisory services and facilities modification advice for promotion of a healthy campus community.
- Advising college administration in the implementation of all state and federal laws pertaining to college health issues.

Also see [BP/AP 5030 Fees](#), [BP 5200 Student Health Services](#), [BP 5205 Student Accident Insurance](#), and [BP/AP 5210 Communicable Disease](#).

Approved: 2/6/06

Revised: 3/9/20



AP 5203 Lactation Accommodation

Reference:

Education Code Section 66271.9

The District shall provide reasonable accommodations (T700D Lancaster Campus; By arrangement at Palmdale Center Student Services) for a lactating student to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding whenever a student is required to be present on campus. Reasonable accommodations include, but are not limited to, all of the following:

1. Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child. The room shall have a comfortable place to sit and have a table or shelf to place equipment described in paragraph (3).
2. Permission to bring onto a college campus a breast pump and any other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.

Lactating students shall be provided a reasonable amount of time to accommodate their need to express breast milk or breast-feed an infant child.

Students shall not incur an academic penalty as a result of their use of the reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use.

Also see BP/AP 5200 Student Health Services and AP 7348 Accommodations.

Approved: 3/9/20



BP 5205 Student Accident Insurance

Reference:

Education Code Section 72506

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

The District may make available to students additional personal health insurance which students can purchase. The District does not endorse or recommend any company or policy.

Adopted: 2/6/06

Revised: 3/9/20



BP 5210 Communicable Disease

Reference:

Education Code Section 76403

The Superintendent/President or designee shall establish procedures necessary to assure cooperation with local public health officials in creating measures necessary for the prevention and control of communicable diseases in students.

~~See Administrative Procedure #5210~~ Also see AP 5210 Communicable Disease.

Adopted: 2/6/06

Revised: 3/9/20



AP 5210 Communicable Diseases

Reference:

Education Code Section 76403

Antelope Valley College will cooperate with local health officers in measures necessary for the prevention and control of communicable diseases in students and comply with any immunization program required by State Department of Health Services regulations.

Also see [BP/AP 5200 Student Health Services](#), [BP 5205 Student Accident Insurance](#), and [BP 5210 Communicable Disease](#).

Approved: 2/6/06

Revised: 3/9/20



BP 5300 Student Equity

References:

Education Code Sections 66030~~;~~, 66250~~;~~ et seq.~~;~~ and 72010 et seq.;
Title 5~~;~~ Section 54220

The Board of Trustees is committed to assuring student equity in educational programs and college services. The Superintendent/President ~~or designee~~ shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

~~See Administrative Procedure #5300~~ Also see AP 5300 Student Equity.

Adopted: 2/6/06

Revised: 3/9/20



AP 5300 Student Equity

References:

Education Code Sections 66030, 66250, et seq., and 72010 et seq.;
Title 5, Section 54220

The District ~~will develop~~ has a student equity plan. The plan is filed as required to the California Community Colleges Chancellor's Office ~~for the California Community Colleges~~, following approval by the Board of Trustees.

The District's Student Equity Plan will have the following:

- Active involvement of each group on campus (administration, faculty, classified staff, confidential management supervisory staff, and students).
- Involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.
- Include campus-based research as to the extent of student equity.
- Identify institutional barriers to equity.
- Establish goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group.
- Develop activities most likely to be effective to attain the goals, including coordination of existing student equity related programs.
- Determine sources of funds for the activities in the plan.
- Schedule and process for evaluation of progress towards the goals.
- Write an executive summary that describes the groups for whom goals have been set, the goals, and the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information.

The Student Equity Plan shall be developed, maintained, and updated under the supervision of the Vice President of Student Services.

Approved: 2/6/06

Revised: 3/9/20



BP 5400 Associated Student Organization and Student Clubs

Reference:

Education Code Section 76060

The students of the District are authorized to organize a student body association. The Board of Trustees hereby recognizes that association as the Associated Student Organization (ASO) of the District.

The Associated Students Organization is recognized as the official voice for the students in District decision-making processes. It may conduct other activities as approved by the Superintendent/President or designee.

~~In addition, the District may authorize any organization composed entirely of students attending the college of the District to maintain any activities, including fundraising activities, as approved by the Board of Trustees (Education Code Section 76062). Any student political organization/club that is affiliated with the official youth division of any political party that is on the ballot of the State of California may hold meetings on a community college campus, and may distribute bulletins and circulars concerning its meetings, provided that there is no endorsement of that organization by the school authorities and no interference with the regular educational program of the District (Education Code Section 76067);~~

The ASO and student clubs shall conduct themselves in accordance with state laws and regulations, board policy and administrative procedures established by the Board of Trustees and the Superintendent/President or designee. Student organization and clubs activities shall not conflict with the authority or responsibility of the Board of Trustees or its officers or employees.

The Superintendent/President or designee shall grant the ASO and student clubs shall be granted the use of District premises subject to administrative procedures or regulations as may be established by the Superintendent/President. Such use shall not be construed as transferring ownership or control of the premises (Education Code Section 76060).

~~The District may assume responsibility of activities formerly conducted by the Associated Student Organization if the ASO is dissolved (Education Section 76060).~~

~~See Administrative Procedure #5400 Also see BP/AP 2510 Participation in Local Decision-Making, AP 5400 Associated Student Organization and Student Clubs, BP/AP 5410 Associated Student Organization Elections, and BP/AP 5420 Associated Student Organization Finance.~~



Adopted: 2/6/06
Revised: 3/9/20



AP 5400 Associated Student Organization and Student Clubs and Organizations

Reference:

Education Code Section 76060

Antelope Valley College shall have one Associated Student Organization (ASO), which shall be the official voice of the students in the District.

The ASO officers shall be elected by a majority of the students voting in an election. ASO shall keep an account of its meetings, expenditures, authorizations, and policies established. A simple majority of the elected voting members of the ASO governing body shall constitute a quorum.

~~Antelope Valley College supports and promotes the formation of student clubs and organizations. Student clubs and organizations will afford students the opportunity to engage in the intellectual and social environment of the College. Student clubs and organizations are to conduct student activities that are not in conflict with the authority and responsibility of the College on behalf of the students enrolled at AVC.~~

~~Antelope Valley College shall approve student clubs and organizations, which promote the opportunity of association among students within the intellectual environment of the College.~~

~~Associated Student Organization (ASO) and student clubs and organizations operating in the name of the College, using the name of the College, or using the facilities of the College, must be chartered and recognized by the College under the following conditions:~~

- ~~1. The constitution must be approved by members of the organization, the College administration and the Board of Trustees.~~
- ~~2. A chartered student club and organization shall have a faculty or administration appointed advisor.~~
- ~~3. Membership in a chartered student club or organization shall comply with BP/AP 3410 Nondiscrimination. not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Memberships in some chartered student clubs and organizations can be limited by interest, degree program admissions, and grade point average.~~
- ~~4. Membership in chartered student clubs and organizations shall consist exclusively of students currently enrolled. A majority of meetings shall be held on the College premises during the regular school day, have a democratic plan for the selection of members and officers, and establish aims and objectives which promote~~



educational College and community interests.

5. A student club or organization which, in its constitution or method of operation, vests control of its policies in an off-campus organization shall not be recognized as an official College organization and shall not be allowed to use the name or facilities of Antelope Valley College.
6. No hazing activities as defined by Education Code Sec. Section 32050 may be practiced by any club, organization or its members.
7. Student clubs and organizations that choose to use the name of, or affiliate with, a regional or national organization must receive prior written permission.
8. Religious clubs may not use the campus for any proselytizing, religious indoctrination or conducting worshipful services. In general, campus religious clubs should complement, not substitute for, off-campus churches.

The Associated Student Organization and chartered student clubs and organizations shall be responsible for the following:

1. Chartered student clubs and organizations shall submit a list of current officers, members and advisors each semester along with the approved constitution to the Student Development and College Activities Office.
2. The faculty advisor, selected by the club membership and approved by the College President, shall attend all official meetings.
3. All receipts and expenditures shall be handled in accordance with the Board Policy and Administrative Procedure BP/AP 5420 Associated Student Organization Finance subject to the accounting of the Student Development and College Activities office.
4. The Student Development and College Activities Office shall approve all programs and activities, both on and off campus, for the ASO and all chartered student clubs and organizations. On campus facilities requests must be submitted at least three (3) weeks prior to any scheduled event and signed by the advisor. (Clearance is necessary to prevent calendar conflicts, assure proper sponsorship, necessary transportation if required and custodial services if necessary.) A record must be kept for those activities that qualify for average daily attendance.
5. All programs and speakers must have the advance approval of the College administration and the Visiting Speakers form must be completed and on file with the Student Development and College Activities Office.
6. All student clubs and organizations shall keep detailed minutes of official meetings. Minutes will be filed with the Student Development and College Activities Office. Other distribution of minutes shall be made at the discretion of the advisor.
7. Chartered student clubs and organizations may be granted the use of College premises and property without charge, subject to rules and regulations approved by the Board of Trustees and as implemented by the administration.
8. Associated Student Organization and chartered student clubs and organizations shall conduct fund raising activities provided that they follow the procedures for student fundraising.



