



College Coordinating Council Meeting

February 23, 2022
 9:30 a.m. – 10:30 a.m.
 SSV 151 – Board Room

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

Committee Members:
 Van Rider, Academic Senate
 Nhe’Zhem Peoples, ASO
 Pamela Ford, Classified Union
 Michelle Hernandez, Confidential/Management/Supervisory/Administrators
 LaDonna Trimble, Deans
 Dr. Aurora Burd, Faculty Union
 ~~~~~  
 Shami Brar, Vice President of Administrative Services - **CHAIR**  
 Bridget Cook, Interim General Counsel  
 Howard Davis, Interim Vice President of Academic Affairs  
 VACANT - Vice President of Human Resources  
 VACANT, Vice President of Student Services

## MEETING

| Items                                                                                                                                                                                                                                                                                                                                                              | Person(s) Responsible | Time      | Action                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------|------------------------------------------------------------------|
| <b>STANDING ITEMS:</b>                                                                                                                                                                                                                                                                                                                                             |                       |           |                                                                  |
| I. Approval of Previous Minutes of February 9, 2022                                                                                                                                                                                                                                                                                                                | All                   | 1 minute  |                                                                  |
| II. Constituent Reports                                                                                                                                                                                                                                                                                                                                            | All                   | 5 minutes |                                                                  |
| <b>INFORMATION ITEMS:</b>                                                                                                                                                                                                                                                                                                                                          |                       |           |                                                                  |
| I. BP 1100 – The Antelope Valley Community College District<br>II. BP 1200 – District Mission<br>III. BP 2010 - Board Membership<br>IV. BP/AP 2015 – Student Trustee<br>V. BP/AP 2100 – Board Elections<br>VI. BP 2310 – Regular Meetings of the Board<br>VII. BP/AP 6150 – Designation of Authorized Signatures<br>VIII. BP/AP 3810 - Claims Against the District |                       |           | For final review, intended for the March 14, 2022 Board Meeting. |
| <b>DISCUSSION/ACTION ITEMS:</b>                                                                                                                                                                                                                                                                                                                                    |                       |           |                                                                  |
| IX. BP/AP 6320 – Investments                                                                                                                                                                                                                                                                                                                                       | Shami                 | 5 minutes |                                                                  |

|                                                                           |           |            |  |
|---------------------------------------------------------------------------|-----------|------------|--|
| X. BP/AP 6330 – Purchasing                                                | Shami     | 5 minutes  |  |
| XI. BP/AP 6500 – Property Management                                      | Shami     | 5 minutes  |  |
| XII. BP/AP 6750 – Parking                                                 | Shami     | 5 minutes  |  |
| XIII. BP/AP 7600 – Campus Security                                        | Bridget   | 5 minutes  |  |
| XIV. AVC BP/AP - Approval Flow Chart                                      | Van/Shami | 10 minutes |  |
| XV. BP/AP 2610 – Presentation of Initial Collective Bargaining Proposals  | All       | 5 minutes  |  |
| XVI. BP/AP 7130 – Compensation                                            | All       | 5 minutes  |  |
| XVII. Committee Membership – Call for Committee Information Sheet Updates | All       | 5 minutes  |  |
| <b>FUTURE AGENDA ITEMS:</b>                                               |           |            |  |
| <b>NEXT MEETING DATE: February 23, 2022</b>                               |           |            |  |



# College Coordinating Council Minutes

**February 9, 2022**  
9:30 a.m. – 10:30 a.m.  
SSV 151 – Board Room

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

**Committee Members:**  
Van Rider, Academic Senate  
Nhe’Zhem Peoples, ASO - **ABSENT**  
Pamela Ford, Classified Union  
Michelle Hernandez, Confidential/Management/Supervisory/Administrators  
LaDonna Trimble, Deans  
Dr. Aurora Burd, Faculty Union

---

Shami Brar, Vice President of Administrative Services - **CHAIR**  
Bridget Cook, Interim General Counsel  
Howard Davis, Interim Vice President of Academic Affairs  
Laura Benson, Consultant - Vice President of Human Resources - **ABSENT**  
VACANT, Vice President of Student Services

## MINUTES

| Items                                                                      | Person(s) Responsible | Time      | Action                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------|-----------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STANDING ITEMS:</b>                                                     |                       |           |                                                                                                                                                                                                                                                                                                                                                                             |
| I. Approval of Previous Minutes of November 10, 2021 and January 26, 2022. | All                   | 1 minute  | <b>Shami</b> stated the President is of the position that his participation at the January 26 <sup>th</sup> CCC meeting, answering questions, provided explanation of the reorg, including the elimination of the EVP position, met the expectation of AP 3100.<br><br>The minutes were approved with a few minor changes.                                                  |
| II. Constituent Reports                                                    | All                   | 5 minutes | <b>Aurora</b> stated that she understands the President’s <b>answer position regarding a summary of feedback regarding the reorg</b> , however, does not agree and believes that a summary should be provided.<br><b>Pamela</b> stated that she was in agreement with Aurora.<br><b>Van</b> shared concerns, <b>regarding the President’s explanation</b> , but understands |

|  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  |  | <p>that this is the President’s response.</p> <p><b>LaDonna</b> stated that she had not received additional feedback from her group.</p> <p><b>Michelle</b> stated that she too felt that a summary of feedback or explanation didn’t seem to fulfill the obligation.</p> <p><b>Bridget</b> stated that most constituents’ feedback were shared with each other and the Board.</p> <p><b>Michelle</b> stated that CMS has contributed to an endowment which will pay out a \$500 scholarship to one student every year.</p> <p><del><b>Michelle</b> stated that CMS has contributed to an endowment which will pay out a \$500 scholarship to one student every year. She stated that she too felt that a summary of feedback or explanation didn’t seem to fulfill the obligation.</del></p> <p><del><b>Bridget</b> stated that most constituents’ feedback were shared with each other and the Board.</del></p> |
|--|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**INFORMATION/DISCUSSION/ACTION ITEMS:**

|                                                             |       |           |                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------|-------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I. BP 1100 – The Antelope Valley Community College District | Shami | 2 minutes | It was agreed to go to the March Board, with a final review from CCC at the next meeting (under Information Items).                                                                                                                                                    |
| II. BP 1200 – District Mission                              | Shami | 2 minutes | There were a few minor changes, and agreed to go to the March Board, with a final review from CCC at the next meeting (under Information Items).                                                                                                                       |
| III. BP 2010 - Board Membership                             | Shami | 2 minutes | There was some discussion on the use of inclusive pronouns. Bridget read Ed Code and it was agreed to keep the language from Ed Code. It was agreed to go to the March Board, with a final review from CCC at the next meeting (under Information Items).              |
| IV. BP/AP 2015 – Student Trustee                            | Shami | 2 minutes | There was some discussion on what the minimum requirement is on semester units and Bridget stated that in Ed Code it indicates 5 semester units. . It was agreed to go to the March Board, with a final review from CCC at the next meeting (under Information Items). |
| V. BP/AP 2100 – Board Elections                             | Shami | 2 minutes | It was agreed to go to the March Board, with a final review from CCC at the next meeting (under Information Items).                                                                                                                                                    |
| VI. BP/AP 2105 – Election of Student Trustee                | Shami | 2 minutes | There was some discussion on the appropriate language/title of the Dean or designee. There was some discussion about when the elections                                                                                                                                |

|                                                                            |           |           |                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------|-----------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                            |           |           | are held and agreed to confirm/revise and return back to another meeting.                                                                                                                                                              |
