



# College Coordinating Council Meeting

**December 6, 2023**  
 9:30 a.m. – 10:30 a.m.  
 FS 102 – Facilities  
 Conference Room

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

**Committee Members:**  
 Hal Huntsman, Academic Senate  
 Steve Benitez, ASO  
 Pamela Ford, Classified Union  
 Greg Bormann Confidential/Management/Supervisory/Administrators  
 LaDonna Trimble, Deans  
 Dr. Jason Bowen, Faculty Union  
 -----  
 Dr. Jennifer Zellet, **CHAIR**  
 Shami Brar, Vice President of Administrative Services  
 Bridget Cook, General Counsel  
 Dr. Kathy Bakhit, Vice President of Academic Affairs  
 Dr. Lauren Elan Helsper, Vice President of Human Resources  
 Idania Padron, Vice President of Student Services

## MEETING

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of October 25, 2023.	All	1 minute	
II. Constituent Reports	All	3 minutes	
<b>DISCUSSION/ACTION ITEMS:</b>			
I. BP 2715 Code of Ethics	Bridget	5 minutes	Continued Discussion from October 25, 2023, CCC Meeting.
II. SP/BC Role, Function, and Membership	Shami	5 minutes	
III. Student Service Members Guidelines	Hal	5 minutes	
IV. Proposal to Establish a DEIA & Social Justice Committee	Hal	5 minutes	
V. Draft Email Listserv Guidelines	Hal	5 minutes	
VI. BP/AP 7250 – Educational Administrators	Lauren	5 minutes	
VII. BP/AP 3515 – Reporting Crimes	Jennifer	5 minutes	

VIII. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program	Jennifer	5 minutes	
IX. BP/AP 3560 – Alcoholic Beverages	Jennifer	5 minutes	
X. Annual Committee Reports	Jennifer	5 minutes	
XI. <a href="#">CCCCO Glossary Definitions for Equity Work</a>	Jennifer	5 minutes	Continued Discussion from October 25, 2023, CCC Meeting.
<b>POLICIES OUT FOR CONSTITUENT REVIEW</b>			
I. <a href="#">CCCCO Glossary Definitions for Equity Work</a> - Since October 25, 2023.			
<b>POLICIES IN PROCESS</b>			
BP/AP 2510 – Participation in Local Decision Making	Hal/Meeta		Working with the task force.
Decision-Making Principle Document	Jennifer		Meeting with various groups on campus for input.
BP/AP 4010 – Academic Calendar	Kathy		Waiting for Negotiations.
BP/AP 4100 – Graduation Requirements	Idania		Working on revisions with counseling.
BP/AP 4400 – Community Services	Kathy		Working on revisions.
BP/AP 7130 - Compensation	Shami & Legal		
BP/AP 7800 – Emeritus Status (NEW)	Jennifer/Hal		Working on revisions.
<b>NEXT MEETING DATE: January 10, 2024 – Happy Holidays!</b>			



# College Coordinating Council Minutes

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

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

**Committee Members:**

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

---

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

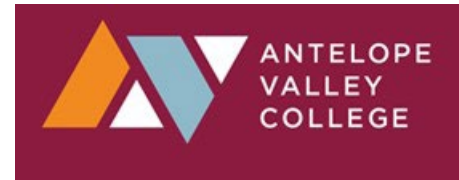
## MINUTES

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of September 13, 2023, and September 27, 2023.	All	5 minutes	The minutes were approved as presented.
II. Constituent Reports	All	5 minutes	Ran Out of Time.
<b>DISCUSSION/ACTION ITEMS:</b>			
I. <a href="#">CCCCO Glossary Definitions for Equity Work</a>	Jennifer	5 minutes	<b>Jennifer</b> stated that the terms are a state-wide perspective, and that the college does not need to re-invent them. <b>Jason</b> stated that in reviewing the anti-racist statement, as a black man, he would like equal representation and equal opportunity. He stated that an anti-racist statement cannot deny opportunities and that the term defines how someone must think. <b>Pamela</b> stated that this leads towards telling people what to do and that we cannot legislate, that even within the

