



College Coordinating Council Meeting

October 25, 2023
9:30 a.m. – 10:30 a.m.
L201

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

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

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

MEETING

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of September 13, 2023, and September 27, 2023.	All	5 minutes	
II. Constituent Reports	All	5 minutes	
DISCUSSION/ACTION ITEMS:			
I. CCCCO Glossary Definitions for Equity Work	Jennifer	5 minutes	
II. BP 2715 Code of Ethics	Bridget	5 minutes	
III. SP/BC Role, Function, and Membership	Shami	5 minutes	
IV. Student Service Members Guidelines	Hal	5 minutes	
V. Proposal to Establish a DEIA & Social Justice Committee	Hal	5 minutes	
VI. Draft Email Listserv Guidelines	Hal	5 minutes	
VII. BP/AP 3440 – Service Animals	Lauren	5 minutes	Returned from Constituent Review since September 14, 2023.

VIII. BP/AP 7100 – Commitment to Diversity	Lauren	5 minutes	Returned from Constituent Review since September 14, 2023.
IX. BP/AP 7700 – Whistleblower Protection	Lauren	5 minutes	Returned from Constituent Review since September 14, 2023.
POLICIES OUT FOR CONSTITUENT REVIEW			
POLICIES IN PROCESS			
BP/AP 2510 – Participation in Local Decision Making	Hal/Meeta		Working with the task force.
Decision-Making Principle Document	Jennifer		Meeting with various groups on campus for input.
BP/AP 4010 – Academic Calendar	Kathy		Waiting for Negotiations.
BP/AP 4100 – Graduation Requirements	Idania		Working on revisions with counseling.
BP/AP 4400 – Community Services	Kathy		Working on revisions.
BP/AP 7130 - Compensation	Shami & Legal		
BP/AP 7800 – Emeritus Status (NEW)	Jennifer/Hal		Working on revisions.
NEXT MEETING DATE: November 8, 2023			



College Coordinating Council Minutes

September 13, 2023
9:30 a.m. – 10:30 a.m.
L201

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

Committee Members:
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Idania Padron, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of August 23, 2023, and Accreditation Update.	All/Jennifer	10 minutes	The President reviewed the Accreditation schedule and stated that the group would be invited to the Meet N Greet on Monday, September 18 th at 8:00 a.m. The minutes were approved as presented.
II. Constituent Reports	All	5 minutes	There were no constituent reports.
DISCUSSION/ACTION ITEMS:			
I. BP/AP 3440 – Service Animals	Lauren	5 minutes	It was agreed to move forward to constituent review.
II. BP/AP 7100 – Commitment to Diversity	Lauren	5 minutes	It was agreed to move forward to constituent review.
III. BP/AP 7700 – Whistleblower Protection	Lauren	5 minutes	It was agreed to move forward to constituent review.
IV. AP 2715 Board Code of Ethics/Standards of Practice/Censure	Bridget	15 minutes	Pamela asked for a list of other colleges that have this policy and asked for copies of the policies to review them. Bridget agreed that she would share examples with the group, and it was agreed to return to another meeting for further discussion.

DISCUSSION ITEMS:

Jennifer stated that the Achieving the Dream Team will be doing a site visit sometime in October and that they may want to chat with Classified and Faculty leaders as they are assisting us with equitable outcomes processes. She stated that the site visit schedule would come to the next CCC meeting.

Lauren stated that the college’s EEO plan has been received from the Chancellor’s Office with recommendations and that she would bring this report to a future CCC meeting.

LaDonna questioned what reports are expected to come through CCC and Shami shared concerns regarding timeline restraints.

Jennifer stated that anything that the Board sees, institutional reports, and that there will not necessarily be changes, but that this governing body should be aware. She stated that this habit had been broken, the habit of planning and “coordinating” and unifying the work of the college. She reminded the group that the committee does not solely review board policies.

Jason asked if the adjunct faculty could have access to licensing for local machines or the ability to download Office 365.

Shami stated that there would not be a change with the migration and that the past practice would continue. There was some discussion around additional costs to the district and the migration.

