

College Coordinating Council Meeting

Wednesday, May 24, 2017
 A124 – President’s Conference Room
 9:30 a.m. – 10:30 a.m.

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

Committee Members:
 Irit Gat, Academic Senate
 Michelle Arvizu Garcia, Associated Student Organization
 Ed Knudson, President
 Pamela Ford, Classified Union
 Michelle Hernandez, Confidential/Management/Supervisory
 LaDonna Trimble, Deans
 Dr. Scott Lee, Faculty Union
 Dr. Bonnie Suderman, Vice President of Academic Affairs
 Mark Bryant, Vice President of Human Resources
 Dr. Erin Vines, Vice President of Student Services

AGENDA

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of May 10, 2017.	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 3225 - Institutional Effectiveness	Ed	1 minute	
IV. BP 6620 - Naming Recognition Policy	Ed	1 minute	
V. AP 6700 – Civic Center and Other Facilities Use	Ed	2 minutes	
VI. BP 4010 Calendar	Bonnie	2 minutes	
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: June 28, 2017			

College Coordinating Council Minutes

Wednesday, May 10, 2017

A124 – President’s Conference Room
9:30 a.m. – 10:30 a.m.

Type of Meeting: Regular

Note Taker: Patty McClure

Please Review/Bring: Agenda, Minutes

Committee Members:

Irit Gat, Academic Senate
Michelle Arvizu Garcia, Associated Student Organization
Ed Knudson, President
Pamela Ford, Classified Union – **ABSENT** – **Kim Fite in as Proxy**
Michelle Hernandez, Confidential/Management/Supervisory
LaDonna Trimble, Deans - **ABSENT**
Dr. Scott Lee, Faculty Union
Dr. Bonnie Suderman, Vice President of Academic Affairs
Mark Bryant, Vice President of Human Resources
Dr. Erin Vines, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of April 26, 2017.	All		The minutes were approved with a minor revision.
II. Constituent Reports	All		Scott stated that Sharon Wilson is now the VP for Adjunct for Faculty Union. Bonnie stated that Faculty Appreciation would be on Thursday at 4:00 p.m. in the HS Quad and that JetHawks is having an AVC Night on Thursday as well. Kim stated that Classified Recognition Week would be next week and that on Wednesday, in the cafeteria, from 2-4:00 p.m. would be the main event. Michelle H. stated that the CMSA group would be holding a Team Excellence Training at the Hellenic Center on June 6 th . Ed stated that Commencement is on June 2 nd and that line up is at 6:00 p.m.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. BP 5010 – Admissions and Concurrent Enrollment	Bonnie	2 minutes	Approved to go to the June 12 th board meeting.
IV. BP & AP 5700 – Intercollegiate Athletics	Bonnie	2 minutes	Approved to go to the June 12 th board meeting.
V. BP & AP 6307 – Debt Issuance and Management	Ed	5 minutes	It was agreed to send out to the constituent groups and return to the June 28 th CCC Meeting.

VI. Debt Management Policy & Implementing Procedures	Ed	5 minutes	It was agreed to send out to the constituent groups and return to the June 28 th CCC Meeting.
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: May 24, 2017			Review of the 2017-2018 College Coordinating Council Meeting Schedule

AP 3225 Institutional Effectiveness

References:

Education Code Sections 78210 et seq. and 84754.6;
ACCJC Accreditation Standard I.B.5 - 9

The Superintendent/President or designee shall develop, adopt and publically post goals that addresses all of the following: (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines.

The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.

Adopted: 7/10/17

BP 6620 NAMING RECOGNITION POLICY

PURPOSE

The purpose of this policy is to encourage private support through offering recognition opportunities to name campus facilities and properties and establish the conditions under which recognition may be given to an individual, business, organization or other party as a means of recognizing their contributions to Antelope Valley Community College District or to the Antelope Valley College Foundation.

POLICY

The Board of Trustees of the Antelope Valley Community College District holds authority for naming all Antelope Valley College facilities and properties, i.e. all buildings, portions of buildings, college streets or roads, athletic fields, courts and facilities, and other areas of major assembly or activity, plazas, malls and other large areas of campus circulation, and all other visible facilities and properties. Each proposal for naming shall be considered on its own merits and approved by the Board of Trustees.

This policy provides the general guidelines for bringing naming recommendations to the Board of Trustees.