		<p>same cultures there is racism.</p> <p><b>Hal</b> stated that we all fall short, that we need to add the DEIA to the process, and that it could be misused in an evaluation process.</p> <p><b>Jennifer</b> stated that the DEIA metrics are now in the evaluation process, the terms come from the Chancellor's office, and that the work is already being done on campus. She stated that it is best that the terms are established and that the CCC is the governing body to review, accept, and implement these terms.</p> <p><b>Bridget</b> stated that it is a living document that things will change and that we should start somewhere.</p> <p><b>Jason</b> asked for clarification, that if the constituent groups revised the language would the document be revised and wanted a yes or no answer.</p> <p><b>Jennifer</b> stated that it would go through the process, and the revisions would come back to CCC for review and consensus.</p> <p><b>Bridget</b> stated that just because there were revisions suggested it did not mean that the group would adopt them.</p> <p><b>Pamela</b> suggested that it go out for constituent review.</p> <p><b>Bridget</b> reminded the group to ask their constituents to do the homework to understand the definitions of the words.</p> <p><b>Kathy</b> put some definitions in the chat and stated that at her current conference, there was a discussion on antiracism, to focus on the work to remove barriers for students, such as in the curriculum, hiring practices, and Board Policies. She stated that we all are working on making students successful.</p> <p><b>Jennifer</b> stated that we are not talking about personal beliefs, we are addressing a system of discrimination, the behaviors on campus, and promoting student success.</p> <p><b>Jason</b> stated that he is concerned with legislating behaviors, that it is the choice of the individual and a 1<sup>st</sup></p>
--	--	--

			<p>amendment violation. He stated that everyone is supportive of student success.</p> <p><b>Pamela</b> suggested that this be sent out for constituent review.</p> <p><b>Lauren</b> stated that the group gets to determine what is unfair treatment and define anti-racism. It was agreed it would go out for constituent review for input and return for further discussion.</p>
II. BP 2715 Code of Ethics	Bridget	5 minutes	<p><b>Bridget</b> stated that she is proposing similar language from the CCLC. She stated that the Executive Council is open to Option #1 and #2, but that #3 goes against the Brown Act.</p> <p><b>Jason</b> asked if there was an option for it to not go out at all.</p> <p><b>Bridget</b> stated it is the responsibility of the Board, and they have the right to have the policy.</p> <p><b>Jason</b> stated that COC does not have a policy and that Pasadena has a single line for Board discipline and asked why there was a need for the policy and why now.</p> <p><b>Bridget</b> stated that it is a decision or a stand that the board can take. If a Board member says things that are not consistent with the Board or disagrees with DEIA, then the rest of the Board does not want to associate with those types of statements.</p> <p><b>Lauren</b> asked everyone to not think of individuals, but that this would be a practice, a tool for moving forward.</p> <p><b>Bridget</b> stated that this is to establish a fair process, establish ground rules, and create a structure.</p> <p><b>Pamela</b> asked that this item be tabled until the next meeting.</p>
III. SP/BC Role, Function, and Membership	Shami	5 minutes	Tabled as Shami was absent.
IV. Student Service Members Guidelines	Hal	5 minutes	Ran Out of Time.
V. Proposal to Establish a DEIA & Social Justice Committee	Hal	5 minutes	Ran Out of Time.
VI. Draft Email Listserv Guidelines	Hal	5 minutes	Ran Out of Time.
VII. BP/AP 3440 – Service Animals	Lauren	5 minutes	It was agreed to move forward to the November 13, 2023, Board Meeting.
VIII. BP/AP 7100 – Commitment to Diversity	Lauren	5 minutes	<b>Hal</b> suggested that the “A” for accessibility be added to the BP/AP and

			everyone agreed. There was some discussion about the item going back out for constituent review and it was agreed to move forward to the November 13, 2023, Board Meeting.
IX. BP/AP 7700 – Whistleblower Protection	Lauren	5 minutes	It was agreed to move forward to the November 13, 2023, Board Meeting.
<b>POLICIES OUT FOR CONSTITUENT REVIEW</b>			
I. DEI Glossary of Terms - <a href="#">CCCCO Glossary Definitions for Equity Work</a> - Out since October 24, 2023			
<b>POLICIES IN PROCESS</b>			
BP/AP 2510 – Participation in Local Decision Making	Hal/Meeta		Working with the task force.
Decision-Making Principle Document	Jennifer		Meeting with various groups on campus for input.
BP/AP 4010 – Academic Calendar	Kathy		Waiting for Negotiations.
BP/AP 4100 – Graduation Requirements	Idania		Working on revisions with counseling.
BP/AP 4400 – Community Services	Kathy		Working on revisions.
BP/AP 7130 - Compensation	Shami & Legal		
BP/AP 7800 – Emeritus Status (NEW)	Jennifer/Hal		Working on revisions.
<b>NEXT MEETING DATE: November 8, 2023</b>			



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

### **Reference:**

Accreditation Standard IV.C.11

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

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

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

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

### **Option 1\***

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

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

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

### **Option 2\***

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

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

### **Option 3**

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

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

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

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

X/X/23

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



2014.

