



College Coordinating Council Meeting

Wednesday, July 25, 2018
 A124 – President’s Conference Room
 9:30 a.m. – 10:30 a.m.

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

Committee Members:
 Dr. Susan Lowry/Van Rider, Academic Senate
 Vacant, Associated Student Organization
 Ed Knudson, President
 Pamela Ford, Classified Union
 Michelle Hernandez, Confidential/Management/Supervisory/Administrators
 LaDonna Trimble, Deans
 Dr. Scott Lee, Faculty Union
 Vacant, Vice President of Academic Affairs
 Mark Bryant, Vice President of Human Resources
 Dr. Erin Vines, Vice President of Student Services

AGENDA

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of March 28, 2018 and April 11, 2018 and May 9, 2018.	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 3250 – Institutional Planning	Ed/Mark	2 minutes	
IV. AP 3506 – Campus an Site Closures and Re-Openings	Ed/Mark	2 minutes	
V. BP & AP 3715 – Intellectual Property	Ed/Mark	2 minutes	
VI. AP 3900 – Speech: Time, Place and Manner	Ed/Mark	2 minutes	
VII. BP & AP 3410 – Nondiscrimination	Mark	2 minutes	
VIII. AP 7230 – Classified Employees	Mark	2 minutes	
IX. AP 7240 – Confidential Employees	Mark	2 minutes	
X. AP 7360 – Discipline and Dismissal – Academic Employees	Mark	2 minutes	
XI. AP 7365 – Discipline and Dismissal – Classified Employees	Mark	2 minutes	

XII.	AP 6200 – Budget Preparation	Diana	2 minutes	
XIII.	AP 6310 – Accounting	Diana	2 minutes	
XIV.	BP & AP 6320 - Investments	Diana	2 minutes	
XV.	BP & AP 6330 - Purchasing	Diana	2 minutes	
XVI.	BP & AP 6340 – Bids and Contracts	Diana	2 minutes	
XVII.	BP & AP 6380 – Vendors	Diana	2 minutes	
XVIII.	BP & AP 6500 – Property Management	Diana	2 minutes	
XIX.	BP & AP 6520 – Security for District Property	Diana	2 minutes	
XX.	BP & AP 6540 - Insurance	Diana	2 minutes	
XXI.	BP & AP 6740 – Citizens Oversight Committee	Diana	2 minutes	
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE: August 22, 2018				



College Coordinating Council Minutes

Wednesday, March 28, 2018
A124 – President’s Conference Room
9:30 a.m. – 10:30 a.m.

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

Committee Members:

Dr. Susan Lowry/Van Rider, Academic Senate - **ABSENT**
Vacant, Associated Student Organization - **ABSENT**
Ed Knudson, President - **ABSENT**
Pamela Ford, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans - **ABSENT**
Dr. Scott Lee, Faculty Union
Dr. Bonnie Suderman, Vice President of Academic Affairs
Mark Bryant, Vice President of Human Resources - **ABSENT**
Dr. Erin Vines, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of February 28, 2018.	All		The minutes were approved as presented.
II. Constituent Reports	All		No reports.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. BP & AP 4250 – Probation	Erin	5 minutes	It was agreed to go to the constituent groups for 30 days and return back to CCC for final review.
IV. AP 4255 – Dismissal and Readmission	Erin	5 minutes	There was some discussion on rewording of “ <i>Re-Admission After Dismissal.</i> ” Dr. Vines will provide revisions and will go out to the constituent groups for 30 days and return to CCC for final review.
V. AP 5140 – Disabled Student Services and Programs	Erin	5 minutes	It was agreed to go to the constituent groups for 30 days and return back to CCC for final review.
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: April 11, 2018			



College Coordinating Council Minutes

Wednesday, April 11, 2018
A124 – President’s Conference Room
9:30 a.m. – 10:30 a.m.

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

Committee Members:
Dr. Susan Lowry/Van Rider, Academic Senate - **ABSENT**
Vacant, Associated Student Organization - **ABSENT**
Ed Knudson, President - **ABSENT**
Pamela Ford, Classified Union - **ABSENT**
Michelle Hernandez, Confidential/Management/Supervisory/Administrators - **ABSENT**
LaDonna Trimble, Deans - **ABSENT**
Dr. Scott Lee, Faculty Union
Dr. Bonnie Suderman, Vice President of Academic Affairs
Mark Bryant, Vice President of Human Resources
Dr. Erin Vines, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of March 28, 2018.	All		Tabled until the April 25, 2018 meeting.
II. Constituent Reports	All		Tabled until the April 25, 2018 meeting.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. Presentation of Probation, Dismissal, and Readmission Process	Erin	1 hour	Gary Roggenstein, Dean of Counseling & Matriculation; Audrey Moore, Counselor; Audrey Moore, Counselor; and Asia Henderson-Moore, presented on the Personal Responsibility In Developing Excellence “PRIDE” Program. There was some discussion on increased outreach to the students and informing the instructors of the program.
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: April 25, 2018			



College Coordinating Council Minutes

Wednesday, May 9, 2018
A124 – President’s Conference Room
9:30 a.m. – 10:30 a.m.

