



# AVC New/Returning Employee Orientation

February 2024

# AVC Superintendent/President, Dr. Jennifer Zellet

## Office Information:

Administration Building, Room A126

661-722-6300 x 6301

661 722-6333 (fax)

Dr. Zellet's email: [jennifer.zellet@avc.edu](mailto:jennifer.zellet@avc.edu)

Patty McClure, Director of Board and Executive Services:

[patty.mcclure@avc.edu](mailto:patty.mcclure@avc.edu)





## AVC Board of Trustees

- ▶ 5-member Board of Trustees
- ▶ Student Trustee
- ▶ Board Policies, Administrative Procedures, and Board Meeting Agendas: <https://www.avc.edu/board-trustees>



# AVC Executive Council Team

- ▶ Dr. Jennifer Zellet, Superintendent/President
- ▶ Dr. Kathy Bakhit, Assistant Superintendent/Vice President, Academic Affairs
- ▶ Shami Brar, Assistant Superintendent/Vice President, Administrative Services
- ▶ Idania Padron, Assistant Superintendent/Vice President, Student Services
- ▶ Dr. Lauren Elan Helsper, Assistant Superintendent/Vice President, Human Resources
- ▶ Bridget Cook, General Counsel
- ▶ Dianne Knippel, Executive Director, Foundation
- ▶ Alejandro Guzman, Executive Director, Marketing and Public Information
- ▶ Dr. Meeta Goel, Dean of Institutional Effectiveness, Research, Planning, and Library Science
- ▶ Wendy Dumas, Internal Auditor



ANTELOPE  
VALLEY  
COLLEGE



# AVC Organizational Structure

- ▶ Academic Senate
- ▶ Antelope Valley College Federation of Teachers (AVCFT) (Full-Time and Adjunct Instructors)
- ▶ Antelope Valley College Federation of Classified Employees (AVCFCE)
- ▶ Confidential, Management, Supervisory, and Administrators (CMSA)
- ▶ Shared Governance Committees: <https://www.avc.edu/campus-organizations-committees>
- ▶ Associated Student Organizations



# AVC SERVES

**Service:** Realign college policies, practices, and processes to become more effective, efficient, and responsive to students, employees, and AVC's service areas.

**Equity:** Commitment to equity - Improve the college culture by becoming a more caring, welcoming, accessible, and inclusive campus.

**Resources:** Increase student awareness about campus resources.

**Vision:** Being more future-thinking, agile, innovative, and proactive.

**Education:** Expansion of offerings and effective course scheduling.

**Success:** Students First – Design with students in mind.



# California Community College System Overview

- ▶ 73 districts, 116 individual colleges
- ▶ Largest system of higher education in the world
- ▶ One in every four community college students in the nation attends a California Community College
- ▶ Provides educational/vocational/transfer programs to a million students each year
- ▶ Over 69% of California Community College students are people of diverse ethnic backgrounds and roughly 53% are female
- ▶ Over 40% of California Community College students are age 25 or older and are already working adults
- ▶ Learn more at the Chancellor's website: <http://www.cccco.edu/>



# Antelope Valley Community College District

- Founded in 1929 Antelope Valley Joint Union High School
- Fully accredited by the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC)
- Hispanic Serving Institution (HSI) (63.2% of our students)
- In Fall 2023, we had 235 classified employees, 393 adjunct instructors, 189 full-time faculty, 22 educational administrators and 53 confidential, management or supervisory
- Sites: Lancaster, Palmdale Center, Palmdale Technical Center, Fox Field
  - SOAR High School and CSU Bakersfield satellite campus
- Bachelor's Degree in Airframe Manufacturing Technology
- Caring Campus Initiative, Achieving the Dream, Commitment to Equity
- Serve Students, Be Kind.





# AVC Mission, Vision, & Values

## ***Mission:***

- 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.

## ***Vision:***

- To provide quality education that transforms lives.

## ***Values:***

- **Community** - We create and foster relationships through inclusivity at AVC and among its diverse constituents: students, faculty, staff, administrators, alumni, and the community at large.
- **Academic Excellence** - We embrace the potential of all students, and we strive to uphold a transformative standard of academic excellence in their pursuit of certificates, degrees, transfer, and lifelong learning, as well as ongoing professional development for all employees.
- **Integrity** – We create an environment of trust, candor, empathy, and professionalism and expect ethical behavior from all.
- **Respect** – We cultivate, embrace, nurture, and empower all individuals, regardless of race, ethnicity, ability, gender, age, sexual orientation, class status, or religious belief.