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

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

2014.2 Commitment

Board Members shall:

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

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

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

2014.3      Primary Tasks

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

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

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

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

2014.4      Intra-Board Relationships

Board Members shall:

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

2014.5      Superintendent-President/Board Relationship

The Board shall:

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

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

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

2014.6      Evaluation

Board Members shall:

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

2014.7      Unethical Behavior

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

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

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

Revised: May 22, 2019



## BP 2715

---

### Board Policy Chapter 2 – Board of Trustees

#### BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

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

##### **The Board of Trustees:**

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

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

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

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

1

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

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

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

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

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

#### **References:**

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

Adopted: May 1, 2000

Revised: March 2, 2009; June 6, 2017

*(Replaces former SMC BP 1230)*



## **Attendance Guidelines for Student-Servicemembers:**

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

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

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

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

## **Proposal for an AVC DEIA and Social Justice Committee**

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

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

**Recommends to:** CCC, SPC

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

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

**Quorum:** Majority of attending members

**Meetings:**

**Minutes:**

## **Draft email guidelines for listservs**

### **Things to Do:**

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

### **Do Not Post:**

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

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

### **Replying to a message on the listserv:**

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



## BP 7250 Educational Administrators

### References:

Education Code Sections 72411 et seq., 87002 **subdivision** (b), **and** 87457-87460;

Government Code Section 3540.1 **subdivisions** (g) and (m);

### **Title 5 Section 53602**

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540, *et seq.*

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/**her/their** administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Superintendent/President and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The requirements of Education Code Section 87458 **subdivisions** (c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- The District has a vacancy for which the administrator meets minimum qualifications. **A vacancy means that a position is available within the District, and the District has appropriately allocated, budgeted, and prioritized in accordance with District practice.**

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Superintendent/President. Educational Administrators shall

further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Superintendent/President.

Every educational administrator shall be employed by an appointment or contract of up to four years in duration.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her/their appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

The evaluation of educational administrators must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

An Educational Administrator's duties and responsibilities are determined by the job announcements for the position.

Educational Administrators are entitled to *Administrative Reassignment Rights* as specified in AP 7250.

See Administrative Procedure #7250

Adopted: 5/8/06

Revised: 3/12/18

Revised: 5/14/18

Revised: 9/15/2023



## AP 7250 Educational Administrators Reassignment Rights

### References:

Education Code Sections 72411 et seq; 87002 **subdivision** (b); 87457-87460  
Government Code Section 3540.1 **subdivisions** (g) and (m)

Any administrator who has not previously acquired tenured status as a faculty member within the District shall have the right to become a first year probationary faculty member if the following apply:

- A. The administrator has completed at least two years of satisfactory service in the District, including any time as a faculty member (Ed Code 87458).
- B. The termination of the administrative assignment is for any reason other than dismissal for cause (Ed Code 87732).
- C. **There is a vacancy in a discipline in which the administrator is eligible to teach. (See BP 7250 for definition of vacancy).**
- D. If the Governing Board initiates the reassignment of an administrator, the Board shall give the employee upon request a written statement of the reasons for transfer (Ed Code 87457). For an administrator whose contract term is longer than one year, the notice shall be given at least six months prior to the expired contract unless the contract or appointment provides otherwise. For administrators whose contract term is one year, notice shall be given on or before March 15 (Ed Code 72411(b)).
- E. If the administrator initiates the reassignment request, the request shall be made in writing and include assignment preferences. Reassignment actions should be submitted at least 90 days in advance of the effective date of reassignment to permit time for the staffing and program adjustments that may be necessary.
- F. The Governing Board shall determine that the administrator meets California Community College Board of Governors' minimum qualifications for employment as a faculty member based upon input by the Academic Senate. The division to which the administrator would be assigned may provide the Academic Senate with its views regarding the effect of the reassignment on the division's programs and staffing, including the availability of sufficient assignments in the discipline or service to accommodate an additional full-time faculty member. Based on the qualifications and preference of the administrator and the availability of teaching or service areas, the Academic Senate may recommend the discipline to which the administrator should be assigned. The report of the Academic Senate will be considered before the Governing Board makes a final decision, and a written record of both the Governing Board's and Academic Senate's views will be available (Ed Code 87358).

An administrator reassigned as a faculty member shall become a first-year probationary faculty member once his/her administrative assignment expires. Every effort will be made to complete the process outlined above within 60 days.