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

Committee Members:

Dr. Susan Lowry/Van Rider, Academic Senate
Vacant, Associated Student Organization - **ABSENT**
Ed Knudson, President
Pamela Ford, Classified Union - **ABSENT**
Michelle Hernandez, Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans
Dr. Scott Lee, Faculty Union
Dr. Bonnie Suderman, Vice President of Academic Affairs
Mark Bryant, Vice President of Human Resources - **ABSENT**
Dr. Erin Vines, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of March 28, 2018 and April 11, 2018 and April 25, 2018.	All		The minutes were approved as presented.
II. Constituent Reports	All		<p>Scott stated that Elections for Secretary would take place on May 11th.</p> <p>Van stated that Ty Mettler has been elected as VP, Dr. Susan Lowry would be 1st Exec and Dr. Jessica Harper would be 2nd Exec.</p> <p>Michelle stated that CMS is having nominations for all Board Members until May 17th and will be voting shortly after.</p> <p>Upcoming Events: 6/1 – Commencement 5/11 – Honors Convocation 5/18 – Meet N Greet with the Foundation Scholarship Recipients</p>
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. BP & AP 4250 – Probation	Erin	5 minutes	With minor revisions / input, it was agreed to go to the May 14 th board meeting.
IV. AP 4255 – Dismissal and Readmission	Erin	5 minutes	With minor revisions/ input, it was agreed to go to the May 14 th board meeting.

V. AP 5140 – Disabled Student Services and Programs	Erin	5 minutes	Some discussion on what services are being offered and specific positions listed and if it's needed. It was agreed to go to the May 14 th board meeting.
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: May 23, 2018			It was discussed to meet one time a month over the summer, on the 4 th Wednesday of the month. Patty will send out an email with the dates.

AP 3250 Institutional Planning

Reference:

Accreditation Standard I.B; Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, 56270 et seq.

The Strategic Planning & Budget Council (SPBC) is a shared governance council that provides oversight and monitoring of the various planning documents within the institution in order to accomplish the mission and goals of the district. SPBC utilizes the Educational Master Plan, which is the district's strategic plan, to review the mission, vision, values, and practices of the institution and to monitor and modify the Strategic Goals and the Institutional Learning Outcomes (ILOs). The Council reviews the annual budget requests brought forward by the Budget Subcommittee and makes a recommendation to the Superintendent/President to fund those requests that utilize institutional resources most efficiently in accomplishing the district's strategic goals and improving the institutional learning outcomes (ILOs). SPBC works collegially with the Superintendent/President to recommend budget priorities in a timely fashion. The Superintendent/President may recommend budget expenditures to the Board of Trustees without consensus of the SPBC in those instances of legal and fiscal responsibility, as cited in both Education Code and Title 5. The Superintendent/President submits budget recommendations to the Board of Trustees for approval.

SPBC obtains feedback from both the community and campus in identifying educational program needs, ensuring that what is considered aligns with the mission of the college. The mission of the college is reflected in the ILOs that encompass diverse perspectives, application of lifelong learning skills, breadth of knowledge using oral and written communication, good citizenship, and career opportunities for economic well-being. The college mission and ILOs direct the development and revisions to the Educational Master Plan. The Educational Master Plan drives the instructional programs, services to students, and the college operations.

The Finance Plan, Facilities Plan, Human Resources Plan, Computer and Information Technology Plan, and Enrollment Management Plan all ensure that the Educational Master Plan is supported and accomplished. Subcommittees or subgroups of the SPBC are responsible for the development of each plan and a Communication Subcommittee is responsible for disseminating information to the entire campus and general community on the process and outcomes for budget decisions that meet the mission of the college.

Program Review, Student Equity Plan, Accreditation Self Study, Matriculation Plan, transfer rates, and input from the vocational program advisory groups provide data, both qualitative and quantitative, for the assessment and development of each plan and provide continual input into the overall planning, assessment, and evaluation of the Educational Master Plan.

The Educational Master Plan, along with each supporting plan, contains Student Learning Outcomes and/or Operational Outcomes. These outcomes are then measured against a set of effectiveness criteria that assesses their effectiveness. The evaluations of these outcomes are then used to determine the most appropriate goals to improve student learning outcomes. The data is then used to prioritize budget requests. Resources are then allocated and outcomes are assessed annually to determine and verify that the Institutional Learning Outcomes (ILOs) have been met.

The Educational Master Plan and the College Mission are annually reviewed for revision and modification based on the final assessments of the ILOs. Major revisions to the Educational Master Plan will occur on a three-year cycle.

5/8/06

Revised: 12/10/07
Revised: 7/14/08
Reviewed: 7/9/18

AP 3506 Campus and Site Closures and Re-Openings

Reference:

The Maintenance & Operations (M&O) Director will confer via telephone or in person with the Director of Risk Management, and a recommendation regarding closure or re-opening will be formulated. The M&O Director will communicate the recommendation to the Vice President of Business Services.

The Vice President of Business Services will contact the Superintendent/President immediately or by 10:00 PM the night prior to any day for which a foreseeable closure/re-opening decision needs to be made, and the recommendation and its rationale will be provided. The final decision will be made by the Superintendent/President. If a closure decision is made after the Administrator on Duty has begun his or her assignment, the Superintendent/President will contact the Administrator(s) on Duty.

Closed means closed with the ONLY exception being the emergency services personnel necessary to keep on site or to return on site for any given inclement weather induced closure. These emergency services personnel consist of all personnel necessary to ensure safety for people and property and can vary from situation to situation (e.g. M&O personnel to maintain heat to various buildings to preclude freezing and broken pipes with resultant water flooding when the water thaws in the broken pipes; M&O personnel necessary to bring the campus to a state of readiness for re-opening; security personnel to safeguard the campus after closure from vandals and thieves who may take advantage of the situation, etc.) No faculty, students, staff, or administrators, including athletic teams or those involved in activities of any kind, will be exempt from the closure.