Political Clubs (Education Code Section 76067)

~~Any political student club or organization which is affiliated with the official youth division of any political party that is on the ballot of the State of California may hold meetings on the College campus and may distribute bulletins and circulars concerning its meetings, providing there is no endorsement of such organization by College authorities and no interference with the regular education program of Antelope Valley College. Only one student political club or organization for each political party on the California State ballot shall be permitted. As with all student clubs and organizations, student political clubs and organizations are under the control of the College, not of an outside organization, and must act in accordance with the College regulations governing other student clubs and organizations.~~

Also see BP/AP 2510 Participation in Local Decision-Making, BP 5400 Associated Student Organization, BP/AP 5410 Associated Student Organization Elections, and BP/AP 5420 Associated Student Organization Finance.

Approved: 2/6/06

Revised: 3/9/20



BP 5410 Associated Student Organization Elections

Reference:

Education Code Section 76061

The Associated Student Organization shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the ~~Dean of Student Services or designee in Student Development and College Activities Office Superintendent/President.~~

Any student elected, as an officer in the Associated Student Organization and student club, shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his/ or her term of office, with a minimum of five (5) semester units.
- The student shall meet and maintain the minimum standard of scholarship (see ~~Board Policy BP 4220 Standards of Scholarship~~ and related administrative procedures).

~~See Administrative Procedure #5410~~ Also see BP/AP 2015 Student Trustee, BP/AP 2105 Election of Student Trustee, BP/AP 5400 Associated Student Organization and Student Clubs, AP 5410 Associated Student Organization Elections, and BP/AP 5420 Associated Student Organization Finance.

Adopted: 2/6/06

Revised: 3/9/20



AP 5410 Associated Student Organization Elections

Reference:

Education Code Section 76061

The Associated Students **Organization** shall conduct annual elections to elect officers.

Any student elected as an officer in the Associated Students **Organization** shall meet the requirements stated in **Board Policy BP 5410 Associated Student Organization Elections**.

The Associated Student Organization (ASO) and the Advisor shall review and revise the Election Code prior to each election. If any changes occur, the ASO and the college administration must approve.

Also see **BP/AP 2015 Student Trustee, BP/AP 2105 Election of Student Trustee, BP/AP 5400 Associated Student Organization, BP 5410 Associated Student Organization Elections, and BP/AP 5420 Associated Student Organization Finance**.

Approved: 2/6/06

Revised: 3/9/20



BP 5420 Associated Students **Organization Finance**

References:

Education Code Sections 76063–76065

The Associated Student Organization and ~~student club~~ funds shall be deposited with and disbursed by the ~~District through the Dean of Student Services or designee~~ Superintendent/President.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students Organization, ~~and student club~~ subject to the approval of each of the following three (3) persons, which shall be obtained each time before any funds may be expended:

- the Superintendent /President or designee;
- the employee who is the designated advisor of the Associated Student Organization ~~or designee and the particular student club, if using club funds~~; and
- a representative of the ~~student club and/or~~ Associated Students Organization.

The funds of the Associated Student Organization ~~and student clubs~~ shall be subject to an annual audit.

~~See Administrative Procedure #5420~~ Also see BP/AP 5400 Associated Student Organization and Student Clubs, BP/AP 5410 Associated Student Organization Elections, and AP 5420 Associated Student Organization Finance.

Adopted: 2/6/06

Revised: 3/9/20



AP 5420 Associated Student Organization ~~and Student Clubs~~ ~~and Organization~~ Finance

References:

Education Code Sections 76063-76065

The College administration shall be responsible for the supervision of the Associated Student Organization (ASO) and all student clubs and organizations funds to ensure that accounting, business practices, and deposit of all funds are in accordance with applicable laws, regulations, and accounting standards. ASO and each student club and organization shall be permitted to recommend policies and procedures regarding the governance of their funds to the Student Development and College Activities Office for approval.

The ASO and the student clubs and organizations funds are maintained in accordance with the following procedures:

- All financial records and procedures are subject to annual audit.
- Reports of the annual audit of the ASO and student clubs and organizations funds are submitted to the Dean of Student Services and Director of Business Services.
- Audit information, except that which contains personnel or other confidential information, shall be released to the ASO by the Vice President of Business Services.
- ASO funds and all student club and organizations funds shall be deposited with and disbursed by the District's Dean of Student Services through the Accounting Assistant in Student Development and College Activities Office.
- All ASO and student club and organization funds are subject to follow the District's general policies of purchasing and accounting procedures.
- The funds shall be deposited, loaned, or invested in the following ways:
 - Deposits in trust accounts of the centralized State Treasury system pursuant to **Government Code** Sections 16305 to 16305.7, inclusive, ~~of the Government Code~~ or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
 - Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
 - Purchase of any of the securities authorized for investment by **Government Code** Section 16430 ~~of the Government Code~~ or investment by the Treasurer



in those securities.

- Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
- Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three (3) years.
- Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadium and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Student Organization subject to the approval of each of the following three (3) persons. Approval from all three (3) persons shall be obtained each time before any funds may be expended. ~~No student body funds shall be used to support the operations of the District.~~

1. The Superintendent/President or designee;
2. The officer or employee of the District who is the designated advisor of the particular club and/or the designated advisor of the ASO; and
3. A representative of the ASO or the student club or organization whose funds are being expended.

Also see BP/AP 5400 Associated Student Organization, BP/AP 5410 Associated Student Organization Elections, and BP 5420 Associated Student Organization Finance.



Approved: 2/6/06
Revised: 4/11/16
Revised: 3/9/20



BP 6250 Budget Management

References:

Title 5 Sections 58307 and 58308

The budget shall be managed in accordance with Title 5 and the [CCG California Community Colleges](#) Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

~~The District's unrestricted general reserves shall be no less than [#]%. (NOTE: A prudent reserve is defined by the California Community Colleges Chancellor's Office as 5%.)~~

~~Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board of Trustees that sets forth the need according to major budget classifications in accordance with applicable law.~~

The District is committed to addressing its long-term liabilities. Revenues accruing to the District in excess of amounts budgeted shall be added to a pension stabilization trust fund, so long as it can be supported in the multi-year budget projections and within the Board goal of 4215% reserve levels. The intent of the pension stabilization fund is to ensure that the District can meet its current and future employer-funded pension obligations. Additionally, half of all new one-time funding will be directed to the pension stabilization fund until that fund is self-supporting. Any additional revenues above expenditures shall be added to the District's reserves for contingency. These funds are available for appropriation only upon a resolution of the Board of Trustees that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds (2/3) vote of the members of the Board of Trustees. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board of Trustees.

~~See Administrative Procedure # 6250~~ Also see BP/AP 6200 Budget Preparation, AP 6250 Budget Management, BP/AP 6300 Fiscal Management, AP 6305 Reserves, AP 6310 Accounting, and AP 6315 Warrants.

Adopted: 5/8/06
Revised: 12/14/15
Revised: 5/13/19
Revised: 12/9/19



AP 6250 Budget Management

References:

Title 5 Sections 58305, 58307, and 58308

The Antelope Valley Community College District uses the following standards of budget management:

- Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board of Trustees.
- Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board of Trustees, and must be approved by a two-thirds (2/3) vote of the members of the Board of Trustees.
- Transfers may be made between expenditure classifications by written resolution of the Board of Trustees, and may be approved by a majority of the members of the Board of Trustees.
- Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board of Trustees setting forth the need according to major classification.

Also see BP/AP 6200 Budget Preparation, BP 6250 Budget Management, BP/AP 6300 Fiscal Management, AP 6305 Reserves, AP 6310 Accounting, and AP 6315 Warrants.

Adopted: 5/8/06
Revised: 11/9/15
Revised: 12/9/19



BP 6307 Debt Issuance and Management

Reference:

Government Code Section 8855

The ~~Executive Director of Business Services, Chief Business Official, Superintendent/President~~ shall establish procedures to ensure District is professionally managing its debt and fulfills its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.

Procedures shall include:

- The purpose for which the debt proceeds may be ~~issued~~ used.
- The types of debt that may be issued.
- The relationship of the debt to, and integration with, the District's capital improvement program or budget, if applicable.
- Policy goals related to the District's planning goals and objectives.
- The internal control procedures that the District has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

Adopted: 8/14/17

Revised: 3/9/20



AP 6345 Bids and Contracts Under the CUPCCAA

References:

Education Code Sections 81641 et seq.;

Labor Code Sections 1770 et seq.;

Public Contract Code Sections 20110 et seq., 20650 et seq., 22000 et seq.
(Uniform Public Construction Cost Accounting Act (Act))

Informal and Formal Bidding Procedures under the California Uniform Public Construction Cost Accounting Act, adopted by resolution by the Board of Trustees

Public Projects are defined in Public Contract Code Section 22002 subdivision (c) as construction, reconstruction, erection, alteration, renovation, improvement, demolition, repair work, or painting or repainting of or involving any publicly owned, leased or operated facility. Public projects estimated to cost up to \$200,001 shall be let to contract by procedures described below.