| VII. BP 2310 – Regular Meetings of the Board                               | Shami     | 2 minutes | There was some minor revisions suggested and agreed to go to the March Board, with a final review from CCC at the next meeting (under Information Items).                                                                              |
| VIII. BP/AP 6150 – Designation of Authorized Signatures                    | Shami     | 2 minutes | There was some discussion on designee language, the title of Chief Business Officer vs. VP of Administrative Services and agreed to go to the March Board, with a final review from CCC at the next meeting (under Information Items). |
| IX. BP/AP 6320 – Investments                                               | Shami     | 2 minutes | Ran out time. Will be continued at the next meeting.                                                                                                                                                                                   |
| X. BP/AP 6330 – Purchasing                                                 | Shami     | 2 minutes | Ran out time. Will be continued at the next meeting.                                                                                                                                                                                   |
| XI. BP/AP 6500 – Property Management                                       | Shami     | 2 minutes | Ran out time. Will be continued at the next meeting.                                                                                                                                                                                   |
| XII. BP/AP 6750 – Parking                                                  | Shami     | 2 minutes | Ran out time. Will be continued at the next meeting.                                                                                                                                                                                   |
| XIII. BP/AP 7600 – Campus Security                                         | Bridget   | 2 minutes | Ran out time. Will be continued at the next meeting.                                                                                                                                                                                   |
| XIV. AVC BP/AP - Approval Flow Chart                                       | Van/Shami | 2 minutes | Ran out time. Will be continued at the next meeting.                                                                                                                                                                                   |
| XV. BP/AP 2610 – Presentation of Initial Collective Bargaining Proposals   | All       | 2 minutes | Ran out time. Will be continued at the next meeting.                                                                                                                                                                                   |
| XVI. BP/AP 3810 - Claims Against the District                              | All       | 2 minutes | There was some discussion on minor revisions and agreed to go to the March Board, with a final review from CCC at the next meeting (under Information Items).                                                                          |
| XVII. BP/AP 7130 – Compensation                                            | All       | 2 minutes | Ran out time. Will be continued at the next meeting.                                                                                                                                                                                   |
| XVIII. Committee Membership – Call for Committee Information Sheet Updates | All       | 5 minutes | Ran out time. Will be continued at the next meeting.                                                                                                                                                                                   |
| <b>FUTURE AGENDA ITEMS:</b>                                                |           |           |                                                                                                                                                                                                                                        |
| <b>NEXT MEETING DATE: February 23, 2022</b>                                |           |           |                                                                                                                                                                                                                                        |

(Language in red indicates corrections recommended by the committee)



## **BP 1100 The Antelope Valley Community College District**

### **Reference:**

Education Code Section 72000(b)

The District has been named the Antelope Valley Community College District.

The name is the property of the District. No person shall, without the permission of the Board of Trustees, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of Antelope Valley College.

Adopted: 7/5/05

Reviewed: 6/13/16

Revised: 9/9/19

Reviewed: 3/14/22



## BP 1200 District Mission

### Reference:

Accreditation Standard I.A

Antelope Valley Community College **District**, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success, offering value and opportunity, in service to our community.

Antelope Valley College **District** offers in alignment with the California Community College Board of Governors Vision for Success (Not included in the District's Mission Statement):

- ***Associate Degree Programs***

Associate degree programs comprised of general education courses, proficiency requirements, designated courses in a specific major or area of emphasis. Associate degrees provide students with “the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.”

- ***Baccalaureate Degree Program***

The Baccalaureate Degree Program in Airframe Manufacturing Technology is designed to respond to the growing demand in the aerospace and associated industries with a curriculum that addresses airframe manufacturing, aircraft fabrication (structures and composites), avionics, and electronics, as well as upper division general education courses. This degree provides students with the ability to understand, perform, and serve as first-line leads in the major processes of manufacturing the structural components of aircraft for civilian and military specifications and other related industries.

- ***Career Technical Programs***

Certificate and degree programs comprised of “essential career technical instruction” in a variety of business, technical, and occupational courses designed to enhance students’ knowledge and skills leading to employment, career advancement, certification, and state or federal licensure. We award both Chancellor’s Office approved Certificates of Achievement and locally approved Certificates of Proficiency.

- ***Transfer/General Education Courses***

Transfer/general education courses in communication and critical thinking, the physical and biological sciences, arts and humanities, social and behavioral sciences, and



technical education. Completion of these courses allows students to fulfill degree requirements or enroll in upper division courses and programs at accredited four-year institutions through our articulation agreements.

- ***Basic Skills Courses***

Basic skills courses in reading, writing, mathematics, English as a Second Language, and learning and study skills. These courses offer students essential foundation skills that are necessary for success in college-level degree applicable courses.

- ***Student Support and Instructional Support***

A variety of services in academic, career, and personal counseling, in library instruction and course support, in learning assistance. These services support the needs of students in pursuing and achieving their educational goals.

- ***Workforce Preparation and Economic Development***

Workforce programs, job preparation courses (non-degree applicable) and a variety of services that contribute to the educational and economic well-being of the community.

- ***Personal Enrichment and Professional Development***

Community service offerings, non-credit, not-for-credit classes and services that develop the knowledge, skills and attitudes necessary for students to be effective members of the community. These classes enhance the community's social, cultural, and economic well-being. Non-credit course offerings may lead to a Certificate of Completion and/or Certificate of Competency.

The Antelope Valley Community College District is committed to fulfilling its mission in accord with the following philosophy:

Antelope Valley Community College District is a comprehensive community college district in the California Community College System dedicated to providing services to a broad range of students with a variety of educational goals. The District is dedicated to providing educational programs and services as expressed in the California Master Plan for Higher Education. Likewise, the District is committed to equal educational opportunity and reinforces that commitment through a program of active affirmation of diversity.

Antelope Valley Community College District is dedicated to meeting the dynamic needs of a changing community. The District addresses the educational needs of a diverse and evolving population. The District recognizes that it is uniquely capable of responding to the requirements of regional business, industry, and public service, as well as the social and cultural needs of the Antelope Valley.

Antelope Valley Community College District affirms the rights of the individual and respects human dignity. The programs and activities offered foster the individual's ability to think





clearly, critically, and independently to meet the demands of an increasingly complex society. The student is the primary concern of the community college district. The curriculum, activities, and services are designed to help students understand their physical, cultural, ethnic, and social environment. The preservation of academic freedom provides an environment in which students and faculty can examine ideas freely. Academic freedom in the pursuit and dissemination of knowledge in an educational environment shall be ensured and maintained. Such freedom shall be recognized as a right of all members of the faculty, whether of tenure or non-tenure rank, of all administrative officers, and of all students.

This philosophy is reflected in the curriculum, the student-faculty relationships, the services and resources, and the policies of the Antelope Valley Community College District.

The mission statement review will be initiated by the Strategic Planning Committee (SPC). The mission is evaluated and revised on a regular basis.

- Adopted: 7/5/05
- Revised: 10/9/06
- Revised: 5/12/08
- Revised: 7/13/09
- Revised: 8/13/12
- Revised: 11/10/14
- Revised: 5/9/16
- Revised: 9/9/19
- Reviewed: 3/14/22



## **BP 2010 Board Membership**

### **References:**

Education Code Sections 72023, 72103, and 72104;  
ACCJC Accreditation Standard IV.C.6

The Board of Trustees shall consist of five members elected by the qualified voters of the District. Members shall be elected by trustee area as defined in BP 2100 Board Elections.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board of Trustees.

An employee of the District may not be sworn into office as an elected or appointed member of the Board of Trustees unless **and until** he/~~er~~ she resigns as an employee.

No member of the Board of Trustees shall, during the term for which he/she is elected, hold an incompatible office.

No member of the Board of Trustees shall, during the term for which he/she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

Also see BP 2015 Student Trustee, BP 2100 Board Elections, and BP 2105 Election of Student Trustee.