After a directive has been given by the Superintendent/President to re-open the campus, the M & O Director will assign appropriate M&O personnel to restore the campus to safe/useable condition. Once restored, the M & O Director will contract the Superintendent/President who will initiate various methods of disseminating this information, including a communication tree which cascades down from supervisor (beginning at the Superintendent/President's level) to direct report(s) on each appropriate level.

All campus and site closure and re-opening directives will be communicated using one or more of the following methods: the communication tree method whereby supervisors will call the individuals who report directly to them in a cascading fashion, beginning with the Superintendent/President or designee at the top of the communication tree; radio stations; Antelope Valley College website; AlertU; Antelope Valley College emergency telephone message extension - 661-722-6600.

In the event the Superintendent/President is not available a designee will be assigned.

12/14/09

Reviewed: 7/9/18

BP 3715 Intellectual Property

Reference:

17 USC 101 et seq.; 35 USC 101 et seq.; and 37 CFR 1.1 et seq.

The rights, interests, protection and transfer of intellectual property created by District employees are defined and determined through the collective bargaining process for faculty and classified staff. For other certificated, administrators, or students, Superintendent/President will develop procedures that define the rights, interests, protection of intellectual property.

See Administrative Procedure #3715

Adopted: 11/7/05

Revised: 7/9/18

AP 3715 Intellectual Property

Reference:

17 USC 101 et seq.; 35 USC 101 et seq.; and 37 CFR 1.1 et seq.

The following procedures apply to other certificated administrators, managers and students. Intellectual property rights of faculty are defined and determined in accord with ARTICLE XIX, "Intellectual Property Rights," in the Faculty Collective Bargaining Agreement.

11/7/05

Revised: 7/9/18

AP 3900 Speech: Time, Place, and Manner

References:

Education Code Sections 76120 and 66301

The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place and manner policies and procedures contained in Board Policy 3900 and these procedures.

The college of the District is a non-public forum, except for the following areas, which are reserved for expressive activities which do not violate District policy and which are lawful. The locations include Library Plaza, Gym Circle, Bookstore Hallway, Applied Arts Courtyard, **Uhazy Hall Health Science** Courtyard: These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students:

- The areas are designated public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.
- The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, or locker rooms, and any other area not specified above. The use of these areas reserved and open for expressive activities is subject to the following:
- No person using the areas shall touch, strike or physically impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
- Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time.
- Persons using the areas reserved for expressive activities shall not disrupt the orderly operation of the college.

Non-student, community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must provide notification to the District through the Office of Campus Events three (3) business days in advance of the activities and must describe the nature of the planned activities. No illegal activities will be permitted, no activities which violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas, as described below. In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will offer alternative available areas or if none are available offer alternative dates. Students, outside organizations, and others are encouraged to make reservations in advance to use the areas for their expressive activities through the use of optional reservation forms.

All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall

take place only within those areas. Those persons distributing printed material must, prior to their departure from the areas that day, make reasonable efforts to retrieve, remove or properly discard material that is discarded or dropped in or around the areas other than in an appropriate receptacle.

Posting:

Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Student Life and College Activities Office. Materials displayed shall be removed after the passage of 30 days.

2/6/06

Revised: 9/10/07

Revised: 5/14/12

Revised: 4/11/16

Reviewed: 3/13/17

BP 3410 Nondiscrimination

Reference:

Education Code Sections 66250, et seq., 72010, et seq.; 87100 et seq.;

Title 5, Sections 53000, et seq.; 59300 et seq.;

Penal Code Section 422.55;

Government Code 12926.1 and 12940, et seq.

Title 2 Sections 10500 et seq.;

Labor Code Section 1197.5;

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race, or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Notice of this policy will be circulated to all units of the District on an annual basis and incorporated into teacher and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the college district. Failure to comply with this policy may result in termination of the cooperative agreement.

See Administrative Procedure #3410

Adopted: 11/7/05

Revised: 5/8/06

Revised: 1/8/07

Revised: 2/9/09

Revised: 8/13/12

Revised: 10/10/16

Revised: 6/18

AP 3410 Nondiscrimination

Education Programs

Reference:

Education Code Sections 66250 et seq.; 200 et seq; 72010 et seq.;
Penal Code Section 422.55 et seq.;
Title 5 Section 59300 et seq.,
Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements (formerly II.B.2.c)

It shall be a violation of this policy for any District employee or student through conduct or communications to commit an act of discrimination as defined in BP 3410.

The District shall provide access to its services, classes and programs without regard to, national origin, religion, age, gender, gender identity, gender expression, race, or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, Vietnam Veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” means a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Employment

Reference:

Education Code Section 87100 et seq.,
Title 5 Section 53000 et seq.;
Government Code Sections 11135 et seq; 12940 et seq.
Title 2 Sections 10500 et seq.;
Labor Code Section 1197.5

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a veteran.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District’s needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding¹⁵ of diversity.

Any person who alleges discrimination by any employee or student in the college district may file a grievance under the discrimination complaint procedures contained in the Antelope Valley College Complaint Procedure for Allegations of Discrimination or Sexual Harassment document that can be obtained in the Human Resources Office.