- G. The administrator, before reassignment is final, must meet the Faculty Service Area (FSA) Procedure for competency. (Refer to Antelope Valley College Federation of Teachers collective bargaining agreement, Article XV.)
- H. In placing the reassigned administrator on the faculty salary schedule, he/she/**they** will be given the same consideration as any probationary faculty member.

5/8/06

Revised 9/10/12

**Revised 9/16/23**





## BP 3515 Reporting of Crimes

### Reference:

Education Code Section 67380

~~The Superintendent/President shall assure that, as required by law, reports are prepared of for all occurrences reported to the Antelope Valley College Sheriff's Department of any arrests for crimes committed on or off campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/ President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.~~

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to Antelope Valley College Sheriff's Department of and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

Also see AP 3515 Reporting of Crimes and AP 3516 Registered Sex Offender Information.

Adopted: 11/7/05  
Revised: 6/13/16  
Reviewed: 12/12/16  
Revised: 1/13/20  
Revised: 1/23

\*CCLC Recommended Language

\*\*AVC Recommended Language

## AP 3515 Reporting of Crimes

### References:

Education Code Sections 212, 67380, 67383, and 87014;  
Penal Code Sections 245 and 422.55;  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;  
20 United States Code Section 1232g;  
~~34 Code of Federal Regulations Part 668.46;~~  
~~34 Code of Federal Regulations Part 99.31 subdivisions (a)(13), (14);~~  
Campus Security Act of 1990

Members of the Antelope Valley Community College District who are witnesses or victims of a crime should immediately report the crime to the Antelope Valley Community College Campus Sheriff's Office when and if that criminal act is committed within the jurisdiction of the College Campus Sheriff's Office. Members of the Antelope Valley Community College District who are witnesses or victims of a crime off campus and outside the jurisdiction of the Campus Sheriff's Office, should contact the Los Angeles County Sheriff's Department:

In Lancaster contact: (661) 948-8466  
In Palmdale contact: (661) 267-4300

In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify his/ her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the Antelope Valley Community College Campus Sheriff's Office. The supervisor himself/ herself/themselves shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

The District will instruct members of the Antelope Valley Community College Campus Sheriff's Office to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to Human Resources if the complainant consents.

~~The District shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the Public Information Officer (PIO) in a manner that aids the prevention of similar crimes.~~

**Commented [1]:** This language is not part of the league language, and it is updated as of 2020; whereas, this AP is updated as of 2019. We can omit, or if it does not conflict with new law, we can leave as is.

The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence, and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation;
- destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to Antelope Valley Sheriff Department and
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the Antelope Valley College Deputy and the Superintendent/President or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the Public ~~Information Officer~~~~Information, Officer~~ (PIO), through a variety of channels e-mail system to students, faculty, and staff. The information shall be disseminated by the Public Information Officer (PIO) in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Information Officer may also post a notice on the campus-wide electronic bulletin board on the Antelope Valley College website at: <http://www.avc.edu> , providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Antelope Valley College Sheriff, by phone (661)722-6399 or in person at the Antelope Valley College Sheriff Office on the Lancaster

~~Campus. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Information Officer (PIO) may also post a notice on the campus-wide electronic bulletin board on the Antelope Valley College Website Web Site, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to the Antelope Valley College Campus Sheriff's Office, by phone extension 6399 or in person.~~

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics ~~concerning concerns~~ crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three (3) years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide ~~prospective~~ ~~perspective~~ students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Public Information Officer (PIO) or is published in the campus newspapers monthly.

To Report a Crime:

Contact the sheriff's department at 661-722-6300 ext 6399 and dial 4-4-4 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition, crimes may reported to the following areas:

- Vice President of Student Services – 661-722-6300 ext 6303
- Vice President of Human Resources – 661-722-6300 ext 6120
- Student Life – 661-722-6300 ext 6354

NOTE: Either Alternative 1 or Alternative 2 must be selected. One of the Alternatives is legally required.

[ Alternative 1 ]

If you are the victim of a crime and do not want to pursue action within the District's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the [ insert designated office ] can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to

potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The [ designated office or campus police ] encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the [ campus police department ] police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below. Confidential reports of crime may also be made to [ insert designated officer ] at [ XXX-XXXX ].

[ Alternative 2 ]

The District does not allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

NOTE: The following procedure is not legally required but authorized pursuant to 34 Code of Federal Regulations Part 99.31 subdivisions (a)(13),(14). It is suggested as good practice.

The District may disclose the final results of a student disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a student disciplinary proceeding in which it concludes that a student violated District policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her/their right to confidentiality.

