



College Coordinating Council Meeting

January 10, 2024
9:30 a.m. – 10:30 a.m.
L201

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

Committee Members:
Hal Huntsman, Academic Senate
Steve Benitez, ASO
Pamela Ford, Classified Union
Ashley Hawkins Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans
Dr. Jason Bowen, Faculty Union

Dr. Jennifer Zellet, **CHAIR**
Shami Brar, Vice President of Administrative Services
Bridget Cook, General Counsel
Dr. Kathy Bakhit, Vice President of Academic Affairs
Dr. Lauren Elan Helsper, Vice President of Human Resources
Idania Padron, Vice President of Student Services

MEETING

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of December 6, 2023.	All	1 minute	
II. Constituent Reports	All	3 minutes	
DISCUSSION/ACTION ITEMS:			
I. SP/BC Role, Function, and Membership	Shami	5 minutes	
II. Student Service Members Guidelines	Hal	5 minutes	
III. Proposal to Establish a DEIA & Social Justice Committee	Hal	5 minutes	
IV. Draft Email Listserv Guidelines	Hal	5 minutes	
V. BP/AP 7250 – Educational Administrators	Lauren	5 minutes	
VI. BP/AP 3515 – Reporting Crimes	Jennifer	5 minutes	
VII. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program	Jennifer	5 minutes	
VIII. BP/AP 3560 – Alcoholic Beverages	Jennifer	5 minutes	

IX. Annual Committee Reports	Jennifer	5 minutes	
POLICIES OUT FOR CONSTITUENT REVIEW			
I.			
POLICIES IN PROCESS			
BP/AP 2510 – Participation in Local Decision Making	Hal/Meeta		Working with the task force.
Decision-Making Principle Document	Jennifer		Meeting with various groups on campus for input.
BP/AP 4010 – Academic Calendar	Kathy		Waiting for Negotiations.
BP/AP 4100 – Graduation Requirements	Idania		Working on revisions with counseling.
BP/AP 4400 – Community Services	Kathy		Working on revisions.
BP/AP 7130 - Compensation	Shami & Legal		
BP/AP 7800 – Emeritus Status (NEW)	Jennifer/Hal		Working on revisions.
NEXT MEETING DATE: January 24, 2024			



College Coordinating Council Minutes

December 6, 2023
9:30 a.m. – 10:30 a.m.
FS 102 – Facilities Conference Room

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

Committee Members:

- Hal Huntsman, Academic Senate
- Steve Benitez, ASO - **ABSENT**
- Pamela Ford, Classified Union
- Greg Bormann Confidential/Management/Supervisory/Administrators - **ABSENT**
- LaDonna Trimble, Deans - **ABSENT**
- Dr. Jason Bowen, Faculty Union
- Dr. Jennifer Zellet, **CHAIR**
- Shami Brar, Vice President of Administrative Services
- Bridget Cook, General Counsel
- Dr. Kathy Bakhit, Vice President of Academic Affairs
- Dr. Lauren Elan Helsper, Vice President of Human Resources
- Idania Padron, Vice President of Student Services - **ABSENT**

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of October 25, 2023.	All	1 minute	The minutes were approved as presented.
II. Constituent Reports	All	3 minutes	<p>Jennifer asked that each representative have a proxy in case they are unable to attend the meeting.</p> <p>Shami provided an update on the HUB, that the source of the odor had been located, and that it looks like in the first 3 weeks of January people will be moving back into their offices.</p> <p>Lauren stated that she would be emailing everyone involved and that closer to the holiday break would send out the final email and would include Pamela.</p> <p>Pamela asked about the payroll offices and Shami stated that they would be staying in T700. There was some discussion as to the movement of the Classified Union, Faculty Union, and Academic Senate Offices moving to the T700 area and Shami confirmed that</p>

