



College Coordinating Council Meeting

August, 28, 2019
 A124 – President’s Conference Room
 9:00 a.m. – 10:00 a.m.

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

Committee Members:
 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
 Dr. Les Uhazy, Interim Vice President of Academic Affairs
 John Hutak, Interim 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 April 24, 2019. (attached)	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. BP 1100 – The AV Community College (attached)	Ed	1.5 minutes	
IV. BP 1200 – District Mission (attached)	Ed	1.5 minutes	
V. BP 2010 – Board Membership (attached)	Ed	1.5 minutes	
VI. BP & AP 2015 – Student Trustee (attached)	Ed	1.5 minutes	
VII. BP & NEW AP 2100 – Board Elections (attached)	Ed	1.5 minutes	
VIII. BP & AP 2105 – Election of Student Trustee (attached)	Ed	1.5 minutes	
IX. BP & AP 2110 Vacancies on the Board (attached)	Ed	1.5 minutes	

X.	BP 2200 – Board Duties and Responsibilities (attached)	Ed	1.5 minutes	
XI.	BP 2210 – Officers (attached)	Ed	1.5 minutes	
XII.	NEW BP 2220 – Committees of the Board (attached)	Ed	1.5 minutes	
XIII.	BP 2305 – Annual Organizational Meeting (attached)	Ed	1.5 minutes	
XIV.	BP 2310 – Regular Meetings of the Board (attached)	Ed	1.5 minutes	
XV.	BP 2315 – Closed Sessions (attached)	Ed	1.5 minutes	
XVI.	BP & AP 2320 – Special and Emergency Meetings (attached)	Ed	1.5 minutes	
XVII.	BP 2330 – Quorum and Voting (attached)	Ed	1.5 minutes	
XVIII.	BP & AP 2340 – Agendas (attached)	Ed	1.5 minutes	
XIX.	BP & AP 2345 – Public Participation at Board Meetings (attached)	Ed	1.5 minutes	
XX.	BP 2350 – Speakers (attached)	Ed	1.5 minutes	
XXI.	BP 2355 – Decorum (attached)	Ed	1.5 minutes	
XXII.	BP & NEW AP 2360 – Minutes (attached)	Ed	1.5 minutes	
XXIII.	BP & AP 2365 – Recording (attached)	Ed	1.5 minutes	
XXIV.	BP & AP 2410 – Board Policies & Administrative Procedures (attached)	Ed	1.5 minutes	
XXV.	BP & AP 2430 – Delegation of Authority (attached)	Ed	1.5 minutes	
XXVI.	BP & AP 2431 – Supt/Pres Selection (attached)	Ed	1.5 minutes	
XXVII.	BP 2432 – Superintendent/President Succession (attached)	Ed	1.5 minutes	
XXVIII.	BP & AP 2435 Evaluation of the Supt/President (attached)	Ed	1.5 minutes	

XXIX. BP & AP 2610 – Presentation of Initial Collective Bargaining Proposals (attached)	Ed	1.5 minutes	
XXX. BP & AP 2710 – Conflict of Interest (attached)	Ed	1.5 minutes	
XXXI. AP 2714 – Distribution of Tickets or Passes (attached)	Ed	1.5 minutes	
XXXII. BP 2715 – Code of Ethics/Standards of Practice (attached)	Ed	1.5 minutes	
XXXIII. BP 2716 – Board Political Activity (attached)	Ed	1.5 minutes	
XXXIV. BP 2717 – Personal Use of Public Resources – Board (attached)	Ed	1.5 minutes	
XXXV. BP 2720 – Communications Among Board Members (attached)	Ed	1.5 minutes	
XXXVI. BP 2725 – Board Member Compensation (attached)	Ed	1.5 minutes	
XXXVII. BP 2730 – Board Member Health Benefits (attached)	Ed	1.5 minutes	
XXXVIII. BP & New AP 2735 – Board Member Travel (attached)	Ed	1.5 minutes	
XXXIX. BP & AP 2740 - Board Education (attached)	Ed	1.5 minutes	
XL. BP 2745 – Board Self Evaluation (attached)	Ed	1.5 minutes	
XLI. BP 2750 – Board Member Absence from the State (attached)	Ed	1.5 minutes	
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE:			
September 11, 2019			



College Coordinating Council Minutes

Wednesday, April 24 , 2019
A124 – President’s Conference Room
9:00 a.m. – 10:00 a.m.

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

Committee Members:
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 – Dr. Susan Lowry~~
~~VACANT, 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 13, 2019. (attached)	All		The minutes were approved as presented.
II. Constituent Reports	All		No constituent reports.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. BP & AP 6975 Export Control (attached)	Diana	5 minutes	It was agreed to go to the May Board Meeting for approval.
IV. Student Success Committee Membership	Erin	5 minutes	It was recommended to review the composition of the committee and bring back to another CCC meeting.
V. New AP 3415 Immigration Enforcement Activities (attached)	Mark	2 minutes	It was agreed to go to the May Board Meeting for approval.
VII. BP & AP 3430 – Prohibition of Harassment (attached)	Mark	2 minutes	It was agreed to go to the May Board Meeting for approval.
VIII. AP 3435 – Discrimination and Harassment Complaints and Investigations (attached)	Mark	2 minutes	There was a small revision suggested and agreed to go to the May Board Meeting for approval.
IX. BP 7340 – Leaves (attached)	Mark	2 minutes	There was some discussion on clarifying FMLA, referencing Ed Code and will come back at another CCC meeting.
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: May 8, 2019			



BP 1100 The Antelope Valley Community College District

Reference:

Education Code Section 72000(b)

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

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

The District consists of Antelope Valley College.

Adopted: 7/5/05
Reviewed: 6/13/16
Revised: 10/14/19



BP 1200 District Mission

Reference:

~~WASC/ACGJC Standard One Accreditation Standard I.A~~

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

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

- ***Associate Degree Programs***

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

- ***Baccalaureate Degree Program***

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

- ***Career Technical Programs***

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

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

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



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

- ***Basic Skills Courses***

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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



BP 2010 Board Membership

References:

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

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

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

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

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

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

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

Adopted: 7/5/05
Revised: 5/9/16
Revised: 10/14/19



BP 2015 Student Trustee

Reference:

Education Code Section 72023.5

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

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

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

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

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

~~See Administrative Procedure #2015~~

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

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



AP 2015 Student Trustee

Reference:

Education Code Section 72023.5

The student trustee shall:

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

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

Approved: 7/5/05

Reviewed: 8/8/16

Revised: 10/14/19



BP 2100 Board Elections

References:

Education Code Sections 5000 et seq. and 72036

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

~~The Board may change from at large elections of trustees to elections by trustee areas, in accordance with Education Code section 72036 and the California Voting Rights Act of 2001 (Chapter 1.5 (commencing with Section 14025) of Division 14 of the Elections Code), upon the adoption by the Board of Trustees of a resolution in support of the change and upon the approval of the Board of Governors of the California Community Colleges.~~

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

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

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

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

Area 4 – Generally western and some of central Palmdale.

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

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

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

Also see BP 2010 Board Membership.