- See an issue on campus?
- Find a broken link on an AVC website?
- Notice something out of date?
- Have a concern?

Then send an email to [fixthis@avc.edu](mailto:fixthis@avc.edu)!  
The emails go directly to the Administration  
for immediate response!



# Office of Human Resources & Employee Relations

## Office Information:

Location: Administration Building, Room A162 (Temporary T700E)

Phone: 661.722.6300, ext. 6311

General Email: [contacthr@avc.edu](mailto:contacthr@avc.edu)

Website: <https://www.avc.edu/human-resources>

Hours: Monday - Thursday 7:30am - 6pm; Friday 7:30am - 11:30am

Assistant Superintendent/Vice President, HR – Dr. Lauren Elan Helsper,  
[lauren.elanhelsper@avc.edu](mailto:lauren.elanhelsper@avc.edu)

Director, HR – Harmony Miller, [harmony.miller@avc.edu](mailto:harmony.miller@avc.edu)



# Human Resources & Employee Relations Services

- District policies and collective bargaining agreements
  - Assist employees in understanding
- Employee benefits
  - Medical, dental, vision, life insurance, supplemental benefits, retirement, flexible spending accounts, etc.
  - Enrolling and dropping coverage, & adding/dropping dependents
- Employee classification questions (Classified and Administrators)
- Compensation
  - Understanding the salary schedule
  - Faculty column advancement
  - Classified employees – reclassification and step increases
- Employee Engagement Programs / Professional Development Resources
- Conflict Resolution / Mediation / Grievances



# Human Resources & Employee Relations Services (Con't.)

- Educational incentives
- Leaves of Absence / Workers Compensation
- Reasonable Accommodations / Interactive Process
- Employee Assistance Program Resources
- Oversee Performance Management
- Employee Training and Professional Development
- Recruitment / Hiring of Employees
  - Support hiring committees



# Employee Training Requirements

## New Employee Training

- Illness and Injury Prevention Program
- COVID Awareness
- Discrimination/Harassment/Sexual Harassment
- Mandated Reporter Child Abuse & Neglect
- FERPA: Confidentiality of Records
- Position specific trainings (ex. Lockout/Tagout, Proper Lifting, PPE, Bloodborne Pathogens, etc.)

## Reoccurring Employee Training

- Illness and Injury Prevention Program
- COVID Awareness
- Discrimination/Harassment/Sexual Harassment (every other year)
- Mandated Reporter Child Abuse & Neglect
- FERPA: Confidentiality of Records
- Cybersecurity
- Implicit Bias and Microaggression
- General Ethics in the Workplace
- Position specific trainings (ex. Recruitment, EEO, Lockout/Tagout, Proper Lifting, PPE, Bloodborne Pathogens, etc.)

# Performance Evaluations

- Probationary Classified/Confidential Employees
  - Designated as permanent after 6 months of service of 130 days; whichever is longer
  - First evaluation at the end of the 2<sup>nd</sup> month
  - Final evaluation will occur before the end of the 6<sup>th</sup> month
  - If needed, a supervisor may evaluate a probationary employee prior to the end of the 5<sup>th</sup> month of service.
- Permanent Classified/CMS Employees
  - Evaluated annually between April 1<sup>st</sup> and May 31<sup>st</sup>
- Faculty
  - Contract (Probationary/Tenure-Track) Faculty
    - Tenure Process – for the first seven (7) semesters
  - Full-time Regular (Tenured) Faculty
    - Every three (3) years
  - Full-time Temporary Faculty
    - Semester of hire
    - Every three (3) years
  - Adjunct Faculty
    - Semester of hire
    - At least once every three (3) years
- Administrators
  - See AP 7150



# Things to Read...

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- Board Policies and Administrative Procedures – available via BoardDocs
- Collective Bargaining Agreements – HR Website
- Job Descriptions – contact HR





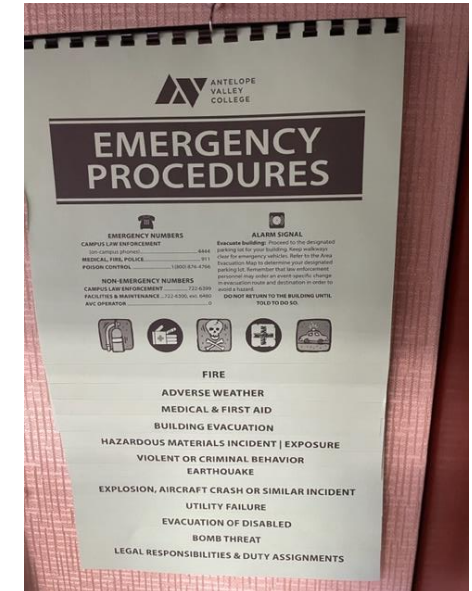
# Risk Management

- Workers' Compensation
  - Call Company Nurse for Injury at Work
  - Pre-designate Physician or use Pro-Active
- Environmental Safety
  - Training
  - Emergency Drills
  - Evacuation Procedures