		<p>the portables are only a temporary plan. The permanent offices will be laid out in the Facilities Service Plan with the upcoming new buildings.</p> <p>Jennifer stated that the college is doing better than yesterday.</p> <p>Kathy stated that enrollment is up around 24% compared to last Spring and that she is hopeful that the college is inching towards the goal in conjunction with Guided Pathways and Achieve the Dream initiatives.</p> <p>Shami stated that the students will migrate to Outlook on December 12th and December 13th.</p> <p>Bridget stated that she has noticed that constituents are asking questions and that they are paying attention more and that is good.</p> <p>Pamela stated that she has been having conversations with Idania regarding Classified attending the Welcome Back event for the morning and afternoon sessions. She provided some background from previous years, that it was mandatory, that the Student Services area was closed, and that she was asked to decide for Classified. She stated that she is unable to make that decision, but that it should be voluntary, with a skeleton crew in every department. She recommended that the President send out an email to managers and that there should be a skeleton crew in each department.</p> <p>Jennifer stated that the problem pre-dates her, it's complicated, and when faculty come back there is limited time. She reminded everyone there is a time-sensitive deadline for FTES which impacts apportionment, and that the college could go from a medium to a small college status. She stated that there needs to be short-term and long-term solutions, providing training and it is not logical to shut down services to students when they are trying to get into classes. She stated that she is open to solutions.</p> <p>Pamela stated that Classified diligently works and that Administration needs to work in the Classified's direction. She stated that there is no longer comp time available and that it was the District's decision. She stated that it is a campus-wide situation, and the classified employees want a choice.</p>
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		<p>Jennifer stated that there was an email that came in from Faculty through the “Fix This” email stating that there needs to be constituent input and she stated that she welcomes that, if people want to come in, to let them.</p> <p>Pamela stated that she knows that the Counseling Faculty is upset about EduNav. Jennifer stated that we all need to be responsible with our words, we need to be productive, and not start with negativity but work towards solutions. She stated that it is mandated by law that the students have an online education plan.</p> <p>Pamela stated that the information is out there and that she is in favor of working on the resolution.</p> <p>Jennifer stated that she is interested in a solution, rather than fighting, to work together to solve things.</p> <p>Hal stated that he knows counseling faculty are working with EduNav and that the Administration is responding and working towards a solution. He stated that some solutions have been proposed regarding Opening Day, asking people if they want to attend, encouraging faculty to work in that way, and moving steps forward.</p> <p>Kathy stated that in the future the calendar can be the solution, maybe exploring the semester starting on a Wednesday, to bring the campus community together for Professional Development.</p> <p>Jennifer stated that there was an email that came into the new “Fix This Email” regarding the registration obstacles and that she is grateful that folks are contributing. She proposed a grid on the President’s webpage, that shows the number of cases submitted, how many are resolved, etc.</p> <p>Kathy stated that it was good to identify issues and that it is not a place to dump.</p> <p>Jennifer stated that the emails would be forwarded to where the matter could be fixed. She stated that she has queried the Board regarding participation in the Board Policy revision process and that she strongly believes that it pulls the committee away from campus-wide decision-making. She stated that the Board is considering it and that there will be a Board retreat in January.</p>
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DISCUSSION/ACTION ITEMS:

<p>I. BP 2715 Code of Ethics</p>	<p>Bridget</p>	<p>5 minutes</p>	<p>Jason stated that he does not believe there is any behavior that warrants the policy, and that it is a good idea to address it, rather than responding to a particular Board member by implementing a policy. He stated that he believes that this policy is pointed at a particular Board Member. He stated that he wants to resolve matters at the lowest level and read a portion of Glendale Community College’s policy. <i>“Motions calling for the adoption of a censure resolution may only be brought at the Board’s regularly scheduled meetings, or at a special meeting. Censure resolutions shall only be heard in public. A censure resolution shall describe in sufficient detail the conduct of said board member or members, as to allow the member or members to prepare a response to the allegations.”</i> https://www.glendale.edu/home/showpublisheddocument/26365/637241191811500000 He stated that transparency is important and that it allows the public to participate in the process. Jennifer stated that this policy is not aimed at anyone. She stated that when there is no problem it is time to set up the policy. Jason stated that the meeting is public, the voters will see it, and that that is the process to deal with it. Jennifer stated that she liked the language in Glendale’s policy and that all action taken by the Board must be done in public session. Bridget stated that only the Board decides how this is done, that it can only be in public session, and reviewed option 1 and 2. She stated that the voters change the Board, and that Glendale’s policy is derived from the CCLC to ensure fairness, due process, and that no Board member is censured erroneously. Jason stated that for employee discipline there is an option to have the case be discussed in an open session. Bridget reminded everyone that closed-session items are specific, such as potential and anticipated litigation. Jason stated that he liked option #1, read a</p>
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			<p>portion of Glendale’s policy, and stated that he would like the compliance portion added.</p> <p>Pamela stated that due process should be spelled out and that it should not be a reaction from a Board member. She stated that it needs to be applied to everyone on the dais and that there is nothing wrong with discussing or asking questions. She stated that the fact that the Board is asking questions is a good thing.</p> <p>Jennifer stated that without policy the Board can do what they want and that there are zero guard rails.</p> <p>Pamela stated that since the committee was over on time, the item be tabled and brought back.</p> <p>Jason asked that Glendale’s policy language be considered, and he read a portion of the policy.</p>
II. SP/BC Role, Function, and Membership	Shami	5 minutes	Ran out of time.
III. Student Service Members Guidelines	Hal	5 minutes	Ran out of time.
IV. Proposal to Establish a DEIA & Social Justice Committee	Hal	5 minutes	Ran out of time.
V. Draft Email Listserv Guidelines	Hal	5 minutes	Ran out of time.
VI. BP/AP 7250 – Educational Administrators	Lauren	5 minutes	Ran out of time.
VII. BP/AP 3515 – Reporting Crimes	Jennifer	5 minutes	Ran out of time.
VIII. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program	Jennifer	5 minutes	Ran out of time.
IX. BP/AP 3560 – Alcoholic Beverages	Jennifer	5 minutes	Ran out of time.
X. Annual Committee Reports	Jennifer	5 minutes	Ran out of time.
XI. CCCCO Glossary Definitions for Equity Work	Jennifer	5 minutes	Ran out of time.
POLICIES OUT FOR CONSTITUENT REVIEW			
I. CCCCO Glossary Definitions for Equity Work - Since October 25, 2023.			
POLICIES IN PROCESS			
BP/AP 2510 – Participation in Local Decision Making	Hal/Meeta		Working with the task force.
Decision-Making Principle Document	Jennifer		Meeting with various groups on campus for input.
BP/AP 4010 – Academic Calendar	Kathy		Waiting for Negotiations.
BP/AP 4100 – Graduation Requirements	Idania		Working on revisions with counseling.