Adopted: 7/5/05
Revised: 8/13/12



Revised: 6/12/17
Revised: 10/14/19



AP 2100 Board Elections

References:

Education Code Sections 5000 et seq.

I. Eligibility

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

II. Number of Trustees and Term of Office

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

III. Elections

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

IV. Vacancies

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



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

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

Approved: 10/14/19



BP 2105 Election of Student Trustee

References:

Education Code Sections 72023.5, and 72103

The Student Trustee shall be chosen by the students enrolled in the District as follows:

The Student Trustee shall be elected by popular vote of the student body in a general election. Normally, an election will be held in the spring semester so that the office is filled by May 15. **The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with AP 2105 Election of Student Trustee.**

A special election shall be held if the office becomes vacant for any reason such as resignation, recall, or disqualification **of an elected Student Trustee**, after notice of the vacancy comes to the attention of the Superintendent/President. **Special elections shall be held within 30 days after notice of the vacancy comes to the attention of the Superintendent/President.** The special election will be held to fulfill the remainder of the term, unless the regular election is within thirty (30) days.

Candidates for the position may nominate themselves **or be nominated by others** by the filing **of** an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with **Administrative Procedures AP 2105 Election of Student Trustee.**

See Administrative Procedure #2105

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

Adopted: 7/5/05
Revised: 1/8/07
Reviewed: 8/8/16
Revised: 10/19/19



AP 2105 Election of Student Trustee

Reference:

Education Code Section 72023.5

The following procedures govern the conduct of the election of the Student Trustee to the Board of Trustees.

1. Supervision

The election will be conducted under the supervision of the Dean of Student Services who will prepare the Election Code.

2. Election Rules and Procedures

All candidates must conform to the requirements set forth in **Board Policies BP 2015 Student Trustee** and **BP 2105 Election of Student Trustee** and all city, county, state, and federal laws. The Dean of Student Services whose decision on such matters shall be final will arbitrate all election procedures not covered by **the this policy and this procedure**.

- a. Each potential candidate must meet with the Dean of Student Services prior to filing a declaration of intent to run for office. At this meeting, the Dean of Student Services will review the Election Code with the candidate and the candidate will sign a statement of acknowledgment.
- b. The Dean of Student Services will determine the voting site(s).
- c. AVC identification will be requested of all students desiring to vote.
- d. There shall be a public count of the ballots within forty-eight (48) hours following closing of the polls by the Office of Student Development and College Activities.

Special Election

Upon notice to the Superintendent/President that a vacancy has occurred for any reason, including recall, the Dean of Student Services shall, within **thirty (30)** days, call for a special election.

The special election shall provide for:

- **Notice communicated to the student body of the result of the recall election, if the vacancy has occurred as the result of a recall election, and arrangements for a special election;**



- An application period for students to submit an application to become a candidate for the open position that will be open for at least 5 days on which classes are regularly held;
- Following such application period, a period of time no less than 5 days upon which classes are regularly held for campaigning, and;
- Voting for the special election to be concluded within 30 days following the date upon which the position became vacant.

No special election will be called if the vacancy occurs within thirty (30) days of a regularly scheduled election for the Student Trustee. The office shall become vacant if the student member becomes ineligible for the office, fails to fulfill responsibilities as listed in AP 2015 **Student Trustee**, resigns, is recalled or dies.

Any AVC student can recall the Student Trustee with a petition signed by 20% of the total number of enrolled students at the time of filing the petition and submitted to the Dean of Student Services. The election will be conducted in the same manner as a special election.

If the Student Trustee fails to fulfill her/his responsibilities, he/she may appeal the decision within **ten** (10) days to the Superintendent/President. The appeal must be in writing explaining why the Student Trustee believes he/she should remain in office. The decision of the Superintendent/President is final.

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

Approved: 7/5/05
Revised: 10/14/19



BP 2110 Vacancies on the Board

References:

Education Code Sections 5090 et seq.;
Government Code 1770

Vacancies on the Board of Trustees may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board of Trustees shall be governed by [EG Education Code Section 5090](#).

Within [sixty](#) (60) days of the vacancy or filing of a deferred resignation, the Board of Trustees shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than [one hundred thirty](#) (130) days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in [EG Education Code Section 5091](#). The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the board members at a public meeting.

The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Trustees will determine the schedule and appointment process, which may include interviews at a public meeting.

[See Administrative Procedure #2110](#)

Also see [BP 2010 Board Membership](#), [AP 2110 Vacancies on the Board](#), and [BP 2750 Board Member Absence from the State](#).

Adopted: 7/5/05
Reviewed: 8/8/16
Revised: 10/14/19



AP 2110 Vacancies on the Board

References:

Education Code Sections 5090 et seq.;
Government Code Sections 1770 and 6061

When the Board of Trustees determines to fill the vacancy by appointment, the Superintendent/President shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three (3) public places in the District and publication in a newspaper of general circulation. *(Note: This publication, which is required by Government Code Section 6061 of the Government Code, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)*

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board of Trustees.

Persons applying for appointment to the Board of Trustees shall receive a letter from the Superintendent/President containing information about the District and the Board of Trustees, and including a candidate application to be completed and returned by a specific date.

The Board of Trustees may request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board member will review all candidate applications with final selection made by a majority vote of the Board members at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Board of Trustees shall, within ten (10) days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three (3) public places in the District. It shall also publish a notice in a newspaper of general circulation. *(Note: This publication, which is required by Government Code Section 6061 of the Government Code, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)*

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the board, the date of appointment, and a statement that unless a petition calling for a



special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within **thirty** (30) days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his/ er her appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for governing board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

Approved: 7/5/05
Reviewed: 8/8/16
Revised: 10/14/19



BP 2200 Board Duties and Responsibilities

Reference:

Accreditation Standard IV

The Board of Trustees governs on behalf of the citizens of the Antelope Valley Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board of **Trustees** is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations
- Hire and evaluate the **CEO Superintendent/President**
- Delegate power and authority to the chief executive to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

Also see BP 2715 Board Code of Ethics/Standards of Practice.

Adopted: 12/11/06

Reviewed: 8/8/16

Revised: 10/14/19



BP 2210 Officers

Reference:

Education Code Section 72000

At the annual organizational meeting, the Board of Trustees shall elect from among its members a President, Vice President, and Clerk of the Board. The Superintendent/President shall serve as Secretary to the Board of Trustees.

The terms of officers shall be for one year.

The duties of the **President** of the Board of Trustees are:

- Preside over all meetings of the Board of Trustees;
- Call emergency and special meetings of the Board of Trustees as required by law;
- Consult with the Superintendent/President on board meeting agendas;
- Communicate with individual board members about their responsibilities;
- Participate in the orientation process for new board members;
- Assure Board of Trustees compliance with policies on board education, self-evaluation and Superintendent/President evaluation;
- Represent the Board of Trustees at official events or ensure board representation;
- Sign such documents on behalf of the Board of Trustees as may require his/her signature, and represent the District in its relations with other boards and organizations;
- Have the same rights as other members of the Board of Trustees in voting, introducing motions and resolutions, and in discussion.

