



College Coordinating Council Meeting

February 14, 2024
9:30 a.m. – 11:30 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
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Dr. Jennifer Zellet, CHAIR - **via Zoom**  
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                                          |
|-------------------------------------------------------------------|-----------------------|------------|-------------------------------------------------|
| <b>STANDING ITEMS:</b>                                            |                       |            |                                                 |
| I. Approval of Previous Minutes of January 24, 2024.              | All                   | 2 minutes  |                                                 |
| II. Constituent Reports                                           | All                   | 3 minutes  |                                                 |
| <b>DISCUSSION/ACTION ITEMS:</b>                                   |                       |            |                                                 |
| I. Administrative Reorganization Review of Input                  | Jennifer              | 30 minutes |                                                 |
| II. BP 2715 Code of Ethics                                        | Bridget               | 5 minutes  | Brought back from December 6, 2023 CCC meeting. |
| III. BP/AP 7250 – Educational Administrators                      | Lauren                | 5 minutes  |                                                 |
| IV. BP/AP 3515 – Reporting Crimes                                 | Jennifer              | 5 minutes  |                                                 |
| V. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program | Jennifer              | 5 minutes  |                                                 |
| VI. BP/AP 3560 – Alcoholic Beverages                              | Jennifer              | 5 minutes  |                                                 |

### POLICIES OUT FOR CONSTITUENT REVIEW

### 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: February 28, 2024**



# College Coordinating Council Minutes

January 24, 2024  
9:30 a.m. – 11:30 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

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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

## MINUTES

| Items                                                | Person(s)<br>Responsible | Time       | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------|--------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STANDING ITEMS:</b>                               |                          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| I. Approval of Previous Minutes of January 10, 2024. | All                      | 1 minute   | The minutes were approved as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| II. Constituent Reports                              | All                      | 3 minutes  | <b>Hal</b> stated that the Academic Senate is working on the creation of the DEIA committee, that many faculty have an interest in participating, and that the conversations have been robust.<br><b>Jennifer</b> stated that she was glad, that it is a serious issue for the whole campus, and that it is imperative.<br><b>Hal</b> stated that he commends the college for continued access to the USC Equity training.<br><b>Jennifer</b> stated that there will be a cohort for Administrative work in the summer and will continue to be a part of the onboarding process. |
| <b>DISCUSSION/ACTION ITEMS:</b>                      |                          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| I. Meet ATD Coaches                                  | Jennifer                 | 10 minutes | The President introduced Dr. Paula Pitcher & Paula Talley from Achieve                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                                          |          |            | the Dream (ATD). They stated they were working with Meeta, collecting data, and devising a plan for the next steps.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| II. College Organization and Transitions | Jennifer | 60 minutes | <p>The President reviewed the memo with the committee.</p> <p><b>Pamela</b> stated she was concerned that process was not being followed. That this was not the</p> <p><b>LaDonna</b> asked if new positions would be recruited.</p> <p>Jennifer stated that it would be worked out, vacancies are being looked at, and some will not be filled.</p> <p><b>Ashley</b> inquired about the new position of Director of Student Development and how that would look.</p> <p><b>Jennifer</b> stated that there would be an implantation plan.</p> <p><b>Hal</b> stated the new Dean of Allied Health, to maybe consider creating a separate Dean of Business. Also, OSD has more faculty that are counselors, and that it was not clear to him as to why OSD was moving.</p> <p><b>Jennifer</b> stated that the team is looking at workload, direct reports along with the classified professionals who support students.</p> <p><b>Hal</b> stated that with the creation of the new VP position, it appears that there are very few direct reports. He stated that the Dean of IERP would report to the new VP and thought that was odd.</p> <p><b>Jennifer</b> stated that it does not indicate the classified employees working in the HUB, but that his feedback was good, and that it is something to re-think. She explained that there will be a link to provide campus-wide feedback that will be opened up by the end of the week.</p> <p><b>Jason</b> stated that the new VP position, is exciting and that it would complete student learning. He stated that his concern is that there is a lot of overlap with Student Services.</p> <p><b>Jennifer</b> stated that people are doing their best, but that there needs to be intentional planning. She stated that</p> |