CRITERIA FOR NAMING RECOGNITION

Naming of district property may be considered for any of the following reasons:

1. To honor a living person who has made a unique, extraordinary or significant personal contribution to the college.
2. To honor a deceased person who has made a unique, extraordinary or significant personal contribution. Such proposals shall be submitted no earlier than one year following the death of the individual to be memorialized.
3. To honor a group, business or organization that has made a unique, extraordinary, or significant contribution to the college.
4. To recognize a person, group or business that has donated significant resources, specifically for naming, through the AVC Foundation. The suggested value of donated resources commensurate with naming recognition for campus facilities is attached to this policy as an addendum that may be updated from time to time by the Board of Trustees. Donations do not themselves guarantee naming rights, but suggest that such recognition shall be appropriately considered ([AVC Foundation Policies and Procedures - https://www.avc.edu/sites/default/files/foundation/AVC%20Foundation%20Policies%20-%20Approved%20via%20BOD%20Action%20August%204%2C%202016%20-%20Final.pdf](https://www.avc.edu/sites/default/files/foundation/AVC%20Foundation%20Policies%20-%20Approved%20via%20BOD%20Action%20August%204%2C%202016%20-%20Final.pdf))
5. To reflect natural and geographical features.
6. To reflect a traditional theme of the college or the district.

Recommendations for naming recognition must clearly define and demonstrate the applicable standard for recognition.

DURATION OF NAMING RECOGNITION

Naming of district property may be granted by the Board of Trustees as either permanent or for a defined period of time. The recommendation to the trustees shall include the recommended duration of the recognition.

TRANSFERABILITY OF NAMING RECOGNITION

Naming of a designated piece of district property shall not survive the named property's existence. Should the named property be removed or redesigned for another use the naming recognition shall not automatically be assigned to its replacement or any other property without the express authorization of the Board of Trustees. A recommendation for the transfer of the naming rights may be presented to the Board of Trustees for consideration at any time with the originally defined recognition period.

SCOPE OF NAMING RECOGNITION

Naming recognition shall be at a minimum in the form of a standardized plaque prominently placed upon or near the district property to which it applies. To be considered, the recommendation for naming recognition should also clearly define any other requested references including but not limited to printed publications, campus maps, signs and Websites.

In special circumstances, the Board of Trustees may waive any or all of the above criteria.

See Administrative Procedure #6620

Adopted: 4/9/07

Revised: 8/29/11

Revised: 1/14/13

Revised: 6/12/17

AP 6700 Civic Center and Other Facilities Use

Reference:

Education Code Sections 82537, 82542; Public Resources Code § 42648.3

Refer to ~~Rules and Regulations~~ **Terms and Conditions** for Use of District Facilities which can be obtained from ~~the Director of Maintenance and Operations~~ **Facilities Services Management**.

5/8/06

Revised 5/9/17

BACK TO TOP

This Facilities Use Agreement (“Agreement”) is entered into between **Antelope Valley Community College District** (the “District”) and _____ (the “User” or “Organization”) for the use by User of certain space or facilities owned by the District. The District and User are herein collectively referred to as the “Parties”.

1. SPACE/USE: Subject to the terms of this Agreement, the District grants User to use the space and/or equipment noted in the approved **Application for Use of District – Attachment 1**. The Space is delivered to User in an "AS IS", "WHERE IS", condition and location, without any representations or warranties by the District. The District reserves the right to relocate the Space from time to time, and in such event the District shall provide comparable Space in a location to be determined by the District, in its sole discretion. Nothing in this Agreement shall be construed as a grant of any real property right or interest.

All functions shall close by 10:00 p.m. (PST) unless special written permission is secured in advance. All facilities and grounds shall be vacated at the time shown on the application. Deviations or departures from this rule shall be cause for cancellation of all future meetings or functions.

2. FEE: User agrees to pay the District a use Fee Amount noted below. The first installment shall be payable **seventy-two (72) hours** prior to the use of the facilities and grounds. A deposit equal to **fifty-percent (50%)** of the estimated charges will be required at the time Agreement has been fully-executed. All payments must be made to “Antelope Valley Community College District” and sent to the address listed below.

Fee Amount: \$ _____ (USD)

One single installment on or before the first date of use

Other (explain) _____

Due and payable 30 days after receipt of invoice. Payment Address:

Antelope Valley Community College District
Attention: Accounts Receivable
3041 West Avenue K
Lancaster, CA 93536-5426

3. CANCELLATION: Cancellation to this Agreement must be in written form and submitted within three (3) business days before the first date of use.