It is unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of this procedure requiring work to be done by contract after competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions must contain all documents necessary to assure compliance with these Labor Code sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

Public Projects funded by the Kindergarten-University Public Education Bond Acts of 2002 and 2004 and any future State Bond funds require that the District initiate and enforce a labor compliance program pursuant to Labor Code Section 1771.5.

Procedures Not Covered by this AP

When this procedure does not establish a process for bidding Public Projects, the procedures described in AP 6430 Bids and Contracts shall govern.

Contractors List

Lists of contractors shall be developed and maintained.

¹ The California Uniform Construction Cost Accounting Commission (Commission) may recommend that the State Controller amend these amounts. Public Contract Code Section 22032 authorizes public projects of \$60,000 or less to be performed by District employees by force account, by negotiated contract, or by purchase order. Public projects up to \$200,000 may be let to contract by informal procedures. Public projects in excess of \$200,000, with limited exceptions, shall be let to contract by formal bidding procedure. Public Contract Code Section 22032.



Award to Low Bidder; No Bids

All contracts must be awarded to the lowest responsible bidders. If two or more bids are the same and lowest, the District may accept the one it chooses. When no bids are received, the District may perform Public Projects with District employees or through a negotiated contract without further complying with this procedure.

Notice Inviting Informal Bids

When a Public Project anticipated to cost less than \$200,000 is to be performed, the District shall prepare a notice of the opportunity to bid. The notice must describe the project in general terms, state the time and place for the submission of bids and describe how to obtain more detailed information about the Project. The District shall mail the notice to all contractors for the category of work to be bid, as shown on the Contractors List. The District may also mail the notice to all construction trade journals. Other contractors and/or construction trade journals may also be notified at the discretion of the department soliciting bids. Mailing shall be completed at least ten days before bids are due.

Award of Informally-Bid Contracts

The Superintendent/President or designee for the District, is authorized to award informal contracts (defined as contracts for less than \$200,000), except those contracts described below.

Bids Exceed Informal Bidding Limit

If all informal bids received exceed \$200,000, and the District determines that the cost estimate was reasonable, the District may award the contract at up to \$212,500 to the lowest responsible bidder. The contract must be approved by Resolution receiving a four-fifths (4/5) vote of the Board of Trustees.

Bid Documents for Formal Bids

The Superintendent/President or designee will see that plans, specifications and working details for all Public Projects estimated to cost more than \$200,000 are adopted.

Notice Inviting Formal Bids

When a Public Project, which is anticipated to cost in excess of \$200,000 is to be performed, the District shall publish a notice inviting formal bids in a newspaper of general circulation. The notice shall be published at least fourteen (14) calendar days before the date of bid opening. The notice shall also be sent electronically, if available, by facsimile or electronic mail and mailed to all construction trade journals. The notice to construction trade journals shall be sent at least fifteen (15) calendar days before the date of bid opening. Other contractors and/or construction trade journals may also be notified, at the discretion of the department soliciting bids. Mailing shall be completed at least 30 days before the date of bid opening.

When Contractors List Has Not Been Prepared: Proprietary Product or Service



Notwithstanding the above:

- If the District has not prepared a list of contractors for the particular category of work to be performed, the notice inviting bids shall be sent to each of the construction trade journals.
- If the product or service is proprietary in nature, such that it can be legally obtained only from a certain contractor(s) pursuant to Public Contract Code Section 3400, the notice inviting informal bids may be sent exclusively to such contractors.

Contracts for Maintenance Work

Contracts for Maintenance Work may be bid pursuant to the Informal Bidding Procedures described above. Maintenance Work is routine, recurring work done for the preservation or protection of a public facility; minor repainting; landscape maintenance including mowing, watering, trimming, pruning, planting or replacement of plants, and servicing of irrigation systems; work performed to keep, operate, or maintain publicly owned water, power, or waste disposal systems.

Rejection of Bids; Re-solicitation; Use of District Employees

If the District intends to reject all bids, it must mail the apparent low bidder a written notice of the District's intent to reject the bid at least two business days prior to the hearing at which the bids will be considered.

After rejecting all bids, the District may:

- abandon the project;
- re-advertise the project; or
- perform the work with District employees, after passing a resolution by a four-fifths (4/5) majority of the Board of Trustees declaring that the project can be performed more economically by District employees.

Emergency Procedures

When an emergency necessitates repair or replacement, contracts shall be awarded pursuant to the procedures described in AP 6340 Bids and Contracts.

Also see BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, AP 6370 Contracts – Personal Services, and AP 6380 Vendors.

Approved: 3/9/20



AP 6350 Contracts – Construction

References:

Education Code Section 81800;

Public Contracts Code Sections 20650 et seq. and 22000 et seq.

The ~~Executive Director of Facilities Services, or designee Planning and Campus Development Chief Business Officer or designee~~ shall be responsible for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of college-initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

The ~~Executive Director of Facilities Services, or designee Planning and Campus Development Chief Business Officer or designee~~ shall be responsible for preparation of drawings and specifications for new buildings, leased facilities, additions, major alterations and improvements of buildings and grounds together with estimates of costs.

The preliminary drawings, which shall cover all proposed facilities together with construction cost estimates, shall be submitted to the Board of Trustees for approval and authorization to proceed with the working drawings and specifications. Upon completion, the working drawings, specifications and revised cost estimates, if any, will be submitted for approval to the State California Community Colleges Chancellor's Office and the State Department of General Services as required by statute in the name of the Board of Trustees.

The final working drawings and specifications, approved by the State Department of General Services and the State California Community Colleges Chancellor's Office, together with revised estimates, if any, shall then be submitted to the Board of Trustees for adoption.

The letting of contracts for construction shall comply with procedures of the District regarding contracts that exceed the statutory minimums for competitive bidding. (See AP 6340 Bids and Contracts)

Also see BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts (UPCCAA Option), AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, AP 6370 Contracts – Personal Services, and AP 6380 Vendors.

Approved: 5/8/06

Revised: 3/9/20



AP 6360 Contracts – Electronic Systems and Materials

References:

Education Code Sections 81641 et seq., and 81651;
Public Contract Code Sections 20651 et seq.

The District may contract with any vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods, and services.

Except as otherwise stated here, bids shall be solicited and contracts shall be awarded in accordance with AP 6340 **Bids and Contracts**.

Criteria to determine what constitutes a responsive bid shall be established by the ~~Director of Facilities Planning and Campus Development~~ **Chief Business Officer or designee**.

Supplemental instructional software packages may be purchased without taking estimates or advertising for bids.

Sale and leaseback of data-processing equipment or another major item of equipment is permissible if the purchaser agrees to lease the item back to the ~~D~~istrict for use by the ~~D~~istrict following the sale. The **governing Board of Trustees** shall first adopt a resolution finding that the sale or leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the ~~D~~istrict.

Also see BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts (UPCCAA Option), AP 6350 Contracts – Construction, AP 6355 Contracts Job Order Contracts, AP 6365 Contracts – Accessibility of Information Technology, AP 6370 Contracts – Personal Services, and AP 6380 Vendors.

Approved: 5/8/06

Revised: 3/9/20



AP 6365 **Contracts** – Accessibility of Information Technology

References:

Section 508 of the Rehabilitation Act of 1973 (29 U.S. ~~C.~~ **Code** Section 794 **subdivision d**);
36 ~~CFR~~ **Code of Federal Regulations Parts** 1194.1 et seq.;
Government Code Section 11135;
Title 5 Sections **s** 59300 et seq.

Whenever the ~~D~~istrict enters into a contract for the purchase, development, procurement, maintenance, or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations and the colleges established standards for compliance. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop or portable computers and peripherals.

Each contract with such a vendor shall contain the following provision:

"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the Antelope Valley Community College District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."

Also see **BP/AP 3720 Computer and Network Use, AP 3725 Information and Communications Technology Accessibility & Acceptable Use, BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts Under the UPCCAA, AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6370 Contracts – Personal Services, and BP/AP 6380 Vendors.**

Approved: 5/8/06
Revised: 3/9/20



BP 6380 Vendors

References:

Education Code Section 81656;
Public Contracts Code Section 20650;
Federal Register 2 OMB CFR Section 200.318

Authority

The ~~Executive Director of Business Services or his/her designated Superintendent/President~~ shall establish administrative procedures that affirm the District's commitment to increase the opportunities for and participation of small and disadvantaged businesses, including veteran, women-owned and minority-owned businesses, in its procurement of goods and services.

