



# College Coordinating Council Meeting

January 13, 2021  
9:30 a.m. – 10:30 a.m.

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

**Committee Members:**

Van Rider, Academic Senate  
Cameron Zappetta ASO  
Bridget Cook, General Counsel – **CHAIR**  
Pamela Ford, Classified Union  
Michelle Hernandez, Confidential/Management/Supervisory/Administrators  
LaDonna Trimble, Deans  
Dr. Aurora Burd, Faculty Union  
VACANT Vice President of Academic  
Jenn Burchett, Vice President of Human Resources  
Dr. Erin Vines, Vice President of Student Services

## MEETING

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of December 9, 2020.	All		
II. Constituent Reports	All		
<b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>			
III. AP 5040 – Student Records	Erin	1 minute	
IV. BP & AP 5700 – Intercollegiate Athletics	Erin	1 minute	Returned from December 9, 2020 CCC meeting.
V. BP & AP 2435 – Evaluation of Superintendent/President	Bridget	1 minute	
<b>FUTURE AGENDA ITEMS:</b>			
<b>NEXT MEETING DATE: January 27, 2021</b>			

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# College Coordinating Council Minutes

December 9, 2020  
9:30 a.m. – 10:30 a.m.

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

**Committee Members:**  
Van Rider, Academic Senate  
Cameron Zappetta ASO  
Bridget Cook, General Counsel – **CHAIR**  
Pamela Ford, Classified Union  
Michelle Hernandez, Confidential/Management/Supervisory/Administrators  
LaDonna Trimble, Deans  
Dr. Aurora Burd, Faculty Union  
VACANT Vice President of Academic  
Jenn Burchett, Vice President of Human Resources  
Dr. Erin Vines, Vice President of Student Services

## MINUTES

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of November 18, 2020.	All		The minutes were approved as presented.
II. Constituent Reports	All		There were no reports.
<b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>			
III. AP 4021 – Program Discontinuance	All		It was agreed to go to the January 11, 2021 Board Meeting.
IV. AP 4022 – Course Approval	All		It was agreed to go to the January 11, 2021 Board Meeting.
V. AP 5055 – Enrollment Priorities	All		It was agreed to go to the January 11, 2021 Board Meeting.
VI. AP 6370 – Contracts – Personal Services	All		It was agreed to go to the January 11, 2021 Board Meeting.
VII. BP & AP 5035 – Withholding of Student Records	Erin		There was some discussion on a few minor changes, but agreed to go to the January 11, 2021 Board Meeting.

VIII. BP & AP 5700 – Intercollegiate Athletics	Erin		This item was added after the agenda was sent out. It was decided to send out to the constituent groups for review and bring back to another meeting.
<b>FUTURE AGENDA ITEMS:</b>			
<b>NEXT MEETING DATE: January 13, 2021</b>			

## Zoom Meeting Info

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/92621007434>

Or iPhone one-tap (US Toll): +16699006833,92621007434# or +12532158782,92621007434#

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Meeting ID: 926 2100 7434

International numbers available: <https://cccconfer.zoom.us/j/92621007434>

Or Skype for Business (Lync):

<SIP:92621007434@lync.zoom.us>

## AP 5040 Student Records, Directory Information, and Privacy

### References:

Education Code Sections 66093.3 and 76200 et seq.;  
Title 5, Sections 54600 et seq. and 59410;;  
Civil Code Section 1788.90 et seq. and 1798.85;  
20 U.S. Code Section 1232g subdivision (j) (U.S. Patriot Act);  
ACCJC Accreditation Standard II.C.8

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

### Collection and Retention of Student Information

The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.

The Enrollment Services shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

The District will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.

The District will provide students an opportunity to opt out of disclosure of directory information.

Directory Information is defined as the student's name, address, telephone number, date and place of birth, major field of study, participation record in college sponsored activities and sports, weight and height (if an athletic team member), dates of attendance, degrees and awards, and the educational institution of most recent attendance.

Notices must describe the following:

- The kind of information that the school has identified as directory information;
- The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;
- The period of time in which the eligible student has to notify the school in writing that he/she does not want the information designated as directory information; and
- That opting out by the noted deadline is the students' only way to prevent the release of directory information.

Any sensitive information, such as a student's, parent's, or guardian's SSN, any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, should be maintained only for as long as necessary.

If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.

Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.

The District shall not create a list of student names linked with immigration status.

AVC Sheriff's Office shall not inquire into an individual's immigration status for immigration enforcement purposes.

AVC Sheriff's Office shall not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.

**Release of Student Records:** No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent. **Student send written request to Admissions and Records.**
- "Directory information" may be released in accordance with the definitions in **Board Policy BP 5040 Student Records, Directory Information, and Privacy.**
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Subpoenas for student records are released only after a **fourteen (14)** day notification period has elapsed from the date of receipt. **All Subpoenas are processed by campus General Council.**
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. District officials and employees with legitimate educational interest may request student records through

the Admission and Records Office.

Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. All requests should be directed to the Dean of Enrollment Services.

Student records may be released to officials of other public or private schools or school systems, including local, county, or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code **Section 76225**. All requests should be directed to the Dean of Enrollment Services.

Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. **All requests should be directed to the Director of Financial Aid.**

Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. All requests should be directed to the Dean of Enrollment Services.

Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. **All request should be directed to campus General Council.**

The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, **major(s)**, degrees received, prior military experience, and/or the

most recent previous educational institutions enrolled in by the students. All requests should be directed to the Dean of Enrollment Services.

### **Access to Student Records for Immigration Enforcement Purposes**

The District must obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information for immigration enforcement purposes; no student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be signed and dated by the student, or (if the student is a minor) by the student's parent(s) or guardian(s), before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

If desired by the student, the District must provide a copy of the records to be released. The party to whom the information is disclosed may not re-disclose the information to any other party without the prior consent of the student or subsequent court order.