# Emergency Procedures

- Posted in each classroom and common space at the Main Campus, Palmdale Center/Palmdale Technical Center, and Fox Field Site.
- Includes written Building Evacuation procedure that directs employees to Evacuation Assembly Areas a safe distance away from our buildings.
- This procedure is applicable to evacuations in the event of fires and bomb threats, as well as earthquakes.



# AVC RAVE Emergency Alert System

- Sends emails, text messages, and/or voice messages in the event of a critical campus incident
- Any student, staff, faculty, or AVC community member can subscribe
  - Faculty, staff, and students can enroll from the Rave Channel on myAVC
  - Community members can register using the Rave registration site (<https://www.getrave.com/login/avc>)
- Employees username is is your AVC email and password



# Health Benefits

- Available to permanent employees
- District cap: \$17,500
- Many plan choices: PPO & HMO
- Dental/Vision/Life included in rates
- Composite rates
- Starts 1<sup>st</sup> of month following employment
- Ends last day of month in paid status
- Changes during Open Enrollment or Qualifying Life Event



# Other Benefits

- AnthemEAP.com (Company name: SISC)
  - All employees have access
  - Counseling/Legal/Financial/Identity Protection/Etc.
- SISC Flex – Flexible Spending Account (FSA)
  - Set aside pre-tax funds to pay qualified expenses
- Tax Sheltered Annuities (TSA)
  - 403(b) and 457(b) retirement savings accounts
  - Pre- or Post-tax
- Voluntary Plans
  - Disability/Accident/Cancer/Life/Etc.

Anthem EAP

Aflac

AMERICAN FIDELITY  
a different opinion

Colonial Life



Mutual of Omaha

Trustmark  
benefits beyond benefits



# General Benefits

- [benefits@avc.edu](mailto:benefits@avc.edu) for all questions related to benefits
- Extension: 6101
- Open Enrollment for all groups is during August. Plan changes become effective on 10/1.



# Unlawful Harassment, Hostile Work Environment, Discrimination, and Retaliation

The Office of Human Resources and Employee Relations  
**is the District's Civil Rights Office**

We are tasked with ensuring District compliance with **federal** and **state** laws that prohibit harassment and discrimination based on membership in a protected class and/or sexual misconduct.



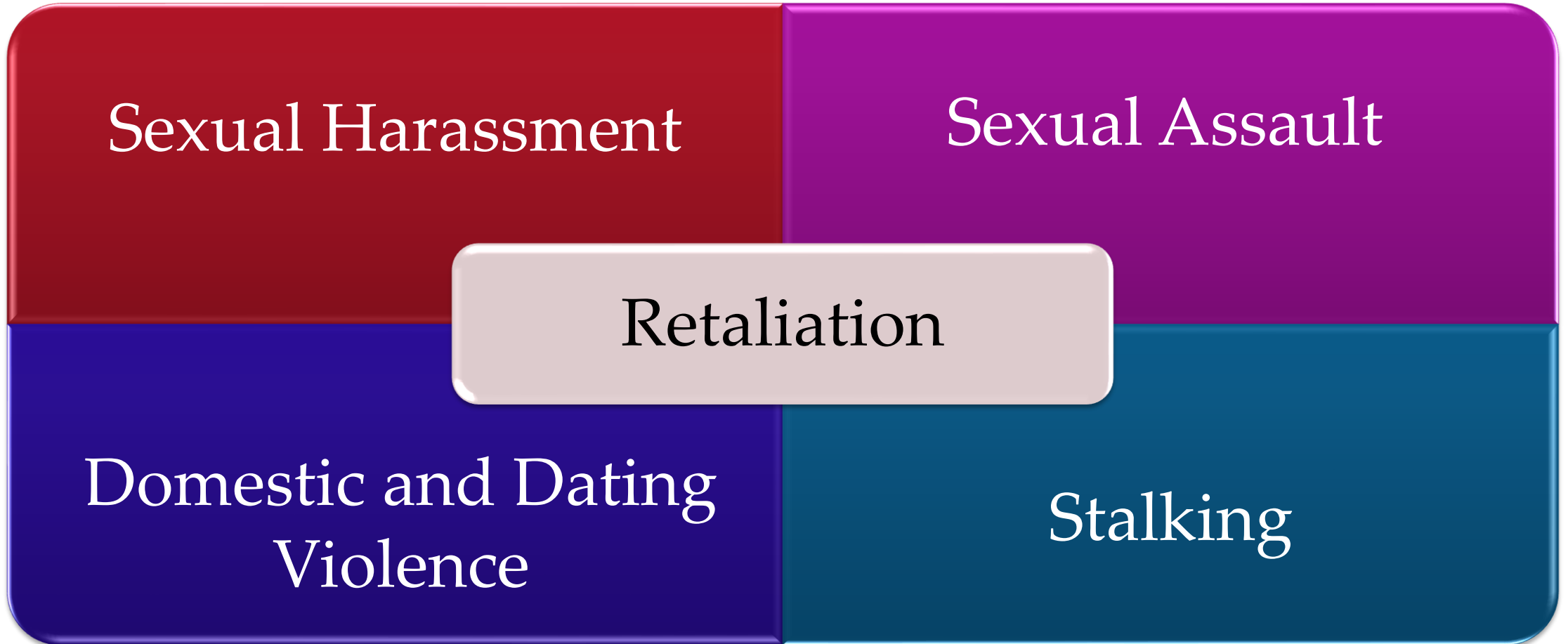
All employees and students are welcome to participate in all aspects of the District's educational programs and activities without harassment and discrimination based on protected class.