If an individual is a victim of a crime and does not want to pursue action within the District's System or the criminal justice system, the individual may still want to consider making a confidential report. The purpose of a confidential report is to comply with the individual's desire to keep the matter confidential, while taking steps to ensure the future safety of the individual and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime

Commented [2]: Moved from down below to match the League Template

~~with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.~~

~~The campus sheriff encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the campus sheriff's office cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below.~~

NOTE: For districts that participate in the Cal Grant Program, the following is also legally required (To assist Districts comply with this reporting requirement, the California Attorney General's Office and University of California Office of the President, in partnership with the Alameda County and San Bernardino County District Attorney's Offices and San Francisco and Oxnard Police Departments, has published a Model Memorandum of Understanding that Districts may use as a template to help them comply with their reporting requirements. This template, and instructions on how to use the template, are available on the Attorney General's website (<http://oag.ca.gov/campus-sexual-assault>). Districts should still consult with their own legal counsel before finalizing any Memorandum of Understanding between the District and local law enforcement.):

#### Required Reports to Local Law Enforcement Agency

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her/their right to have his/her/their personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- the alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- the immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

~~The District may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non forcible sex offense. The offenses that apply to this permissible disclosure are~~

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

**To Report a Crime:**

~~Contact sheriff's department at 661-722-6300 ext 6399 and dial 4-4-4 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition, crimes may reported to the following areas:~~

- ~~Vice President of Student Services—661-722-6300 ext 6303~~
- ~~Vice President of Human Resources—661-722-6300 ext 6120~~
- ~~Student Life—661-722-6300 ext 6354~~

**Required Reports to Local Law Enforcement Agency**

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and



- The immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

Also see BP 3515 Reporting of Crimes and AP 3516 Registered Sex Offender Information.

Approved: 11/7/05

Revised: 8/8/16

Revised: 12/12/16

Revised: 12/9/19

Revised:   /  /  

\*CCLC Recommended Language

\*\*AVC Recommended Language

# BP 3550 Drug-Free Environment and Drug Prevention Program

## References:

~~Drug Free Schools and Communities Act, 20 U.S. Code Section 1011i;  
34 Code of Federal Regulations Parts 86.1 et seq.;~~  
~~Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103~~

Education Code Section 67384;  
Drug Free Schools and Communities Act, 20 U.S. Code Section 1011i;  
34 Code of Federal Regulations Parts 86.1 et seq.;  
Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103

The Antelope Valley Community College District shall be known as a “Drug Free” District, and adopt a “Zero” tolerance policy ~~withi~~n regards to any ~~Scheduleschedule~~ I and Schedule II substance deemed unlawful by local, state, and federal laws.

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The following are summaries of the major health risks of and common symptoms associated with alcohol and other drug use and abuse. This is not a complete listing but an overview. Each individual will experience the effects of alcohol and other drugs in a slightly different way given his/her tolerance, body size, family history, gender, and other physical and psychological factors. Abuse of alcohol and other drugs can lead to chemical dependency and can be harmful during pregnancy.

## Alcohol

**Health Risks:** Alcohol in moderate amounts causes dizziness, dulling of the senses, impairment of coordination, reflexes, memory and judgment. Increased amounts of alcohol produce staggering, slurred speech, double vision, mood changes and, possibly, unconsciousness. Larger amounts result in death. Alcohol causes damage to the liver, heart and pancreas. It also may lead to malnutrition, stomach irritation, lowered resistance to disease and irreversible brain or nervous system damage.

**Symptoms:** Glazed eyes, obvious odor, pale and dry skin, broken blood vessels in facial area,

slowed motor coordination and enlarged stomach.

## **Marijuana**

**Health Risks:** Marijuana use leads to a substantial increase in heart rate. It impairs or reduces short-term memory and comprehension, and motivation and cognition are altered. With extended use it can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle and possibly causes birth defects.

**Symptoms:** Someone who uses marijuana may laugh inappropriately and have bloodshot eyes, dry mouth and throat, and a tell-tale odor of the drug, a poor sense of timing and increased appetite.

## **Cocaine and Crack**

**Health Risks:** Cocaine and its derivative crack produce dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. They may also cause insomnia, loss of appetite, tactile hallucinations, paranoia, seizure and death.

**Symptoms:** Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a depression, a running or bleeding nose and sustained depression.

## **Barbiturates**

**Health Risks:** In small doses, barbiturates produce calmness, relaxed muscles and lowered anxiety. Larger doses cause slurred speech, staggering gait and altered perception. Very large doses taken in combination with other central nervous system depressants (e.g., alcohol) cause respiratory depression, coma and sometimes death.