BP/AP 4400 – Community Services	Kathy	Working on revisions.
BP/AP 7130 - Compensation	Shami & Legal	
BP/AP 7800 – Emeritus Status (NEW)	Jennifer/Hal	Working on revisions.
NEXT MEETING DATE: January 10, 2024 – Happy Holidays!		

Attendance Guidelines for Student-Servicemembers:

Antelope Valley College recognizes its responsibility to support our Student-Servicemembers as a military friendly campus, and in compliance with federal regulations, specifically Section 1018 of Public Law 116-315, the District shall make every effort to accommodate a student who is a member of the Armed Forces of the United States, including the reserve components of the National Guard, during absences necessitated by service in the Armed Forces.

Student-Servicemembers shall (1) communicate an anticipated or ongoing military absence to their instructors as promptly as circumstances permit and (2) provide their instructors and the Veterans Center with written orders as soon as possible, evidencing the dates of their military service.

Student-Servicemembers, in collaboration with their instructors, shall discuss options that are in the best interest of the student's academic progress and service to the country. Faculty may not drop Student-Servicemembers due exclusively to military service, provided the Student-Servicemember is not called to duty an excessive amount of days per semester; therefore, military absences will be classified as excused absences. Documented and permitted military absences shall be in addition to the number of absences allowed by the course attendance policy. In the case of extended required service days, faculty will discuss with the Student Servicemember and with the Veterans Resource Center, as needed, about the possibility of a Military Withdrawal (MW) or Incomplete grade, provided the eligibility requirements of an Incomplete grade are met.

Faculty shall partner with the Student-Servicemember to determine completion dates for assignments that were otherwise due during military absences, to be submitted without late penalties. Faculty will have discretion to determine the scope and extent of accommodations (such as the timeframe in which late assignments will be due); they shall exercise that discretion reasonably under the circumstances and in the spirit of promoting academic progress of Student-Servicemembers

Proposal for an AVC DEIA and Social Justice Committee

Diversity, Equity, Inclusion, Access, and Social Justice Committee

Purpose: The purpose of the committee is to advance policies and programs that make AVC a more inclusive, accessible, and just college, reflecting our shared values of diversity and equity.

Recommends to: CCC, SPC

Composition: Three members from each constituency – Students, Classified Staff, CMS, Faculty, and Administrators

Terms: Three year terms, with the staggered end dates for the first two years

Quorum: Majority of attending members

Meetings:

Minutes:

Draft email guidelines for listservs

Things to Do:

- Post questions. Offer answers. Share your knowledge.
- Messages that know your audience. It is important to recognize that your audience may have varying degrees of knowledge and experience.
- Messages that are courteous.
- Messages posted to a listserv must relate to the issues and business of the committee or entity for which the listserv was established.
- Send only items that will interest everyone on the list when using the listserv.
- Always be courteous and respectful of others' opinions.
- Use descriptive subject lines. The subject line is the main access point for following a specific discussion.
- Be brief and to the point.
- Please make sure to include a signature – this should include your name, library, position and email address. This will enable someone to respond directly to you instead of the entire listserv.
- Please be considerate of others. For example: do not SHOUT (e.g. use ALL CAPS) at people and be careful with humor and sarcasm as email is easily misinterpreted.
- Spell check your message before sending.
- Reread your message before hitting send, make sure it includes everything you want included. Multiple messages to finish a thought can be frustrating for the other members of the listserv. Ideally, two messages would be the maximum messages to send per day.