11/7/05

Revised: 5/8/06,

Revised: 1/8/07

Revised: 1/12/09

Revised: 7/9/12

Revised: 3/10/14

Reviewed: 9/12/16

Revised: 6/18

AP 7230 Classified Employees Staff

Reference:

Education Code Section 88003; 88004; 88009; 88013

Classified Employment

Refer to the District's Classified Hiring Procedures (See AP 7120)

Assignment and Responsibility

General Provisions

The Board shall fix and prescribe duties to be performed by all persons in the classified service and other non-academic positions (EC 88009).

Classification of Positions (EC 88001)

Refer to AP 7236 and Section 5.2 of the *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement* for definitions of classified, probationary, regular, substitute, short-term and student employees.

Transfer, promotion, demotion

Refer to the *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement* for information on transfer, promotion, and demotion of classified employees.

- Transfer (Article VIII)
- Promotion (Article VIII)
- Demotion (Article IX)

Reclassification

Refer to Article V of the *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement* for information on reclassification.

Shift Differentials

Refer to Article V of the *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Work Load

Regular Workweek (EC 88026)

Refer to Article XII of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Workweek: Five Consecutive Days (EC 88030)

Refer to Article XII of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Workweek: Four Consecutive Days (EC 88031)

Refer to Article XII of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Part Time

Refer to Article XII of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Saturday or Sunday Work Schedule

Refer to Article XII of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Overtime (EC 88027)

Authority to Determine

Refer to Article XII of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Rate of Payment

Refer to Article XII of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

Definition of Overtime (EC 88027)

Refer to Article XII of current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*.

4/14/08

Revised: 6/18

AP 7240 Confidential Employees Staff

Reference:

Government Code Section 3540.1 subdivision (c)

Confidential employees shall receive the same salary and health benefits as non-confidential employees who work under the same job titles or, in the case of classified employees, who work in the same classifications.

The terms and conditions of employment for confidential employees shall be provided for as necessary by additional procedures developed by the Vice President of Human Resources.

Also see AP 7230 Classified Employees

5/8/06

Revised: 6/18

AP 7360 Discipline and Dismissal - Academic Employees

Reference:

Education Code Section 87623, 87669, and 87732

Causes for Discipline and Dismissal

A regular employee or academic employee may be dismissed or penalized for one or more of the following causes:

- Immoral or unprofessional conduct.
- Dishonesty.
- Unsatisfactory performance.
- Evident unfitness for service.
- Physical or mental condition that makes him or her unfit to instruct or associate with students.
- Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the community colleges by the Board of governors or by the governing board of the district
- Conviction of a felony or of any crime involving moral turpitude.
- Conduct specified in Section 1028 of the Government Code. (i.e., knowing membership in the Communist Party or of any organization which advocates the overthrow of the government of the United States by force or violence.)

Placement on Involuntary Paid Administrative Leave Pending Investigation of Misconduct

An academic employee who is placed on involuntary paid administrative leave and is subject to accusations of misconduct is entitled to be provided with the general nature of the accusations made against him/her at least two business days before the employee is placed on leave. At least two business days before he/she is placed on involuntary paid administrative leave, the employee shall be notified in writing of the general nature of the allegation or allegations of misconduct upon which the decision to place the employee on leave is based.

The two business day advance notice requirement does not apply in the event of a serious risk of physical danger or other necessity arising from the specific allegations, and the employee may immediately be placed on involuntary paid administrative leave. The employee shall be provided with, at minimum, the general nature of the accusations made against him/her within five business days of the employee being placed on leave.

Within 90 days of placing an employee on involuntary paid administrative leave, the District shall complete its investigation of the accused misconduct and initiate disciplinary proceedings against, or reinstate, the employee.

5/8/06

Revised: 6/18

AP 7365 Discipline and Dismissal - Classified Employees

Reference:

Education Code Section 88013;
Government Code Sections 3300 et seq.

A permanent member of the classified service shall be subject to disciplinary action, including but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the following grounds:

- Fraud in securing employment or making a false statement on an application for employment.
- Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
- Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee within his/her position.
- Willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision or to conform to duly established orders or directions of persons in a supervisory position or insulting or demeaning the authority of a supervisor or manager.
- Dishonesty involving employment.
- Being under the influence of alcohol or illegal drugs or narcotics while on duty, being impaired by alcohol or illegal drugs in your biological system while on duty which could impact your ability to do your job.
- Excessive absenteeism.
- Inexcusable absence without leave.
- Abuse of sick leave, i.e., taking sick leave without a doctor's certificate when one is required, or misuse of sick leave.
- The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. The Office of Human Resources may inquire into the circumstances surrounding the commission of the crime in order to fix the degree of discipline, or the determination if such conviction is an offense involving moral turpitude. A plea or verdict of guilty, or a conviction showing a plea of *nolo contendere* made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section.
- Discourteous treatment of the public or other employees.
- Improper or unauthorized use of District property.
- Refusal to subscribe to any oath or affirmation that is required by law in connection with District employment.
- Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.
- Inattention to duty, tardiness, indolence, carelessness, or negligence in the care and handling of District property.
- Violation of the rules and regulations published in any department.
- Mental or physical impairment that render the employee unable to perform the essential functions of the job with or without reasonable accommodation, or without presenting a direct threat to the health and safety of self or others.
- Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his/her official duties.

- The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- Willful violation of any of the provisions of the ordinances, resolutions or any rules, regulations or policies, which may be prescribed by the District.
- Improper political activity. Example: Those campaigning for or espousing the election or non-election of any candidate in national, state, county or municipal elections while on duty and/or during working hours or the dissemination of political material of any kind while on duty and/or during working hours.
- Working overtime without authorization.