Additionally, all foods sold or catered on District property potentially expose Antelope Valley College to a variety of general liability issues. Because of concerns that some staff members, students, or other members of the public could potentially become ill due to unsafe food handling, the following guidelines should be followed:

1. Under no circumstance can food prepared in a private residence be sold on campus.
2. Non-campus sources of food services (restaurants and caterers) must be in possession of all currently required health and food handler permits and must provide a **one million dollar (\$1,000,000)** certificate of insurance naming the Antelope Valley Community College District as additional insured.
3. Food provided for sale by District organizations (e.g. clubs, athletic teams, etc.) **r**Requires either, 1) a Health Permit Waiver for the event, which must be obtained through the County of Los Angeles Health Care Agency; or 2) the sign-off by the District's contract food service provider.

Adopted: 12/10/18

Revised: 3/9/19



AP 6380 Vendors

References:

Education Code Section 81656;
Public Contracts Code Section 20650;
Federal Register 2 OMB ~~CFR Section~~ Code of Federal Regulations Part 200.318

Authority

The ~~Executive Director of Business Services~~ Chief Business Official or his/her ~~designated designee~~ is responsible for administering ~~these regulations this procedure~~ and is the authority to amend ~~these regulations this procedure~~.

Definition

- A. A vendor is defined as any outside entity wanting to do business with the District. Vendors may provide good and/or services. Vendors must be identified and prequalified as deemed for all District procurements and contracts.
- B. ~~These regulations~~ This procedure describes the rules and ~~procedures processes~~ for ~~setting-up establishing~~ new vendors for the District.

Responsibilities

- A. The pre-qualification of vendors for any procurement purpose will be the responsibility of the Purchasing Office.
- B. The Purchasing Department is responsible for the set-up of new vendors and the maintenance of all approved vendors in the District Vendor Master List. Accounts Payable is also responsible for reporting vendor taxable income in compliance with IRS Form 1099 (1099).
- C. The Master Bidder's List is the responsibility of the Purchasing Office. Any Vendor may request to be placed on the bidder's list for future inclusion in the district bid process. The bidder's list will be organized by commodity and vendors will be included in bid processes as placed within the bidder's list. Vendors may request to be placed on the bidder's list by sending a letter to the Purchasing Office listing all commodities that are provided.
- D. Initiators of Purchase Requisitions and Requests for Contracts are responsible for providing the full vendor information (address, phone and fax numbers)

Unauthorized Purchases

Any purchases made by unauthorized College personnel may become the financial responsibility of the unauthorized purchaser. Only the Superintendent/President, ~~Executive~~



~~Director of Business Services Chief Business Official~~, or their designee(s) may authorize district funds for any purchase. It is the responsibility of the vendor to ensure that they are dealing with the appropriate personnel prior to fulfilling orders for the District.

Unauthorized Shipments Received

Any shipment received from a vendor without benefit of a purchase order or authorization of the Purchasing office representative will be accepted by the District as a gift. The District is not financially responsible for merchandise sent without prior approval of the Purchasing Office.

Changes to Authorized Orders/Contracts

All changes to authorized orders and contract must go through the Purchasing Office. All vendors must contact the originating procurement officer to state changes. An official change order will be created for any authorized change. Unauthorized personnel may not make changes to any authorized purchase order or contract. Changes made by unauthorized personnel may become the financial responsibility of the unauthorized user or the vendor. College

Purchasing Policy Protocol

In accordance with the purchasing policy (BP 6330 Purchasing) and related procedure (AP 6330 Purchasing), the College will conduct procurement services with an open, competitive atmosphere that is beneficial to the buyer and the seller. The Purchasing Office buys on the basis of quality of product and service, competitive price and delivery. The District also considers goods of the local community and minority spending.

Supplier Diversity

The District will attempt maximum utilization of its diverse supplier community and will encourage the use of minority and women-owned businesses according to College goals. The District will seek active participation through advertisement, invitations to bid and requests for proposals for purchasing activities, and by providing information to minority and women-owned business about the plans, specifications, and requirements of contracts and projects at the College.

Vendor Performance & Savings

As good purchasing practice, vendors are periodically evaluated on the basis of actual delivery performance compared to promise delivery dates, ability to meet emergency requirements, unauthorized partial deliveries, number of items rejected due to poor quality, and adherence to purchase order terms and conditions. The ability to provide competitive prices consistent with quality and service requirements is of great importance to vendor selection.

Vendor Contract and Sales Calls

All sales calls on any College campus or College site will be coordinated through the Purchasing Office (with the exception of Auxiliary Services vendors). Textbook vendors and



publishers are required to coordinate with Auxiliary Services prior contacting faculty, staff or students. Any vendor soliciting the District offices prior to contacting the Purchasing Office may be asked to leave. All contacts must go through the Purchasing Office prior to any other type of sales call. The District Office is also instructed to go through the Purchasing Office prior to having any vendor on-campus for a sales visit. Vendors must make appointments with the Purchasing Office prior to coming to campus. Cold calls cannot be accommodated.

Food Truck Vendors

All food service requests must be coordinated with Auxiliary Services prior to the event. In no instance will a food service provider be authorized to provide service if they have a health code rating below an "A". Upon request from a staff member or student representative, the Auxiliary Services Manager will review the request for hosting a food truck on campus with the Supervisor of Campus Events and Operations to ensure that all of the necessary documents are verified. The District allows food truck vendors on campus as long as the following conditions are met.

1. The requesting College department will contact Campus Events to schedule the food truck.
2. The College department contacts the Primary Food Service Provider for a quotation or consultation for the upcoming event.
3. If the department determines that the Primary Food Service Provider will not be utilized for the upcoming event, the department will then need a written right of refusal from the Primary Food Service Provider.
4. The department will then contact the food truck operator and complete the Food Truck Request form.
5. A Facility Use Request Application must be submitted at least two weeks prior to the event to be considered. The Auxiliary Services Manager will determine if the food truck can be utilized for the specified event in conjunction with the Campus Events and Operations Supervisor and Food Service Operator.
6. The Food Truck operator:
 - a. Hold a current Business License for the City of Lancaster. A copy of the permit must be submitted to the Auxiliary Services Office.
 - b. Hold a Mobile Food Facility Permit to operate a mobile food dispensing vehicle in the state of California. A copy of the permit must be submitted to the Auxiliary Services Office.
 - c. Hold a current Health Permit. A copy of the permit must be submitted to the Auxiliary Services Office.



- d. Hold a current Food Safety Certification. A copy of the permit must be submitted to the Auxiliary Services Office.
- e. Hold a current Food Handler Permit(s). A copy of the permit(s) must be submitted to the Auxiliary Services Office.
- f. Provide proof of insurance – Minimum coverage limits for policies of insurance the Contractor is required to maintain during the event are as follows. This must go to Campus Events.
 - i. Workers Compensation – In accordance with Laws
 - ii. Employer’s Liability Insurance – One Million Dollars (\$1,000,000.00)~~z0~~
 - iii. Commercial General Liability and Property Insurance –
 - a) Per Occurrence: One Million Dollars (\$1,000,000.00)
 - b) Aggregate: Two Million Dollars (\$2,000,000.00)
 - iv. Automobile Liability Insurance – One Million Dollars (\$1,000,000.00)~~z0~~
- g. Provide a copy of most recent inspection.

Antelope Valley College Business Services/Contract department is requiring specific wording in the description box on the face page of the certificate, or on the additional insured page. Wording is below:

Antelope Valley Community College District, its Board of Trustees, Agents, Employees, and Volunteers are additionally insured on all policies except Workers Compensation Insurance.

The address for the Certificate Holder is 3041 West Avenue K, Lancaster, CA 93536.

- 7. Food Trucks on campus must be completely self-contained and require no use of electric, water or other utilities or facilities belonging to Antelope Valley College.
- 8. Vendors must be located Antelope Valley College property, not on public streets, in a location approved by Facilities and Security.
- 9. Pepsi and their entire family of beverages are the exclusive pourer on all College property. Organizations or their contracted catering provider may not serve any competitors’ brand.
- 10. Groups working with external caterers or local take-out restaurants are responsible for ensuring that all food preparation safety standards are followed. Groups are also responsible for all cleanup and trash/recycling removal. Any charges for excess clean-up or facility damage (stains, broken equipment, etc.) are the financial responsibility of the organization sponsoring the event.
- 11. Any food truck that is providing services to the campus through a negotiated contract and paid directly by the District, the Vendor Cost for the day will be waived. If the food truck sells directly to community members, a Vendor Cost of **one hundred twenty-five dollars (\$125.00)** per day will be assessed to the food truck operators.