4. INSURANCE: User will provide District prior to Use, a Certificate of Insurance for a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate for personal injury, bodily injury, death, other injury, and property damage, naming Antelope Valley Community College District as the holder of the Certificate and as additionally insured.

5. INDEMNIFICATION AND HOLD HARMLESS: User agrees to hold harmless, defend, and indemnify the District against all actions, claims, or demands, for injury, death, loss or damages, regardless of fault or cause, by anyone whomsoever (except where such injury, death, loss, or damage was due to the negligence of the District in the ownership and maintenance of those District facilities), whenever such injury, death, loss, damage or claim is a consequence of, or arises out of the use of the facilities by User or its agents, servants or employees.

6. ASSIGNMENT: User does not have the right to assign any rights under this Agreement or allow any other person or entity to use or occupy any of the space without the prior written consent of the District, which consent may be granted or withheld at the District’s sole discretion.

7. GOVERNING LAW: This Agreement shall be governed and interpreted in accordance with the laws of the State of California in accordance with its fair meaning and not strictly for or against the District or User. Any legal proceedings brought to interpret or enforce the terms of this Agreement, shall be brought in Los Angeles County, California.

8. AUTHORITY: The individual signing on behalf of User hereby represents and warrants that s/he is duly authorized to execute and deliver this Agreement on behalf of User and that this Agreement is binding on User in accordance with its terms.

ACCEPTED AND AGREED:

Dated: _____, 2017

Dated: _____, 2017

**ANTELOPE VALLEY COMMUNITY COLLEGE
DISTRICT**

Signature: _____

Signature: _____

Name: _____

Name: Edward Knudson

Print Name/Title: _____

Title: Superintendent/President

Address: _____

Telephone: _____

Reviewed/Approved by:

E-Mail: _____

I have read the Terms & Conditions and acknowledge same.

Signature: _____

Name: _____

Title: _____



ATTACHMENT 1 – APPROVED APPLICATION FOR USE



CA EDU §82537 et seq. – Civic Center Act / Administrative Policy 6700

* COMPLETED REQUESTS MUST BE RECEIVED BY CAMPUS EVENTS OFFICE A MINIMUM 3 WEEKS PRIOR TO THE EVENT.
FACILITIES SERVICES CAMPUS EVENTS OFFICE: 661-722-6562

Name of Organization Contact Person (Responsible During Event)
Street Address
City State Zip Code
Work Phone Number Cell Phone Number
Fax Number Email Address

Name of Event:

Facilities Requested:

Day: Date: *Use Additional Notes for Rehearsal times.

Set-Up Begins at: Event Begins at:

Event Ends at: Room Use End Time:

Number of attendees: Do you need chairs? Yes No

Will an admission charge or collection be made? Yes No Price of tickets (if applicable): \$

Will donations be accepted? Yes No If Yes, how are proceeds used? \$

Does Event directly benefit the District or student group? Yes No If Yes, which one?

Do your attendees have any special needs? Yes No If Yes, explain:

Do you need tables? Yes No Rectangular Round Tables Other (Use Diagram)

Do you need technical support? Yes No *Techs are scheduled 1/2 day prior to event start time.

If additional time is needed, please indicate the time you would like the tech to arrive:

Podium: Yes No Microphone(s): Yes No Amount/Types:

* INTERNET service may be received by Wi-Fi. Auxiliary Services does not provide laptops, tablets or other devices.

List additional District personnel required (additional charge):

List equipment required (additional charge):

List storage space required (additional charge):

INSURANCE: All Users shall provide the District with proof of insurance.

STATEMENT OF INFORMATION: The undersigned, as a duly authorized representative for User states that, to the best of his/her knowledge, the District property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

REQUESTER ACKNOWLEDGES THEY HAVE READ AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF THIS REQUEST, INCLUDING INSURANCE REQUIREMENTS, AND THAT THEY ARE COMPLETING AN APPLICATION WHICH IS PENDING APPROVAL. IF APPROVED, THE DISTRICT WILL SEND REQUESTER A FACILITIES USE REQUEST AGREEMENT, WHICH REQUESTER WILL NEED TO EXECUTE AND INCLUDE A CERTIFICATE OF INSURANCE PRIOR TO USE:

Responsible Party's Signature: Date:

Printed Name and Title:



CA EDU §82537 et seq. – Civic Center Act / Administrative Policy 6700

ADDITIONAL NOTES / MAP / SETUP DESCRIPTION:

[Empty red-bordered box for notes]

FOR DISTRICT CAMPUS-EVENTS USE:

Date Application Received: _____ User is: Free Use Direct Cost Fair Rental Value

Assigned Personnel and Cost: _____

Assigned Equipment and Cost: _____

Assigned Storage and Cost: _____

Rental Cost: _____ Total Cost for use of Facilities: _____ Date payment due: _____

Date Facilities Use Agreement sent to User: _____ COI received/validated: _____

Approved by (print & sign): _____ Date: _____



CA EDU §82537 *et seq.* – Civic Center Act / Administrative Policy 6700

TERMS & CONDITIONS FOR USE OF DISTRICT FACILITIES:

1. GENERAL

- 1.1. No activity which may interfere with the educational program of the campus or the District will be approved or permitted. Any violation of these Administrative Regulations, Board Policies, or other State or local law by any User, or member of the User, during use shall be sufficient cause for denying further or continued use of facilities or grounds by the User or member. No User may obtain a Use Agreement of more than one year in duration or in a manner that constitutes a monopoly for the benefit of any person or User.
- 1.2. Intoxicants, narcotics or tobacco products shall not be permitted.
- 1.3. Juvenile organizations must have adequate adult sponsorship and supervision.
- 1.4. Facilities and grounds shall not be available at any time which might interfere with regular functions of the campus, and said time will be determined by the President or person designated by him/her.
- 1.5. Facilities and grounds must be protected from damage and mistreatment, and ordinary precautions must be maintained. User shall be responsible for the condition in which facilities and grounds are left. At the conclusion of each period of use, the User shall pick up any trash, turn off lights and other utilities, put away equipment and, if applicable, lock or secure the facilities and grounds. Should any District property be damaged or abused beyond normal wear, such damage will be paid for by the User involved and shall be sufficient cause for cancellation of future meetings or functions.
- 1.6. If a User requires extra chairs or tables etc., other than those which are assigned to the facility requested, a charge shall be made for moving chairs, etc. from other locations, as shown in the Fee Amount.
- 1.7. No District furniture or equipment shall be moved except as authorized by District personnel.
- 1.8. No alterations or additions shall be made to any facilities or grounds without first submitting a written request describing in detail the proposed change and receiving written approval from the President to proceed. If approval is given, it is the responsibility of the User to return the facilities or grounds to its original condition. Failure to do so will result in the District billing the User for the costs incurred by the District in restoring same and is cause to cancel future meetings or functions of the User.
- 1.9. All draperies, hangings, curtains, drops and all decorative materials/props used within or upon the buildings or grounds shall be made from a nonflammable material or

shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal.

- 1.10. No animals of any kind are allowed on District grounds, except for certified service animals.
- 1.11. The User representative shall keep a copy of the application and related documentation on-site during use of the facilities and grounds.
- 1.12. No payment shall be made directly to an employee of the District. Tips and gratuities for any District employees are strictly prohibited.
- 1.13. User using facilities and grounds shall not imply, indicate or otherwise suggest in any way that their use and/or any related activities are connected or affiliated with, or are endorsed, favored or supported by, or are opposed by the District, unless approved in writing by the President or designee. No signage, flyers or other material may reference the District, any campus name, logo or mascot, except to indicate location of the User's event, unless approved in writing by the President or designee.

2. BUILDINGS

- 2.1. No preparation of any kind shall be used on floors by Users using the buildings for dancing.
- 2.2. Shoes with cleats or plates, or rubber soles or heels which mar or mark the floor are not permitted in buildings.
- 2.3. At no time shall smoking be permitted in classrooms, or any other facilities or grounds.
- 2.4. The number of tickets sold for any event shall not exceed the regular seating capacity of any auditorium or other facility.

3. GROUNDS

- 3.1. Knives or sharp instruments shall not be carried on the grounds.
- 3.2. Activities that involve constant physical contact (tackle football, karate, boxing, etc.) shall not be engaged in on District property without special permission from the President.
- 3.3. Hardball playing shall not be permitted unless direct supervision of an organized baseball team is provided.
- 3.4. Horseback riding shall not be permitted on the grounds.
- 3.5. Skating and skate boards on the grounds are prohibited.
- 3.6. Climbing on buildings, fences or other facilities not intended for climbing is prohibited.
- 3.7. Firearms, including pellet guns, BB guns or sling shots are prohibited on the grounds.
- 3.8. Archery shall not be permitted on the grounds.