The duties of the **Secretary** (Superintendent/President) to the Board of Trustees are:

- Notify members of the Board of Trustees of regular, special, emergency and adjourned meetings;
- Prepare and post board meeting agendas;
- Have prepared for adoption minutes of board meetings;



- Attend all board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board of Trustees;
- Certify as legally required all board actions;
- Sign, when authorized by law or by board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board of Trustees.

The duties of the **Vice President** of the Board are:

- Act as President of the Board of Trustees in the absence of the Board President;
- Perform all duties of the office of Board President in the absence of the President of the Board of Trustees.

The duties of the **Clerk** of the Board of Trustees are:

- Preside at all meetings of the Board of Trustees when the President and Vice President are absent;
- Sign the minutes of the meetings following their approval, sign such documents as may be directed by the Board of Trustees on behalf of the District, sign election notices, contracts, and all other items which require the signature of the Clerk.

The Board of Trustees does not have an official system of rotation of officers; it elects the officers each year from among all its members.

Also see BP 2305 Annual Organizational Meeting as well as BP 2740 Board Education.

Adopted: 7/5/05
Revised: 9/12/16
Revised: 10/14/19



BP 2220 Committees of the Board

Reference:

Government Code Section 54952

The Board of Trustees may by action establish committees that it determines are necessary to assist the Board of Trustees in its responsibilities. Any committee established by Board action shall comply with the requirements of the Brown Act and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board of Trustees, that are advisory, are not required to comply with the Brown Act, or with policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board of Trustees. Findings or recommendations shall be reported to the Board of Trustees for consideration.

Adopted: 10/14/19



BP 2305 Annual Organizational Meeting

Reference:

Education Code Section 72000(c)(2)(A)

The annual organizational meeting of the Board of Trustees will be held during the month of December, not later than the 15th day of the month. The purpose of the annual organizational meeting is to elect a president, vice president, clerk, and a secretary, and conduct any other business as required by law or determined by the Board of Trustees.

Also see BP 2210 Officers.

Adopted: 7/5/05
Reviewed: 8/8/2016
Revised: 10/14/19



BP 2310 Regular Meetings of the Board

References:

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

Regular meetings of the Board of Trustees shall be held on the second Monday of each month. Exceptions will be determined by the Board of Trustees as needed. Regular meetings of the Board of Trustees shall normally be held at Antelope Valley College, 3041 W. Avenue K, Lancaster, CA 93536.

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

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

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

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

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

Adopted: 7/5/05
Revised: 2/6/06
Reviewed: 8/8/16
Revised: 10/14/19



BP 2315 Closed Sessions

References:

Education Code Section 72122;
Government Code Sections 54956.8, 54956.9, 54957, **54957.1**, 54957.6 and
11125.4

Closed sessions of the Board **of Trustees** shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board **of Trustees** shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board **of Trustees** or by law.



If any person requests an opportunity to present complaints to the Board of Trustees about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Trustees. The employee shall be given at least twenty-four (24) hours written notice of the closed session and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board of Trustees.

Also see BP 2310 Regular Meetings of the Board.

Adopted: 7/5/05
Revised: 9/12/16
Revised: 10/14/19



BP 2320 Special and Emergency Meetings

References:

Education Code Section 72129;
Government Code Sections 54956, 54956.5, and 54957;

Special meetings may from time to time be called by the President of the Board of Trustees or by a majority of the members of the Board of Trustees. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board of Trustees when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Superintendent/President shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

See Administrative Procedure #2320
Also see AP 2320 Special and Emergency Meetings.

Adopted: 7/5/05
Reviewed: 8/8/16
Revised: 10/14/19



AP 2320 Special and Emergency Meetings

References:

Education Code Sections 72023.5 and 72129;
Government Code Sections 54956 and 54956.5

Whenever a special meeting of the governing Board of Trustees is called, the Superintendent/President shall cause the call and notice to be posted at least twenty-four (24) hours prior to the meeting in a location freely accessible to the public. The Superintendent/President shall also ensure that the following notices of the meeting are delivered either personally or by other means:

Written notice to each member of the governing Board of Trustees, including any student trustee(s).

Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least twenty-four (24) hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the governing board in writing either prior to or at the time of the meeting.

Whenever an emergency meeting of the governing Board of Trustees is called, the Superintendent/President shall cause notice to be provided by telephone at least one (1) hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Superintendent/President shall provide the newspapers, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

Approved: 7/5/05
Reviewed: 8/8/16
Revised: 10/14/19



BP 2330 Quorum and Voting

References:

Education Code Sections 15266, 72000 subdivision (d)(3), 81310 et seq., 81365, 81511, and 81432;
Government Code Sections 53094 and 54950 et seq.;
Code of Civil Procedure Section 1245.240;
California Constitution Article XIII A, Section 1, sSubdivision (b), paragraph (3) and Article XVI, Section 18, sSubdivision (b)

A quorum of the Board of Trustees shall consist of a simple majority, three (3) members.

The Board of Trustees shall act by majority vote of all of the membership of the Board of Trustees, except as noted below. No action shall be taken by secret ballot.

The Board of Trustees will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds (2/3) majority of all members of the Board of Trustees:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property;
- Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.

The following actions require a unanimous vote of all members of the Board of Trustees:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Also see BP 2310 Regular Meetings of the Board.

Adopted: 7/5/05



Reviewed: 8/8/16
Revised: 5/13/19
Revised: 10/14/19



BP 2340 Agendas

References:

Education Code Sections 72121 and 72121.5
Government Code Sections 6250 et seq. and 54954 et seq.

An agenda shall be posted adjacent to the place of meeting **as well as on the District's Internet website** at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds **(2/3)** of the members (or all members if less than two-thirds **(2/3)** are present) determine there is a need for immediate action and the need to take action came to the attention of the Board **of Trustees** subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five **(5)** days earlier.

The order of business may be changed by consent of the Board **of Trustees**.

The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board **of Trustees** reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Superintendent/President in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President **ten** (10) days prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board's agenda



following the items of business initiated by the Board of Trustees and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a ninety (90) day period following the initial submission.

See Administrative Procedure #2340

Also see BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, BP/AP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 7/5/05
Reviewed: 10/10/16
Revised: 10/14/19



AP 2340 Agendas

Reference:

Education Code Section 72121

The agenda for Board meetings is compiled by the Superintendent/President. Included in the agenda are: business, educational, operational and professional matters requiring board approval, policy issues, and informational items. The agenda is developed by the Friday before the First Monday of each month. It is distributed to the Board members for their review and preparation, on the first Monday of the month. It is made public to the news media, staff, and general public by posting on the website of the college and in the public area outside the Board Meeting Room the Thursday **seventy-two** (72 hours) before a regularly scheduled meeting.

Also see [BP 2310 Regular Meetings of the Board](#), [BP/AP 2320 Special and Emergency Meetings](#), [BP 2340 Agendas](#), [BP/AP 2345 Public Participation at Board Meetings](#), [BP 2350 Speakers](#), [BP/AP 2360 Minutes](#), [BP/AP 2365 Recording](#), and [BP/AP 3300 Public Records](#).