Adopted: 7/5/05

Revised: 5/9/16

Revised: 9/9/19

**Reviewed: 3/14/22**



## **BP 2015 Student Trustee**

### **Reference:**

Education Code Section 72023.5

The Board of Trustees shall include one non-voting student member. The term of office shall be one year commencing on May 15.

The student member shall be enrolled in and maintain a minimum of five (5) semester units in the District, shall be in good standing in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. No student shall hold the office of Student Trustee for more than two terms.

The student member shall be seated with the Board of Trustees and shall be recognized as full member of the Board of Trustees at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board of Trustees (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

On or before May 15 of each year, the Board of Trustees shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions.
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters; at the discretion of the Board of Trustees.
- The privilege to receive compensation for meeting attendance at a level of \$200.
- The privilege to serve a one-year term commencing on May 15.
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board of Trustees.

Also see AP 2015 Student Trustee and BP/AP 2105 Election of Student Trustee.

Adopted: 7/5/05  
Revised: 9/10/07  
Revised: 7/14/08  
Reviewed: 8/8/16  
Revised: 9/9/19  
Reviewed: 3/14/22



## AP 2015 Student Trustee

### Reference:

Education Code Section 72023.5

The student trustee shall:

- Attend meetings of the Board of Trustees (absences not to exceed two (2) regular board meetings).
- Attend at least two (2) regular meetings of the Associated Student Organization (ASO) per month, unless there is a class schedule conflict, and maintain communication with the ASO as needed.
- Meet with the Superintendent/President of the college as needed.
- Represent the Board as well as the college at meetings and special events whenever possible.
- May attend state and other related conferences for Board of Trustee members.
- Meet with the advisor to the Student Trustee and the Dean of Student Life & Services when necessary.

Also see BP 2015 Student Trustee and BP/AP 2105 Election of Student Trustee.

Approved: 7/5/05

Reviewed: 8/8/16

Revised: 9/9/19

Reviewed: 3/14/22



## BP 2100 Board Elections

### References:

Education Code Sections 5000 et seq. and 72036

The term of office of each trustee shall be four years, commencing on the day of the regular Board meeting in December following the election. (**NOTE:** Pursuant to Education Code Section 5017, the date shall be the second Friday in December following the general election in November.) Elections shall be held every two years, in even numbered years. Terms of trustees are staggered so that, as nearly as practical, one-half of the trustees shall be elected at each trustee election.

The Board of Trustees has provided for the election of trustees by trustee areas. Effective November 2018 election, the trustee areas are:

Area 1 – Generally encompassing west Los Angeles County, South of Palmdale, and some of the West Palmdale South of West Avenue N.

Area 2 – Generally Kern County, northern and central Lancaster.

Area 3 – Generally southwestern and eastern Lancaster south of E Avenue I.

Area 4 – Generally western and some of central Palmdale.

Area 5 – Generally some of central and eastern Palmdale, with northeastern Los Angeles County.

The election of a Board member residing in and registered to vote in the trustee area he/she seeks to represent shall be only by the registered voters of the same trustee areas.

The Superintendent/President shall submit recommendations to the Board of Trustees regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Superintendent/President shall submit the recommendation in time for the Board of Trustees to act as required by law.

Also see BP 2010 Board Membership.

Adopted: 7/5/05

Revised: 8/13/12

Revised: 6/12/17

Revised: 12/9/19

Reviewed: 3/14/22



## AP 2100 Board Elections

### References:

Education Code Sections 5000 et seq.

### I. Eligibility

Any person who is 18 years of age or older, a citizen of the state, a resident of the community college district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of the Board of Trustees without further qualifications.

### II. Number of Trustees and Term of Office

- A. The Board of Trustees consists of five members elected by District for terms of four years.
- B. Terms of two members expire on the second Friday in December in one even-numbered year and those of the other three members in the next succeeding even-numbered year (statewide general election).
- C. Terms of office commence on the second Friday in December following the election in November in even-numbered years.

### III. Elections

Notice of elections shall be posted and the election held on the same day as the statewide general election in November.

### IV. Vacancies

- A. If a vacancy occurs or a resignation is filed with the County Superintendent of Schools containing a deferred effective date, the Board of Trustees shall within 60 days of the vacancy or filing of deferred resignation call an election or make a provisional appointment to fill the vacancy. The Board member may not defer the effective date of his/her resignation for more than 60 days after he or she files the resignation. In the event the Board fails to make a provisional appointment or call an election within the 60 day period, the county superintendent of schools shall order an election to fill the vacancy. No special election or appointment to fill a vacancy shall take place if the vacancy occurs within four months of the end of the term of that position.
- B. If the vacancy occurs or a resignation is filed with the County Superintendent of Schools containing a deferred date within six months of, but not more than 130 days



before a regularly scheduled election and the position is not scheduled to be filled at such election, the vacancy must be filled at a special election consolidated with the regularly scheduled Board election.

Also see BP/AP 2015 Student Trustee, AP 2100 Board Elections, and BP/AP 2105 Election of Student Trustee.

Approved: 11/12/19

Reviewed: 3/14/22



## BP 2310 Regular Meetings of the Board

### References:

Education Code Section 5017, 35143, 72000(d);  
Government Code Sections 54952.2, 54953 et seq. and 54961

Regular meetings of the Board of Trustees shall be held **monthly**, on the second Monday of each month, **except for the year-end organizing meeting, which is held on the second Friday of December**. Exceptions will be determined by the Board of Trustees as needed. Regular meetings of the Board of Trustees shall normally be held at Antelope Valley College, 3041 W. Avenue K, Lancaster, CA 93536.

A notice identifying the location, date, and time of each regular meeting of the Board of Trustees shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board of Trustees shall be held within the boundaries of the District except in cases where the Board of Trustees is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board of Trustees shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

The Board of Trustees may, by a majority vote, adjourn any meeting at any stage in the agenda, providing arrangements are made to complete the items of business on the agenda at a future meeting.

Pursuant to Government Code Section 54955, the Board of Trustees may order a meeting adjourned, providing that notice of adjournment, contained in Board minutes, is posted within 24 hours after the close of the regular meeting. Such a notice shall be posted on or near the door of the room where the regular meeting was held.

Also see BP 2315 Closed Sessions, BP/AP 2320 Special and Emergency Meetings, BP 2330 Quorum and Voting, BP/AP 2340 Agendas, and BP/AP 2360 Minutes.

Adopted: 7/5/05  
Revised: 2/6/06  
Reviewed: 8/8/16  
Revised: 9/9/19  
**Revised: 3/14/22**





## **BP 6150 Designation of Authorized Signatures**

### **References:**

Education Code Sections 85232 and 85233

Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the Superintendent/President and other officers appointed by the Superintendent/President.

See AP 6150 Designation of Authorized Signatures.

Adopted: 5/8/06

Revised: 1/13/20

Reviewed: 3/14/22



## AP 6150 Designation of Authorized Signatures

### References:

Education Code Sections 85232 and 85233

The ~~District Disbursing Officer~~ Chief Business Officer and/or Executive Director of Fiscal and Financial Services is hereby designated as the District officer authorized to sign warrants on behalf of the District.

The ~~District Disbursing Officer~~ Chief Business Officer and/or Executive Director of Fiscal and Financial Services will withhold approval of District warrants when:

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

Approved: 5/8/06  
Revised: 12/9/19  
Revised: 3/14/22

## BP 3810 Claims Against the District

Reference:

**Education Code Section 72502; Government Code Sections 900 et seq.;  
910 and 935**

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place[s] for service of claims, lawsuits or other types of legal process upon the District are:

- ~~Vice President of Student Services for claims, legal services or notices regarding student records~~
- ~~Vice President of Human Resources Services for claims, legal services or notices regarding employee records~~
- ~~Vice President of Business Administrative Services for claims, legal services or notices regarding any other claim against Antelope Valley Community College District.~~
- The Office of the General Counsel, 3041 West Avenue K, Lancaster, CA 93536; (661) 722-6650.