Do Not Post:

- Political messages that advocate a particular viewpoint, including links to articles and editorial pieces, unless they relate to a legal issue and the need to place it in context.
- Materials, such as newsletters and related content, generated by a for-profit entity.
- Any message, data, information, text or other material (“Content”) that is unlawful, libelous, defamatory, obscene, pornographic, indecent, lewd, harassing, harmful, invasive of privacy or publicity rights, abusive, inflammatory, threatening, offensive, vulgar or otherwise injurious to third parties, or that would constitute or encourage a criminal offense, create any liability or violate any local, state, national, or international law or regulation. Users of the listserv may be held individually liable for any communications they send through the listserv.
- Any content such as charity requests, chain letters or letters relating to pyramid schemes, advertising or solicitations for funds, political campaigning, and mass mailings.
- Any harmful content including without limitation, viruses, Trojan horses, worms, time bombs, zombies, cancel bots, or any other computer programming routines that may damage, interfere with, surreptitiously intercept or expropriate any system, program, data or personal information.
- Any email received from someone else without their expressed permission to do so.
- Any copyrighted material without the permission of the copyright holder.

- Avoid sending multiple listserv messages in quick succession or sending more than two messages in a day.

Replying to a message on the listserv:

- Be extremely judicious in your use of the “reply all” button. Remember that when you press “Reply All” to a listserv message, you are sending your message to the entire listserv, not just to the author. To reply just to the author, press reply or address your email to the individual’s personal email address.
- If you have a new question or train of thought start a new email or change the subject heading to signal a change in subject.
- Do not send a reply to the listserv correcting someone else’s spelling or grammar. If you feel the need to send such a letter, send it only to the person you are correcting not the entire listserv.
- Do not subject any list member to a personal attack. If a message or topic angers or frustrates you, wait until you are calm before responding. Consider calling the individual or waiting until you next meet them in person to discuss the issue at hand. Much nuance is lost without face-to-face contact to read body language.
- Spell check your message before sending.
- Reread your message before hitting send, make sure it includes everything you want included.



BP 7250 Educational Administrators

References:

Education Code Sections 72411 et seq., 87002 **subdivision** (b), **and** 87457-87460;

Government Code Section 3540.1 **subdivisions** (g) and (m);

Title 5 Section 53602

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540, *et seq.*

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/**her/their** administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Superintendent/President and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The requirements of Education Code Section 87458 **subdivisions** (c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- The District has a vacancy for which the administrator meets minimum qualifications. **A vacancy means that a position is available within the District, and the District has appropriately allocated, budgeted, and prioritized in accordance with District practice.**

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Superintendent/President. Educational Administrators shall

further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Superintendent/President.

Every educational administrator shall be employed by an appointment or contract of up to four years in duration.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her/their appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

The evaluation of educational administrators must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

An Educational Administrator's duties and responsibilities are determined by the job announcements for the position.

Educational Administrators are entitled to *Administrative Reassignment Rights* as specified in AP 7250.

See Administrative Procedure #7250

Adopted: 5/8/06

Revised: 3/12/18

Revised: 5/14/18

Revised: 9/15/2023



AP 7250 Educational Administrators Reassignment Rights

References:

Education Code Sections 72411 et seq; 87002 **subdivision** (b); 87457-87460
Government Code Section 3540.1 **subdivisions** (g) and (m)

Any administrator who has not previously acquired tenured status as a faculty member within the District shall have the right to become a first year probationary faculty member if the following apply:

- A. The administrator has completed at least two years of satisfactory service in the District, including any time as a faculty member (Ed Code 87458).
- B. The termination of the administrative assignment is for any reason other than dismissal for cause (Ed Code 87732).
- C. **There is a vacancy in a discipline in which the administrator is eligible to teach. (See BP 7250 for definition of vacancy).**
- D. If the Governing Board initiates the reassignment of an administrator, the Board shall give the employee upon request a written statement of the reasons for transfer (Ed Code 87457). For an administrator whose contract term is longer than one year, the notice shall be given at least six months prior to the expired contract unless the contract or appointment provides otherwise. For administrators whose contract term is one year, notice shall be given on or before March 15 (Ed Code 72411(b)).
- E. If the administrator initiates the reassignment request, the request shall be made in writing and include assignment preferences. Reassignment actions should be submitted at least 90 days in advance of the effective date of reassignment to permit time for the staffing and program adjustments that may be necessary.
- F. The Governing Board shall determine that the administrator meets California Community College Board of Governors' minimum qualifications for employment as a faculty member based upon input by the Academic Senate. The division to which the administrator would be assigned may provide the Academic Senate with its views regarding the effect of the reassignment on the division's programs and staffing, including the availability of sufficient assignments in the discipline or service to accommodate an additional full-time faculty member. Based on the qualifications and preference of the administrator and the availability of teaching or service areas, the Academic Senate may recommend the discipline to which the administrator should be assigned. The report of the Academic Senate will be considered before the Governing Board makes a final decision, and a written record of both the Governing Board's and Academic Senate's views will be available (Ed Code 87358).

An administrator reassigned as a faculty member shall become a first-year probationary faculty member once his/her administrative assignment expires. Every effort will be made to complete the process outlined above within 60 days.

- G. The administrator, before reassignment is final, must meet the Faculty Service Area (FSA) Procedure for competency. (Refer to Antelope Valley College Federation of Teachers collective bargaining agreement, Article XV.)
- H. In placing the reassigned administrator on the faculty salary schedule, he/she/**they** will be given the same consideration as any probationary faculty member.