Also see BP/AP 6330 Purchasing, BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts (UPCCAA Option), AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, AP 6370 Contracts – Personal Services, and BP 6380 Vendors.

Approved: 12/10/18
Revised: 2/11/19
Revised: 3/9/20



BP 6400 **Financial** Audits

References:

- Education Code Section 84040 **subdivision** (b);
- CCR** Title 5 Sections **59012 59100 through 59116**;
- ACCJC** Accreditation Standard III.D.7

There shall be an annual outside audit of all funds, books, and accounts of the District in accordance with the regulations of Title 5. The Superintendent/President shall assure that an annual outside audit is completed. The Superintendent/President shall recommend a certified public accountancy firm to the Board of **Trustees** with which to contract for the annual audit.

~~An Internal Audit Department shall be established and maintained to perform independent, objective audits, advisory services, internal control & compliance reviews, and other related assignments.~~

~~The Board of Trustees recognizes the need to protect the independence and objectivity of the District's audit functions and to ensure auditors are free from influence, interference, and coercion.~~

- Adopted: 5/8/06
- Revised: 12/14/15
- Revised: 1/8/18
- Revised: 3/9/20**



AP 6400 **Financial Audits**

References:

Education Code Sections 84040 subdivision (b), 84040.5, and 81644;
CCR Title 5 Sections 59012 59100 through 59116;
ACCJC Accreditation Standard III D.7

On or before April 1 of the fiscal year, the Board of Trustees shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

The length of an auditing firm's contract shall be determined by the District but shall be for no longer than five (5) years. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5, and
- A summary of audit exceptions and management recommendations.

Audit reports for the preceding fiscal year must be submitted to the state California Community Colleges Chancellor's Office by December 31.

~~Internal Audit is an independent, objective assurance and consulting activity designed to add value to the institution's operations through a systematic approach to evaluate and improve the effectiveness of the District's governance, risk management and control processes. The Internal Audit Department should operate in a manner consistent with the Standards for Professional Practice of Internal Auditors & Code of Ethics adopted by the Institute of Internal Auditors. The Internal Audit Department reports to the Board of Trustees with direction provided by the Disbursing Officer for the pre-audit of disbursements. The Internal Auditor does not have direct responsibility or authority over any of the operations reviewed. Nor does the Internal Auditor develop or implement policies or procedures, prepare records, or engage in activities which would normally be reviewed as part of the audit function. Internal audit recommendations related to a specific activity under audit may be communicated in a written report or as appropriate, verbally to operating management to review and implement at their discretion or direction of their direct report.~~

~~Both the external and internal auditors are authorized complete access to all District records, properties and personnel relevant to the performance of audits and investigations.~~

Approved: 5/8/06
Revised: 11/9/15



Revised: 1/8/18
Revised: 3/9/20



BP 6450 Wireless or Cellular Telephone Use

References:

Vehicle Code Sections 12810.3, 23123, and 23124;
26 U.S. Code Sections 274 subdivision (d)(4) and 280F subdivision (d)(4)

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless equipment at District expense.

Cellular equipment provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of cellular equipment provided by the District primarily for non-compensatory business purposes is excludable from an employee's income. Record keeping of business and personal use of District-issued cellular telephones shall not generally be required when the telephones are issued for non-compensatory business reasons.

Motor vehicle drivers may not use wireless or cellular equipment while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular equipment in vehicles.

There shall be no expectation of privacy in the use of a District-issued cellular equipment.

Adopted: 3/9/20



AP 6450 Wireless or Cellular Equipment Use

References:

Vehicle Code Sections 12810.3, 23123, and 23124;
26 U.S. Code Sections 274 subdivision (d)(4) and 280F subdivision (d)(4)

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless equipment at District expense.

Cellular equipment provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of cellular equipment provided by the District primarily for non-compensatory business purposes is excludable from an employee's income. Employees will generally not be required to keep notes of business and personal use of District-issued cellular equipment when issued for non-compensatory business reasons.

These rules do not apply to wireless or cellular equipment owned by employees. Any reimbursements to employees for use of their own wireless or cellular equipment may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service accountable plan.

Employees should be aware if their personal cellular equipment is used for college business, the device and its contents (email, browser activity, text messaging, documents produced, call history, etc.) may be subject to discovery in the event of legal action.

Motor vehicle drivers may not use wireless or cellular equipment while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular equipment to contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or described implement of husbandry, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a wireless or cellular equipment.

There is no expectation of privacy in the use of a District-issued cellular equipment.

Approved: 3/9/20



AP 6530 District Vehicles

Reference:

Title 13, California Code of Regulations, Division 1, Chapter 1

All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

All drivers of District-owned or leased vehicles both on and off campus, must have a current license appropriate for the vehicle to be driven.

~~Any vehicle that carries ten or more persons including the driver is defined in the Vehicle Code as a bus. All operators of buses must have a current Class II license, a current medical certificate and a current First Aid Certificate.~~

~~All drivers of District-owned or leased vehicles that carry fifteen or more persons including the driver must have a current Class B license, a current medical certificate and a current First Aid Certificate.~~

All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol. The CHP is required to inspect the records at least once every 13 months.

All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

The District shall not operate or lease a 15-passenger van unless the driver holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles. ~~[This portion is operative as of January 1, 2005].~~

Vehicles made available to the District personnel are for use in the conduct and operation of District business.

~~Automobiles owned by the District and operated by District personnel may be replaced after _____ miles or _____ model years in age, whichever occurs first.~~

~~Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval. Home garaging shall meet any one of the criteria listed below:~~

- ~~• Employees whose duties require regular or frequent reporting to locations other than~~



- ~~their regular headquarters before or after regular working hours.~~
- ~~• Employees who are regularly or frequently subject to call before or after regular working hours.~~
- ~~• Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.~~

~~The **[chief administrative officer]** of a location is responsible for controlling access to and use of all District vehicles assigned to that location.~~

~~The name, home address, employee number, California driver's license number and social security number of any employee to be authorized to drive District vehicles must be submitted to the **[designate position]** prior to final granting of authorization.~~

~~The Vice President of Business Services **Chief Business Officer** Manager of Maintenance & Operations is responsible for controlling access to and use of all District vehicles.~~

~~The name and California driver's license number of any employee to be authorized to drive district vehicles A "Driver and Gas procurement Card Agreement" must be submitted to the **Director-Manager** of Maintenance and Operations prior to final granting of authorization.~~

~~Refer to "Facilities and Campus Development District Transportation Procedure" which can be obtained from the **Business Services** Facilities Services Office **of the Vice President of Business Services**.~~

Approved: 5/8/06
Revised: 3/9/20



AP 6535 Use of District Equipment

References:

Education Code Section 70902;
[Accreditation Standards III.B.3 and III.C.4](#)

Each member of the District staff shall be responsible for equipment under his/~~er~~her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator. Capital assets are the responsibility of the Chief Business Official, with the exception of delegated controls.

Computing, networking, and multimedia equipment purchased for the ~~D~~istrict is the property of the ~~D~~istrict without regard to funding source; except where superseded by external regulation. Business practices regarding hardware standards, assignment, and reassignment of computing and multimedia equipment is delegated to the ~~Executive Director of Technology~~ Chief Technology Official.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served. Equipment shall only be removed from campus with authorization from the Chief Business Official or delegated authority.

Requests from District personnel to borrow equipment from another location within the District must be approved by the supervisor or administrator having immediate jurisdiction over such equipment.

It is not legally permissible to allow employees to use District-owned equipment for private projects which are unrelated to District activities or the instructional program.

Whenever a District employee desires to use District equipment for school-related activities at times other than during regular working hours, permission shall be requested from the Chief Business Official or delegated authority.

[Also see BP/AP 6520 Security for District Property and BP/AP 6540 Insurance.](#)

Approved: 5/8/06
Revised: 9/10/07
Revised: 9/8/2014
[Revised: 3/9/20](#)



BP 6540 Insurance

References:

Education Code Sections 70902, 72502, 72506, and 81601, et seq.

The Superintendent/President shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;
- Personal liability of the members of the Board of Trustees and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his or her office or employment. The Superintendent/President may authorize coverage for persons who perform volunteer services for the District.
- Worker's compensation insurance.

Insurance ~~also~~ shall also include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

~~See Administrative Procedure #6540~~ Also see BP/AP 2735 Board Member Travel, BP/AP 3810 Claims Against the District, BP/AP 4300 Field Trips and Excursions, BP/AP 5700 Intercollegiate Athletics, AP 6540 Insurance, BP/AP 6800 Occupational Safety, BP/AP 7400 Employee Travel, and AP 7343 Industrial Accident and Illness Leave.

Adopted: 5/8/06
Reviewed: 8/13/18
Revised: 3/9/20



AP 6540 Insurance

References:

Education Code Sections 70902~~;~~, 72502~~;~~, 72506~~;~~, and 81601 et seq.