**Symptoms:** A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, inattentive or have slowed reactions.

## **Amphetamines**

**Health Risks:** Amphetamine use causes increased heart and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever and heart failure.

**Symptoms:** An individual using amphetamines might begin to lose weight, have periods of excessive sweating, and appear restless, anxious, moody and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

### **Hallucinogens (including PCP, LSD, Mescaline, Peyote, Psilocybin)**

**Health Risks:** PCP, or angel dust, interrupts the part of the brain that controls the intellect and impulsive behavior. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors.

**Symptoms:** Someone using PCP might appear moody, aggressive or violent. Such an individual may become paranoid and experience hallucinations and have time and body movements slowed. LSD users may experience loss of appetite, sleeplessness, confusion, anxiety and panic. Flashbacks may also occur.

### **Narcotics (including Heroin, Codeine, Morphine, Opium, Percodan)**

**Health Risks:** Because these narcotics are generally injected, the use of contaminated needles may result in AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin and convulsions. An overdose may result in a coma or even death.

**Symptoms:** Some signs of narcotic use are euphoria, drowsiness, constricted pupils and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, loss of sex drive and appetite. When withdrawing from the drug, sweating, cramps and nausea occur.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

The District shall provide educational and preventive information about opioid overdose and the use and location of opioid overdose reversal medication to students at all campuses. The Superintendent/President shall establish administrative procedures to assure that each campus health center applies to distribute dosages of a federally approved opioid overdose reversal medication and participates in the Naloxone Distribution Project through the State Department of Health Care Services.

See Administrative Procedure #3550 Also see AP 3550 Drug-Free Environment and Drug Prevention Program, BP/AP 3560 Alcoholic Beverages, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Adopted: 11/7/05  
Revised: 1/11/10  
Revised: 5/9/16  
Revised: 1/13/20  
Revised:    / /23

\*CCLC Recommended Language

\*\*AVC Recommended Language

# AP 3550 Drug-Free Environment and Drug Prevention Program

## References:

~~Drug Free Schools and Communities Act Amendment of 1989;~~  
~~20 U.S. Code Section 1011i;~~  
~~34 Code of Federal Regulations Parts 86.1 et seq.;~~  
~~Federal Drug-Free Workplace Act, 1988;~~  
~~41 U.S. Code Section 8103~~  
Education Code Section 67384;  
Drug Free Schools and Communities Act Amendment of 1989;  
20 U.S. Code Section 1011i;  
34 Code of Federal Regulations Parts 86.1 et seq.;  
Federal Drug-Free Workplace Act of 1988;  
41 U.S. Code Section 8103

The District is committed to providing its employees and students with a drug-free workplace and campus environment. It emphasizes prevention and intervention through education.

Antelope Valley College Police Department may make recommendations to the District Attorney's office for a "Drug Diversion" program for any offender of the District's "Drug Free" policy.

The following are summaries of the major health risks of and common symptoms associated with alcohol and other drug use and abuse. This is not a complete listing but an overview. Each individual will experience the effects of alcohol and other drugs in a slightly different way given his/ her tolerance, body size, family history, gender, and other physical and psychological factors. Abuse of alcohol and other drugs can lead to chemical dependency and can be harmful during pregnancy.

## Alcohol

**Health Risks:** Alcohol in moderate amounts causes dizziness, dulling of the senses, impairment of coordination, reflexes, memory and judgment. Increased amounts of alcohol produce staggering, slurred speech, double vision, mood changes and, possibly, unconsciousness. Larger amounts result in death. Alcohol causes damage to the liver, heart and pancreas. It also may lead to malnutrition, stomach irritation, lowered resistance to disease and irreversible brain or nervous system damage.

**Symptoms:** Glazed eyes, obvious odor, pale and dry skin, broken blood vessels in facial area, slowed motor coordination and enlarged stomach.

## **Marijuana**

**Health Risks:** Marijuana use leads to a substantial increase in heart rate. It impairs or reduces short-term memory and comprehension, and motivation and cognition are



altered. With extended use it can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer-causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle and possibly causes birth defects.

**Symptoms:** Someone who uses marijuana may laugh inappropriately and have bloodshot eyes, dry mouth and throat, and a tell-tale odor of the drug, a poor sense of timing and increased appetite.

### **Cocaine and Crack**

**Health Risks:** Cocaine and its derivative crack produce dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. They may also cause insomnia, loss of appetite, tactile hallucinations, paranoia, seizure and death.