Misconduct that is not based on protected class is also prohibited.





# Title IX Prohibited Misconduct



# Protected Classes

- National Origin
- Religion
- Age
- Gender
- Gender Identity
- Gender Expression
- Race
- Ethnicity
- Color
- Medical Condition

- Genetic Information
- Ancestry
- Sexual Orientation
- Marital Status
- Physical Disability
- Mental Disability
- Pregnancy
- Military Status
- Veteran Status
- Association with a protected class
- Perceived to be in a protected class



# What do I say if someone discloses to me?

## Be Kind:

- “Thank you for trusting me with your story.”
- “It sounds like you are going through a lot right now...”
- “I’m sorry that happened to you.”
- “No one deserves to be treated like that...”

## Inform them of next steps:

- “I need to tell one person in the Office of Human Resources and Employee Relations, and that person will contact you with resources.”
  - Don’t promise confidentiality even if they ask you to keep it a secret.
  - Do promise to keep what they told you as private as possible.



# AVC Officials with Authority (OWA)

***OWAs must immediately report information about suspected or actual prohibited conduct to the Title IX Coordinator!***

AVC OWAs are, the President, General Counsel, Vice Presidents, Deans, Associate Deans, Executive Directors, Directors, Managers, Supervisors, and Coaches

Responsible Employees = everyone else!  
They are not required to report to  
suspected misconduct but ideally would!



# SB 493: California's Response to Title IX

## CA Responsible Employees:

- The Title IX Coordinator;
- Residential advisors (for institutions that have student housing);
- Housing directors, coordinators, or deans;
- Student life directors, coordinators, or deans; Coaches of any student athletic or academic team or activity;
- Faculty and associate faculty, teachers, instructors, or lecturers;
- Graduate student instructors, while performing the duties of employment by the institution;
- Laboratory directors, coordinators, or principal investigators;
- Internship or externship directors or coordinators; and
- Study abroad program directors or coordinators.



# Title IX Coordinators and EEO Officer

## Lauren Elan Helsper (TIX and EEO)

Assistant Superintendent/Vice President, Human Resources

Email: [Lauren.elanhelsper@avc.edu](mailto:Lauren.elanhelsper@avc.edu)

Telephone: 661-722-6311

## Idania Padron

Assistant Superintendent/Vice President, Human Resources

Email: [Idania.padron@avc.edu](mailto:Idania.padron@avc.edu)

Telephone: 661-722-6311

- Call
- Email – include everything!
- Submission of a Formal Complaint (on HR Website)



# Overlap with Clery

- **Clery report:**

- Campus Security Authority (CSA) designation is a broader group
  - At AVC CSAs are Sherriff's Department Employees, Student Health Services Classified staff, student club advisors, peer mentors, deans and directors, all Vice Presidents, and Administrative Council Members.
- Unless victim has agreed/requested you do not have to provide the name of the Reporting Party or Respondent
- Victim chooses what to share with law enforcement