See Administrative Procedure 3810.

Adopted: 11/7/05

Reviewed: 3/13/17

Revised: 3/14/22

## AP 3810 Claims for Damages

Reference:

**Education Code Section 72502; Government Code Sections 900 et seq., 910 et seq and 935**

Claims for money or damages as prescribed under Board Policy 3810 shall be submitted to the Office of the **General Counsel**.

All claims shall be made in writing and submitted on the District's approved claim form. Claims not submitted on the District's form will be returned to the claimant and may be resubmitted using the proper form. The claim shall be signed by the claimant or by his or her guardian, conservator, executor or administrator. No claim may be presented on behalf of a class of persons unless verified by every member of that class as required by this section. In addition, all claims shall contain the information required by California Government Code Section 910.

Claim forms can be obtained by contacting the Office of the General Counsel at (661) 722-6650 or email at [legal@avc.edu](mailto:legal@avc.edu).

Claim forms may be presented in person or deposited in the United States mail, in a sealed envelope, properly addressed, postage prepaid as follows:

Antelope Valley Community College District  
Office of General Counsel  
3041 West Avenue K  
Lancaster, CA 93536

### TIME LIMITATIONS

Claims for money or damages relating to a cause of action for death, injury to person, or personal property, must be presented to the District not later than six months after the accrual of the cause of action.

Claims for money or damages relating to a cause of action other than that stated above, must be presented to the District not later than one year from the accrual of the cause of action.

### LATE CLAIMS

Claims which are filed outside the specified time limitation, must be accompanied by an application to file a late Claim. If a Claim is filed outside the time limitations noted above and is not accompanied by the application to present a late Claim, the General Counsel, shall, within 45 days, give written notice that the Claim was not filed timely and that it is being returned without further action.

The application to present a late Claim shall state the reason for the delay in presenting the Claim and shall be timely filed pursuant to the law. The Board of Trustees, while in Closed Session, shall grant or deny the application within 45 days after it is presented. By mutual agreement of the

claimant and the Board of Trustees, such 45-day period may be extended by written agreement made before the expiration of such period. If the Board of Trustees does not take action on the application within 45 days, it shall be deemed to have been denied on the 45th day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. If the application to present a late Claim is denied, the claimant shall be given notice in the form set forth in law.

## **RESPONSE TO CLAIM**

Within forty-five days after the claim has been presented to the Office of the ~~Vice President~~ **General Counsel**, the Board of Trustees may take action to allow the claim in whole or in part, or the Board may take action to reject the claim. If the Board takes no action, the claim is rejected by operation of law on the 45<sup>th</sup> day after it was presented to the Office of the ~~Superintendent/President~~ **General Counsel**.

The ~~Superintendent/President or his/her designee~~ **General Counsel**, shall serve notice to the claimant of the Board's action allowing or rejecting the claim. The claimant shall be notified that the claim is rejected, allowed in whole or in part, or rejected by operation of law. Said notice shall also inform the claimant of the six month time limit pertaining to filing court action pursuant to Government Code Section 913.

If the District decides to allow the claim or offer compromise in an attempt to settle the dispute, the District shall require the claimant to sign a release or waiver agreeing to payment as full and complete settlement of the claim.

In accordance with California Government Code Sections 935(b) and 945.6, all claims shall be presented as provided in this section and acted upon by the district prior to the filing of any suit on such claim, and no such suit may be maintained by a person who has not complied with the requirements of this administrative procedure.

Adopted: 11/7/05

Revised: 3/13/17

Revised: 3/14/22



**ANTELOPE  
VALLEY  
COLLEGE**

**CLAIM FOR DAMAGES  
TO PERSON OR PROPERTY**

**RESERVE FOR FILING STAMP**

CLAIM NO. \_\_\_\_\_

**Instructions:**

1. Claims for death, injury to person or to personal property must be filed not later than 6 months after the occurrence. (Gov Code Sec. 911.2)
2. Claims for damage to real property must be filed not later than 1 year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim before filing.
4. See Page 2 for diagram upon which to locate place of accident.
5. This claim form must be signed on Page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. **SIGN EACH SHEET.**
7. Claim shall be addressed to: Bridget L. Cook, Esq., Interim General Counsel  
Antelope Valley College  
Office of General Counsel  
3041 West Avenue K  
Lancaster, CA 93536

To: Bridget L. Cook, Esq., Interim General Counsel  
Antelope Valley College  
3041 West Avenue K, Lancaster, CA 93536

Name of Claimant

Claimant's Date of Birth

Home Address of Claimant

Contact Number Home  Cell

Business Address of Claimant

Business Telephone Number

Give name and address to which you desire notices or communications to be sent regarding this claim:

How did DAMAGE or INJURY occur? Give full particulars:

When did DAMAGE or INJURY occur? Give full particulars, date, time of day:

Where did DAMAGE or INJURY occur? Describe fully, and locate on the diagram on second page where appropriate, give street name and address, and measurements from landmarks:

What particular ACT or OMISSION do you claim caused the injury or damage? Give names of DISTRICT employee(s) causing injury or damage, if known:

What DAMAGE or INJURIES do you claim resulted? Give full extent of injuries or damages claimed:

(see reverse side) THIS CLAIM MUST BE SIGNED ON PAGE 2

---

What AMOUNT do you claim on account of each item of injury or damage as of date of presentation of this claim, giving basis of computation:

---

Give ESTIMATED AMOUNT you claim on account on each item of prospective injury or damage, giving basis of amount: (If amount claimed exceeds \$10,000, no dollar amount shall be stated).

---

If total amount claimed exceeds \$10,000, is this a Limited Civil case? Yes \_\_\_\_ No \_\_\_\_

---

Expenditures made on account of accident or injury: (date, item) (Amount)

---

Name and address of witnesses, doctors, and hospitals:

---

DIAGRAM SECTION

---

|                                                                |                          |                  |       |
|----------------------------------------------------------------|--------------------------|------------------|-------|
| Signature of Claimant or person<br>filing on claimant's behalf | Relationship to Claimant | Type/Print Name: | Date: |
|----------------------------------------------------------------|--------------------------|------------------|-------|

---

NOTE: All claimants may be required to be examined as to their claim under oath. Section 72 of the California Penal Code provides: "Every person who with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or imprisonment."



## BP 6320 Investments

### References:

Government Code Sections 53600 et seq.

The Superintendent/President is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law, including California Government Code Sections 53600, et seq.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

Also, see AP 6320 Investments.

Reviewed: 1/10/22

Adopted: 5/8/06

Reviewed: 8/13/18

Revised: 1/13/20

Reviewed: 4/11/22





## AP 6320 Investments

### References:

Government Code Sections 53600 et seq.

The Chief Business Officer is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the Board of Trustees in accordance with the Government Code Sections cited above and the following:

- Funds that are not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment.
- The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.
- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective.
- In managing District investments, District officials should avoid any transactions that might impair public confidence.
- Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived. (See Government Code Section 53600.6 regarding solvency and creditworthiness.)

District funds maintained by the County Treasurer that are not required for the immediate needs of the District may be invested as follows:

- **County Treasurer's Investment Pool.** Investment of District funds may be delegated to the County Treasurer. In accordance with county procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code Section 53635 and investment policies adopted by the County Board of Supervisors.
- **State's Local Agency Investment Fund** (Government Code Sections 16429.116429.3). District funds not required for immediate needs of the District

may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code Section 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code Section 16430, or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code Section 16429.2).