5/8/06

Revised 9/10/12

Revised 9/16/23



BP 3515 Reporting of Crimes

Reference:

Education Code Section 67380

~~The Superintendent/President shall assure that, as required by law, reports are prepared of for all occurrences reported to the Antelope Valley College Sheriff's Department of any arrests for crimes committed on or off campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/ President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.~~

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to Antelope Valley College Sheriff's Department of and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

Also see AP 3515 Reporting of Crimes and AP 3516 Registered Sex Offender Information.

Adopted: 11/7/05
Revised: 6/13/16
Reviewed: 12/12/16
Revised: 1/13/20
Revised: 1/23

*CCLC Recommended Language

**AVC Recommended Language

AP 3515 Reporting of Crimes

References:

Education Code Sections 212, 67380, 67383, and 87014;
Penal Code Sections 245 and 422.55;
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
20 United States Code Section 1232g;
~~34 Code of Federal Regulations Part 668.46;~~
~~34 Code of Federal Regulations Part 99.31 subdivisions (a)(13), (14);~~
Campus Security Act of 1990

Members of the Antelope Valley Community College District who are witnesses or victims of a crime should immediately report the crime to the Antelope Valley Community College Campus Sheriff's Office when and if that criminal act is committed within the jurisdiction of the College Campus Sheriff's Office. Members of the Antelope Valley Community College District who are witnesses or victims of a crime off campus and outside the jurisdiction of the Campus Sheriff's Office, should contact the Los Angeles County Sheriff's Department:

In Lancaster contact: (661) 948-8466
In Palmdale contact: (661) 267-4300

In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify his/ her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the Antelope Valley Community College Campus Sheriff's Office. The supervisor himself/ herself/themselves shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

The District will instruct members of the Antelope Valley Community College Campus Sheriff's Office to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to Human Resources if the complainant consents.

~~The District shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the Public Information Officer (PIO) in a manner that aids the prevention of similar crimes.~~

Commented [1]: This language is not part of the league language, and it is updated as of 2020; whereas, this AP is updated as of 2019. We can omit, or if it does not conflict with new law, we can leave as is.

The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence, and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation;
- destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to Antelope Valley Sheriff Department and
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the Antelope Valley College Deputy and the Superintendent/President or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the Public ~~Information Officer~~~~Information, Officer~~ (PIO), through a variety of channels e-mail system to students, faculty, and staff. The information shall be disseminated by the Public Information Officer (PIO) in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Information Officer may also post a notice on the campus-wide electronic bulletin board on the Antelope Valley College website at: <http://www.avc.edu> , providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Antelope Valley College Sheriff, by phone (661)722-6399 or in person at the Antelope Valley College Sheriff Office on the Lancaster

~~Campus. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Information Officer (PIO) may also post a notice on the campus-wide electronic bulletin board on the Antelope Valley College Website Web Site, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to the Antelope Valley College Campus Sheriff's Office, by phone extension 6399 or in person.~~

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics ~~concerning concerns~~ crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three (3) years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide ~~prospective~~ ~~perspective~~ students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Public Information Officer (PIO) or is published in the campus newspapers monthly.

To Report a Crime:

Contact the sheriff's department at 661-722-6300 ext 6399 and dial 4-4-4 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition, crimes may reported to the following areas:

Vice President of Student Services – 661-722-6300 ext 6303

Vice President of Human Resources – 661-722-6300 ext 6120

Student Life – 661-722-6300 ext 6354

NOTE: Either Alternative 1 or Alternative 2 must be selected. One of the Alternatives is legally required.

[Alternative 1]

If you are the victim of a crime and do not want to pursue action within the District's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the [insert designated office] can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to

potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The [designated office or campus police] encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the [campus police department] police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below. Confidential reports of crime may also be made to [insert designated officer] at [XXX-XXXX].

[Alternative 2]

The District does not allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

NOTE: The following procedure is not legally required but authorized pursuant to 34 Code of Federal Regulations Part 99.31 subdivisions (a)(13),(14). It is suggested as good practice.

The District may disclose the final results of a student disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a student disciplinary proceeding in which it concludes that a student violated District policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her/their right to confidentiality.