Progressive Employee Discipline

Unit members who have violated a rule or regulation prescribed by the Board in Board Policy 7365 shall be subject to appropriate disciplinary action. Disciplinary action shall conform to established principles of progressive discipline as listed below. (Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*)

Informal Conference

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*

Written Reprimand

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*

Conferences, Directives, and Further Reprimands

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*

Documentation Review/Recommendation

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*

Suspension

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

Demotion

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

Dismissal

Cause (EC 88013)

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

Notice of Disciplinary Action (EC 88016)

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*

Dismissal Procedures for Permanent Employees (EC 88013)

Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees*

Collective Bargaining Agreement.

Effective Date - Classified Employee Dismissal

The effective date of the dismissal of a classified employee shall be the date on which the Board of Trustees makes a decision unless otherwise specified in the decision. (Refer to Article IX of the current *Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement*)

Dismissal Procedures for Probationary Employees

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

Judicial Review - Classified Employee Dismissal

Judicial Review may be had by filing a petition for writ of mandate in accordance with the provisions of the Code of Civil Procedure. Any such petition shall be filed within 30 days after the effective date of the decision or the last day on which reconsideration can be ordered. The right to petition shall not be affected by the failure to seek reconsideration before the Board of Trustees.

The complete record of the proceedings, if one has been made, or such parts thereof as are designated by the petitioner, shall be prepared by the District and shall be delivered to petitioner, within 30 days after a request therefore by him/her, upon the payment of the fee specified in Section 69950 of the Government Code as now or hereinafter amended for the transcript, the cost of preparation of other portions of the record and for certification thereof. The complete record includes the pleadings, all notices, and orders issued by the District or Board of Trustees, the final decision, a transcript of all proceedings, if made, the exhibits admitted or rejected, the written evidence and any other papers in the case.

Reconsideration - Classified Employee Dismissal

The Board of Trustees itself may order a reconsideration of all or part of the case on its own motion or on petition of the affected party, if at the time of final decision the Board has specified that reconsideration is available to the parties.

The power to order a reconsideration shall expire thirty days after the effective date of the decision. If no action is taken on a petition within the time allowed for ordering reconsideration, the petition shall be deemed denied.

The case may be reconsidered by the Board of Trustees on all the pertinent parts of the record and such additional evidence and argument as may be permitted.

4/14/08

Revised: 10/12/09

Revised: 6/18

AP 6200 Budget Preparation

Reference:

Accreditation Standard III.D; Education Code Section 70902(b)(5); Title 5, Sections 58300 et seq.

1. Budget Preparation Philosophy: Refer to Chapter 3, AP 3250 Institutional Planning__
2. Budget Development Processes: Refer to Chapter 3, AP 3250 Institutional Planning
3. Criteria and Guidelines for Planning and Budgeting: Refer to Chapter 3, AP 3250 Institutional Planning
4. District Budget Calendar:

The tentative District budget shall be prepared by the **Executive Director of Business Services**, recommended by the President, approved by the Board, and filed with the Chancellor's Office by July 1.

The Board shall hold a public hearing on the budget on or before the 15th of September, but not earlier than three days following availability of the budget for public inspection. Adoption of the District budget by the Board shall be accomplished on or before September 15 to allow for the filing of the adopted budget (two copies of 311 forms) with the Chancellor's Office on or before September 30.

5/8/06

Revised June 2018

AP 6310 Accounting

Reference:

Budget and Accounting Manual, Chapters 3 and 4

The Budget and Accounting Manual published by California Community College shall be used by the district as the official accounting manual.

5/8/06

Reviewed June 2018

BP 6320 Investments

Reference:

Government Code Section 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.

See Administrative Procedure # 6320

5/8/06

Reviewed June 2018

AP 6320 Investments

Reference:

Government Code Section 53600 et seq.

The ~~Vice President~~Executive Director of Business Services 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 governing board 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 53635 and investment policies adopted by the County Board of Supervisors.
- State's Local Agency Investment Fund (Government Code Sections 16429.1-16429.3). 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 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code 16430, or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code 16429.2).

- Other Investments - Other investments as permitted by Government Code Section 53600 et seq., and in particular Government Code sections 53601 and 53635,* may be made by Vice President of Business Services subject to prior approval of the governing board.

**Government Code Sections 53601 and 53605 permit many very specific investments. Questions should be referred to financial advisors or counsel.*

5/8/06

Revised June 2018

BP 6330 Purchasing

Reference:

Education Code Section 81656

Public Contracts Code Section 20650

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 Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Board every 30 days.

All purchase orders shall be approved or ratified by the Board 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 **Executive Director of Business Services**, 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.
- c. Equipment items which have prior approval of the Board.
- d. Expenditures from the Revolving Cash Fund.
- e. Purchase orders of \$25,000 or less.

See Administrative Procedures # 6330

5/8/06

11/13/06

Revised: June

2018

AP 6330 Purchasing

Reference:

Education Code Sections 81656, et seq.;
Public Contracts Code Sections 20650, et seq.