The Antelope Valley Community College District is a part of SWACC, a statewide association of community colleges, for the following coverage:

- Liability insurance for damages for death, injury to person, or damage or loss of property.
- Liability insurance for the personal liability of the members of the Board of Trustees and of the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his/ ~~er~~ her office or employment.
- Fire insurance
- Real property damage
- Personal property loss or damage
- Insurance for district vehicles
- Insurance against “other perils” [Education Code Section 81601]

The Antelope Valley Community College District is a part of PIPS, a joint powers agreement, for:

- Workers compensation insurance

The Antelope Valley Community College District has established a Retirement Board of Authority (RBOA), for:

- Actuarial evaluation of the future annual costs of health and welfare benefits

Also see BP 2735 Board Member Travel, BP/AP 3810 Claims Against the District, BP/AP 4300 Field Trips and Excursions, BP/AP 5700 Intercollegiate Athletics, BP 6540 Insurance, BP/AP 6800 Occupational Safety, BP/AP 7400 Employee Travel, and AP 7343 Industrial Accident and Illness Leave.

Approved: 5/8/06
Revised: 8/13/18
Revised: 3/9/20



BP 6550 Disposal of Property

References:

Education Code Sections 70902 **subdivision** (b)(6), 81360 et seq., and 81450 et seq.

The Superintendent/President is delegated authority by the Board **of Trustees** to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board **of Trustees** on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

See Administrative Procedures #6550 Also see AP 6550 Disposal of Property.

Adopted: 11/14/11

Revised: 8/13/12

Revised: **3/9/20**



AP 6550 Disposal of Property

References:

Education Code Sections 70902 **subdivision** (b)(6), 81383, 81384, **and** 81450 et seq.

The **D**istrict may sell for cash any **D**istrict personal property if the property is not required for **D**istrict purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.

Property cannot be sold until notice has been given. The sale of District property to Board members and District employees are prohibited. Notice must be posted in at least three **(3)** public places in the district for not less than two **(2)** weeks; notice can also be by publication for at least once a week for a period of not less than two **(2)** weeks in a newspaper published in the district and having a general circulation. If there is no such newspaper, then notice can be published in a newspaper having a general circulation in the district; or if there is no such newspaper, then in a newspaper having a general circulation in the county in which the **D**istrict or any part thereof is situated. The **Vice President of Business Services Chief Business Official** shall sell the property to the highest responsible bidder, or shall reject all bids.

Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the **D**istrict, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the **D**istrict.

The District can also exchange for value, sell for cash, or donate any personal property belonging to the **D**istrict without complying with the preceding procedures if all of the following criteria are met:

- a) The **D**istrict determines that the property is not required for **D**istrict purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
- b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.
- c) The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

In addition, the District can sell or lease real property belonging to the community college district if both of the following conditions are met:



- a) The property is sold or leased to another local governmental agency, or to a nonprofit corporation that is organized for the purpose of assisting one or more local governmental agencies in obtaining financing for a qualified community college facility; and
- b) The financial proceeds are expended solely for capital outlay purposes relating to a qualified community college facility

If the ~~Board of Trustees~~, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000), the property may be sold by ~~Vice President of Business Services Chief Business Official~~ at private sale without advertising.

Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by ~~Vice President of Business Services Chief Business Official~~ at private sale without advertising.

In addition, the Board of Trustees may sell or lease real property belonging to the District under the following conditions:

If a district has received only one sealed proposal from a responsible bidder that conforms with the standard rate or rates for the lease of its real property established by a majority vote of the Board, the Board of Trustees may by majority vote delegate to an officer or employee the power to enter into leases, for and in behalf of the District, of any real property of the District.

Generally, the funds derived from the sale or from a lease with an option to purchase shall be used for capital outlay or deferred maintenance. However, the proceeds of property sold or leased that was first offered for park or recreational purposes where applicable and then offered for sale or lease with an option to purchase at fair market value may be deposited in the general fund of the district if, prior to the sale or lease, the Board of Trustees has determined that the District has no anticipated need for additional sites or building construction for the five-year period following the sale or lease.

Approved: 5/8/06
Revised: 12/10/07
Revised: 4/14/08
Revised: 4/11/16
Revised: 3/9/20



BP 6600 Capital Construction

References:

Education Code Sections 81005, and 81820;
Title 5, Sections 57150 et seq.

The Superintendent/President is responsible for planning and administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by the Superintendent/President. The Executive Director of Facilities Services ~~Vice President of Business Services or designee~~ shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Executive Director of Facilities Services ~~Vice President of Business Services or designee~~ shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board of Trustees shall approve and submit to the Board of Governors a five-year capital construction plan as required by law. The Superintendent/President shall annually update the plan and present it to the Board of Trustees for approval. The plan shall address, but is not limited to, the criteria contained in law.

~~See Administrative Procedure #6600~~ Also see AP 6600 Capital Construction.

Adopted: 5/8/06
Revised: 9/10/07
Revised: 3/9/20



AP 6600 Capital Construction

References:

Education Code Sections 81005, and 81820;
Title 5, Sections 57150 et seq.

Capital Outlay Program

The Superintendent/President will annually report to the Board of Trustees and to the State California Community Colleges Chancellor's Office a five-year capital outlay program. The program will consist of the plans of the District concerning its future academic and student service programs, and the effects of such programs on construction needs.

Specifically, the five-year capital outlay program will include the following:

- Statement of educational plans
- Statement of energy plans
- Statement of disabled persons' barrier removal plan
- Location of program delivery
- Location of other owned lands
- District-wide priority lists
- District-wide capacity/load ratios
- District-wide supporting detail

Contracts

Construction contracts will be let in accordance with ~~Administrative Procedure~~ AP 6350 ~~Contracts – Construction~~ and will comply with applicable laws relating to public works.

Conversion of Buildings

State funds earmarked for capital outlay financing may be used to acquire an existing government-owned or privately-owned building and to pay the necessary costs of converting such a building to community college use if all of the following criteria apply:

- The building was constructed as, and continues to qualify as, a school building, as provided by Education Code Sections 81130 et seq., or the building is determined to have, or is rehabilitated to an extent that it is determined to have, a pupil safety performance standard that is equivalent to that of a building constructed pursuant to Education Code Sections 81130 et seq. The determination of the pupil safety performance standard must meet all of the requirements of Education Code Section 81149 subdivision (a)(1) & (2).
- The total cost of purchasing and converting the existing building to community college use is not greater than the estimated cost of constructing an equivalent



building.

- The land associated with the building will be owned by, or controlled through a long-term lease of at least **fifty (50)** years by, the District.
- The District has complied with facility site review procedures and guideline recommendations of the California Postsecondary Education Commission pursuant to Education Code Section 66904.
- The funding for the purchase and conversion of an existing building does not supersede funding for facilities that have previously been prioritized by the Board of Governors and are awaiting state funding.

Also see **BP/AP 6340 Bids and Contracts, AP 6345 Bids and Contracts - CUPCAA, and AP 6350 Contracts – Construction.**

Approved: 5/8/06
Revised: 9/10/07
Revised: 4/14/08
Revised: 3/9/20



BP 6620 NAMING RECOGNITION ~~POLICY~~

References:

AVC Foundation Policies & Procedures, Section VI and Exhibit 1, August 4, 2016

PURPOSE

The purpose of this policy is to encourage private support through offering recognition opportunities to name campus facilities and properties and establish the conditions under which recognition may be given to an individual, business, organization or other party as a means of recognizing their contributions for Antelope Valley Community College District ~~or~~ ~~to~~ through the Antelope Valley College Foundation.

POLICY

The Board of Trustees of the Antelope Valley Community College District holds authority for naming all Antelope Valley College facilities and properties; i.e. all buildings, portions of buildings, college streets or roads, athletic fields, courts and facilities, and other areas of major assembly or activity, plazas, malls and other large areas of campus circulation, and all other visible facilities and properties. Each proposal for naming shall be considered on its own merits and approved by the Board of Trustees.

This policy provides the general guidelines for bringing naming recommendations to the Board of Trustees.

CRITERIA FOR NAMING RECOGNITION

Naming of ~~D~~istrict property may be considered for any of the following reasons:

1. To honor a living person who has made a unique, extraordinary or significant personal contribution to the college.
2. To honor a deceased person who has made a unique, extraordinary or significant personal contribution. Such proposals shall be submitted no earlier than one year following the death of the individual to be memorialized.
3. To honor a group, business or organization that has made a unique, extraordinary, or significant contribution to the college.
4. To recognize a person, group or business that has donated significant resources, specifically for naming, through the AVC Foundation. The suggested value of donated resources commensurate with naming recognition for campus facilities is attached to this policy as an addendum that may be updated from time to time by ~~the~~ ~~Foundation and approved by~~ the Board of Trustees. Donations do not themselves guarantee naming rights, but suggest that such recognition shall be appropriately considered (AVC Foundation Policies and Procedures – ~~Section VI~~).
5. To reflect natural and geographical features.
6. To reflect a traditional theme of the college or the ~~D~~istrict.