Steve asked if the district has an “opt-out” option and Shami confirmed that the change is District-wide, with no “opt-out” option.

Hal stated that he would like to discuss access to the “all faculty” email.

Jennifer stated that it would be good to explore expectations, how to interact collegially, and to start the conversation and recommendation.

Shami stated that there are cyber security issues in doing this and stated that in the past there was an issue of faculty harassment, and the “right to free speech,” which is meant to not deny but that the restriction is meant to protect people.

Pamela stated that she would like to be able to email her constituents without the Administration included in the email and

Bridget stated that if something unlawful, such as harassment online, the District would be liable and that this cannot be allowed.

Lauren stated that the Annual Security Report will go on the website on October 1st and will be brought back to the next CCC meeting.

Shami stated that the Microsoft Migration will be done in phases and that there will be a Town Hall to review this. LaDonna asked if the shared email accounts for offices would continue as this would ensure customer service to the students.

Shami stated that IT would work with each department on these issues.

POLICIES OUT FOR CONSTITUENT REVIEW

POLICIES IN PROCESS

Jennifer stated that she is in the process of reviewing the Emeritus policy with Hal.

BP/AP 2510 – Participation in Local Decision Making	Hal/Meeta	Working with the task force.
Decision-Making Principle Document	Jennifer	Meeting with various groups on campus for input.
BP/AP 4010 – Academic Calendar	Kathy	Waiting for Negotiations.
BP/AP 4100 – Graduation Requirements	Idania	Working on revisions with counseling.
BP/AP 4400 – Community Services	Kathy	Working on revisions.
BP/AP 7130 - Compensation	Shami & Legal	
BP/AP 7800 – Emeritus Status (NEW)	Jennifer	Working on revisions.

NEXT MEETING DATE: September 27, 2023



College Coordinating Council Minutes

September 27, 2023
9:30 a.m. – 10:30 a.m.
L201

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

Committee Members:
Hal Huntsman, Academic Senate
Steve Benitez , ASO
Pamela Ford, Classified Union
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Idania Padron, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of September 13, 2023.	All	5 minutes	There was some discussion regarding the minutes being incomplete. Patty agreed and it will be brought back to the next meeting for review and approval.
II. Constituent Reports	All	5 minutes	Jennifer stated that she would be sending out an article from the LA Times, in which the college was featured regarding the Baccalaureate and that the CSU system is concerned about duplication of programs, but that most of our students, in the program, are over the age of 40, changing lives of families, and that it was wonderful press for the college. She stated that Greg and she presented at the DEIA Institute and that the Chancellor’s office has invited them to speak again. Hal stated that the Academic Senate is making a recommendation about the ways that an instructor should work with active service members who are called

			to duty. He stated that he would be bringing it back to CCC.
DISCUSSION/ACTION ITEMS:			
I. Achieve the Dream (ATD) Site Visit Schedule (Draft)	Jennifer	5 minutes	Jennifer stated that this is a 3 yr. cohort for equitable outcomes infrastructure and that the team would be here on October 18 & 19. There was a question about how the district’s team was established, Jennifer stated that it was not intentional to leave any group out and that it is an ongoing conversation. Hal asked if the latest meeting schedule could be sent out, and who should be attending the meetings, and noticed that there are no students, and no classified staff on the core team. Pamela stated that she had not seen anything go out and Jennifer stated that she would investigate it. Hal asked if such projects should come through CCC, and Jennifer agreed.
II. Annual Security Report	Lauren	5 minutes	Lauren provided some background on the report, that it is a federal requirement to post any violent crimes on the campus and that it is due by October 1 st , but that she did not have it available for the committee to review. She stated that she would give it to Patty to send to the committee, that the stats are good, and that the campus is very safe.
III. AVC Serves 2023-2026 Strategic Plan	Hal	5 minutes	Hal stated that the AVC Serves is out for constituent review with the Academic Senate, and that if anyone has feedback to send it to Meeta or to Hal. Jennifer stated that the RISC Data supports the priorities. Idania stated that the Student Services Staff Retreat would be looking at the RISC data.
DISCUSSION ITEMS:			
<p>Jennifer asked if there was any feedback from the constituent groups regarding the policies that are out for review.</p> <p>Hal asked if the language in BP/AP 7100, “strongly,” was the League’s language.</p> <p>Jennifer stated that the Chancellor is putting an emphasis on this.</p> <p>Hal asked if the pronouns were needed as they looked awkward and wondered if it was in Ed Code.</p> <p>Jennifer stated that the League is adopting gender-binary language but that the sentence could be tightened up.</p> <p>Bridget stated that this has come up before regarding making all the BPs/APs consistent. There was some discussion around the Chancellor wanting to emphasize this and Idania stated that keeping the pronouns shows being intentional and encourages inclusivity.</p> <p>Pamela stated that the campus needs to be committed to DEIA and asked about a timeline to ensure this. There was some discussion around a collaborative proposal, a need for a committee, and that each constituent group would review and promote the work of DEIA.</p>			