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 Board Policy 6330. 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, Executive Director of Business Services 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 Executive Director of Business Services 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 titled Conflict of Interest and AP 2712 titled 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

June 2018

BP 6340 Bids and Contracts

Reference:

Education Code Sections 81641, et seq.; Public Contracts Code Sections 20650, et seq.
Government Code Section 53060;
ACCJC Accreditation Standard III.D.16;
2 Code of Federal Regulations Part 200.318

The Board delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

On July 11, 2016, the Board of Trustees elected by resolution #16-17/3 to be subject to the California Uniform Public Construction Cost Accounting Act ("CUPCCAA" or "Informal Bid Act") and use informal bidding procedures to award public works, repair and maintenance projects for contracts valued at less than \$175,000 as described in Public Contract Code 22000 et seq. In addition, the Board of Trustees passed resolution #16/-17/1 which will also allow the District authorization to award public works contracts procured via Public Contract Code 20655. (See AP 6345)

If the Superintendent/President concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

The delegation to enter into contracts as mentioned above only pertains to contracts that do not exceed five (5) years and with total contract in amounts less than the current bid threshold set forth in Public Contract Code Section 20651(a), as adjusted by the California Community Colleges pursuant to Public Contract Code section 20651(d), or Public Contract Code section 22032(a) or (b), as applicable to the type of contract. Contracts entered into and expenditures made pursuant to this delegation must comply with Public Contract Code.

Consistent with the Board's general delegation of authority and state and federal law, and subject to any reporting and ratification requirements, the Superintendent/President and his/her designees are specifically empowered to execute orders that change or alter a contract entered into by the District pursuant to Public Contract Code Section 20651 and authorize the contractor to proceed with performance without securing bids, if the agreed upon cost does not exceed the maximum allowed by Public Contract Code Section 20659 or ten percent of the original contract price, whichever is greater. Changes exceeding the amounts specified above are subject to Board approval.

Notices of Completion and Acceptance of Work shall be approved in advance by the Board.

The District does not recognize and shall not be bound by verbal agreements. Similarly, the District does not recognize and shall not be bound by written agreements signed on behalf of the District by an individual not authorized to bind, encumber, or contract for the District with regard to the subject of the contract or agreement.

See Administrative Procedures #6340, #6345, #6370

5/8/06

Updated June 2018

AP 6340 Bids and Contracts

Reference:

Education Code Section 81641 et seq.; Public Contracts Code Sections 20103.7, 20112 and 20650 et seq., 22000 et seq.; Labor Code 1770 et seq. Government Code Section 53060 ACCJC Accreditation Standard III.D.16, 2 Code of Federal Regulations Part 200.318

Contracts or purchase orders that exceed the Public Contracts Code bid limits will not be issued without required competitive bids and notifications unless an emergency, as defined in Public Contract Code Section 20654 exists.

When bids are required according to Public Contracts Code Section 20651, the Board shall award contracts to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or the District shall reject all bids.

The Superintendent/President or his/her designees are empowered to execute and file a "Notice of Completion and Acceptance of Work" on behalf of the District. Such notices shall be approved in advance by the Board.

When utilizing a "Piggyback" or Cooperative Contract per PCC 20652, the District shall communicate via Consent Item to the Board of Trustees when the dollar amount is between \$25,000 and the bid limit. The District shall communicate via Formal Action when the dollar amount is over the bid limit.

Limits

Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the limits set by the Board of Governors as required by the Public Contracts Code will require documented quotes **as noted on the Purchasing Website.** <https://www.avc.edu/administration/busserv/Purchasing>
- Purchase of goods or services in excess of the limits set by the Board of Governors as required by the Public Contracts Code will require formal advertised bids.

Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.

Note: The bid minimums are subject to adjustment each year by the Board of Governors as required by Public Contracts Code Section 20651(d); The current bid minimum can be found at <http://www.cde.ca.gov/gf/ac/co/>.

Information on the following items may be found at <https://www.avc.edu/administration/busserv/purchasing>:

Bid Specifications

Notice Calling for Formal Advertised Bids

Awarding of Bids and Contracts Awards

Purchase without Advertising for Bids

Continuing contracts for work or services furnished to the District are not to exceed five years.

Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid

Unlawful to Split Bids

5/8/06
1/8/07
Revised June 2018

Revised: 9/10/07

BP 6380 Vendors

Reference:

Education Code Section 81656; Public Contracts Code Section 20650; Federal Register 2 OMB CFR Section 200.318

Authority

The Executive Director of Business Services or his/her designated shall establish administrative procedures that affirm the District's commitment to increase the opportunities for and participation of small and disadvantaged businesses, including veteran, women-owned and minority-owned businesses, in its procurement of goods and services.

Additionally, all foods sold or catered on District property potentially expose Antelope Valley College to a variety of general liability issues. Because of concerns that some staff members, students, or other members of the public could potentially become ill due to unsafe food handling, the following guidelines should be followed:

1. Under no circumstance can food prepared in a private residence be sold on campus.
2. Non-campus sources of food services (restaurants and caterers) must be in possession of all currently required health and food handler permits and must provide a \$1,000,000 certificate of insurance naming the Antelope Valley Community College District as additional insured.
3. Food provided for sale by District organizations (e.g. clubs, athletic teams, etc.) Requires either, 1) a Health Permit Waiver for the event, which must be obtained through the County of Los Angeles Health Care Agency; or 2) the sign-off by the District's contract food service provider.

June 2018

AP 6380 Vendors

Reference:

Education Code Section 81656; Public Contracts Code Section 20650; Federal Register 2 OMB CFR Section 200.318

Authority

The Executive Director of Business Services or his/her designated is responsible for administering these regulations and is the authority to amend these regulations.

Definition

(A) A vendor is defined as any outside entity wanting to do business with the District. Vendors may provide good and/or services. Vendors must be identified and prequalified as deemed for all District procurements and contracts.

(B) These regulations describe the rules and procedures for setting up new vendors for the District.