- **Other Investments** - Other investments as permitted by Government Code Section 53600 et seq., and in particular Government Code Sections 53601, 53601.8, 53635, and 53635.8,\* may be made by Chief Business Officer subject to prior approval of the **Board** of Trustees.

*\*Government Code Sections 53601, 53601.8, ~~and~~ 53605, and 53635.8 permit many very specific investments. Questions should be referred to financial advisors or legal counsel.*

Approved: 5/8/06  
Revised: 8/13/18  
Revised: 12/9/19  
**Revised: 4/11/22**



## BP 6330 Purchasing

### References:

Education Code Section 81656;  
Public Contract Code Sections 20650 and 20651

The Superintendent/President is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.

All such transactions shall be reviewed by the Board of Trustees every ~~30~~ sixty (60) days.

All purchase orders shall be approved or ratified by the Board of Trustees and recorded in the official Board minutes. Purchases which meet one or more of the following criteria may be submitted for ratification.

- a. Items which, in the judgment of the Chief Business Official, are required for immediate use in the instructional program or for the immediate repair of buildings or equipment.
- b. Items on a standard list for which bids/quotations have been secured and approved by the Board of Trustees.
- c. Equipment items which have prior approval of the Board of Trustees.
- d. Expenditures from the Revolving Cash Fund.
- e. Purchase orders of \$25,000 or less.

Also see AP 6330 Purchasing.

Adopted: 5/8/06  
Revised: 11/13/06  
Revised: 8/13/18  
Revised: 4/11/22



## AP 6330 Purchasing

### References:

Education Code Sections 81656, ~~et seq.~~;  
Public Contract Code Sections 20650, ~~et seq.~~ and 20651

The objective of the Purchasing Department is to obtain the maximum, cost-effective value in procuring goods and services, which supports the District's educational mission and goals. Purchasing activities shall be performed within the limitations prescribed by California law and in accordance with BP 6330 Purchasing. To accomplish this result, the decisions on purchases shall be based on:

- Specifications which stress good quality within limitations of the budget;
- The lowest cost within adherence to the specifications;
- Consideration for the quality of service and track record of the vendor/supplier; and
- Promptness of delivery.

Every transaction between a buyer or seller and the District shall be by purchase order or formal contract signed by the Superintendent/President, Chief Business Officer, or his/her designee. When deemed advisable to obtain the best pricing or when required by law, the District shall adhere to competitive, well-advertised, and well noticed purchasing processes to ensure that the District receives advantageous pricing for proper and necessary goods and services. The Chief Business Officer ~~or Purchasing Director~~ or designee shall establish administrative procedures for purchasing, and contract awards and management.

The District shall not conduct business (including purchasing from, or selling to) with any District employee or Board member. (see AP 2710 Conflict of Interest and AP 2712 Conflict of Interest Code)

The Chief Business Officer shall approve all purchase orders which are prepared within the line-staff organization of the College, or District operations including reasonable expenditures of District funds to;

1. purchase food and beverages as refreshments for attendees at District sponsored events which further the legitimate purposes of the District,
2. purchase commemorative awards and gifts in recognition of service to the District by non- employees when the purpose is to promote services to the District; and
3. purchase awards for students, excluding gift cards. Gift cards are considered to be the equivalent of cash and therefore are not allowed to be used as awards or payments for goods or services.



Please contact the purchasing department for specific procedures relating to the following:

- Required Approvals
- Purchase Requisition and Purchase Orders
- Pre-Payment
- Reimbursements
- Unauthorized Purchases
- Procurement Card Program
- District Credit Cards
- Department of Industrial Relations (DIR)
- Public Works
- Change Orders

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

Approved: 5/8/06  
Revised: 11/13/18  
Revised: 12/9/19  
**Revised: 4/11/22**



# BP 6500 Property Management

**References:**

Education Code Sections 81300, et seq.

The Superintendent/President is delegated the authority to act as the Board’s negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the Board of Trustees itself.

The Superintendent/President shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use, or exchange of real property by the District.

Also see AP 6500 Property Management and BP/AP 6700 Civic Center and Other Facilities Use.

- Adopted: 5/8/06
- Reviewed: 8/13/18
- Revised: 1/13/20
- Reviewed: 4/11/22



## AP 6500 Property Management

### References:

Education Code Sections 70902 and 81300 et seq.

The Chief Business Officer or designee shall be responsible for supervising acquisitions of real property, including appraisals and valuations of real property and improvements; securing title insurance policies; dedications or conveyance of easements; vacation of streets and alleys, street lighting and other special assessments; and the condemnation of real property.

Approved: 5/8/06

Revised: 8/13/18

Revised: 12/9/19

Reviewed: 4/11/22

## **BP 6750 Parking**

### **Reference:**

Education Code Section 76360;  
Vehicle Code Section 21113 and 40220

The Superintendent/President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees may be established in accordance with these board policies. (See Board Policy 5030.)

See Administrative Procedures #6750

Adopted: 5/8/06

Revised: 4/11/22





## AP 6750 Parking

### References:

Education Code Section 72330 and 76360;  
Vehicle Code Sections 21113 and 40220

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with California Vehicle Code Section 21113, the District will enforce these procedures by issuing citations.

Also, refer to <https://www.avc.edu/administration/police>.

Approved: 5/8/06  
Revised: 6/8/20  
Reviewed: 4/11/22



## **BP 7600 Campus Security**

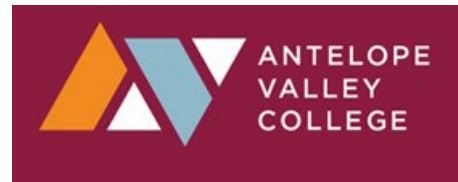
### **References:**

Education Code Section 72330 et seq;  
Government Code Sections 3300 et seq.

The Board of Trustees has approved a Service Agreement with the County of Los Angeles Sheriff Department for general law enforcement and security services within the corporate limit of the District.

Services performed by the Sheriff's Department, the discipline of officers, and other matters incident to the performance of such services and the control of personnel so employed shall remain with the County.

Adopted: 4/11/22



## AP 7600 ~~College Police Campus Security~~

### References:

Education Code Section 72330;  
Government Code Sections 3300 et seq.

The Superintendent/President is delegated the responsibility to establish ~~minimum qualifications of employment for the College Chief of Police including but not security services within the District limited to the conditions contained in~~ ~~Board Policy~~ (see BP 7600 ~~Campus Security~~).

The District has an approved Service Agreement with the County of Los Angeles Sheriff Department for general law enforcement and security services within the corporate limit of the District.

