



College Coordinating Council Meeting

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
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.	All	5 minutes	
II. Constituent Reports	All	5 minutes	
DISCUSSION/ACTION ITEMS:			
I. Achieve the Dream (ATD) Site Visit Schedule (Draft)	Jennifer	5 minutes	
II. Annual Security Report	Lauren	5 minutes	
III. AVC Serves 2023-2026 Strategic Plan	Hal	5 minutes	
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.
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: October 11, 2023		



College Coordinating Council Minutes

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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	

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.
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NEXT MEETING DATE: September 27, 2023

Antelope Valley College Has Joined Achieving the Dream (ATD)

Our ATD Coaches' Visit Schedule

October 18-19, 2023

Performing Arts Theatre (PAT)

Tuesday, October 17, 2023

- Our ATD Coaches, Dr Paula Pitcher & Paula Talley arrive in Lancaster.

Wednesday, October 18, 2023

Time	Activities	Location
9:00-10:30 a.m.	ATD Coaches Meet with Core Team & Data Team: Preview of Three-Years of Work	PAT 114
10:30-10:45 a.m.	Break	
10:45-11:45 a.m.	ATD Coaches Meet with AVC Staff	PAT 114
11:45a.m.-Noon	Break	
Noon-1:15 p.m.	ATD Coaches Meet with AVC Students Over Lunch	PAT 114
1:15-1:30 p.m.	Break	
1:30-3:30 p.m.	Data Gallery	PAT
3:30-3:45 p.m.	Break	

Thursday, October 19, 2023

Time	Activities	Location
8:30-9:00 a.m.	Breakfast	PAT
9:00-11:00 a.m.	ATD All College Kick-Off	PAT
11:00-11:15 a.m.	Break	
11:30 a.m.-Noon	ATD Coaches Debrief with Core Team & Data Team	PAT

The AVC SERVES Framework and the College's 2023-2026 Strategic Plan DRAFT

Service*	<p>Strategic Goal 1-Service: Realign college policies, practices, and processes to remove barriers and to become more effective, efficient, and responsive to students, employees, and the community.</p> <p><i>Examples of Related Initiatives:</i></p> <ul style="list-style-type: none"> ● Continuous Improvement ● Expanded Outreach - Increase access to dual enrollment and adult learners ● Expanded community partnerships to meet workforce demand ● Improved Communication ● Foster a sense of belonging
Equity*	<p>Strategic Goal 2-Equity: Improve the college culture by becoming a more caring, welcoming, accessible, and inclusive campus.</p> <p><i>Examples of Related Initiatives:</i></p> <ul style="list-style-type: none"> ● Recruiting and hiring for diversity ● Close equity gaps ● Expand Professional development for all constituent groups ● New student and employee onboarding ● Nurture a culture of inquiry and data-informed decision-making ● Growth mindset
Resources	<p>Strategic Goal 3-Resources: Increase student awareness about campus resources.</p> <p><i>Examples of Related Initiatives:</i></p> <ul style="list-style-type: none"> ● Basic needs ● Improved student common spaces ● Increased access to counseling/advising
Vision	<p>Strategic Goal 4-Vision: Be more future-thinking, agile, innovative, and proactive.</p> <p><i>Examples of Related Initiatives:</i></p> <ul style="list-style-type: none"> ● Empower students to formulate and achieve their goals ● Elevate student voices ● Become a more sustainable and cleaner campus
Education	<p>Strategic Goal 5-Education: Expand offerings and more effective course scheduling.</p> <p><i>Examples of Related Initiatives:</i></p> <ul style="list-style-type: none"> ● Increase access to and awareness about learning support services ● Increase English and Math completion within their first year ● Within GP initiative, create effective ed plans to reduce the number of accumulated units while meeting ed goals

<p>Success*</p>	<p>Strategic Goal 6-Success: Become a more student-focused college to enrich the student experience and boost success rates; OR Boost success rates by prioritizing the student experience.</p> <p><i>Examples of Related Initiatives:</i></p> <ul style="list-style-type: none"> ● Increase the # of degrees and certificates awarded, transfers ● Strong workforce training to meet local workforce demand, power skills, field experience, work-based learning, internships/externships, licensure pass rates, job placement ● Opportunities for obtaining sustainable wages ● Improve success, retention, and persistence rates ● Increase awareness about and celebrate successes
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****Recommended by SPC on 9-6-2023 as priorities for the 2023-2026 Strategic Plan. (Also fold in initiatives such as Vision for Success, Achieving the Dream, Caring Campus, Guided Pathways, Student Equity & Achievement Program, Accreditation (e.g. Quality Focus Essays, Institution Set Standards)-Some of the strategies/mechanisms for addressing/ achieving/ measuring college goals.)***