Responsibilities

(A) The pre-qualification of vendors for any procurement purpose will be the responsibility of the Purchasing Office.

(B) The Accounts Payable Department is responsible for the set up of new vendors and the maintenance of all approved vendors in the District Vendor Master List. Accounts Payable is also responsible for reporting vendor taxable income in compliance with IRS Form 1099 (1099).

(C) The Master Bidder's List is the responsibility of the Purchasing Office. Any Vendor may request to be placed on the bidder's list for future inclusion in the district bid process. The bidder's list will be organized by commodity and vendors will be included in bid processes as placed within the bidder's list. Vendors may request to be placed on the bidder's list by sending a letter to the Purchasing Office listing all commodities that are provided.

(D) Initiators of Purchase Requisitions and Requests for Contracts are responsible for providing the full vendor information (address, phone and fax numbers)

Unauthorized Purchases

Any purchases made by unauthorized College personnel may become the financial responsibility of the unauthorized purchaser. Only the Superintendent/President, Executive Director of Business Services or their designee(s) may authorize district funds for any purchase. It is the responsibility of the vendor to ensure that they are dealing with the appropriate personnel prior to fulfilling orders for the District.

Unauthorized Shipments Received

Any shipment received from a vendor without benefit of a purchase order or authorization of the Purchasing office representative will be accepted by the District as a gift. The District is not financially responsible for merchandise sent without prior approval of the Purchasing Office.

Changes to Authorized Orders/Contracts

All changes to authorized orders and contract must go through the Purchasing Office. All vendors must

contact the originating procurement officer to state changes. An official change order will be created for any authorized change. Unauthorized personnel may not make changes to any authorized purchase order or contract. Changes made by unauthorized personnel may become the financial responsibility of the unauthorized user or the vendor. College

Purchasing Policy

In accordance with purchasing policy (AP 6330), the College will conduct procurement services with an open, competitive atmosphere that is beneficial to the buyer and the seller. The Purchasing Office buys on the basis of quality of product and service, competitive price and delivery. The District also considers goods of the local community and minority spending.

Supplier Diversity

The District will attempt maximum utilization of its diverse supplier community and will encourage the use of minority and women-owned businesses according to College goals. The District will seek active participation through advertisement, invitations to bid and requests for proposals for purchasing activities, and by providing information to minority and women-owned business about the plans, specifications and requirements of contracts and projects at the College.

Vendor Performance & Savings

As good purchasing practice, vendors are periodically evaluated on the basis of actual delivery performance compared to promise delivery dates, ability to meet emergency requirements, unauthorized partial deliveries, number of items rejected due to poor quality, and adherence to purchase order terms and conditions. The ability to provide competitive prices consistent with quality and service requirements is of great importance to vendor selection.

Vendor Contract and Sales Calls

All sales calls on any College campus or College site will be coordinated through the Purchasing Office (with the exception of Auxiliary Services vendors). Textbook vendors and publishers are required to coordinate with Auxiliary Services prior contacting faculty, staff or students. Any vendor soliciting the District offices prior to contacting the Purchasing Office may be asked to leave. All contacts must go through the Purchasing Office prior to any other type of sales call. The District Office is also instructed to go through the Purchasing Office prior to having any vendor on-campus for a sales visit. Vendors must make appointments with the Purchasing Office prior to coming to campus. Cold calls cannot be accommodated.

Food Truck Vendors

All food service requests must be coordinated with Auxiliary Services prior to the event. In no instance will a food service provider be authorized to provide service if they have a health code rating below an "A". Upon request from a staff member or student representative, the Auxiliary Services Manager will review the request for hosting a food truck on campus with the Supervisor of Campus Events and Operations to ensure that all of the necessary documents are verified. The District allows food truck vendors on campus as long as the following conditions are met.

1. The requesting College department will contact Campus Events to schedule the food truck.
2. The College department contacts the Primary Food Service Provider for a quotation or consultation for the upcoming event.

3. If the department determines that the Primary Food Service Provider will not be utilized for the upcoming event, the department will then need a written right of refusal from the Primary Food Service Provider.
4. The department will then contact the food truck operator and complete the Food Truck Request form.
5. A Facility Use Request Application must be submitted at least two weeks prior to the event to be considered. The Auxiliary Services Manager will determine if the food truck can be utilized for the specified event in conjunction with the Campus Events and Operations Supervisor and Food Service Operator.
6. The Food Truck operator:
 - a. Hold a current Business License for the City of Lancaster. A copy of the permit must be submitted to the Auxiliary Services Office.
 - b. Hold a Mobile Food Facility Permit to operate a mobile food dispensing vehicle in the state of California. A copy of the permit must be submitted to the Auxiliary Services Office.
 - c. Hold a current Health Permit. A copy of the permit must be submitted to the Auxiliary Services Office.
 - d. Hold a current Food Safety Certification. A copy of the permit must be submitted to the Auxiliary Services Office.
 - e. Hold a current Food Handler Permit(s). A copy of the permit(s) must be submitted to the Auxiliary Services Office.
 - f. Provide proof of insurance – Minimum coverage limits for policies of insurance the Contractor is required to maintain during the event are as follows. This must go to Campus Events.
 - i. **Workers Compensation** – In accordance with Laws
 - ii. **Employer’s Liability Insurance** – One Million Dollars (\$1,000,000.00)~~z0~~
 - iii. **Commercial General Liability and Property Insurance** –
 - a) Per Occurrence: One Million Dollars (\$1,000,000.00)
 - b) Aggregate: Two Million Dollars (\$2,000,000.00)
 - iv. **Automobile Liability Insurance** – One Million Dollars (\$1,000,000.00)~~z0~~
 - g. Provide a copy of most recent inspection.