If an individual is a victim of a crime and does not want to pursue action within the District's System or the criminal justice system, the individual may still want to consider making a confidential report. The purpose of a confidential report is to comply with the individual's desire to keep the matter confidential, while taking steps to ensure the future safety of the individual and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime

Commented [2]: Moved from down below to match the League Template

~~with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.~~

~~The campus sheriff encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the campus sheriff's office cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below.~~

NOTE: For districts that participate in the Cal Grant Program, the following is also legally required (To assist Districts comply with this reporting requirement, the California Attorney General's Office and University of California Office of the President, in partnership with the Alameda County and San Bernardino County District Attorney's Offices and San Francisco and Oxnard Police Departments, has published a Model Memorandum of Understanding that Districts may use as a template to help them comply with their reporting requirements. This template, and instructions on how to use the template, are available on the Attorney General's website (<http://oag.ca.gov/campus-sexual-assault>). Districts should still consult with their own legal counsel before finalizing any Memorandum of Understanding between the District and local law enforcement.):

Required Reports to Local Law Enforcement Agency

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her/their right to have his/her/their personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- the alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- the immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

~~The District may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non forcible sex offense. The offenses that apply to this permissible disclosure are~~

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

To Report a Crime:

~~Contact sheriff's department at 661-722-6300 ext 6399 and dial 4-4-4 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition, crimes may reported to the following areas:~~

- ~~Vice President of Student Services—661-722-6300 ext 6303~~
- ~~Vice President of Human Resources—661-722-6300 ext 6120~~
- ~~Student Life—661-722-6300 ext 6354~~

Required Reports to Local Law Enforcement Agency

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and

- The immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

Also see BP 3515 Reporting of Crimes and AP 3516 Registered Sex Offender Information.

Approved: 11/7/05

Revised: 8/8/16

Revised: 12/12/16

Revised: 12/9/19

Revised: / /

*CCLC Recommended Language

**AVC Recommended Language

BP 3550 Drug-Free Environment and Drug Prevention Program

References:

~~Drug Free Schools and Communities Act, 20 U.S. Code Section 1011i;
34 Code of Federal Regulations Parts 86.1 et seq.;~~
~~Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103~~

Education Code Section 67384;
Drug Free Schools and Communities Act, 20 U.S. Code Section 1011i;
34 Code of Federal Regulations Parts 86.1 et seq.;
Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103

The Antelope Valley Community College District shall be known as a “Drug Free” District, and adopt a “Zero” tolerance policy ~~withi~~n regards to any ~~Scheduleschedule~~ I and Schedule II substance deemed unlawful by local, state, and federal laws.

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The following are summaries of the major health risks of and common symptoms associated with alcohol and other drug use and abuse. This is not a complete listing but an overview. Each individual will experience the effects of alcohol and other drugs in a slightly different way given his/her tolerance, body size, family history, gender, and other physical and psychological factors. Abuse of alcohol and other drugs can lead to chemical dependency and can be harmful during pregnancy.

Alcohol

Health Risks: Alcohol in moderate amounts causes dizziness, dulling of the senses, impairment of coordination, reflexes, memory and judgment. Increased amounts of alcohol produce staggering, slurred speech, double vision, mood changes and, possibly, unconsciousness. Larger amounts result in death. Alcohol causes damage to the liver, heart and pancreas. It also may lead to malnutrition, stomach irritation, lowered resistance to disease and irreversible brain or nervous system damage.

Symptoms: Glazed eyes, obvious odor, pale and dry skin, broken blood vessels in facial area,

slowed motor coordination and enlarged stomach.

Marijuana

Health Risks: Marijuana use leads to a substantial increase in heart rate. It impairs or reduces short-term memory and comprehension, and motivation and cognition are altered. With extended use it can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle and possibly causes birth defects.

Symptoms: Someone who uses marijuana may laugh inappropriately and have bloodshot eyes, dry mouth and throat, and a tell-tale odor of the drug, a poor sense of timing and increased appetite.

Cocaine and Crack

Health Risks: Cocaine and its derivative crack produce dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. They may also cause insomnia, loss of appetite, tactile hallucinations, paranoia, seizure and death.

Symptoms: Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a depression, a running or bleeding nose and sustained depression.

Barbiturates

Health Risks: In small doses, barbiturates produce calmness, relaxed muscles and lowered anxiety. Larger doses cause slurred speech, staggering gait and altered perception. Very large doses taken in combination with other central nervous system depressants (e.g., alcohol) cause respiratory depression, coma and sometimes death.

Symptoms: A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, inattentive or have slowed reactions.

Amphetamines

Health Risks: Amphetamine use causes increased heart and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever and heart failure.

Symptoms: An individual using amphetamines might begin to lose weight, have periods of excessive sweating, and appear restless, anxious, moody and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

Hallucinogens (including PCP, LSD, Mescaline, Peyote, Psilocybin)

Health Risks: PCP, or angel dust, interrupts the part of the brain that controls the intellect and impulsive behavior. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors.

Symptoms: Someone using PCP might appear moody, aggressive or violent. Such an individual may become paranoid and experience hallucinations and have time and body movements slowed. LSD users may experience loss of appetite, sleeplessness, confusion, anxiety and panic. Flashbacks may also occur.

Narcotics (including Heroin, Codeine, Morphine, Opium, Percodan)

Health Risks: Because these narcotics are generally injected, the use of contaminated needles may result in AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin and convulsions. An overdose may result in a coma or even death.