Approved: 7/5/05
Revised: 10/10/16
Revised: 10/14/19



BP 2345 Public Participation at Board Meetings

References:

Education Code [Section 72121.5](#)
Government Code Sections 54954.3, and 54957.5;

The Board [of Trustees](#) shall provide opportunities for members of the general public, including District employees, to participate in the business of the Board [of Trustees](#).

Members of the public may bring matters directly related to the business of the District to the attention of the Board [of Trustees](#) in one of two ways:

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the President of the Board [of Trustees](#) that summarizes the item and provides his/her name and organizational affiliation, if any. No action may be taken by the Board [of Trustees](#) on such items.

2. Members of the public may place items on the prepared agenda in accordance with [Board Policy BP 2340 Agendas](#).

A written summary of the item must be submitted to the Superintendent/President at least 10 days prior to the board meeting. The summary must be signed by the initiator, contain his/ ~~er~~ her residence or business address, and organizational affiliation, if any. Items will be placed on the agenda at the discretion of the Superintendent/President.

Members of the public also may submit written communications to the Board [of Trustees](#) on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda should reach the office of the [Superintendent/President](#) not later than the day following the posting of the agenda for the meeting at which the matter concerned is to be before the Board [of Trustees](#). All such written communications shall be dated and signed by the author and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board [of Trustees](#) under this rule but shall be submitted to the District.



Also see BP/AP 2340 Agendas, AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, and BP 2355 Decorum.

Adopted: 7/5/05
Reviewed: 8/8/16
Revised: 10/14/19



AP 2345 Public Participation at Board Meetings

References:

Education Code Section 72121.5;
Government Code Section 54954.2

Members of the public have the right to place matters directly related to community college district business on the agenda of board meetings.

The District encourages citizens to attend board meetings and welcomes their view on pertinent subjects. In order to afford this opportunity to the public, the following procedures to address the Board of Trustees have been adopted to insure the proper functioning of Board meetings:

- Any person or group desiring to address the Board of Trustees is requested to make a written request to the Superintendent/President's Office at least three weeks prior to the meeting, summarizing the remarks to be made, so that the Board of Trustees may have knowledge of the subject in advance of the meeting. The written request will include the name and address of the responsible person.
- Any person who has submitted a request to be heard will be called on at the appropriate time.
- No member of the public may speak without being recognized by the President of the Board of Trustees.
- Each speaker will be allowed a maximum of five (5) minutes and in the case of multiple speakers, a total of thirty (30) minutes per topic. At the discretion of a majority of the Board of Trustees, these limits may be extended.
- Members of the Board of Trustees and the Superintendent/President may interrogate a speaker in order to clarify the discussion.
- Undue interruption or other interference with the orderly conduct of the Board business cannot be allowed. Defamatory or abusive remarks are always out of order. The President of the Board of Trustees may terminate the speakers' privilege of address if after being called to order he/she persists in improper conduct or remarks.

Also see BP/AP 2340 Agendas, BP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, and BP 2355 Decorum.

Approved: 10/14/19



BP 2350 Speakers

References:

Education Code Section 72121.5
Government Code Sections 54950 et seq.

Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board of Trustees.

Persons wishing to speak to matters ~~both on the agenda and~~ not on the agenda shall do so at the time designated at the meeting for public comment. Pursuant to Education Code Section 72121.5, members of the public may address the Board of Trustees regarding items on the agenda as such items are taken up.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Those wishing to speak to the Board of Trustees are subject to the following:

- The President of the Board of Trustees may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board of Trustees or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board of Trustees under this policy but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- Each speaker shall complete a written request to address the Board of Trustees, which shall be presented to the Board President at the beginning of Open Session.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the President of the Board of Trustees.
- Each speaker will be allowed a maximum of five (5) minutes per topic. Thirty (30) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board of Trustees, these time limits may be extended.



- Each speaker coming before the Board of Trustees is limited to one presentation per specific agenda item before the Board of Trustees and to one presentation per meeting on non-agenda matters.

Also see BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, AP 2350 Speakers, and BP 2355 Decorum.

Adopted: 7/5/05
Revised: 11/23/09
Revised: 10/10/16
Revised: 10/14/19



BP 2355 Decorum

References:

Education Code Section 72121.5;
Government Code Section 54954.3 **subdivision** (b)

The following will be ruled out of order by the presiding officer.

- Remarks or discussion in public meetings on charges or complaints which the Board **of Trustees** has scheduled to consider in closed session.
- Profanity, obscenity, and other offensive language.
- Physical violence and/or threats of physical violence directed toward any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board **of Trustees** for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board **of Trustees**. If the behavior continues, the person(s) may be removed by a vote of the Board **of Trustees**, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board **of Trustees** may order the meeting room cleared and may continue in session. The Board **of Trustees** shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Also see BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, and AP 2355 Decorum and Debate Protocol.

Adopted: 7/5/05
Reviewed: 8/8/16
Revised: 10/14/19



BP 2360 Minutes

References:

Education Code Section 72121(a);
Government Code Section 54957.5

The Superintendent/President shall cause minutes to be taken of all meetings of the Board of Trustees. The minutes shall record all actions taken by the Board of Trustees. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The Superintendent/President, acting in his/her capacity as Secretary to the Board of Trustees, shall be responsible for keeping minutes of all meetings of the Board of Trustees.

The minutes shall also record motions or resolutions as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All matters transacted by the Board of Trustees shall be recorded in the official minutes in the form of a complete resolution, together with the accompanying vote. Minutes are to be concise, clear, and accurate.

Also see BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, AP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 7/5/05
Revised: 11/7/05
Reviewed: 8/8/16
Revised: 10/14/19



AP 2360 Minutes

Reference:

Education Code Section 72121(a)

The President's Office is responsible for maintaining minutes of Board meetings according to current law and the provisions of the Brown Open Meetings Act. The minutes shall be written to include only actions proposed and/or approved by the Board of Trustees.

Public comments will be summarized in the Board meeting minutes. Upon request by a speaker who is addressing the Board, a "for-the-record" statement shall be included in the Board Meeting Supplemental Minutes, with the understanding that the speaker will provide a written copy of the statement at the time it is presented.

Also see BP 2220 Committees of the Board, BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, BP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 10/14/19



BP 2365 Recording

References:

Education Code Section 72121(a);
Government Code Sections 54953.5 and 54953.6;

~~If the Board causes any tape or video recording of a meeting, the recording~~ Any audio or video recording of an open and public Board meeting made by or at the direction of the Board of Trustees shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Superintendent/President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty (30) days following the taping or recording.

Persons attending an open and public meeting of the Board of Trustees may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board of Trustees finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board of Trustees to stop.

~~See Administrative Procedure #2365~~

Also see BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, BP/AP 2360 Minutes, AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 7/5/05
Reviewed: 8/8/16
Revised: 10/14/19



AP 2365 Recording

Reference:

Government Code Section 54953.5

The Superintendent/President's office is responsible for maintaining audio recordings of Board meetings, excluding closed sessions, for a minimum of 180 days following the meeting.