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|  |  | <p>Student Services has so many processes and stuff is thrown on top of them. She stated that equity needs a true home, that it is the heart of everything the college does, in getting rid of gaps, and that the equity voice needs to be at the highest level of decisions.</p> <p><b>Ashley</b> stated that Veterans have a huge equity gap.</p> <p><b>LaDonna</b> asked about the cost analysis and that it might be a good idea to break out the categorical vs the general fund savings.</p> <p><b>Jennifer</b> stated that they could provide the breakdown. She stated that only CMSA positions are being affected to gain structural efficiencies.</p> <p><b>Pamela</b> asked if people would have to apply for their own positions.</p> <p><b>Jennifer</b> stated that they are trying not to cause trauma, especially with the 3 existing Directors, and that she is allowing the VP the opportunity to have the conversations.</p> <p><b>Pamela</b> asked if 1 would be elevated and, the others would compete for the same level. She stated that she attended a meeting with the State Chancellor's Office, that she is aware of the fiscal situation, and that classified employees are usually hit first.</p> <p><b>Jennifer</b> stated that the total impact is a net of negative in positions and with a savings of around \$500k. She stated that classified is not first, that Administrators are first. She stated that it does not matter what we say, it matters what we do, and will start with the Administrative level.</p> <p><b>Pamela</b> stated that there has never been a time where there is a Director of the Library and that the library does not get the attention and asked if it will be addressed.</p> <p><b>Jennifer</b> stated that this is a part of the Program Review process, that if it should be elevated, it is during ongoing conversations, and encouraged feedback, that this was a proposal, a draft, and that she is</p> |
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|  |  | <p>looking for input, that it will be seriously considered and that it is “our” campus. She stated that it will come back to CCC on February 14<sup>th</sup>. She stated that due to current vacancies, it is an opportunity to restructure things and that the institution deserves our best.</p> <p><b>LaDonna</b> asked for clarification on the 2 Directors.</p> <p><b>Jennifer</b> stated the combined 3 into 2 with a net zero.</p> <p><b>Lauren</b> spoke regarding the Judicial Officer being a Director level.</p> <p><b>Jason</b> stated that he understands the \$500k savings through the reorg, beginning with the Admin level, and asked if there is an intention to achieve cost savings elsewhere.</p> <p><b>Jennifer</b> stated that there are no plans of yet, that it needs to be left open, and that the fiscal future is being looked at. She reviewed the circumstances of COVID, of the Student Center Funding Formula, and reminded the committee that if the college dips below 10k in FTES the college then would be categorized as a small college and apportionment would decrease.</p> <p><b>Shami</b> stated that he is looking at cutting costs, that OT is up, and that he is looking at moving some expenses over to categorical to free up the unrestricted funds and looking at reducing inefficiencies.</p> <p><b>LaDonna</b> stated that a big part of the Reorg is budget, that resources are being moved, and suggested providing an opportunity for everyone to understand.</p> <p><b>Jennifer</b> stated that there will be a CMSA meeting that day a Town Hall, on Thursday and Shami would break it down.</p> <p><b>Pamela</b> asked for clarification on the numbers.</p> <p><b>Jennifer</b> stated that FTES needs to come up to 11k and that the college is close, but if the college is under that, the college would change to a small college status.</p> |
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|  |  |  | <p><b>Kathy</b> stated that she has been adding sections and increasing online course availability.</p> <p><b>Jennifer</b> stated that the college does not receive money for our students transferring to our bachelor program and that there is a lot of advocacy to make sure that the college is getting compensated for doing our work.</p> <p><b>Pamela</b> asked then what happens.</p> <p><b>Jennifer</b> stated that people are not the first resource and that she is committed to care for and for the employees. She stated that they are looking at other avenues in anticipation of the 5-year forecast. She stated that they have calculated the raises, the agreed upon union contracts, with zero growth and zero COLA, and committed to not jeopardizing the employees.</p> |
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**BREAK - 5 minutes**