Symptoms: Some signs of narcotic use are euphoria, drowsiness, constricted pupils and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, loss of sex drive and appetite. When withdrawing from the drug, sweating, cramps and nausea occur.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

The District shall provide educational and preventive information about opioid overdose and the use and location of opioid overdose reversal medication to students at all campuses. The Superintendent/President shall establish administrative procedures to assure that each campus health center applies to distribute dosages of a federally approved opioid overdose reversal medication and participates in the Naloxone Distribution Project through the State Department of Health Care Services.

See Administrative Procedure #3550 Also see AP 3550 Drug-Free Environment and Drug Prevention Program, BP/AP 3560 Alcoholic Beverages, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Adopted: 11/7/05
Revised: 1/11/10
Revised: 5/9/16
Revised: 1/13/20
Revised: / /23

*CCLC Recommended Language

**AVC Recommended Language

AP 3550 Drug-Free Environment and Drug Prevention Program

References:

~~Drug Free Schools and Communities Act Amendment of 1989;~~
~~20 U.S. Code Section 1011i;~~
~~34 Code of Federal Regulations Parts 86.1 et seq.;~~
~~Federal Drug-Free Workplace Act, 1988;~~
~~41 U.S. Code Section 8103~~
Education Code Section 67384;
Drug Free Schools and Communities Act Amendment of 1989;
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34 Code of Federal Regulations Parts 86.1 et seq.;
Federal Drug-Free Workplace Act of 1988;
41 U.S. Code Section 8103

The District is committed to providing its employees and students with a drug-free workplace and campus environment. It emphasizes prevention and intervention through education.

Antelope Valley College Police Department may make recommendations to the District Attorney's office for a "Drug Diversion" program for any offender of the District's "Drug Free" policy.

The following are summaries of the major health risks of and common symptoms associated with alcohol and other drug use and abuse. This is not a complete listing but an overview. Each individual will experience the effects of alcohol and other drugs in a slightly different way given his/ her tolerance, body size, family history, gender, and other physical and psychological factors. Abuse of alcohol and other drugs can lead to chemical dependency and can be harmful during pregnancy.

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Symptoms: Glazed eyes, obvious odor, pale and dry skin, broken blood vessels in facial area, slowed motor coordination and enlarged stomach.

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Health Risks: Marijuana use leads to a substantial increase in heart rate. It impairs or reduces short-term memory and comprehension, and motivation and cognition are

altered. With extended use it can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer-causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle and possibly causes birth defects.

Symptoms: Someone who uses marijuana may laugh inappropriately and have bloodshot eyes, dry mouth and throat, and a tell-tale odor of the drug, a poor sense of timing and increased appetite.

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Symptoms: Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a depression, a running or bleeding nose and sustained depression.

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Opioid Overdose

The District shall provide, as part of established campus orientations, educational and preventive information provided by the State Department of Public Health about opioid overdose and the use and location of opioid overdose reversal medication to students at all campuses. Each campus health center shall apply to distribute dosages of a federally approved opioid overdose reversal medication and participate in the Naloxone Distribution Project administered by the State Department of Health Care Services.

Prohibition of Drugs

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five (5) days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten (10) days after receiving notice of a workplace drug conviction.

Also see BP 3550 Drug-Free Environment and Drug Prevention Program, BP/AP 3560 Alcoholic Beverages, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Approved: 11/7/05

Revised: 12/14/09

Revised: 4/11/16

Revised: 12/9/19

Revised: / /23

*CCLC Recommended Language

**AVC Recommended Language



BP 3560 Alcoholic Beverages

References:

Business and Professions Code Section 25608;
34 Code of Federal Regulations Part 668.46 subdivision (b)

The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

Also see AP 3560 Alcoholic Beverages, BP/AP 3550 Drug-Free Environment and Drug Prevention Program, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Adopted: 11/7/05
Revised: 4/9/07
Revised: 11/14/11
Reviewed: 12/12/16
Revised: 5/11/20
Reviewed: / /23

*CCLC Recommended Language

**AVC Recommended Language

AP 3560 Alcoholic Beverages

References:

Business and Professions Code Sections 24045.4, 24045.6, 25608, 25658, and 25668;
34 Code of Federal Regulations Part 668.46 subdivision (b)~~Business and Professions Code Sections 24045.4, 24045.6, 25608, and 25658; 34 Code of Federal Regulations Part 668.46 subdivision (b)~~

The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the Antelope Valley College Campus Sheriff's Office. The campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Antelope Valley College Campus Sheriff's Office. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of twenty-one (21). The possession of alcohol by anyone under twenty-one (21) years of age in a public place or a place open to the public is illegal. It is also a violation of this procedure for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume it by the [designated person].
- A student at least 18 years of age tastes, but does not swallow or consume, an alcoholic beverage for educational purposes as part of the instruction in a hotel management, culinary arts, or enology or brewing degree program, and the alcoholic beverage remains in the control of the instructor.
- The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
- The alcoholic beverage is wine or beer produced by a bonded winery owned or brewery or operated as part of an instructional program in viticulture and enology or brewing.
- The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district that are festivals,

shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.

