

# College Coordinating Council Meeting

Wednesday, January 11, 2017  
 A124 – President’s Conference Room  
 9:30 a.m. – 10:30 a.m.

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

**Committee Members:**

- Irit Gat, Academic Senate
- Kimberly Dolatowski, Associated Student Organization
- Ed Knudson, President
- Pamela Ford, Classified Union
- Michelle Hernandez, Confidential/Management/Supervisory
- LaDonna Trimble, Deans
- Dr. Scott Lee, Faculty Union
- Dr. Bonnie Suderman, Vice President of Academic Affairs
- Mark Bryant, Vice President of Human Resources
- Dr. Erin Vines, Vice President of Student Services

## AGENDA

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of November 9, 2016.	All		
II. Constituent Reports	All		
<b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>			
III. AP 7348 Accommodations	Mark	5 minutes	
IV.			
<b>FUTURE AGENDA ITEMS:</b>			
<b>NEXT MEETING DATE: January 25, 2017</b>			

# College Coordinating Council Minutes

Wednesday, November 9, 2016  
A124 – President’s Conference  
Room  
9:30 a.m. – 10:30 a.m.

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

**Committee Members:**  
Irit Gat, Academic Senate  
Kimbirly Dolatowski, Associated Student Organization  
Ed Knudson, President  
Pamela Ford, Classified Union – **ABSENT – Kim Fite in as Proxy**  
Michelle Hernandez, Confidential/Management/Supervisory  
LaDonna Trimble, Deans  
Dr. Susan Lowry, Faculty Union - **ABSENT**  
Dr. Bonnie Suderman, Vice President of Academic Affairs  
Mark Bryant, Vice President of Human Resources  
Dr. Erin Vines, Vice President of Student Services - **ABSENT**

## AGENDA/MINUTES

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of October 12, 2016.	All		Minutes were approved as presented.
II. Constituent Reports	All		<b>Kimbirly</b> stated that there were 2 vacant positions due to resignations. That the “Friendsgiving” event would be held on the 22 <sup>nd</sup> . <b>Michelle</b> stated that the General Assembly was in Sacramento and there were 3 people from AVC that attended. <b>Ed</b> stated that the Measure AV passed, that construction in Palmdale started and that Doug plans to submit for matching funds. Stated that he is in the process of revising BP 2510 and that he wants it reviewed by all groups.
<b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>			
III. AP 2710 – Conflict of Interest	Ed	1 minute	AP was approved to go to the December 12, 2016 Board Meeting
IV. AP 3225 – Institutional Effectiveness	Ed	1 minute	AP will go out to the constituent groups and return to the 1/25/17 CCC Meeting.
V. AP 3280 – Grants	Ed	1 minute	AP was pulled for revisions and will return.

VI.	BP & AP 3300 – Public Records	Ed	1 minute	BP & AP approved to go to the December 12, 2016 Board Meeting.
VII.	BP & AP 3310 – Records Retention and Destruction	Ed	1 minute	BP & AP approved to go to the December 12, 2016 Board Meeting.
VIII.	BP & AP 3440 – Service Animals	Ed	1 minute	BP & AP approved to go to the December 12, 2016 Board Meeting.
IX.	BP 3500 – Campus Safety	Ed	1 minute	BP approved to go to the December 12, 2016 Board Meeting.
X.	BP & AP 3501 – Campus Security and Access	Ed	1 minute	BP & AP approved to go to the December 12, 2016 Board Meeting.
XI.	BP & AP 3515 – Reporting of Crimes	Ed	2 minutes	BP & AP had a few revisions and suggested to double check with Dr. Zimmerman’s Office regarding current phone numbers. Will go to the December 12, 2016 Board Meeting.
XII.	BP & AP 3518 – Child Abuse Reporting	Ed	1 minute	BP & AP approved to go to the December 12, 2016 Board Meeting.
XIII.	BP & AP 3520 – Local Law Enforcement	Ed	1 minute	BP & AP approved to go to the December 12, 2016 Board Meeting.
XIV.	BP & AP 3530 – Weapons on Campus	Ed	1 minute	BP & AP approved to go to the December 12, 2016 Board Meeting.
XV.	BP & AP 3560 – Alcoholic Beverages	Ed	1 minute	BP & AP approved to go to the December 12, 2016 Board Meeting.
XVI.	BP 7310 – Nepotism	Mark	1 minute	BP approved to go to the December 12, 2016 Board Meeting.
XVII.	BP 7120 – Recruitment and Hiring	Mark	1 minute	BP approved to go to the December 12, 2016 Board Meeting.
XVIII.	BP 7360 Discipline and dismissals – Academic Employees	Mark	1 minute	BP will go out to the constituent groups and return to the 1/25/17 CCC Meeting.
XIX.	Committee Annual Reports	Bonnie	5 minutes	It was decided to wait for the Accreditation Report and requirement.
XX.	Organizational and Learning Outcomes Chart	Irit	5 minutes	Discussion on the chart and the impact of the revision to 2510 may change the chart. It was decided to wait and to bring back when 2510 is revised.
<b>FUTURE AGENDA ITEMS:</b>				
<b>NEXT MEETING DATE: December 14, 2016</b>				