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| III. EEO Plan | Lauren | 30 minutes | <p><b>Jason</b> stated that he wants to make sure that the plan does not violate the BP/APs and that it is consistent.</p> <p><b>Lauren</b> stated the plan needs Board approval, that it guides recruitment in BP/AP 3434 and 3430, and that it is all tied together.</p> <p><b>Jason</b> wanted to make sure that the stipulations do not conflict with the BPs/APs.</p> <p><b>Lauren</b> stated that she would be surprised if something was contradictory, as she took guidance from the model policy at the chancellor's office and that it comes from Title 5.</p> <p><b>Jason</b> asked if this was being treated like the BPs/APs if modifications could be made and asked about the process.</p> <p><b>Jennifer</b> stated that the group could ask questions, but that CCC is not tasked with redoing the work. She stated that there is a lot of legal stuff in the document and that this is an opportunity for understanding and to assist the constituents to understand.</p> <p><b>Lauren</b> stated that the Equal Opportunity Council met, and all constituent groups were represented</p> |
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|                                                                    |           |           | <p>and involved.</p> <p><b>Jason</b> stated that on the demographic breakdown, he would like to see the graph broken apart into sections.</p> <p><b>Jennifer</b> stated that the Executive Cabinet is very diverse.</p> <p><b>Lauren</b> stated that the employment data and records are by state.</p> <p><b>Jason</b> stated that he would like to see it split up locally and separately.</p> <p><b>Lauren</b> stated that she could add it, but that the report needs to look like this when submitted to the state.</p> <p><b>Hal</b> stated that he serves on the Equal Opportunity Council and that he was a part of doing the work. He stated that they looked at the AP 7120 process, to make sure that what is in the EEO Plan and the BP/APs align.</p> <p><b>Pamela</b> questioned AP 7120 and if classified has an opportunity to question.</p> <p><b>Lauren</b> stated that it is all tied together and that BPs are general and broad.</p> <p><b>Pamela</b> stated that maybe something needs to be added.</p> <p><b>Lauren</b> stated that she would check into it and that this needs to go to the March Board for approval.</p> <p>This will go out for constituent review and come back at the February 28<sup>th</sup> meeting for final review.</p> |
| IV. BP/AP 7250 – Educational Administrators                        | Lauren    | 5 minutes |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| V. BP/AP 3515 – Reporting Crimes                                   | Jennifer  | 5 minutes |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| VI. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program | Jennifer  | 5 minutes |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| VII. BP/AP 3560 – Alcoholic Beverages                              | Jennifer  | 5 minutes |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>POLICIES OUT FOR CONSTITUENT REVIEW</b>                         |           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>POLICIES IN PROCESS</b>                                         |           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



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| 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. |
| <b>NEXT MEETING DATE: February 14, 2024</b> |               |                       |



## **BP 2715 Board Code of Ethics/Standards of Practice**

### **Reference:**

Accreditation Standard IV.C.11

The Board of Trustees maintains high standards of ethical conduct for its members. Members of the Board of Trustees are responsible for:

- Acting only in the best interests of the entire community.
- Ensuring public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Preventing conflicts of interest and the perception of conflicts of interest.
- Exercising authority only as a board.
- Using appropriate channels of communication.
- Respecting others; acting with civility.
- Being informed about the District, educational issues, and responsibilities of trusteeship.
- Devoting adequate time to board work.
- Maintaining confidentiality of closed sessions.

If a trustee violates or thinks he/ or she has violated any provision of the Code of Ethics/Standards of Practice, or if a trustee observes, learns of, or in good faith believes it is possible that another trustee has violated any such provision, that trustee must immediately report the actual or suspected violation to the Board of Trustees as a whole. The Board of Trustees has an obligation to investigate and address within a mutually agreed upon time frame all reported violations of this Code of Ethics/Standards of Practice.

The Board of Trustees will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

### **Option 1\***

The Superintendent/President and Governing Board President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the Governing Board's Policy 2715 (Code of Ethics) may be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Governing Board President may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Governing Board officers and may include a recommendation to the Governing Board to censure the Board member. If the President of the Governing Board is perceived to have

violated the code, the Vice President of the Governing Board is authorized to pursue resolution.