**Symptoms:** Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a depression, a running or bleeding nose and sustained depression.

### **Barbiturates**

**Health Risks:** In small doses, barbiturates produce calmness, relaxed muscles and lowered anxiety. Larger doses cause slurred speech, staggering gait and altered perception. Very large doses taken in combination with other central nervous system depressants (e.g., alcohol) cause respiratory depression, coma and sometimes death.

**Symptoms:** A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, inattentive or have slowed reactions.

### **Amphetamines**

**Health Risks:** Amphetamine use causes increased heart and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever and heart failure.

**Symptoms:** An individual using amphetamines might begin to lose weight, have periods of excessive sweating, and appear restless, anxious, moody and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

## **Hallucinogens (including PCP, LSD, Mescaline, Peyote, Psilocybin)**

**Health Risks:** PCP, or angel dust, interrupts the part of the brain that controls the intellect and impulsive behavior. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors.

**Symptoms:** Someone using PCP might appear moody, aggressive or violent. Such an individual may become paranoid and experience hallucinations and have time and body movements slowed. LSD users may experience loss of appetite, sleeplessness, confusion, anxiety and panic. Flashbacks may also occur.

## **Narcotics (including Heroin, Codeine, Morphine, Opium, Percodan)**

**Health Risks:** Because these narcotics are generally injected, the use of contaminated needles may result in AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin and convulsions. An overdose may result in a coma or even death.

**Symptoms:** Some signs of narcotic use are euphoria, drowsiness, constricted pupils and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, loss of sex drive and appetite. When withdrawing from the drug, sweating, cramps and nausea occur.

### Opioid Overdose

The District shall provide, as part of established campus orientations, educational and preventive information provided by the State Department of Public Health about opioid overdose and the use and location of opioid overdose reversal medication to students at all campuses. Each campus health center shall apply to distribute dosages of a federally approved opioid overdose reversal medication and participate in the Naloxone Distribution Project administered by the State Department of Health Care Services.

## **Prohibition of Drugs**

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five (5) days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten (10) days after receiving notice of a workplace drug conviction.

Also see BP 3550 Drug-Free Environment and Drug Prevention Program, BP/AP 3560 Alcoholic Beverages, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Approved: 11/7/05

Revised: 12/14/09

Revised: 4/11/16

Revised: 12/9/19

Revised:     /     /23

\*CCLC Recommended Language

\*\*AVC Recommended Language



## **BP 3560 Alcoholic Beverages**

### **References:**

Business and Professions Code Section 25608;  
34 Code of Federal Regulations Part 668.46 subdivision (b)

The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

Also see AP 3560 Alcoholic Beverages, BP/AP 3550 Drug-Free Environment and Drug Prevention Program, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Adopted: 11/7/05  
Revised: 4/9/07  
Revised: 11/14/11  
Reviewed: 12/12/16  
Revised: 5/11/20  
Reviewed:   /  /23

\*CCLC Recommended Language

\*\*AVC Recommended Language

## AP 3560 Alcoholic Beverages

### References:

Business and Professions Code Sections 24045.4, 24045.6, 25608, 25658, and 25668;  
34 Code of Federal Regulations Part 668.46 subdivision (b)~~Business and Professions Code Sections 24045.4, 24045.6, 25608, and 25658; 34 Code of Federal Regulations Part 668.46 subdivision (b)~~

The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the Antelope Valley College Campus Sheriff's Office. The campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Antelope Valley College Campus Sheriff's Office. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of twenty-one (21). The possession of alcohol by anyone under twenty-one (21) years of age in a public place or a place open to the public is illegal. It is also a violation of this procedure for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume it by the [ designated person ].
- A student at least 18 years of age tastes, but does not swallow or consume, an alcoholic beverage for educational purposes as part of the instruction in a hotel management, culinary arts, or enology or brewing degree program, and the alcoholic beverage remains in the control of the instructor.
- The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
- The alcoholic beverage is wine or beer produced by a bonded winery owned or brewery or operated as part of an instructional program in viticulture and enology or brewing.
- The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district that are festivals,

shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.