Pamela stated that Hal, Jason, and she would work on this and bring it back to another meeting.

POLICIES OUT FOR CONSTITUENT REVIEW

BP/AP 3440 – Service Animals – Since September 14, 2023
BP/AP 7100 – Commitment to Diversity – Since September 14, 2023
BP/AP 7700 – Whistleblower Protection - Since September 14, 2023

POLICIES IN PROCESS

BP/AP 2510 – Participation in Local Decision Making	Hal/Meeta	Working with the task force.
Decision-Making Principle Document	Jennifer	Meeting with various groups on campus for input.
BP/AP 4010 – Academic Calendar	Kathy	Waiting for Negotiations.
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BP/AP 4400 – Community Services	Kathy	Working on revisions.
BP/AP 7130 - Compensation	Shami & Legal	
BP/AP 7800 – Emeritus Status (NEW)	Jennifer	Working on revisions.

NEXT MEETING DATE: October 11, 2023

Due to a conflict in schedules, it was agreed to cancel the October 11th meeting and meet on October 25th.



BP 2715 Board Code of Ethics/Standards of Practice

Reference:

Accreditation Standard IV.C.11

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

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

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

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

Option 1*

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

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

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

Option 2*

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

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

Option 3

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

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

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

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

X/X/23

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

2014.

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

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

2014.2 Commitment

Board Members shall:

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

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

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

2014.3

Primary Tasks

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

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

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

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

2014.4 Intra-Board Relationships

Board Members shall:

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

2014.5 Superintendent-President/Board Relationship

The Board shall:

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

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

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

2014.6 Evaluation

Board Members shall:

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

2014.7 Unethical Behavior

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

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

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

Revised: May 22, 2019



BP 2715

Board Policy Chapter 2 – Board of Trustees

BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

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

The Board of Trustees:

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

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

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

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

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

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

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

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

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

References:

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

Adopted: May 1, 2000

Revised: March 2, 2009; June 6, 2017

(Replaces former SMC BP 1230)

Attendance Guidelines for Student-Servicemembers:

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

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

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

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

Proposal for an AVC DEIA and Social Justice Committee

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

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

Recommends to: CCC, SPC

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

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

Quorum: Majority of attending members

Meetings:

Minutes:

Draft email guidelines for listservs

Things to Do:

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

Do Not Post:

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

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

Replying to a message on the listserv:

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



BP 3440 Service Animals

References:

The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.; 28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36; 34 Code of Federal Regulations Part 104.44 subdivision (b)

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse or emotional support animal in District facilities and on District campuses in compliance with state and federal law.

Also see AP 3440 Service Animals.

Adopted: 12/12/11
Reviewed: 12/12/16
Revised: 1/13/20
Reviewed:
7/3/23

AP 3440 Service Animals

References:

Civil Code Sections 54 et seq.;

Penal Code Section 365.5;

The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.; 28 Code of Federal Regulations Part 35;

28 Code of Federal Regulations Part 36; 34 Code of Federal Regulations Part 104.44 subdivision (b)

The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to use a miniature horse as a service animal in District facilities and on District campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.

The District will allow an individual with a disability to be accompanied by his/her/**their** service animal in all areas of the District's facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

These procedures shall also be applicable to an individual who is training a service animal.