CA EDU §82537 *et seq.* – Civic Center Act / Administrative Policy 6700

- 3.9. Riding of bicycles (other than supervised bicycle activities), tricycles, scooters, motor scooters, go-carts and automobiles (except where specifically authorized) is not permitted on the grounds.
- 3.10. Running of model cars or flying of model planes or drones is not permitted on the grounds.
- 3.11. Grounds shall be left in good order at the conclusion of any authorized activity and property shall not be misused, used for a use other than their intended use, or destroyed.
- 3.12. Golf practice shall not be permitted on the grounds.

4. CUSTODIAL SERVICES

- 4.1. Free custodial services may be provided to those Users qualifying under the free-use provisions of the Board's policy only in cases where the custodian normally would be at the assigned area or site as part of his/her regular assignment. Additional time will be charged at the rate indicated in the Fee Amount.
- 4.2. The assigned custodian, at the direction of the Maintenance and Operations office will be responsible for verifying the User's authorization to use the facility or grounds, making the necessary arrangements to accommodate the meeting, cleaning and returning the facility to proper condition for District use, reporting any deviations or departures from the established rules, regulations and policies, and performing all services necessary for the intended use.

5. FURNITURE, EQUIPMENT AND TECHNOLOGY

- 5.1. No electrical, mechanical, or other equipment may be brought on to the grounds without the prior approval of the President or designee. In the event equipment is allowed to be brought onto the grounds, the District shall not be liable for any damage to the equipment or to the facilities or grounds by use of such equipment.
- 5.2. District-owned equipment, furniture and technology may be used by Users on the following conditions:
 - 5.2.1. Allowing use of any equipment, furniture or technology is at the sole and absolute discretion of the District and may be denied for any or no reason.
 - 5.2.2. Requests for use of equipment, furniture or technology shall be included on the facilities use application form.

- 5.2.3. The person who has jurisdiction over the equipment, furniture or technology shall review all applications requesting use and shall recommend approval or denial of the requested use.
- 5.2.4. District may charge for use of equipment, furniture or technology as set forth in the Fee Amount, or as otherwise determined by the President or designee. Users shall pay for personnel needed to set up equipment, furniture or technology, as set forth in the Fee Amount.
- 5.2.5. The User assumes the responsibility for such equipment, furniture or technology supplied and agrees to repair or replace any equipment, furniture or technology which might be damaged, lost or stolen while under the control of the User.
- 5.2.6. The User requesting the use of equipment, furniture or technology certifies that a qualified person will operate it, subject to approval of the Maintenance and Operations office. The District may require the user to pay for personnel needed to operate certain specialized equipment, furniture or technology, as set forth in the Fee Amount.
- 5.2.7. Users using facilities which include a stage shall not remove or displace any furniture, pianos, or other stage equipment or make changes in curtains, lights, ceiling pieces, backdrops or other props (including changing the counterweight system or switchboard hookup) without prior approval from the Auxiliary Director or designee, and then, only under the direct supervision of the employee in charge. When the stage is to be used, full details in writing of personnel and equipment needed must be furnished in advance, including, but not limited to: lights, curtains, dressing rooms, ticket sales, stagehands, ushers, etc.
- 5.2.8. Furniture, equipment or technology available for use will be only that which is already available at the site requested. Furniture, equipment or technology is not available for use off District sites.
- 5.2.9. Facilities with specialized equipment, such as computer laboratories, science laboratories and ceramics studios, shall not be available for use under the Civic Center Act.

BP 4010 Calendar

Reference:

Education Code Section 70902(b)(12)

Before presentation to the Board for approval, any major calendar changes that may have financial impact to the district or may affect student access and/or student learning must be fully explored, discussed campuswide, and presented in writing to the Superintendent/President.

After said presentation to the Superintendent/President and after reaching agreement with the Antelope Valley College Federation of Teachers (AVCFT) and Antelope Valley College Federation of Classified Employees (AFCFCE) and after consulting with other appropriate groups, the college President shall recommend a calendar to the Board of Trustees for its approval.

Adopted: 6/11/07

Reviewed: 6/12/17