- The alcoholic beverage is acquired, possessed, or used during an event sponsored by the District or the Antelope Valley Community College Foundation at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is taught, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility.
- The alcoholic beverage is for use during a fundraiser held to benefit the Antelope Valley Community College Foundation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed, or used at a football game or other athletic contest sponsored by the District.
- The alcoholic beverage is acquired, possessed, or consumed pursuant to a license or permit obtained for special events held at facilities of a community college district at a time when pupils are not on the grounds. "Facilities" includes, but are not limited to, office complexes, conference centers, or retreat facilities.
- ~~The alcoholic beverage is beer and/or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration.~~
- ~~The alcoholic beverage is wine or beer produced by a bonded winery owned or brewery~~
- ~~The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.~~
- ~~The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained under this division for special events held at the facilities of Antelope Valley College during the special event. "Special event" means events that are held with the permission of the governing board of the college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the college and for which the principal attendees~~

~~are members of the general public or invited guests and not students of the public community college.~~

- ~~• The alcoholic beverage is acquired, possessed, or used during an event sponsored by the district or the Antelope Valley College Foundation at a community college-owned facility~~
- ~~• The alcoholic beverage is for use during a fundraiser held to benefit the Antelope Valley College Foundation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.~~
- The alcoholic beverage is acquired, possessed, or consumed pursuant to a license or permit obtained for special events held at facilities of the college district at a time when pupils are not on the grounds. “Facilities” includes, but are not limited to, office complexes, conference centers, or retreat facilities.

Also see BP 3560 Alcoholic Beverages, BP/AP 3550 Drug-Free Environment and Drug Prevention Program, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Approved: 11/7/05

Revised: 4/9/07

Revised: 9/10/07

Revised: 4/14/08

Revised: 5/14/12

Revised: 7/9/12

Revised: 4/11/16

Revised: 12/12/16

Revised: 4/13/20

Revised: 1/23

\*CCLC Recommended Language

\*\*AVC Recommended Language



<b><i>Safety Committee</i></b>		<b>Chairs/Co-Chairs:</b> Terry Cleveland
<b>Annual Report</b> <i>2022/2023</i>		
<b>List Committee Goals for 2021/2022</b>		
I.	Continue arranging 4-hour CPR/AED & First Aid Classes on campus for Full-Time Employees.	
II.	Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations.	
III.	Resume arranging “Stop the Bleed” training taught by Antelope Valley Medical Center Emergency Room Trauma Team members.	
IV.		
<b>Describe accomplishments made to meet your committee goals:</b>		
I.	CPR/AED classes have resumed. The classes are now offered during the spring and fall semester.	
II.	Maintenance & Operations personnel continued to maintain a heightened level of alertness to these conditions and addressed them when detected. This goal has been met.	
III.	The Stop the Bleed training was resumed in January and offered again in October.	
IV.		
<b>What did your committee accomplish to further the College Mission?</b>		
<b>Mission:</b> Antelope Valley 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.		
<b>Accomplishments:</b> The Safety Committee has helped to maintain a safe and healthful learning and working environment for students, employees and visitors by maintaining a free exchange of information and ideas relating to health and safety at the District’s 3 locations among the students, faculty and staff. This exchange of information and ideas helps facilitate an environment as free of hazards as is practicable under due diligence as well as mitigation of those hazardous conditions and actions that may be identified but that cannot be immediately eliminated. By eliminating and mitigating hazards, the losses that would otherwise occur are precluded and the cumulative result is a more effective institution.		
<b>What did your committee accomplish to further the 2021/2022 College Goals?</b>		
<b>Goal 1:</b> Continue arranging 3-hour CPR/AED & First Aid Classes on campus for Full-Time Employees.		
<b>Accomplishments:</b> The District has held several CPR/AED classes in the spring and fall semester. This goal has been met.		

**Goal 2:** Continue increasing the identification and mitigation of slip, trip and fall hazards at all District locations.

**Accomplishments:** Maintenance & Operations personnel continued to maintain a heightened level of alertness to these conditions and addressed them when detected. This goal has been met.

**Goal 3:** Resume arranging “Stop the Bleed” training taught by Antelope Valley Medical Center Emergency Room Trauma Team members.

**Accomplishments:** The Stop the Bleed training was resumed in January and offered again in October.

**What issues do you foresee your committee working through in the upcoming year?**

Despite the continuing Covid-19 Pandemic, the Safety Committee will evaluate the pursuit of these same goals for 2023/2024.

**Recommendations for change in membership or function:**

None.

## Safety Committee

### Goals for 2023/2024

- Goal #1:** Resume arranging 4-hour CPR/AED classes on campus for Full-Time Employees as was done Pre-COVID via contracted Instructor.
  
- Goal #2:** Continue increasing the identification and mitigation of slip, trip, and fall hazards at all District locations.
  
- Goal #3:** Continue arranging the “Stop the Bleed” wound packing, pressure point, and tourniquet application training as was done Pre-COVID by Antelope Valley Hospital Emergency Room Trauma Team members.