Every member of the Sheriff Department ~~first employed by the District before July 1, 1999 must, in order to retain his/or her employment, will go through the hiring process and meet the requirements of Education Code Section 72330.2., including but not limited to:~~

- ~~• Submission of one copy of his/or her fingerprints which shall be forwarded to the Federal Bureau of Investigation,~~
- ~~• A determination that the employee is not a person prohibited from employment by a California community college district, and~~
- ~~• If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.~~

~~Every member of the college police shall be supplied with, an authorized to wear, a badge bearing words "Antelope Valley Community College Police." Every member of the college police shall be issued a suitable identification card.~~

~~Salaries for college police shall be established after appropriate negotiations with their exclusive representative. If no such unit is established, the Vice President of Business Services Chief Business Officer shall recommend salaries.~~

~~The Vice President of Business Services Chief Business Officer, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the college police.~~

- ~~Schedules and shifts~~
- ~~Call back procedures~~
- ~~Weapons practices, especially drawing weapons~~
- ~~Use of vehicles~~
- ~~Pursuit practices~~
- ~~Discipline procedures~~
- ~~Training~~

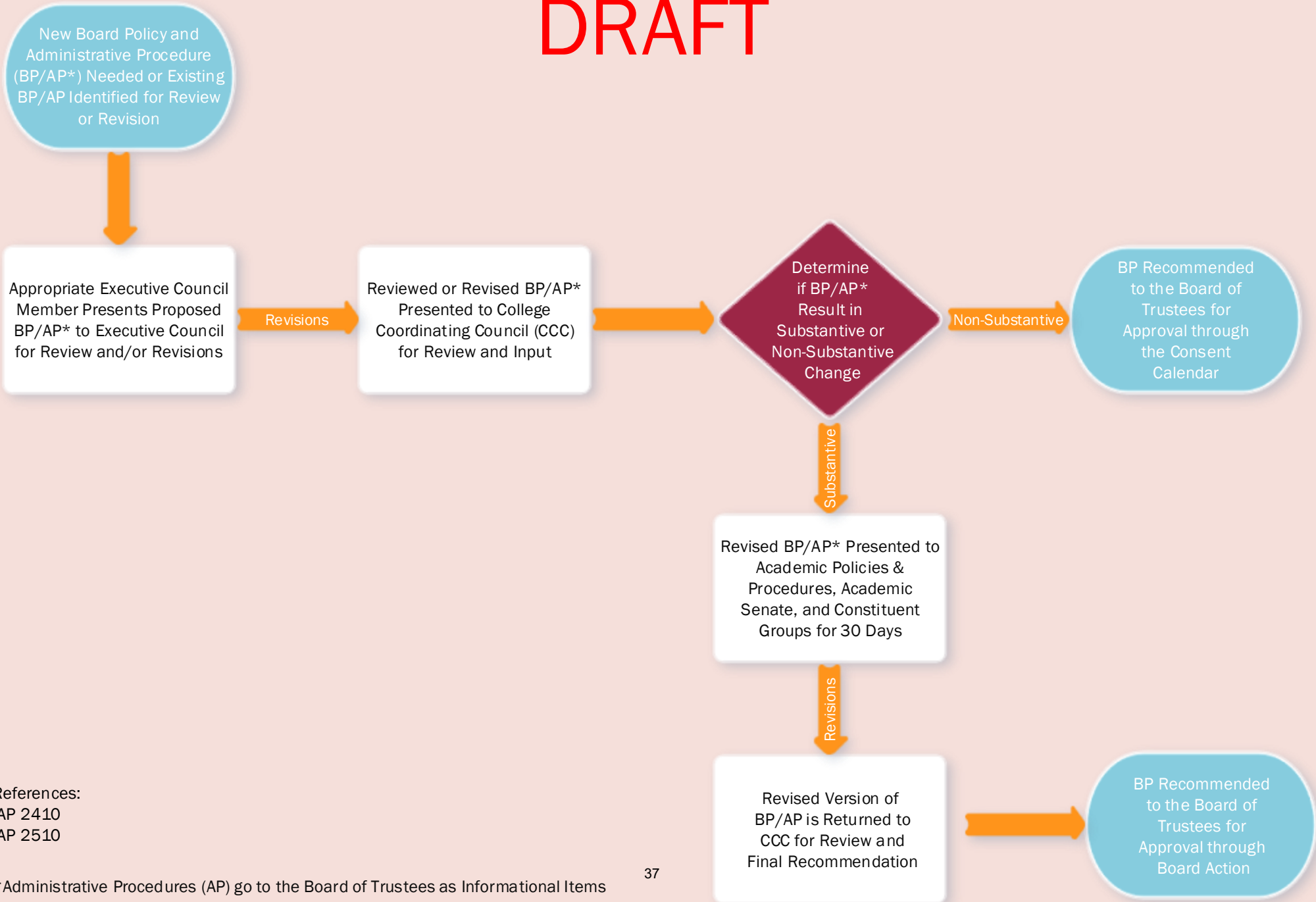
~~The College Police shall cooperate with local enforcement in accordance with and agreement to be entered into in accordance with the requirements of Education Code Section 67384. The agreement shall address, but not be limited to, the following:~~

- Operational responsibilities for investigations of the following violent crimes; willful homicide, forcible rape, robbery, aggravated assault
- Geographical boundaries of the operational responsibilities
- Mutual aid procedures

Also see BP 7600 Campus Security.

Approved: 5/8/06  
Revised: 4/11/22

# DRAFT



References:  
AP 2410  
AP 2510

\*Administrative Procedures (AP) go to the Board of Trustees as Informational Items

## **BP 2610 Presentation of Initial Collective Bargaining Proposals**

### **Reference:**

Government Code Section 3547

The Superintendent/President is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of Trustees of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration.

All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.

Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

The Board of Trustees may adopt regulations for the purpose of implementing this section, which are consistent with the intent of the section; namely that the public be informed of the issues that are being negotiated upon and have full opportunity to express their views on the issues to the public school employer, and to know of the positions of their elected representatives.

~~See Administrative Procedure #2610~~

Also see AP 2610 Presentation of Initial Collective Bargaining Proposals as well as BP 7140 Collective Bargaining.

Adopted: 7/5/05  
Reviewed: 9/12/16  
Revised: 4/11/22

## AP 2610 Presentation of Initial Collective Bargaining Proposals

### Reference:

Government Code Section 3547

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board of Trustees:

- The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board of Trustees at a public meeting.
- The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Board of Trustees meeting. The opportunity for public response shall appear on the Board of Trustees' regular agenda. Public response shall be taken in accordance with the Board of Trustees policies regarding speakers. **It is the intention of the Board of Trustees to provide sufficient notice such that successor agreements can be reached prior to expiration of enforce agreements.**
- After the public has an opportunity of at least 30 days to respond to an initial proposal presented by the District, the Board of Trustees shall, at the same meeting or a subsequent meeting, adopt the District's initial proposal. The adoption shall be indicated as a separate action item on the Board of Trustees agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a responsible opportunity to respond to the proposed amendment at a public meeting.
- If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within twenty-four (24) hours after their presentation in negotiations.
- When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.
- When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:

The amendment shall appear on the agenda as a notice item, for action at a subsequent Board of Trustees meeting.

The public shall have an opportunity to respond to the amendment at a subsequent Board of Trustees meeting. The public response shall be indicated on the agenda.

Also see BP 2610 Presentation of Initial Collective Bargaining Proposals as well as BP 7140 Collective Bargaining.

Approved: 7/5/05  
Reviewed: 9/12/16  
Revised: 4/11/22



## BP 7130 Compensation

### References:

Education Code Sections 70902(b) (4); 72411; 87801; and 88160;  
Government Code Section 53200

34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code Section 72411 shall be established by the Board of Trustees.

### Prohibition of Incentive Compensation

The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

For specific compensation-related details, also see AP 7130 Compensation as well as the applicable collective bargaining agreements.

Adopted: 5/8/06

Revised: 5/9/16

Revised: 3/14/22

## AP 7130 Compensation

### References:

Education Code Sections 87801 and 88160;  
Government Code Section 53200;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

### Classified Compensation

#### Full Time Employees

The District shall maintain a single salary schedule for all regularly employed classified employees. The salary schedule for classified personnel on a full-time basis is based on a standard eight (8) hour per day, forty (40) hour workweek.

#### Part Time

Employees assigned to work less than the number of hours prescribed for full-time employees will be paid at the rate their employment bears to full-time service. This provision does not apply to short-term hourly or student employees.

#### Pay for Holidays (~~EG~~ Education Code Section 88029)

If a person serving in an exempt position is required to work on a holiday, he/she shall be compensated, in addition to his/her regular pay for the holiday, at a rate not less than his/her normal rate of pay.