The audio recordings shall be made available to the public and the news media in accordance with the California Public Records Act, Government Code Section 6250.

The agenda for each meeting shall state, in a prominent place, that the meetings are being recorded electronically.

Also see BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, BP/AP 2360 Minutes, BP 2365 Recording, and BP/AP 3300 Public Records.

Approved: 7/5/05

Reviewed: 8/8/16

Revised: 10/14/19



BP 2410 **Board Policy**ies and Administrative Procedures

References:

Education Code Section 70902;
Accreditation Standards **IV.B.1.b & e I.B.7, I.C.5, and IV.C.7**

The Board **of Trustees** may adopt such policies as are authorized by law or determined by the Board **of Trustees** to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board **of Trustees** on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to **D**istrict activities. All **D**istrict employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board **of Trustees** may be adopted, revised, added to, or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. **The Board of Trustees shall regularly assess its policies for effectiveness in fulfilling the District's mission.**

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing **b**Board **p**Policy. Such administrative procedures shall be consistent with the intent of **b**Board **p**Policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President.

The Superintendent/President shall provide each member of the Board **of Trustees** with revisions to existing administrative procedures at any time, and biennially with new administrative procedures from CCLC within **sixty** (60) days of receipt of the recommended updates. The Board **of Trustees** reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all **board** policies and administrative procedures shall be readily available to District employees through the Superintendent/President and **on** the AVC website.

See Administrative Procedure #2410 Also see AP 2410 Board Policies and Administrative Procedures.

Adopted: 7/5/05
Reviewed: 8/8/16
Revised: 10/14/19



AP 2410 **Board Policyies** and Administrative Procedures

References:

Education Code Section 70902;

Accreditation Standards **s I.B.7, I.C.5, and IV.C.7 IV.B.1.b & e**

1. A recommendation for a change in, or new, **board** policy or administrative procedure from a campus-wide participatory governance committee, recognized campus constituent group, or administrator will be distributed to all faculty, **Associated Student Organization** (ASO), classified staff and administrators for feedback at least 30 days prior to making a recommendation to the College Coordinating Council (CCC) and **College Superintendent/President**. The campus-wide committee, recognized constituent group, or administrator initiating the recommendation must review the feedback from the campus constituent groups prior to forwarding a final recommendation to the ~~College Coordinating Council~~ **CCC** and the **College Superintendent/President**.
2. The CCC will review recommendations only for the purpose of determining if any part of the recommendation involves an academic and professional matter or a collective bargaining issue. Academic and professional matters and collective bargaining issues will be forwarded to the **College Superintendent/President** and either the Academic Senate or Collective Bargaining Agent as appropriate. The **College Superintendent/President** and the appropriate Collective Bargaining Agent or the Academic Senate will determine the most appropriate process for resolution of the issue.
3. If the recommendation does not involve an academic and professional matter or a collective bargaining issue, the **College Superintendent/President** will either send the recommendation on to the Board or implement it. If the **Superintendent/President** rejects all or part of the recommendation, the **Superintendent/President** will communicate to the appropriate committee and the CCC the reason for the rejection in a written statement. The CCC Chair will communicate the final recommendation to all campus constituent groups.
4. When the Community College League of California (CCLC) recommends new board policies or **administrative** procedures, or recommends modifications to existing policies or procedures, the CCC will review the CCLC recommendations. If the recommendation is addressing an academic and professional matter or a collective bargaining issue, the **College Superintendent/President** and the appropriate Collective Bargaining Agent or the Academic Senate will recommend adoption or modification of the proposed CCLC **board** policies and **administrative** procedures to the Board of Trustees.



5. ~~If the board policies and administrative procedures affect all campus constituencies, the CCC will forward the CCLC board policies and administrative procedures to all campus constituent groups and relevant committees for review and feedback along with a recommendation to adopt, modify, or reject the board policies or administrative procedures and the reasoning for the recommendation. Feedback must be solicited at least 30 days prior to making a final recommendation and the CCC must review the feedback prior to forwarding a final recommendation to the College Superintendent/President.~~

6. If the recommendation does not involve an academic and professional matter or a collective bargaining issue, the **College Superintendent/President** will either send the recommendation on to the Board or implement it. If the **Superintendent/President** rejects all or part of the recommendation, the **Superintendent/President** will communicate to the appropriate committee and the **College Coordinating Council CCC** the reason for the rejection in a written statement. The CCC Chair will communicate the final recommendation to all campus constituent groups.

Approved: 7/5/05
Reviewed: 8/8/16
Revised: 10/14/19



BP 2430 Delegation of Authority to **the** Superintendent/President

References:

Education Code Sections 70902 **subdivision** (d) **and** 72400;
Accreditation Standards **IV.B.5 and IV.C.12 IV.B.1.j; 3IV.B.2**

The Board **of Trustees** delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board **of Trustees** and executing all decisions of the Board **of Trustees** requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to him/er her by the Board **of Trustees** but will be specifically responsible to the Board **of Trustees** for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board **of Trustees**. It is the duty of the Superintendent/President to inform the Board **of Trustees** of such action and to recommend written board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The Board **of Trustees**, in consultation with the Superintendent/President, shall develop the job description, goals, and objectives for performance.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Board **of Trustees** as a whole. Individual trustee requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be provided to all trustees.

The Superintendent/President shall act as the professional advisor to the Board **of Trustees** in policy formation.

~~See Administrative Procedure #2430~~ Also see AP 2430 Delegation of Authority to the Superintendent/President.



Adopted: 7/5/05
Reviewed: 8/8/16
Revised: 10/14/19



AP 2430 Delegation of Authority to the Superintendent/ President

References:

Education Code Section 70902;
Accreditation Standards **IV.B.5 and IV.C.12 IV.B.1.j; IV.B.2**

Duties of the Superintendent/President Related to the Board of Trustees

- (a) As Chief Executive to the Board of Trustees, direct, administer, and supervise all divisions and units of the college system, with authority to delegate as may be appropriate.
- (b) As Secretary to the Board of Trustees, prepare and handle the agenda and minutes for all Board meetings.
- (c) Secure legal interpretations on all issues pertaining to the District.
- (d) Attend meetings of the Board of Trustees or any committee meeting thereof, as deemed necessary, except when his/her own salary or employment status is being considered.
- (e) Serve as an agent of the Board of Trustees in communicating Board policies to District employees and the community, and to serve as liaison between District employees and the Board of Trustees.
- (f) Conduct correspondence on behalf of the District.
- (g) Act as advisor to the Board on all matters pertaining to the welfare of the college.
- (h) Organize material, analyze relevant information, compile facts, and make recommendations on matters to be considered by the Board of Trustees at regular or special meetings.
- (i) Implement and interpret Board policies.
- (j) Formulate all reports required by local, county, state, and federal agencies.