### **Option 2\***

Charges by any person that a Governing Board member has violated laws and regulations Governing Board behavior or the Board's Code of Ethics shall be directed to the Governing Board President or the Governing Board itself. The Governing Board President may establish an ad hoc committee to examine the charges and recommend further courses of action to the Board. Possible courses of action include:

- If alleged behavior violates laws Governing Board behavior, legal counsel may be sought and the violations referred to the District Attorney or Attorney General as provided for in law.
- If the alleged behavior violates Board Policy on ethical conduct, the President of the Governing Board shall alert the Board member in question regarding the violation of policy, the Governing Board may discuss the violation at a Board Meeting and affirm its policy expectation, and/or the Board may move to censure the trustee.

### **Option 3**

All Governing Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Governing Board will be prepared to investigate the factual basis behind any charge or complaint of Board member misconduct. A Board member may be subject to a resolution of censure by the Governing Board should it be determine that Board member misconduct has occurred. Censure is an official expression of disapproval passed by the Governing Board.

A complaint of Board member misconduct will be referred to an ad hoc committee composed of two Board members not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Code of Ethics as defined in Board Policy. The Board member subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Governing Board for action.

Also see BP 2200 Board Duties and Responsibilities, BP 2310 Regular Meetings of the Board, BP 2315 Closed Sessions, BP/AP 2710 Board Conflict of Interest, AP 2712 Conflict of Interest Code, BP 2716 Board Political Activity, BP 2717 Personal Use of Public Resources – Board, BP 2740 Board Education, AP 3050 Institutional Code of Ethics, BP/AP 3410 Nondiscrimination and BP/AP 7700 Whistleblower.

Adopted: 7/5/05  
Revised: 11/7/05  
Reviewed: 9/12/16  
Revised: 9/9/19

X/X/23

\*Executive Council recommends Option 1 or 2 for consideration by CCC.(10/02/2023)

2014.

ADMINISTRATIVE REGULATIONS ON THE BOARD  
OF TRUSTEES' CODE OF ETHICS/STANDARDS OF PRACTICE

2014.1 The Board of Trustees shall be responsible for administering these regulations and monitoring itself.

2014.2 Commitment

Board Members shall:

- A. Study the mission of Long Beach City College and faithfully conform to it, thereby creatively serving its ever-changing community.
- B. Be an active advocate of Long Beach City College, at all levels of government, by encouraging support for and interest in the college and its employees at all times.
- C. Recognize that the Board acts only as a whole, and that the Board's authority rests only with the Board at legally constituted meetings, not with individual members. Once the Board reaches a decision, Trustees act in support of the decision.
- D. Conduct all District business in open public meetings unless in the judgement of the Board, and only for those purposes permitted by law, it is appropriate to hold a Closed Session.
- E. Welcome and encourage the active involvement of students, employees, and citizens of the District with respect to establishing policy on current operations and future developments, and to consider their views in deliberations and decisions as Board Members.
- F. Implement, enforce and uphold, through enactment of policies and appointment of administrative personnel, all laws, rules, regulations, and standards pertaining to the Long Beach Community College District.
- G. Avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest, disclosing such conflicts and potential conflicts when appropriate and legally required, and disqualifying himself/herself from participating in decisions which she/he has a conflict of interest. Conflicts of interest may relate not only directly to the individual Trustee, but also to the Trustee's family and business associates, or transactions between District and the

Trustee, including hiring or retaining relatives, friends, and business associates as College employees or contractors.

- H. Act as an agent of the public entrusted with public funds, protect, advance, and promote the interest of all citizens, maintaining independent judgement unbiased by private interests or special interest groups.
- I. Maintain confidentiality of privileged and private information.
- J. Maintain confidentiality of all Board discussions held in Closed Session in accordance with the Brown Act and recognize that deliberations of the Board in Closed Session are not to be released or discussed in public without the prior approval of the Board.
- K. Commit adequate time to Board work.