### Pay Periods

#### Regular Employees

Time of payment for classified employees shall be established by the Board of Trustees providing that such payment is made at least once during each calendar month.

Regular classified employees of the District shall be paid on the 10th and 25th of each calendar month. Nothing contained in the foregoing provisions shall be construed as prohibiting the Board of Trustees from making payment of earned salary prior to the aforementioned pay period.

#### Substitute Employees

Substitute employees of the District shall be paid on or about the tenth (10) working day of the month following the month in which the services were performed.

#### Overtime

Overtime pay will be included in the salary warrant that is issued on the tenth (10<sup>th</sup>) of the month following that in which such overtime pay was earned.

#### Error in Compensation (~~EG~~ Education Code Section 88166)

Whenever it is determined that an error has been made in the calculation of a classified employee's salary, the Board of Trustees shall, within five (5) workdays following the discovery of the error, provide the employee with a statement of the correction and supplemental payment drawn against any available funds of the District.

## Salary Deductions

### Deductions Required by Law

Deductions from the employee's wage, mandated by law, shall be made for the following reasons:

- State and Federal Income Tax
- Public Employees Retirement (PERS)
- Old Age, Survivors and Disability Insurance (OASDI)
- Medicare

### Dues (~~GC~~ Government Code Section 3543.1) (E.C. 87833 and 88167)

Refer to Section 7.12 of the Antelope Valley College Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement for information regarding dues and other payroll deductions.

### Salary Advances

This District does not allow salary advances.

### Authorization

The Board of Trustees shall, not later than the date prescribed by law for approval of the budget, fix salaries for the ensuing ~~school~~ academic year for all persons employed by the District in classified positions. The Board of Trustees may, at that time, include an increase in annual salaries, all or part of which is conditioned upon actual receipt by the District of anticipated revenue from all sources. If the revenue actually received is less than anticipated, the Board of Trustees may, at any time during the ~~school~~ academic year, reduce the annual salaries by an amount not to exceed the amount which was granted due to the anticipated revenue from all sources. The Board of Trustees may, at any time during the ~~school~~ academic year, increase the salaries of persons employed by the District in non-academic positions for the remainder of the year.

### Differential Compensation (~~EG~~ Education Code Section 88180)

Refer to Sections 12.7, 12.7.1, and 12.7.2 of the Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement for information regarding differential compensation.

### Paid Holidays (~~EG~~ Education Code Section 88203)

General Provisions Refer to Article VIII of the current Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement.

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

### Substitute Holiday

Any classified employee required to work a workweek other than Monday through Friday, and as a result thereof loses a holiday, shall be compensated in the amount to which the employee would have been entitled had the holiday fallen within his/her normal work schedule, or provided a substitute holiday.

### **Paid Vacations**

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

## **Salary Schedules**

### **Provisions of Salary Schedule**

The basic or minimum salary for those who meet the minimum requirements for training and experience is indicated on the schedule for each position listed, together with other salaries.

A full year of classified service is required to progress from one step to another.

All salaries on the schedule are full-time salaries intended for full-time service except as noted in the schedule (Refer to Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement/Exhibit A). Salaries for part-time service shall be pro-rated in relation to full-time service.

No classified employee in the service of the District shall be reduced in salary as the result of the adoption of a new schedule.

### **Placement**

All new probationary employees shall be placed on Step 1 and shall remain at this initial step until the anniversary date is attained.

Additional salary increments shall occur on the annual anniversary of the first (1<sup>st</sup>) increment until the maximum is reached.

### **Anniversary Date**

The anniversary date for classified employees shall be established at the time of appointment as a regular member of the classified service. If that date upon which an employee first performs any and all duties required falls between the first (1<sup>st</sup>) and the fifteenth (15<sup>th</sup>) of a month, the anniversary date shall be designated as the first (1<sup>st</sup>) of the month in which service is so rendered; if the date of first service is between the sixteenth (16<sup>th</sup>) day and the last day of a month, the anniversary date shall be designated as the first (1<sup>st</sup>) day of the following or subsequent month in which service is so rendered.

### **Adopted Schedule**

The salary schedule will be adopted by the Board of Trustees annually and shall be published, with acopy provided to the bargaining unit and any employee who requests one.

## **Unemployment Compensation**

### **Eligibility**

Every regularly employed classified employee of the dDistrict, except those listed below, shall be protected by unemployment insurance pursuant to Sections 605 and 802 of the Unemployment Insurance Code Sections 605 and 802.

### **Exempt Employees**

Students employed part-time and enrolled in college classes offered by the District, apprentices, temporary professional experts, emergency, limited term, or provisional employees or volunteers are excluded from unemployment insurance.

It shall be the responsibility of the Human Resources Office thereof to inform classified employees of their rights in the event of unemployment.

## **Academic Personnel Compensation and Related Benefits**

### **Salary Schedule**

See current Antelope Valley College Federation of Teachers Collective Bargaining Agreement.

### **General Provisions**

Salaries of individual academic personnel will be established in accordance with the schedules and the provisions under which they are administered.

For academic personnel new to the District, credit for appropriate previous teaching experience will normally be allowed up to a maximum of five (5) years. For disciplines in which a master's degree is not generally expected or available, partial credit toward the five (5)-year maximum may be allowed for appropriate work experience in related professions and industries upon the recommendation of the Superintendent/President or designee.

Refer to Article IX in the current Antelope Valley College Federation of Teachers Collective Bargaining Agreement.

Request for Approval of Units for Advancement

Refer to Article IX in the current Antelope Valley College Federation of Teachers Collective Bargaining Agreement.

### **Pay Periods**

Refer to Article X in the current Antelope Valley College Federation of Teachers Collective Bargaining Agreement.

### **Related Benefits**

Related benefits shall be those established by the collective bargaining process and as approved by the governing Board of Trustees on an annual basis.

### **Salary Advances**

This District does not allow salary advances.

## **Prohibition of Incentive Compensation**

Senior managers and executive level employees who are only involved in the development of policy and do not engage in individual student contact or the other covered activities will not generally be subject to the incentive compensation ban.

Although athletic coaches may be covered employees, subject to certain limitations, and, based upon the District's determination on a case-by-case basis [after consulting with exclusive representatives, if any], coaching staff and other athletic personnel may be exempt from the prohibition of incentive compensation.

The Superintendent/President or designee shall identify any covered employees of the District and determine whether the District's compensation arrangements comport with the prohibition on incentive compensation, and to the extent that they do not, make necessary modifications to comply. Similarly, the Superintendent/President or designee shall identify any covered service providers, evaluate whether the contract pricing structure is consistent with the prohibition on incentive compensation, and if not, determine what modifications the District can make to any applicable contract.