Duties Related to Personnel

- (a) In consultation with the Vice Presidents, nominate and recommend academic and classified personnel to the Board of Trustees for employment in the District.
- (b) Make temporary emergency appointments to fill existing vacancies and authorize employment of short-term, classified, and confidential/management/supervisory personnel, subject to Board ratification.
- (c) Assign, subject to Board approval, employees—both classified and academic—with clear definition of duties.
- (d) Recommend to the Board of Trustees, promotions, transfers, and dismissals as circumstances warrant.
- (e) Promote professional study and improvement, and other forms of in-service professional growth among academic employees.
- (f) Provide for continuous evaluation of academic and classified personnel.
- (g) Evaluate District-level administrators under his/her supervisory jurisdiction.



Duties Related to the Public

- (a) Represent the District in the community by interpreting the educational system and all college activities to organizations, the press, and other civic agencies.
- (b) Coordinate and supervise activities of personnel responsible for release of information concerning college activities to the public.
- (c) Coordinate the endeavors of advisory committees as needed.
- (d) Serve on regional and state committees and participate in conferences for the development of appropriate county, state, or national educational policies.
- (e) Serve on community-based committees, service clubs, and various community organizations.

Duties Related to Administration and Supervision

- (a) Be responsible for the general organization and administration of the college.
- (b) Define and delegate to administrative and supervisory personnel specific duties and assignments.
- (c) Supervise the Institutional Advancement and Foundation Office and its personnel in the development of an effective community relations, alumni relations, and development program.
- (d) In consultation with the ~~Vice President~~ **Executive Director** of Business Services, advise the **Executive** Director of Facilities Planning ~~and Campus Development~~ in developing new plant facilities, and in the rehabilitation of existing structures, and the supervision, maintenance, and operation of the facilities and grounds.
- (e) Supervise the preparation of the college budget.
- (f) Provide for the supervision of instruction and curriculum development.
- (g) Directly supervise the ~~four~~ **three** Vice Presidents, the Executive Assistant, ~~the Administrative Assistant (Superintendent/President's Office)~~, the **Executive Director of Business Services**, **Executive** Director of Information Technology Services, **Executive** Director of Facilities Planning, **Dean of Institutional Effectiveness, Research & Planning**, **Executive** Director of Marketing & Public Information and the Executive Director of ~~Institutional Advancement and~~ Foundation.

Miscellaneous Duties

- (a) In case of emergency or disaster, act in accordance with the gravity of the situation and circumstances created by such emergency, assemble an emergency action team, and submit a report of action taken to the Board **of Trustees**.
- (b) Delegate to subordinates any of the authority and duties entrusted to him/her by the Board **of Trustees** but retain responsibility for the execution of authority and powers so delegated.
- (c) Perform other duties characteristically assigned to the chief executive and administrative official of the District and exercise discretionary authority over all matters, within legal limits, not covered by ~~b~~Board policy.
- (d) **Assure the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and**



policies, including effective control of budget and expenditures.

Approved: 7/5/05
Revised: 2/12/07
Reviewed: 8/8/16
Revised: 10/14/19



BP 2431 Superintendent/President Selection

References:

Title 5 Sections 53000 et seq.

Accreditation Standards ~~IV.B and IV.C.3 IV.B.1, IV.B.1.j.:~~

In the case of a Superintendent/President vacancy, the ~~B~~board of Trustees shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

~~See Administrative Procedure #2431~~ Also see AP 2431 Superintendent/President Selection.

Adopted: 7/5/05

Reviewed: 8/8/16

Revised: 10/14/19



AP 2431 Superintendent/President Selection

References:

Title 5 Sections 53000 et seq.

Accreditation Standards ~~IV.B and IV.C.3 IV.B.1, IV.B.1.j.:~~

The Board of Trustees shall select a **Superintendent/President** for a term not to exceed four **(4)** years. The remuneration and conditions of employment shall be established by contractual provisions with the Board **of Trustees**. The search process shall include the following.

A District employee will be appointed, or a consultant will be hired, by the Board **of Trustees** to coordinate the search process. The presidential search coordinator, or a search committee member if a consultant is hired as the coordinator, will be designated by the Board **of Trustees** to chair the Search Committee.

The search committee will consist of at least one member from each campus constituent group. Each constituent group will select the person(s) that will represent them on the committee. The College Coordinating Council will determine the number of additional search committee members, if any, from each constituent group.

In consultation with the Assistant Superintendent/Vice President of Human Resources and Employee Relations, the Search Committee Chair will be responsible for developing a job announcement, timeline, and recruitment process, as well as the scheduling of search committee meetings, interviews, candidate open forums, and all other aspects of the search process.

The search committee will recommend a minimum of three candidates to the Board **of Trustees** for consideration.

Approved: 7/5/05

Reviewed: 8/8/16

Revised: 10/14/19



BP 2432 Superintendent/President Succession

References:

Education Code Sections 70902 **subdivision** (d) **and** 72400;
Title 5 Section 53021 **subdivision** (b)

The Board **of Trustees** delegates authority to the Superintendent/President to appoint an acting Superintendent/President to serve in his/~~er~~ her absence for short periods of time. The Superintendent/President will determine the succession of acting Superintendent/Presidents annually.

The Board **of Trustees** shall appoint an acting Superintendent/President when the Board **of Trustees** has determined that the Superintendent/President is unable to perform his/her duties.

Adopted: 7/5/05
Reviewed: 8/8/16
Revised: 10/14/19



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

Reference:

Accreditation Standard IV.C.3 (~~formerly IV.B.1~~)

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

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

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

~~See Administrative Procedure #2435 Also see AP 2435 Evaluation of the Superintendent/President.~~

Adopted: 7/5/05

Reviewed: 9/12/16

Revised: 10/14/19



AP 2435 Evaluation of **the** Superintendent/President

Reference:

Accreditation Standards **IV.B and IV.C.3** ~~IV.A~~

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

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

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

Approved: 7/5/05
Revised: 9/12/16
Revised: 10/14/19



BP 2610 Presentation of Initial Collective Bargaining Proposals

Reference:

Government Code Section 3547

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

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

As a minimum, six months prior to the expiration of collective bargaining agreements, or at least the Board of Trustees meeting in Open Session, a minimum of 30 days prior to limited issue bargaining.

See Administrative Procedure #2610

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

Adopted: 7/5/05

Reviewed: 9/12/16

Revised: 10/14/19



AP 2610 Presentation of Initial Collective Bargaining Proposals

Reference:

Government Code Section 3547

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

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



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

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

Approved: 7/5/05
Reviewed: 9/12/16
Revised: 10/14/19



BP 2710 Conflict of Interest

References:

Government Code Sections 1090 et seq., 1126 and 87200 et seq.;
Title 2 Sections 18730 et seq.

Board members **and employees** shall not be financially interested in any contract made by ~~the Board or in any contract they make them~~ in their **official** capacity ~~as board members or in any body or board of which they are members.~~

A board member shall not be considered to be financially interested in a contract if his/~~er~~ her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A board member who has a remote interest in any contract considered by the Board **of Trustees** shall disclose his/~~er~~ her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

A board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/~~er~~ her duties as an officer of the **D**istrict. **Pursuant to Government Code Section 1099, a** board member shall not simultaneously hold two public offices that are incompatible.