2014.3      Primary Tasks

As an elected or appointed representative of the citizens of the District, Board Members shall:

- A. Augment their effectiveness as Board Members through participation in conferences, workshops, and training sessions, so long as participation in said sessions has a potential for, or is a direct benefit to, the District.
- B. Respect the accomplishment of student goals by attending student recognition ceremonies, such as commencements and award ceremonies.
- C. Acknowledge that no individual Board Member has any legal authority outside the meetings of the Board and shall conduct their relationships with college staff, students, the local citizenry, and the media on that basis.
- D. Promote community understanding of the importance of support for the Long Beach Community College District, through the provision of adequate financing, optimum facilities, staffing and resources, advocacy, and excellent educational programs for the students.
- E. Ensure that the District is in compliance with all applicable federal and state laws, and does not discriminate unlawfully on the basis of race, color, national origin, ancestry, marital status, age, religion, mental or physical disability, gender identity, gender expression, ethnic group

identification, medical condition, genetic information, pregnancy, sex, or sexual orientation in any of its policies, regulations, or practices.

- F. Attend and participate in all Board meetings to the extent possible, having prepared for discussion and decision by studying all agenda materials.
- G. Confine Board action to policy determination, planning, overall approval or ratification of administrative actions, evaluation, and maintaining the fiscal stability of the Long Beach Community College District, while delegating full responsibility to the Superintendent-President to implement and administer Board policies and to be accountable for the operation of the District without Board interference, in accordance with ACCJC Standards.
- H. Hold the educational welfare of the students as the primary concern, keeping in mind what is best for the entire institution, not for specific or specialized interests.

2014.4      Intra-Board Relationships

Board Members shall:

- A. Promote and maintain good relations with fellow Board Members.
- B. Maintain an atmosphere of harmony and cooperation in which controversial issues may be presented fairly and the dignity of each individual is respected.
- C. Acknowledge and actively communicate that authority rests only with the entire Board assembled in a legally-constituted meeting and make no personal promises or take any private action inconsistent with that authority.
- D. Serve only in an advisory capacity, when appointed to a committee, and report, in a timely fashion, all findings to the entire Board.
- E. Inform the entire Board or the Board President when a matter under consideration might involve or appear to involve a conflict of interest.

2014.5      Superintendent-President/Board Relationship

The Board shall:

- A. Appoint the best-qualified professional leader when a Superintendent-President is to be appointed and support the appointment of the best-

trained professional and support staff available upon recommendation of the Superintendent-President.

- B. Promote a healthy working relationship with the Superintendent-President and his/her staff.
- C. Recognize that the Superintendent-President or designee is the primary spokesperson for the District; the President of the Board of Trustees is the primary spokesperson for the Board.
- D. Provide the Superintendent-President with the responsibility, necessary authority, and support to effectively perform her/his duties in the operation of the College without Board interference, in accordance with ACCJC Standards.
- E. Refer all questions, complaints, and pertaining to the District criticisms to the Superintendent-President, who shall report them to the entire Board.
- F. Delegate authority to the Superintendent-President as the Board executive and set clear direction for the Superintendent-President.
- G. Present to the Superintendent-President recommendations for Board action with sufficient information, in a timely manner, that allows Trustees an adequate period of time for study and deliberation.
- H. Promote full and open discussions on all facets of any recommendation presented by the Superintendent-President before Board action is taken.

2014.6      Evaluation

Board Members shall:

Actively participate in a Board evaluation process at least once a year, in order to strengthen Board efficiency and performance and to promote excellence in Board governance.

2014.7      Unethical Behavior

- A. The Board of Trustees has responsibility for monitoring itself.
- B. The President of the Board plays a key role in ensuring that laws and Codes of Ethics are followed.