Service Animal Defined

A "service animal" or emotional support animal for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of

emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Exceptions

The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

Assessment Factors for Miniature Horses

The District shall consider the following factors:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Control

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

Care or Supervision

The District is not responsible for the care or supervision of the animal.

Inquiries by the District

The District may make two (2) inquiries to determine whether an animal qualifies as a service animal:

- Whether the animal is required because of a disability; and
- What work or task the animal has been trained to perform.

The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

No Surcharge

The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damage caused by his/her/**their** service animal.

Also see BP 3440 Service Animals and BP/AP 5140 Disabled Student Programs and Services.

Approved: 11/14/11
Reviewed: 12/12/16
Revised: 12/9/19
Revised: 7/3/23



BP 7100 Commitment to Diversity

References:

Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.

The Antelope Valley Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success **and committed to an inclusive, anti-racist campus culture**. The Board of Trustees recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students **and employees**. The Board of Trustees is **strongly** committed to hiring and staff development processes that support the goals of equal opportunity and diversity, **and equity, and inclusion**, provide equal consideration for all qualified candidates, **and create an anti-racist academic and employment environment**.

Also see AP 7100 Commitment to Diversity and BP/AP 3420 Equal Employment Opportunity

Adopted: 5/8/06
Revised: 12/11/20
Reviewed:
7/7/23

AP 7100 Commitment to Diversity

References:

Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.

The Antelope Valley Community College District demonstrates its commitment to diversity by complying with all federal, state, and local laws and regulations regarding equal employment and nondiscrimination in employment. The District maintains an Equal Employment Opportunity Plan and Student Equity Plan that addresses issues related to the student's access to educational opportunities and their academic environment.

The District is committed to ensuring equity and diversity among our staff and students' campus wide. The College maintains a commitment to these principles through the recruitment and retention of employees and students, which reflects the diversity of the communities that we serve. By fostering equal participation in critical recruitment and retention activities, we remain driven to establishing and maintaining specific activities and programs designed to promote a mindset of equity, ~~and~~ diversity, inclusion, and anti-racism that welcomes and respects differences.

Also see BP/AP 3410 Nondiscrimination, BP/AP 3420 Equal Employment Opportunity, and AP 3435 Discrimination and Harassment Complaints and Investigations.

Approved: 11/09/20

Revised: 7/11/2023

BP 7700 Whistleblower Protection

References:

Education Code Sections 87160-87164;
Labor Code Section 1102.5;
Government Code Section 53296;
Private Attorney General Act of 2004 (Labor Code Section 2698);
Affordable Care Act (29 U.S. Code Section 218C)

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by district employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not:

- retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order;
- retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or
- directly or indirectly use or attempt to use the official authority or influence of his/her/**their** position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District.

The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

New: 5/9/16

Revised: 7/11/16
Revised: 7/17/23

AP 7700 Whistleblower Protection

References:

Education Code Sections 87160-87164;
Government Code Section 53296;
Labor Code Section 1102.5;
Private Attorney General Act of 2004 (Labor Code Section 2698);
29 U.S. Code Section 218C (Affordable Care Act)

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the district in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 titled Whistleblower Protection, and addressing complaints of retaliation for making such reports.

Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activity involves the Superintendent/President the report should be made to the president of the board of trustees. When the alleged unlawful activity involves the board of trustees or one of its

members, the report should be made to the Superintendent/President who will confer with the president of the board of trustees and/or legal counsel on how to proceed.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he/she/~~they~~ must immediately forward to the president of the college where the alleged activity has occurred. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The highest-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he/~~she/they~~ ~~or she~~ experiences retaliation for cooperating in the investigation, then it must be reported immediately.

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

Protection from Retaliation

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation. A district employee or applicant whose family member makes a protected disclosure is also protected from retaliation.

Any employee who believes he/she/**they** has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise their college president. If the allegations of retaliation, or the underlying allegations of unlawful conduct involve the President, the supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

Whistleblower Contact Information

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the California Community Colleges Chancellor's Office or the District's Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.

Other Remedies and Appropriate Agencies

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency

Approved: 4/11/16
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