Antelope Valley College Business Services/Contract department is requiring specific wording in the description box on the face page of the certificate, or on the additional insured page. Wording is below:

Antelope Valley Community College District, its Board of Trustees, Agents, Employees, and Volunteers are additionally insured on all policies except Workers Compensation Insurance.

The address for the Certificate Holder is **3041 West Avenue K, Lancaster, CA 93536.**

7. Food Trucks on campus must be completely self-contained and require no use of electric, water or other utilities or facilities belonging to Antelope Valley College.
8. Vendors must be located Antelope Valley College property, not on public streets, in a location approved by Facilities and Security.
9. Pepsi and their entire family of beverages are the exclusive pourer on all College property. Organizations or their contracted catering provider may not serve any competitors’ brand.
10. Groups working with external caterers or local take-out restaurants are responsible for ensuring that all food preparation safety standards are followed. Groups are also responsible for all cleanup and trash/recycling removal. Any charges for excess clean-up or facility damage (stains, broken equipment, etc.) are the financial responsibility of the organization sponsoring the event.
11. Any food truck that is providing services to the campus through a negotiated contract and paid directly by the District, the Vendor Cost for the day will be waived. If the food truck sells directly

to community members, a Vendor Cost of \$125.00 per day will be assessed to the food truck operators.

June 2018

BP 6500 Property Management

Reference:

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 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.

See Administrative Procedures # 6500

Adopted: 5/8/06

Reviewed June 2018

AP 6500 Property Management

Reference:

Education Code Section 70902; 81300 et seq.

The ~~Vice President~~Executive Director of Business Services 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.

5/8/06

Revised June 2018

BP 6520 Security for District Property

Reference:

Education Code Section 81600 et seq.

The Superintendent/President shall establish procedures necessary to manage, control and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

See Administrative Procedures #6520

Adopted: 5/8/06

Reviewed June 2018

AP 6520 Security for District Property

Reference:

Accreditation Standard III.B.1

Warehousing and Inventory

Warehousing

The District shall maintain a system of warehousing which includes provisions for receiving, shipping, storing, and distribution of supplies and equipment.

A standard supply catalogue of supplies and equipment utilized by the District shall be maintained and made available to District personnel.

All items purchased by the District shall be delivered to the warehouse. No deliveries shall be made to individual locations or offices, without permission from the Vice President, Business Services.

Inventory

General Provisions

The Office of Business Services is responsible for the inventory of all District movable equipment.

Definition of Movability

Inventory items must be movable. Attachment to buildings by screws or bolts does not violate movability. Heavy shop machines may have an elaborate foundation and still be considered "movable".

Warehouse Inventory

A perpetual inventory shall be maintained on all items stored in the District warehouse.

Precautionary measures will be taken to safeguard inventories against casualty losses.

Inventory records will be maintained in such a manner as to facilitate purchase of supplies and equipment, and to provide for an equitable adjustment of claims attributed to casualty loss.

Keys

Keys shall be issued by the Facilities Office. Duplicates of all keys shall be kept on file in the Facilities Office. Master keys shall be issued by the ~~Vice President~~Executive Director of Facilities Planning, Business Services.

5/8/06

Revised June 2018

BP 6540 Insurance

Reference:

Education Code Sections 70902; 72502; 72506; 81601, et seq.

The Superintendent/President shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;
- Personal liability of the members of the Board and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his or her office or employment. The Superintendent/President may authorize coverage for persons who perform volunteer services for the District.
- Worker's compensation insurance.

Insurance also shall include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

See Administrative Procedure #6540

5/8/06

Reviewed June 2018

AP 6540 Insurance

Reference:

Education Code Sections 70902; 72502; 72506; 81601 et seq.

The Antelope Valley Community College District is a part of ~~SIRMA-HSWACC~~, a ~~joint powers agreement~~ statewide association of community colleges, for the following coverage:

- Liability insurance for damages for death, injury to person, or damage or loss of property.
- Liability insurance for the personal liability of the members of the Board and of the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his or her office or employment.
- Fire insurance
- Real property damage
- Personal property loss or damage
- Insurance for district vehicles
- Insurance against “other perils” [Education Code Section 81601]

The Antelope Valley Community College District is a part of PIPS, a joint powers agreement, for:

- Workers compensation insurance

The Antelope Valley Community College District ~~is a part of CCLC, a joint powers agreement~~ has established a Retirement Board of Authority (RBOA), for:

- Actuarial evaluation of the future annual costs of health and welfare benefits

5/8/06

Reviewed June 2018

BP 6740 Citizens' Oversight Committee

Reference:

Education Code Sections 15278, 15280, 15282; California Constitution Article XIII A Section 1(b), Article XVI Section 18 (b)

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Board of Trustees shall establish a Citizens Oversight Committee in accordance with the applicable law and necessary regulations.

See Administrative Procedure #6740

~~Adopted: 5/8/06~~

Reviewed June 2018

AP 6740 Citizens' Oversight Committee

Reference:

Education Code Sections 15278, 15280, 15282

Refer to the *Citizen's Oversight Committee* By-Laws which can be obtained from the Executive Director of ~~Facilities Planning and Campus Development~~Business Services.

5/8/06

Revised: June 2018