Antelope Valley  
College  
Tablet Stipend

~~Your position with the College, or Board of Trustees, has been identified by the Office of the President as requiring access to a personal tablet device in order to fulfill your day-to-day responsibilities to the Board of Trustees, and/or the College. To facilitate fulfillment of this requirement, and alleviate institutional responsibility due to loss or damage, a one-time stipend of \$1,275 will be awarded to cover the expense of acquisition. Upon request, this stipend will be provided every 4 (four) years in order to ensure that the technology is updated in a timely manner. The following standard components are recommended and will officially be supported by Information Technology Services:~~

- ~~• One (1) Apple iPad with 16 GB Memory, a Retina Display, and wireless capacity, and AppleCare extended warranty protection.~~
- ~~• One (1) Protective Cover (Targus Versavu Carrying Case is recommended)~~
- ~~• One (1) Protective Screen Film (Zagg InvisibleSHIELD is recommended)~~
- ~~• GoodReader for iPad – for document management/viewing from cloud storage (available through the Apple App Store)~~

~~Your acceptance of this stipend, and signature below, signals acceptance of the following terms:~~

- ~~• Stipend is a one-time funding for purchase.~~
- ~~• Stipend is taxable income and will be reflected within your annual tax documentation.~~
- ~~• Equipment purchased is recognized as is your personal property and the college has no responsibility for maintenance or repair in the event of damage.~~
- ~~• Equipment is required for fulfillment of duties of your office and it is your responsibility to insure its availability and good condition to execute those duties.~~
- ~~• Information Technology Services will provide basic training and support for the device's use, as an established standard for Tablet Computing for the college. That support will be limited to basic support of: Apple's IOS on the device; AVC/Gmail electronic mail configuration; access to AVC Wireless; web access to BoardDocs; Skype & FaceTime for video conferencing; access to GoogleDrive; and use of GoodReader. (All other support needs should be directed to the manufacture and their support services.)~~

IDENTIFIED POSITIONS  
FOR ACCESS TO A  
PERSONAL TABLET  
DEVICE

~~Five (5) Board Members~~  
~~Superintendent/President~~  
~~Executive Assistant to the~~  
~~Superintendent/President~~~~Administrative Assistant~~  
~~—President's Office~~  
~~Vice President Human~~  
~~Resources~~~~Vice President~~  
~~Student Services~~~~Vice~~  
~~President Academic Affairs~~  
~~Executive Director of Facilities, Planning & Campus~~  
~~Development~~~~Executive Director of Information Technology~~  
~~Services~~  
~~Executive Director of Public & Governmental Relations~~  
~~Antelope Valley College Confidential/Management/Supervisory~~  
~~Employee~~~~President Antelope Valley College Federation of Teachers~~  
~~Antelope Valley Federation of Classified~~  
~~Employees~~~~Executive Director of Business~~  
~~Services~~  
~~Academic Senate President~~  
~~Executive Director of Advancement & Foundation~~

4/14/08

Revised: 9/10/12

Revised: 4/15/13

Revised: 4/11/16

Revised: 3/14/22



### **Paid Vacations**

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

## **Salary Schedules**

### **Provisions of Salary Schedule**

The basic or minimum salary for those who meet the minimum requirements for training and experience is indicated on the schedule for each position listed, together with other salaries.

A full year of classified service is required to progress from one step to another.

All salaries on the schedule are full-time salaries intended for full-time service except as noted in the schedule (Refer to Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement/Exhibit A). Salaries for part-time service shall be pro-rated in relation to full-time service.

No classified employee in the service of the District shall be reduced in salary as the result of the adoption of a new schedule.

### **Placement**

All new probationary employees shall be placed on Step 1 and shall remain at this initial step until the anniversary date is attained.

Additional salary increments shall occur on the annual anniversary of the first (1<sup>st</sup>) increment until the maximum is reached.

### **Anniversary Date**

The anniversary date for classified employees shall be established at the time of appointment as a regular member of the classified service. If that date upon which an employee first performs any and all duties required falls between the first (1<sup>st</sup>) and the fifteenth (15<sup>th</sup>) of a month, the anniversary date shall be designated as the first (1<sup>st</sup>) of the month in which service is so rendered; if the date of first service is between the sixteenth (16<sup>th</sup>) day and the last day of a month, the anniversary date shall be designated as the first (1<sup>st</sup>) day of the following or subsequent month in which service is so rendered.

### **Adopted Schedule**

The salary schedule will be adopted by the Board of Trustees annually and shall be published, with a copy provided to the bargaining unit and any employee who requests one.

## **Unemployment Compensation**

### **Eligibility**

Every regularly employed classified employee of the eDistrict, except those listed below, shall be protected by unemployment insurance pursuant to Sections 605 and 802 of the Unemployment Insurance Code **Sections 605 and 802**.

Agreement shall be from July 1, 2018 through June 30, 2021 and from day to day thereafter until such time that the parties have mutually agreed to a successor agreement.

6. Article XIII - Classification of Employees: Reclassification language shall remain the same as is currently contained in the Agreement at Article XIII.
7. Article VIII - Anniversary Dates for Step and Longevity: The District proposes modifications to Article VIII (specifically to Article 8.2 – see attached) to reflect the following: Salary adjustments for step increases and longevity shall occur July 1 each fiscal year, effective starting July 1, 2019. For the 2019-2020 fiscal year, employees with hire dates of July 1 through December 31 who are eligible for a step or longevity increase during the 2019-2020 fiscal year shall receive such pay increase effective July 1, 2019. For employees with hire dates of January 1 through June 30 who are eligible for a step or longevity increase during the 2019-2020 fiscal year shall receive such pay increase effective January 1, 2020. Thereafter, starting with the 2020-2021 fiscal year, all employees eligible for step or longevity increases during any subsequent fiscal year shall receive such increase on July 1 of the start of the fiscal year in which they are eligible for such increase. Thus, by having the anniversary date on July 1 each year, each classified employee shall receive his/her step and/or longevity increase in advance of their hire date (except those with a hire date of July 1, for whom the anniversary date and hire date shall be the same. The change to anniversary date shall be for the purpose of step increases and longevity only and shall not constitute a change in actual hire/seniority date or be used for any other purpose, including for layoff purposes or evaluation.
  - a. Examples (for illustrative purposes only):
    - i. For the implementation year (2019-2020) if your hire date is between July 1 and December 31, and if you are eligible for a step and/or longevity increase during the 2019-2020 fiscal year, you will receive such increases effective July 1, 2019.
    - ii. For the implementation year (2019-2020) if your hire date is between January 1 and June 30, and if you are eligible for a step and/or longevity increase during the 2019-2020 fiscal year, you will receive such increases effective January 1, 2019.
    - iii. For fiscal year 2020-2021, all employees will have an anniversary date of July 1. Any classified employee who is eligible for a step and/or longevity increase between July 1, 2020 and June 30, 2021 shall receive such increases effective July 1, 2020.
    - iv. For fiscal year 2021-2022, all employees will have an anniversary date of July 1. Any classified employee who is eligible for a step

and/or longevity increase between July 1, 2021 and June 30, 2022 shall receive such increases effective July 1, 2021.

8. Article X – Leaves: Modify the sections within Article X, as proposed (see attached Article X).
9. Article XVIII Safety Conditions (Uniforms): Withdrawn.
10. Article V – Federation Rights (AB 119 and Janus): The following provisions shall be modified and/or added to Article V. All provisions of Article V not modified or added shall remain status quo:

Modify 5.13 Maintenance of Membership:

- 4) If the District is contacted by an employee who indicates a desire to terminate his or her membership in AVCFCE, the District shall refer the employee to AVCFCE.

Renumber current contract language 5.13 4) to be 5.13 5).

Renumber current contract language 5.13 5) to be 5.13 6).

Add 5.14 New Hires and Orientation

15.4.1 Employee Information

The District shall provide the AVCFCE President notice of any newly hired employee(s) within ten (10) days of hire, via electronic mail. The notice shall include full legal name, date of hire, job classification, and work location. As a supplement, on the last workday of each quarter, the District shall provide the AVCFCE President via a mutually agreeable electronic service, the name, job title, department/division, work location, personal cellular phone numbers, personal e-mail addresses, and employee identification number of unit members if the information is on file and the employee hasn't objected in writing. The home address, home telephone number, personal cellular telephone numbers, personal e-mail addresses, and birth dates shall not be deemed public records, nor open to public inspection except as specified under Government Code section 6254.3(a).

15.4.2 AVCFCE Access to New Employee Orientations

The District will schedule a quarterly orientation session for all employees hired in that quarter. The District shall provide the AVCFCE President notice within ten (10) days of the quarterly orientation to allow AVCFCE access to the orientation. The session will be scheduled for up to thirty