## **AP 7348 Accommodations**

### **References:**

29 U.S. Code Section 207(r);  
42 U.S. Code Section 12101 et seq.;  
42 U.S. Code Sections 2000e et seq.;  
29 Code of Federal Regulations Parts 1605.1 et seq.  
Government Code Sections 12926, 12940, and 12945;  
Labor Code Sections 230 and 1030 et seq.  
Title 2 Sections 11040 et seq., 11050, et seq., and 11060 et seq.

Absent undue hardship or direct threats to the health and safety of employee(s), the District provides employment-related reasonable accommodations to:

- qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions;
- employees with conditions related to pregnancy, childbirth, or a related medical condition, if she so requests, and with the advice of her health care provider;
- employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

### **For Disabilities:**

The District has an affirmative duty to provide reasonable accommodations to applicants or employees with disabilities unless the timely, good faith interactive process reveals that there is no reasonable accommodation that will allow the applicant or employee to perform essential job functions without causing the agency undue hardship or without presenting a direct threat to the health and safety of himself/herself or others.

### **For Pregnancy and Related Medical Conditions:**

The District must provide an interactive process to assess reasonable accommodations, in addition to leave rights, to employees disabled by pregnancy and related medical conditions.

### **For Victims of Domestic Violence, Sexual Assault, or Stalking:**

Effective January 1, 2014, the District also has an affirmative duty to provide reasonable accommodations to employee-victims of domestic violence, sexual assault, or stalking, that would protect the safety of the employee-victim while at work. As is the case with disability-related accommodations, the law requires a timely, good faith interactive process. The goal is to identify safety-related accommodations that do not cause undue hardship and that do not compromise the safety and health of all employees. Like the interactive process for disabilities, the agency has the duty to restart the interactive process if the employee requests new accommodation(s) due to changed circumstances.

### **For Religious Belief or Observance:**

Although not legally required, the employer is required to prove that it has explored any available reasonable alternative means of accommodating the religious belief or observance. Though an interactive process is not legally mandated for religious accommodation, an interactive process meeting is suggested as good practice and is an effective way for an employer to prove that it explored any available reasonable alternative means of accommodating the religious belief or observance.

### **Lactation Accommodation**

An overtime-eligible employee who wishes to express breast milk for her infant child during her scheduled work hours will receive additional unpaid time beyond the 15-minute compensated rest period. Employees desiring to take a lactation break must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The District will make reasonable efforts to accommodate employees by providing an appropriate location to express milk in private. The District will attempt to find a location in close proximity to the employee's work area, and the location will be other than a toilet stall. Employees occupying such private areas shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance.

Any employee storing expressed milk in any authorized refrigerated area within the work area shall clearly label it as such. No expressed milk shall be stored at the work area beyond the employee's workday.

AVCCD is required to engage in a "timely, good faith, interactive process" with an employee or applicant in response to requests for reasonable accommodation which may involve one or more of the following:

- *Potential Accommodations for Religious Creed, Religious Dress Practice, or Religious Grooming Practice*
- *Disability Accommodation*
- *Supporting Documentation or Certification*
- *Reasonable Medical Documentation of Disability*
- *Interactive Communication or Interactive Process*
- *Potential Accommodations for Applicants or Employees with Disabilities*
- *Potential Accommodations for Employees Affected by Pregnancy and Related Medical Conditions*
- *Determination Regarding Accommodation*
- *Certification of Victim Status*

**Interactive Process:**

An effective interactive process provides the means by which an employer and employee determine if a reasonable accommodation is feasible based on the following:

- Analysis of the essential job functions
- Identification of the limitations of the position
- Identification of possible accommodations
- Consideration of preferences of the employee or applicant

An accommodation may be requested by the employee, an applicant or a healthcare provider, a family member or another representative.

A decision regarding the allowance of a proposed accommodation should be made whenever possible within 20 days of the interactive meeting.

Following each interactive meeting, the employer should document the accommodations considered in a letter to the file or a letter to the employee. Documentation should include:

- Attendees present during the interactive meeting. And that the employee was notified of their option to have a representative present.
- That the employer was flexible in terms of scheduling the meetings.
- Whether the meeting was tape recorded
- A list of accommodations suggested during the meeting
- Responses to the proposed accommodations
- Whether the meeting resulted in any agreement

If an accommodation cannot be agreed upon, the denial must be supported by specific, legitimate reasons.

A periodic review of the status of the accommodation should take place to review the effectiveness of the accommodations, and to review the need to either continue or terminate the accommodation.

**New 10/16**