Pursuant to Government Code Section 87406.3, upon leaving the **B**oard of Trustees, former members shall not, for a period of one year, act as an attorney, agent, or otherwise represent for compensation others appearing before the **B**oard of Trustees. In compliance with law and regulation, the Superintendent/ President shall establish administrative procedures to provide for disclosure of assets of income of board members who may be affected by their official actions, and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

~~See Administrative Procedures #2710 and 2712~~

Also see BP 2200 Board Duties and Responsibilities, AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Code, BP 2715 Code of Ethics/Standards of Practice, BP 2716 Board



Political Activity, and BP 2717 Personal Use of Public Resources – Board, and AP 3050 Institutional Code of Ethics.

Adopted: 7/5/05
Revised: 5/8/06
Revised: 10/14/19



AP 2710 Conflict of Interest

References:

Government Code Sections 87105 and 87200-87210;
Title 2 Sections 18700 et seq.
2 Code of Federal Regulations Part 200.318(c) (1); and
and other citations as listed below.

Incompatible Activities (Government Code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Sections 1090 et seq.)

Board members and employees shall not be financially interested in any contract made by the Board of Trustees or in any contract they make in their capacity as members of the Board of Trustees or as employees.

A board member shall not be considered to be financially interested in a contract if his/her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a board meeting and noted in the official board minutes. The affected board member shall not vote or debate on the matter or attempt to influence any other member of the Board of Trustees to enter into the contract. Remote interests are specified in Government Code Section 1091 subdivision (b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child.

No Employment Allowed (Education Code Section 72103 subdivision (b))

An employee of the District may not be sworn in as an elected or appointed member of the governing board unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board of Trustees, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103 subdivision (b)).



Financial Interest in a Decision (Government Code Sections 87100 et seq.)

If a board member or employee determines that he/ or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board of Trustees. A board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself/ or herself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A board member may, however, discuss the issue during the time the general public speaks on the issue.

Gifts (Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or



gifts from that source on his/ or her statement of economic interests. The term “honorarium” does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within **thirty** (30) days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Representation (Government Code 87406.3)

Elected officials and the Superintendent/President shall not, for a period of one year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Contracts Supported by Federal Funds (2 Code of Federal regulations Part 200.318 subdivision (c) (1))

No employee, board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he/she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, **b**Board member, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The **b**Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by **b**Board members, employees, or agents of the District.

Review of Conflict of Interest Policy

During the beginning of each fiscal year, there will be an annual electronic distribution to each employee of the Conflict of Interest Policy.

Also see **BP 2200 Board Duties and Responsibilities, AP 2710 Conflict of Interest, BP 2712 Conflict of Interest Code, BP 2715 Code of Ethics/Standards of Practice, BP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board, and AP 3050 Institutional Code of Ethics.**

Approved: 7/5/05
Revised: 5/8/06
Revised: 6/13/11
Revised: 4/11/16
Revised: 12/12/16
Revised: 10/14/19



AP 2714 Distribution of Tickets or Passes

Reference:

Title 2 Section 18944.1

From time to time, the District receives tickets or passes to community facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose. The District will distribute these tickets or passes when attendance at the event will further the District's mission or will significantly contribute to the professional development of an employee or a member of the Board of Trustees.

The District will distribute the ticket or pass to the person who will benefit most directly or whose regular role in the District most directly relates to the facility, event, show, or performance. If more than one person would benefit equally or their role relates equally to the facility, event, show, or performance, the District will select one person to receive the ticket or pass by lot or rotation. The person receiving a ticket or pass pursuant to this procedure may not transfer the ticket or pass to any other person.

When the District provides a ticket or pass to an official of the District, the ticket or pass is not subject to the gift reporting provisions of ~~administrative procedure AP 2710~~ **Conflict of Interest**, so long as the official treats the ticket or pass as income consistent with applicable state and federal income tax laws and the District reports the distribution of the ticket or pass as income to the official and on its website as set forth below.

For each ticket or pass distributed, including those which the recipient treats the ticket or pass as income consistent with applicable state and federal income tax laws according to the paragraph above, the District will complete the California Fair Political Practices Commission (FPPC) Form 802. The District will post these completed forms on its website.

Also see BP/AP 2710 Conflict of Interest and AP 2712 Conflict of Interest Code.

Approved: 6/13/11
Reviewed: 10/10/16
Revised: 10/14/19



BP 2715 **Board** Code of Ethics/Standards of Practice

Reference:

Accreditation Standard ~~IV.B.1.a, e, & h~~ 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.

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, and BP/AP 3410 Nondiscrimination.

Adopted: 7/5/05
Revised: 11/7/05
Reviewed: 9/12/16
Revised: 10/14/19



BP 2716 **Board** Political Activity

References:

Education Code Sections 7054, **7054.1**, and 7056;
Government Code **Section** 8314

Members of the Board **of Trustees** shall not use District funds, services, supplies, or equipment, or **electronic media**, to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the **governing Board of Trustees**.

Initiative or referendum measures may be drafted on an area of legitimate interest to the **District**. The Board **of Trustees** may by resolution express the board's position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.

Also see BP/AP 7370 Political Activity.

Adopted: 7/5/05
Reviewed: 9/12/16
Revised: 10/14/19



BP 2717 Personal Use of Public Resources – Board

References:

Government Code Section 8314;
Penal Code Section 424

No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

[Also see AP 7371 Personal Use of Public Resources.](#)

Adopted: 7/5/05
Reviewed: 10/10/16
Revised: 10/14/19



BP 2720 Communications Among Board Members

Reference:

Government Code Section 54952.2 **subdivision b**

A majority of the members of the **Governing Board of Trustees** shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board **of Trustees**.

This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board **of Trustees** outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of **the Board of Trustees**, if that person does not communicate to members of the Board **of Trustees** the comments or position of any other member or members of the Board **of Trustees**.

Adopted: 7/5/05
Revised: 10/11/10
Reviewed: 10/10/16
Revised: 5/13/19
Revised: 10/14/19



BP 2725 Board Member Compensation

Reference:

Education Code Section 1090, 35120, 72024

Members of the Board of Trustees who attend all board meetings shall receive an amount per month based on Education Code requirements and the student member will receive one-half that amount. A member of the Board of Trustees who does not attend all meetings held by the Board of Trustees in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board of Trustees may be paid for a meeting when absent if the Board of Trustees, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board of Trustees.

The Board of Trustees may, on an annual basis, increase the compensation of the Board members in an amount not to exceed five (5%) percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the District.

Adopted: 7/5/05
Revised: 1/8/07
Revised: 1/10/11
Revised: 11/14/16
Revised: 10/14/19



BP 2730 **Board Member Health Benefits**

References:

Government Code Section 53201 and 53208.5

Members of the Board of Trustees shall be permitted to participate in the District's health benefit programs. Participation shall be on such terms as the Board of Trustees itself shall from time to time determine. The benefits of members of the Board of Trustees through the District's health benefit programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District.

Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

Former members of the Board of Trustees may continue to participate in the District's health benefits programs upon leaving the Board of Trustees if the following criteria are met: the member must have begun service on the Board of Trustees after January 1, 1981; the member must have been first elected to the Board of Trustees before January 1, 1995; and the member must have served at least twelve (12) years. Board members meeting this criteria shall be entitled to continue participation in the District's health benefits programs upon leaving the Board of Trustees on the same terms as applied to them at the time of leaving the Board of Trustees.

All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

~~Former Board members who were first elected to the Board on or after January 1, 1995, may, upon leaving the Board, continue to participate in the District's health benefits programs on a self-pay basis.~~

Adopted: 7/5/05
Revised: 9/10/07
Revised: 8/13/12
Reviewed: 10/10/16
Revised: 10/14/19



BP 2735 Board Member Travel

References:

Education Code Section 72423; [Government Code Section 11139.8](#)

Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board of Trustees. The Board of Trustees will determine limitations on travel annually.

The actual expenses of members selected to attend meetings or conventions and other related college activities shall be allowed and paid out of District funds.

The Board of Trustees may authorize an advance of funds to cover such expenses, with the advance to be repaid or adjusted upon filing of a regular claim for the actual expenses incurred.

The Board of Trustees may pay, out of District funds, actual and necessary expenditures required to pay memberships in educational organizations mentioned above.

[Also see AP 2735 Board Member Travel, BP/AP 6540 Insurance, and BP/AP 7400 Employee Travel.](#)

Adopted: 7/5/05
Reviewed: 10/10/16
Revised: 10/14/19



AP 2735 Board Member Travel

References:

Education Code Section 72423;
Government Code Section 11139.8

Board members are required to comply with board policies and administrative procedures established for District employees (see BP/AP 7400 Employee Travel), including completion of travel and conference request forms. On request, the President's Office staff will assist Board members with travel arrangements and the completion of appropriate forms.

Also see BP 2735 Board Member Travel, BP/AP 6540 Insurance, and BP/AP 7400 Employee Travel.

Approved: 10/14/19



BP 2740 Board Education

Reference:

Accreditation Standard ~~IV.B.1.f~~ IV.C.9

The Board of Trustees is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation.

To that end, the Board of Trustees will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

Adopted: 7/5/05
Reviewed: 10/10/16
Revised: 10/14/19



AP 2740 Board Education

Reference:

Accreditation Standard ~~IV.B.1.f~~ IV.C.9

All new trustees elected/appointed to the governing Board of Trustees of the Antelope Valley College Community College District may elect to receive an orientation packet of materials that includes:

1. A copy of the Community College League of California (CCLC) publication *Local Trustee Orientation and Education*.
2. A list of the following important documents that trustees are strongly encouraged to read and which are readily available for review:
 - Ralph M. Brown Act;
 - College's most recent accreditation self-study report and report(s) of the evaluation team (available on college's website www.avc.edu);
 - District's current adopted budget and most recent audit report (available on college's website www.avc.edu);
 - District's Educational Master Plan, Finance Plan, Facilities Plan, and Human Resources/Staffing Plan (available on college's website www.avc.edu);
 - College catalogs, class schedules, and other major District publications (available on college's website www.avc.edu);
 - Summary of the roles and responsibilities of the District and Academic Senate and the District's participatory governance process located in BP/AP 2510 Participation in Local Decision Making and the Faculty Handbook (available on college's website www.avc.edu);
 - District's collective bargaining agreements with the Antelope Valley College Federation of Teachers (AVCFT) and the Antelope Valley College Federation of Classified Employees (AVCFCE) (available on college's website www.avc.edu);
 - Summary of the interest-based bargaining process;
 - An index of adopted Board Policies and correlating Administrative Procedures (available on college's website www.avc.edu);
 - Current year Campus Goals Led by the Superintendent/President and previous year list of accomplishments related to goals;
 - College Coordinating Council procedures, which are delineated in AP 2510 Participation in Local Decision-Making (available on college's website www.avc.edu);
 - List of all college-wide and participatory governance committees;
 - List of student clubs and organizations; and



- Current Fact Book, which displays enrollment reports reflecting student demographics and enrollment patterns.

In addition to reviewing available printed and/or electronic materials, the new trustee orientation process may include the opportunity to:

1. Meet prior to taking office officially with the Superintendent/President or designee to receive materials pertinent to board meetings.
2. Meet with the Executive Director of Business Services to review the District's adopted budget.
3. Meet with the Superintendent/President and other administrative personnel to discuss roles and responsibilities.
4. Meet with the Executive Director of Institutional Advancement and Foundation and the Antelope Valley College Foundation President.

The new trustee orientation process shall include:

1. Review and signing of the conflict of interest statement.
2. Review and signing of the closed session confidentiality acknowledgement form.
3. Participation in the Community College League of California's Effective Trusteeship Workshop.
4. Participation in a retreat with the Board of Trustees, or as an alternative, an in-depth study session with the Board President.
5. Meetings with constituent groups (Academic Senate, faculty and classified unions, confidential/management/supervisory employees, deans and directors, and Associated Student Organization).

Trustees are encouraged to attend professional organization conferences as well as local and campus events.

Approved: 11/14/11
Revised: 10/10/16
Revised: 10/14/19



BP 2745 Board Self-Evaluation

Reference:

Accreditation Standard IV.C.10

The Board of Trustees is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board of Trustees has established the following processes:

Annual Evaluation

The five (5) publicly elected members of the Board of Trustees shall accomplish an annual evaluation of the Board of Trustees using an acceptable self-evaluation method. It is preferred that the evaluation be conducted during the spring semester.

Objectives

- (a) Recognize the strengths and weaknesses of Board operation.
- (b) Formulate ways for improving Board operation.

In reaching the above objectives, each trustee/participant shall be expected to refrain from defaming or ridiculing a fellow trustee. Suggestions for improvement shall be kept on a positive professional basis, and the suggestions shall be noted in a subsequent evaluation.

Evaluation Chairperson

The President of the Board of Trustees may serve as chairperson of the evaluation meeting(s) or may assign the chair responsibilities to another trustee.

A summary of the evaluations will be presented and discussed at a public board meeting.

Adopted: 7/5/05
Reviewed: 10/10/16
Revised: 10/14/19



BP 2750 Board Member Absence from the State

Reference:

Government Code Section 1064

No member of the Board of Trustees shall be absent from the state for more than sixty (60) days, except in any of the following situations:

- Upon business of the community college district with the approval of the Board of Trustees.
- With the consent of the Board of Trustees for an additional period not to exceed a total absence of ninety (90) days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board of Trustees.
- For federal military deployment, not to exceed an absence of a total of six (6) months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Board of Trustees pursuant to this subdivision exceeds six (6) months, the Board of Trustees may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board of Trustees may appoint an interim member to serve in his/her absence. If two or more members of the Board of Trustees are absent by reason of the circumstances described in this subdivision and those absences result in the inability to establish a quorum at a regular meeting, the Board of Trustees may immediately appoint one or more interim members as necessary to enable the Board of Trustees to conduct business and discharge its responsibilities.
- The term of an interim member of the Board of Trustees appointed and set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.

Adopted: 8/13/12
Reviewed: 10/10/16
Revised: 10/14/19