Recommendations for naming recognition must clearly define and demonstrate the applicable standard for recognition.

DURATION OF NAMING RECOGNITION

Naming of district property may be granted by the Board of Trustees as either permanent or for a defined period of time. The recommendation to the trustees shall include the recommended duration of the recognition.

TRANSFERABILITY OF NAMING RECOGNITION:

Naming of a designated piece of district property shall not survive the named property's existence. Should the named property be removed or redesigned for another use the naming recognition shall not automatically be assigned to its replacement or any other property without the express authorization of the Board of Trustees. A recommendation for the transfer of the naming rights may be presented to the Board of Trustees for consideration at any time with the originally defined recognition period.

SCOPE OF NAMING RECOGNITION

Naming recognition shall be at a minimum in the form of a standardized plaque prominently placed upon or near the district property to which it applies. To be considered, the recommendation for naming recognition should also clearly define any other requested references including but not limited to printed publications, campus maps, signs and Websites.

In special circumstances, the Board of Trustees may waive any or all of the above criteria.

~~See Administrative Procedure #6620~~ Also see AP 6620 Naming Recognition.

- Adopted: 4/9/07
- Revised: 8/29/11
- Revised: 1/14/13
- Revised: 6/12/17
- Revised: 3/9/20



AP 6620 NAMING RECOGNITION POLICY

References:

AVC Foundation Policies and Procedures, Section VI and Exhibit 1, August 4, 2016

GUIDELINES FOR NAMING RECOGNITION

Decisions to name buildings or facilities after an individual shall be made under circumstances free from emotion and transitory pressures; therefore, if the request is to honor a deceased person, that request will be submitted only after a suitable period of mourning. No request will be considered within a year of the death.

A suitable plaque shall be placed, at the District's expense, within the building or at the facility, including rooms, landscaped areas, trees or similar areas, in honor of the person for whom it is being dedicated.

PROCEDURE

Any individual or group affiliated with Antelope Valley College may submit a written request for the naming of buildings, their interior areas and for exterior areas on the campus to the Superintendent/President, who will work in concert with the Antelope Valley College Foundation on their review and approval. A request must include:

1. Contact information for the individual or group submitting the request.
2. Specific naming recognition requested, including clear identification of the property to be named.
3. Written acknowledgement and permission of the person, business, or organization to receive the recognition.
4. Rationale for the recognition based on criteria set forth in this policy. Evidence for a broad base of support, including a biography of the individual when appropriate, shall be included in the rationale.

Upon receiving a complete written request, the Superintendent/President informs the Board of Trustees of the impending naming opportunity. The Superintendent/President or designee will facilitate collegial review by a campus committee comprised of at least two (2) representatives of the faculty, classified staff, students, management staff, and Foundation. The Superintendent/President will chair this committee. The committee will review the request and submit its recommendation for the Board of Trustee action on the request.

The Superintendent/President will then publish the request and supporting recommendation to the Board of Trustees for action.



The Board of Trustees will act upon the request.

The Superintendent/President will notify the appropriate persons of the action taken by the Board of Trustees and, if approved, will assign personnel to implement the naming recognition accordingly.

NAMING INVOLVING A DONOR GIFT

When a donor gift, which must be facilitated through the AVC Foundation, is involved:

1. Facilities and properties may be named for individuals or organizations responsible for a “substantial gift” benefiting Antelope Valley College.
2. A gift must be substantial and will not be defined by arbitrary standards or exclusively by a specific dollar amount.
3. In reviewing a request of approval of naming, consideration shall be given to:
 - a. The significance of the proposed gift as it relates to the realization and/or success of the project/program or to the enhancement of the project/programs’ usefulness to the District;
 - b. The urgency of need for the project/program or for support funds for the project/program;
 - c. The eminence, reputation and integrity of the individual or entity whose name is proposed; and
 - d. The relationship of the individual or entity to the District.
4. Its interpretation is meant to be flexible so that each situation may be judged on its own merits and may take into account significant contributions of personal services as well as monetary or in-kind gifts.
5. It is expected that each naming opportunity will recognize the donor according to the level of gift and size of facility.
6. A naming conferred in recognition of a pledge is contingent upon the gift agreement that makes every effort to ensure fulfillment of the pledge. Naming may be removed if the pledge is not fulfilled as dictated in the AVC Foundation’s policies and procedures.
7. Proposed naming opportunities involving a gift must first be presented to the Board of Trustees for preliminary approval, approved by the AVC Foundation Board of Directors as recipients of the gift, and then continue through the process led by the Superintendent/President for final approval by the Board of Trustees.

NAMING WITH NO DONOR GIFT



When no donor gift is involved:

1. The naming should honor a person who has achieved unique distinction in higher education and other significant areas of public service, or who has served Antelope Valley College in an administrative or academic capacity and has earned a national or international reputation as a scholar or during administrative service has made extraordinary contributions to the District, which warrants special recognition.

In special circumstances, the Board of Trustees may waive any or all of the above criteria.

Approved: 4/9/07
Revised: 1/14/13
Revised: 3/9/20



BP 6740 Citizens' **Bond** Oversight Committee

References:

Education Code Sections 15278, 15280, **and** 15282;
California Constitution Article XIII A Section 1(b), Article XVI Section 18 (b)

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Board of Trustees shall establish a Citizens' **Bond** Oversight Committee in accordance with the applicable law and necessary regulations.

~~See Administrative Procedure #6740~~ Also see AP 6740 Citizens' Bond Oversight Committee.

Adopted: 5/8/06
Reviewed: 8/13/18
Revised: 3/9/20



AP 6740 Citizens' **Bond** Oversight Committee

References:

Education Code Sections 15278, 15280, and 15282

The Citizen's Bond Oversight Committee is established according to the following:

Purposes

- To inform the public about the expenditure of bond revenues;
- To review and report on the proper expenditure of taxpayers' money for school construction; and
- To advise the public as to the District's compliance with the Proposition 39 requirements as contained in the California Constitution.

Activities

- Receive and review copies of the annual, independent performance audit;
- Receive and review copies of the annual, independent financial audit;
- Inspect school facilities and grounds to ensure that bond revenues are expended in properly;
- Receive and review copies of any deferred maintenance proposals or plans developed by the District; and
- Review efforts by the District to maximize bond revenues by implementing cost-saving measures.

Members

The committee shall consist of at least seven members to serve for a term of two (2) years and for no more than three consecutive terms. Members shall serve without compensation.

The committee shall be comprised of at least:

- One member active in a business organization representing the business community located within the District;
- One member active in a senior citizen's organization;
- One member active in a bona fide taxpayer's organization;
- One member of a student both currently enrolled in the District and active in a campus group. The student may serve up to six (6) months after his/her graduation;
- One member active in the support and organization of a district

No employee, official, vendor, contractor, or consultant of the District shall be appointed to the committee.



Assistance

The District shall provide the committee with any necessary technical or administrative assistance, as well as other resources, to publicize its conclusions.

Public Meetings

Meetings shall be open to the public and notice provided in accordance with the provisions of open meetings laws.

Reports

At least once a year the committee shall issue a report on the result of its activities. Minutes from its proceedings, all documents received, and reports issued as a matter of public record and shall be made available on an internet website maintained by the District.

Also refer to the Citizen’s Oversight Committee By-Laws which can be obtained from the Executive Director of Business Services.

Approved: 5/8/06
Revised: 8/13/18
Revised: 3/9/20



BP 6900 Bookstores

References:

Education Code Section 81676.5;
Civil Code Section 1798.90

College bookstore[s] shall be established and operated by the District or a qualified vendor. College bookstore[s] shall comply with the requirements of the Reader Privacy Act.

Operational costs of the college bookstore[s] shall be paid from revenue earned from the bookstore.

Fiscal management of the bookstore[s] shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore shall be provided to the Board of Trustees.

Adopted: 5/8/06
Revised: 1/8/07
Revised: 8/13/12
Revised: 3/9/20



BP 6910 Housing

References:

Education Code Sections 94100 et seq.

The Superintendent/President is delegated the authority to enter into agreements with nonprofit entities to finance the cost of constructing student, faculty, and staff housing near the campuses of the District.

Adopted: 3/9/20



BP 6975 Export Control

References:

U.S. Export Administration Act implemented by export Administration Regulations (EAR);

U.S. Arms Export Control Act implemented by International Traffic in Arms Regulations (ITAR); and

U.S. Office of Foreign Asset Control Regulations (OFAC).

~~It is the policy of the~~ The Antelope Valley Community College District ~~to fully~~ shall comply with United States export control laws and regulations. Export controls are a complex set of federal regulations that apply to the release of certain information, commodities, technologies, and software to foreign nationals in the United States and abroad.