- C. The President of the Board and/or the Superintendent-President shall confidentially advise all of the Trustees of the alleged violation against another Board member and make available to the Board a written copy of the complaint if any is filed.
- D. Violation of the Board's Code of Ethics will first be addressed by the President of the Board, who will discuss the violation with the Trustee in question to reach a resolution of the issue.
- E. If the President of the Board is perceived by another Trustee to have violated the Code of Ethics, the Vice President is authorized to pursue resolution.
- F. If resolution is not achieved and further action is deemed necessary, the President, or Vice President if the complaint is against the President, may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board, which may include a recommendation of censure of the Trustee in question.
- G. The Superintendent-President may consult with legal counsel for guidance as needed. If the violation is perceived to have legal implications, the matter will be referred by the Board to an attorney selected by the Superintendent-President to advise the Board as to the character of the conduct and the Board's options. If the matter is perceived to be a criminal offense, upon the recommendation of the Superintendent-President, in consultation with the Board President or, if the Board President is implicated in the violation, in consultation with the Board Vice President, the matter will be referred to the appropriate prosecutorial agency.

Reference: ACCJC Accreditation Standard IV.C;  
Brown Act (Government Code section 54950 et. seq.)

Revised: May 22, 2019





## **BP 2715**

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### **Board Policy** Chapter 2 – Board of Trustees

#### **BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE**

Santa Monica College is committed to the principle that higher education and lifelong learning should be available to every person who can benefit. Given this basic condition, the activities and deliberations of the Board of Trustees will be guided by this code of ethics.

##### **The Board of Trustees:**

- has as its basic function the establishment of the policies by which the District is to be administered.
- holds the Superintendent/President accountable for the administration of the educational program and the conduct of District business.
- is made up of individuals who will strive to work with fellow Board members in a spirit of harmony and cooperation even when values and beliefs are divergent.
- is a unit of authority; Board members have no individual authority outside of official meetings.
- assures the orderly operation of the District by encouraging employees to make use of appropriate procedures before bringing their concerns to the Board.
- has the authority and responsibility to encourage the administration, faculty, and staff to be original and creative in responding to the needs of the college community.

The Board of Trustees maintains high standards of ethical conduct for its members. Members of the Board are responsible to:

- support and assist in fostering the most effective relations between the college and the community.
- never use his/her position for material gain.
- not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees. Initiative or referendum measures may be drafted on an area of

legitimate interest to the District. The Board may, by resolution, express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.

1

- not use or permit others to use public resources for personal purposes or any other purpose not authorized by law.
- devote time, thought, and study for effective participation and contribution in the decision-making process of the Board.
- comply with pertinent laws and regulations that deliberations in closed session are confidential and not for public discussion or disclosure.
- make decisions only after all facts have been presented and discussed. Statements or promises as to how one will vote prior to regular meetings are inappropriate. • Abide by majority decisions of the Board.
- participate in state and national community college trustees' associations and in educational conferences, workshops, and training sessions offered by local, state, and national organizations to enhance his/her potential as a Board member.

The Board will promptly address any violation of the Code of Ethics by a Board member or Board members in the following manner:

Violations of BP 2715 Code of Ethics/Standards of Practice will be addressed by the Chair of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Chair of the Board may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board officers and may include a recommendation to the Board to censure the Board member. If the Chair of the Board is perceived to have violated the code, the Vice Chair of the Board is authorized to pursue resolution.

The Superintendent/President and Board Chair are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Also see BP 2200 Board Duties and Responsibilities, BP 2310 Regular Meetings of the Board, BP 2315 Closed Sessions, BP/AR 2710 Conflict of Interest, BP/AR 2712 Conflict of Interest Code, BP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board.

#### **References:**

Education Code Sections 7054 and 7056;  
Government Code Sections 8314 and 54963;  
Penal Code Section 424;  
ACCJC Accreditation Standard IV.C.11

Adopted: May 1, 2000  
Revised: March 2, 2009; June 6, 2017

*(Replaces former SMC BP 1230)*



## 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).

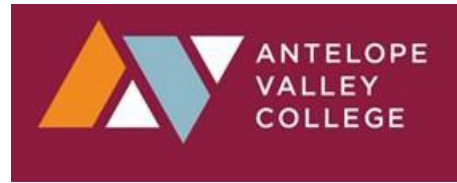
An administrator reassigned as a faculty member shall become a first-year probationary faculty member once his/her administrative assignment expires. Every effort will be made to complete the process outlined above within 60 days.

- 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

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# 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;  
20 U.S. Code Section 1011i;  
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.

## 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.

### 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).

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## 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).

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## 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).

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