- The alcoholic beverage is acquired, possessed, or used during an event sponsored by the District or the Antelope Valley Community College Foundation at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is taught, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility.
- The alcoholic beverage is for use during a fundraiser held to benefit the Antelope Valley Community College Foundation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed, or used at a football game or other athletic contest sponsored by the District.
- The alcoholic beverage is acquired, possessed, or consumed pursuant to a license or permit obtained for special events held at facilities of a community college district at a time when pupils are not on the grounds. "Facilities" includes, but are not limited to, office complexes, conference centers, or retreat facilities.
- ~~The alcoholic beverage is beer and/or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration.~~
- ~~The alcoholic beverage is wine or beer produced by a bonded winery owned or brewery~~
- ~~The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.~~
- ~~The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained under this division for special events held at the facilities of Antelope Valley College during the special event. "Special event" means events that are held with the permission of the governing board of the college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the college and for which the principal attendees~~

~~are members of the general public or invited guests and not students of the public community college.~~

- ~~● The alcoholic beverage is acquired, possessed, or used during an event sponsored by the district or the Antelope Valley College Foundation at a community college-owned facility~~
- ~~● The alcoholic beverage is for use during a fundraiser held to benefit the Antelope Valley College Foundation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.~~
- The alcoholic beverage is acquired, possessed, or consumed pursuant to a license or permit obtained for special events held at facilities of the college district at a time when pupils are not on the grounds. "Facilities" includes, but are not limited to, office complexes, conference centers, or retreat facilities.

Also see BP 3560 Alcoholic Beverages, BP/AP 3550 Drug-Free Environment and Drug Prevention Program, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Approved: 11/7/05

Revised: 4/9/07

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Revised: 4/14/08

Revised: 5/14/12

Revised: 7/9/12

Revised: 4/11/16

Revised: 12/12/16

Revised: 4/13/20

Revised: 1/23

*CCLC Recommended Language

**AVC Recommended Language

<i>Safety Committee</i>		Chairs/Co-Chairs: Terry Cleveland
Annual Report <i>2022/2023</i>		
List Committee Goals for 2021/2022		
I.	Continue arranging 4-hour CPR/AED & First Aid Classes on campus for Full-Time Employees.	
II.	Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations.	
III.	Resume arranging “Stop the Bleed” training taught by Antelope Valley Medical Center Emergency Room Trauma Team members.	
IV.		
Describe accomplishments made to meet your committee goals:		
I.	CPR/AED classes have resumed. The classes are now offered during the spring and fall semester.	
II.	Maintenance & Operations personnel continued to maintain a heightened level of alertness to these conditions and addressed them when detected. This goal has been met.	
III.	The Stop the Bleed training was resumed in January and offered again in October.	
IV.		
What did your committee accomplish to further the College Mission?		
Mission: Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.		
Accomplishments: The Safety Committee has helped to maintain a safe and healthful learning and working environment for students, employees and visitors by maintaining a free exchange of information and ideas relating to health and safety at the District’s 3 locations among the students, faculty and staff. This exchange of information and ideas helps facilitate an environment as free of hazards as is practicable under due diligence as well as mitigation of those hazardous conditions and actions that may be identified but that cannot be immediately eliminated. By eliminating and mitigating hazards, the losses that would otherwise occur are precluded and the cumulative result is a more effective institution.		
What did your committee accomplish to further the 2021/2022 College Goals?		
Goal 1: Continue arranging 3-hour CPR/AED & First Aid Classes on campus for Full-Time Employees.		
Accomplishments: The District has held several CPR/AED classes in the spring and fall semester. This goal has been met.		

Goal 2: Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations.

Accomplishments: Maintenance & Operations personnel continued to maintain a heightened level of alertness to these conditions and addressed them when detected. This goal has been met.

Goal 3: Resume arranging “Stop the Bleed” training taught by Antelope Valley Medical Center Emergency Room Trauma Team members.

Accomplishments: The Stop the Bleed training was resumed in January and offered again in October.

What issues do you foresee your committee working through in the upcoming year?

Despite the continuing Covid-19 Pandemic, the Safety Committee will evaluate the pursuit of these same goals for 2023/2024.

Recommendations for change in membership or function:

None.

Safety Committee

Goals for 2023/2024

- Goal #1:** Resume arranging 4-hour CPR/AED classes on campus for Full-Time Employees as was done Pre-COVID via contracted Instructor.

- Goal #2:** Continue increasing the identification and mitigation of slip, trip, and fall hazards at all District locations.

- Goal #3:** Continue arranging the “Stop the Bleed” wound packing, pressure point, and tourniquet application training as was done Pre-COVID by Antelope Valley Hospital Emergency Room Trauma Team members.