Although the District maintains an open academic environment in support of its teaching and research mission, the District is committed to complying with all United States export control laws in both research and non-research activities. While the majority of activities at the District are not subject to export control restrictions or licensing requirements, it is the responsibility of each member of District to be aware of the requirements and determine how export controls might apply to their activities.

This ~~Board~~ Policy applies to all District staff, faculty, academic appointees, students (including student employees), and non-employee participants in District programs and activities. Export control violations can impact both the District and the individuals who violate the law and can result in severe criminal and/or civil penalties for non-compliance.

~~See Administrative Procedures #6975~~ Also see AP 6975 Export Control.

Adopted: 5/13/19

Revised: 3/9/20



AP 6975 Export Control

References:

U.S. Export Administration Act implemented by export Administration Regulations (EAR);¹

U.S. Arms Export Control Act implemented by International Traffic in Arms Regulations (ITAR);² and

U.S. Office of Foreign Asset Control Regulations (OFAC);

I. Overview of Export Controls

Export controls are a complex set of federal laws and regulations that regulate the release of certain commodities, technologies, and software to foreign nationals in the United States and abroad. The export control regulations are intended to protect U.S. foreign policy interests, protect national security, prevent terrorism and the proliferation of weapons of mass destruction, and preserve U.S. economic competitiveness. In general, anything leaving the U.S., such as research data, other intellectual property, documents or tangible items, whether shipped, carried and transported in any way is an “export.” The releasing or otherwise transferring certain technical data and/or technology to a foreign person in the U.S. is a “deemed export” subject to the export control regulations. The particulars of each activity must be analyzed to determine the applicability of export control regulations and whether any exceptions apply.

II. Export Controls Laws and Regulations

Export Controls exist under three primary federal laws and associated regulations that are implemented by the U.S. Department of Commerce, the U.S. Department of State and the U.S. Department of Treasury as follows.

The Export Administration Act of 1979, as amended, authorizes the Department of Commerce, in consultation with other appropriate agencies, to regulate the export or re-export of certain U.S. origin goods, software, and technology. The Export Administration Regulations (“EAR”) are administered by the United States Department of Commerce Bureau of Industry and Security (15 C.F. ~~R.~~ **Regulations Parts §§** 730-740).¹ EAR focusses on items that can have both regular civilian uses and can have military applications, often described as “dual-use” and are identified on the Commerce Control list.² Items subject to the EAR include purely civilian items, items with both civil and military terrorism or potential weapon of mass destruction-related applications, and items that are exclusively used for military applications but

¹ <https://www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear>

² <https://www.bis.doc.gov/index.php/regulations/commerce-control-list-ccl>



that do not warrant control under the International Traffic in Arms Regulations.

The Arms Export Control Act (“AECA”) is implemented by the Department of States International Traffic in Arms Regulations (“ITAR”) (22 C.F. ~~R. Regulations Parts~~ §§ 120-130).³ All persons or entities that engage in the manufacture, export, or brokering of defense articles and services must be registered with the U.S. government. The ITAR sets out the requirements for licenses or other authorizations for specific exports of defense articles and services. This regulation is the most restrictive and has stringent requirements for who can perform this type of research or have access to the defense articles and services. An overview of U.S. Export Control systems is provided by the Department of States at: <https://www.state.gov/strategictrade/overview/>.

The U.S. Department of Treasury implements the Office of Foreign Asset Control Regulations (“OFAC”) (31 C.F. ~~R. Regulations Parts~~ §§ 501-598). OFAC regulations mostly affect foreign collaborations, international shipments and lectures or research abroad.⁴ The OFAC administers and enforces economic sanctions programs primarily against countries and groups of individuals, such as terrorists and narcotics traffickers. The sanctions can be either comprehensive or selective, using the blocking of assets and trade restrictions to accomplish foreign policy and national security goals. Additional information on the OFAC is available at the U.S. Department of Treasury Resource Center at: https://www.treasury.gov/resource-center/faqs/Sanctions/Pages/ques_index.aspx

III. Activities that Generally Require Export Control Review

It is up to each individual to determine if their work may involve information or activities requiring Export Control review. The following are examples, but not an exhaustive list, of activities requiring Export Control review: export of goods (equipment, hardware, materials); export of technology (technical information and data including technology sent via email); export of software/code (including software sent via email); travel to other countries; visits by foreign nationals to District; disclosure of controlled information and materials to foreign nationals in the U.S., collaboration with foreign nationals or foreign companies.

IV. Fundamental Research Exclusion

The Fundamental Research Exclusion (“FRE”) provides that technology or software that arises during, or results from, fundamental research and is intended to be published is excluded from the export control regulations. The FRE generally permits

³ https://www.pmdtc.state.gov/?id=ddtc_kb_article_page&sys_id=24d528fddbfc930044f9ff621f961987

⁴ <https://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx>



U.S. higher educational institutions to allow foreign members of their communities (e.g., students, faculty and visitors) to participate in research involving export-controlled information on campuses in the U.S. without obtaining a license. However, the FRE does not permit the transfer of export controlled materials or items abroad, even to research collaborators. The FRE does not apply to research with restriction on publication of the results of the project.⁵ Fundamental Research is defined under EAR to mean:

Fundamental research means research in science, engineering, or mathematics, the results of which ordinarily are published and shared broadly within the research community, and for which the researchers have not accepted restrictions for proprietary or national security reasons. (15 C.F. ~~R.~~ Regulations Part § 734.8 subdivision (c)).

Fundamental Research is defined in ITAR to mean:

(8) Through fundamental research in science and engineering at accredited institutions of higher learning in the U.S. where the resulting information is ordinarily published and shared broadly in the scientific community. Fundamental research is defined to mean basic and applied research in science and engineering where the resulting information is ordinarily published and shared broadly within the scientific community, as distinguished from research the results of which are restricted for proprietary reasons or specific U.S. Government access and dissemination controls. University research will not be considered fundamental research if: (i) The University or its researchers accept other restrictions on publication of scientific and technical information resulting from the project or activity, or (ii) The research is funded by the U.S. Government and specific access and dissemination controls protecting information resulting from the research are applicable. (22 C.F. ~~R.~~ Regulations Part § 120.11 subdivision (a)(8)).

V. District Export Compliance Officer

The District's Export Compliance Officer (ECO) in the office of the Executive Director of Business Services in conjunction with Purchasing and Contracts is available to assist members of the District to assess their export control obligations and facilitates the procurement of export licenses when required.

A. The District's ECO implements District practices and procedures involving:

1. Identification, review and determination of any export control requirements,

⁵ See 22 C.F. ~~R.~~ Regulations Part § 120.11 subdivision (a)(8); 15 C.F. ~~R.~~ Regulations Part § 734.8 subdivision (c); and 10 C.F. ~~R.~~ Regulations Part § 810.3.



including control plans and licensing exceptions that may apply;

2. Identification of license exceptions or exclusions;
3. Submit export license application when an export license is required;
4. Conduct screening for restricted individuals and entities;
5. Document and communicate export control decisions;
6. Monitor export controlled projects for regulatory compliance;
7. Establishment of Technology Control Plans when required;
8. Establish procedures for individuals to report potential non-compliance;
9. Review and investigate reports of non-compliance;
10. Develop and implement export controls training program for the District;
11. Develop procedures for obtaining approval of foreign travel, for hosting foreign guests and for international collaborations;
12. Develop and implement international shipping and purchasing practices for export controls compliance.

B. Compliance Assistance for District Employees

District employees are responsible for identifying whether their activities may involve export control issues and for contacting the ECO for assistance in compliance with applicable laws and regulations. Compliance with export control regulations requires the cooperation and shared responsibility of many offices and persons across the District. The ECO shall be the District's point of contact in charge of the District's export control training and compliance efforts.

C. Record-Keeping

U.S. export control regulations (e.g., EAR, OFAC, ITAR) contain specific recordkeeping requirements that must be satisfied. The District must keep copies of all export documentation as required by the controlling regulations, and consistent with District document retention policies. In the event of a conflict between the retention periods in the applicable U.S. export regulations and the District document retention policy, the periods specified in the federal regulations shall take precedence.



D. Potential Violations

The District will respond promptly to all reports of non-compliance and will take appropriate action to correct and prevent future violations. The District's ECO shall investigate all reports of suspected violations and coordinate with legal counsel and other District leadership as necessary.

E. Disclosure to Federal Agencies

Federal regulations may require reporting of any violations to the cognizant agency responsible for the export control regulation and to federal sponsors. Voluntary and timely self-disclosures may mitigate the seriousness of a penalty. The ECO shall coordinate with the District's leadership and legal counsel concerning advance notification to the relevant governmental entity.

Approved: 5/13/19

Revised: 3/9/20