All interactions with immigration authorities seeking to review student records shall be referred to the campus General Council.

- **Bridget Cook, General Council**  
[Blcook@avc.edu](mailto:Blcook@avc.edu)  
661.722.6650

District personnel shall provide a set of responses for District personnel to use in response to officers seeking access to records for immigration enforcement purposes.

In addition to notifying campus General Council, District personnel shall take the following action steps in response to an officer other than campus police requesting access to student records:

1. Ask for the officer's name, identification number, and agency affiliation;
2. Record or copy this information;
3. Ask for a copy of any warrants;
4. Inform the officer that you are not obstructing his/her efforts but that you need to contact a campus administrator or campus counsel for assistance.

AVC Sheriff's Office shall not provide personal information about an individual for immigration enforcement purposes, unless that information is publicly available, or required by a court order or judicial warrant. "Personal information" is defined as any information that identifies or describes an individual, and includes but is not limited to, a student's physical description, home or work address, telephone number, education, financial matters, medical or



employment history, and statements made by, or attributed to, the individual. This restriction does not apply to information regarding the immigration or citizenship status of an individual.

Unless the District is served with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order in accordance with FERPA.

### **Charge for Transcripts or Verifications of Student Records-**

A student/former student shall be entitled to two (2) free copies of the transcript of his/her record or to two (2) free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of **one dollar (\$1.00)** per copy. Students may request transcript online at the College's website. The District will not refuse to provide a transcript for a current or former student on the grounds that the student owes a debt; condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript; charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because a student owes a debt; or use transcript issuance as a tool for debt collection.

### **Electronic Transcripts**

Student may request transcripts electronically by visiting Admissions & Records website.

### **Use of Social Security Numbers**

The district **shall not** do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his/ ~~er~~ her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/ ~~er~~ her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
  - Application or enrollment purposes;
  - To establish, amend, or terminate an account, contract, or policy; or
  - To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social

security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/ ~~or~~ she/~~they~~ has the right to stop the use of his/ ~~or~~ her/~~their~~ social security number in a manner otherwise prohibited;
- ~~The~~ District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the ~~D~~istrict shall not deny services to an individual for making such a request.

Also see BP/AP 3310 Records Retention and Destruction; AP 5040 Student Records, Directory Information, and Privacy; and AP 5045 Student Records – Challenging Content and Access Log.

**Approved:** 2/6/06  
**Revised:** 4/14/08  
**Revised:** 10/9/17  
**Revised:**



## **BP 5700 ~~Intercollegiate~~ Athletics**

Reference:

Education Code Sections 66271.6, 66271.8, 67360 et seq., and 78223;  
20 U.S. Code Sections 1681 et seq.;  
ACCJC Accreditation Standard II.C.4

The District shall maintain an organized program for men and women in intercollegiate athletics. ~~The District will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.~~

The Superintendent/President ~~or designee~~ shall assure that the athletics program complies with state law, the California Community Colleges ~~Commission on Athletics Athletic Association (CCCAA)~~ Constitution and Sports ~~Guides Handbooks~~, and appropriate Conference Constitution regarding student athlete participation.

See Administrative Procedure #5700

Adopted: 2/6/06  
Revised: 9/10/07  
Revised: 3/8/21



## AP 5700 **Intercollegiate** Athletics

Reference:

**Education Code 66271.6, 66271.8, 67360 et seq. and 78223;**  
**Title IX, Education Amendments of 1972,**  
**ACCJC Accreditation Standard II.C.4**

### Athletic Drug Testing

Antelope Valley College requires all student athletes to have a sports physical and complete a drug screening. The sports physical must be completed prior to participation in any athletic event. **Drug screening may take place randomly, at any time, competition in intercollegiate sports is contemplated by the student athlete throughout the competitive season of sport.** This screening is conducted through a medical facility determined by the district.

2/6/06

Revised: 9/10/07

Revised: 3/8/21



## **BP 2435 Evaluation of the Superintendent/President**

### **Reference:**

Education Code Section 87663;  
Accreditation Standard IV.C.3

The Board of Trustees shall conduct an evaluation of Superintendent/President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy.

The Board of Trustees shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board of Trustees and the Superintendent/President.

The criteria for evaluation shall be based on board policy, the Superintendent/President job description, and performance goals and objectives developed in accordance with BP 2430 Delegation of Authority to the Superintendent/President.

Also see AP 2435 Evaluation of the Superintendent/ President.

Adopted: 7/5/05  
Reviewed: 9/12/16  
Revised: 9/9/19  
Revised: 2/8/21



## AP 2435 Evaluation of the Superintendent/President

### Reference:

Education Code Section 87663;  
Accreditation Standards IV.B and IV.C.3

The Board of Trustees and the Superintendent/President shall meet annually by June 30th, to establish the Superintendent/President's performance goals and objectives for the academic year. These performance goals and objectives shall be reduced to writing and shall be based on the duties and responsibilities set forth in statute, board policy, and the employment contract and any other criteria identified by the Board of Trustees. These performance goals and objectives shall be the basis for evaluation of the Superintendent/President as provided in this section.

The Board of Trustees shall annually devote a portion of at least one (1) meeting during the month of June, unless a different time is mutually agreed to by the parties to this Agreement, to a discussion and evaluation of the performance and working relationships between the Superintendent/President and the Board of Trustees.

Also see BP 2435 Evaluation of the Superintendent/President and AP 7150 Evaluation of Employees.

Approved: 7/5/05

Revised: 9/12/16

Revised: 9/9/19

Revised: 2/8/21