- **Title IX Official with Authority report:**

- All the information you have must be reported to the Title IX Coordinator



# Pregnant and Parenting Students/Employees



## Do...

- Refer Title IX Coordinator for accommodations and assistance
- Consult with HR/OSD for guidance
- Provide same types of modifications provided to other students to allow them to continue on the team
- Refer them to TIXC for lactation accommodations

## Do not...

- Talk to others about it
- Ask for medical documentation
- Change the requirements/suggest they not participate in something as it might be a risk for the baby/fetus
  - You can advise them of risk but if they choose to continue, they are assuming their own risk
  - Do NOT have them sign-off on a liability form unless you make ALL students sign off
- Ask about impacts when returning from pregnancy
- Penalize students who restrict their activities



# Transgender/Non-Binary Accommodations

**Antelope Valley College is committed to being an inclusive and diverse community where all gender identities are celebrated.**

**All community members  
have the right to...**

- Be in an environment free of harassment
- Use the restroom that matches their gender identity
- Be referred to by their preferred/chosen name
- Be addressed by their gender pronouns
- Receive accommodations

Accommodations  
can include:

Notifications  
New ID cards  
New E-mail  
Address  
and more...

# AVC Foundation

- **Dianne Knippel**

Executive Director

(661) 722-6598

[dianne.knippel@avc.edu](mailto:dianne.knippel@avc.edu)

- **Emily Moulton**

Foundation Coordinator

(661) 722-6300, ext. 6996

[emily.moulton@avc.edu](mailto:emily.moulton@avc.edu)

- **Lisa O'Leary**

Foundation Coordinator

(661) 722-6300, ext. 6055

[lisa.oleary@avc.edu](mailto:lisa.oleary@avc.edu)

- **Samantha MacConnell**

Administrative Assistant

(661) 722-6391

[samantha.macconnell@avc.edu](mailto:samantha.macconnell@avc.edu)



# Get Involved with the AVC Foundation



## Volunteer to Review Scholarships

- About 5 hours at your convenience between February 12 – March 10
- At the comfort of your own computer
- Contact Emily:
  - [emily.moulton@avc.edu](mailto:emily.moulton@avc.edu)
  - or extension 6996



## 7<sup>th</sup> Annual Wine Walk Fundraiser

- Support our students by enjoying an evening with wine samples, delicious food, a silent auction
- Support the Community Students Endowment
- \$100 a ticket
- Visit [www.avc.edu/winewalk](http://www.avc.edu/winewalk)

# Information Technology Services

- If you need technology support, contact
  - [help@avc.edu](mailto:help@avc.edu)
  - Helpdesk.avc.edu
  - Ext. 6535
- Technology related purchases must be reviewed and approved by ITS
- Information security starts with YOU! If it looks PHISHY, contact the Helpdesk!



# Payroll: What We Do

- Salary & Wages
- Federal and state payroll taxes
- W-2s
- Direct deposit forms, W-4 and DE-4 (tax withholdings) forms
- Garnishment deductions and payments
- Voluntary deductions: union dues, foundation, United Way
- Employment verifications: loans, refinancing, student loan forgiveness
- Provide one-on-one pay stub review sessions

# Payroll Team: Contacts

- Payroll General Number - ext. 6308
- Payroll Director: Debby Hackenberg - ext. 6825 - [dclarkhackenber@avc.edu](mailto:dclarkhackenber@avc.edu)
- Overload: Lori Braverman - ext. 6842 - [lori.braverman@avc.edu](mailto:lori.braverman@avc.edu)
- Adjunct Faculty: Liz Lawson - ext. 6711 - [elizabeth.lawson@avc.edu](mailto:elizabeth.lawson@avc.edu)
- Full time Faculty, Deans, Admins - ext. 6247 - Shane Hughes: [shane.hughes@avc.edu](mailto:shane.hughes@avc.edu)
- Classified/CMS: Sylvia Castro - ext. 6734 - [sylvia.castro@avc.edu](mailto:sylvia.castro@avc.edu).
- Students, Short Term Hourly, Professional Experts: MarRieund Chambers - ext. 6745 - [marrieund.chambers@avc.edu](mailto:marrieund.chambers@avc.edu)



# Payroll: Banner Time/Leave Entry System

- Full time employees
  - only enter exceptions: sick, vacation, jury duty.
- Short term hourlies, student workers, and adjunct non-instructional
  - enter hours worked by day
- Payroll Time Sheet Calendar available on Payroll web page
- Time system located
  - *myAVC* Portal → Employee Self Service Main Menu → Time Sheet
- Web Time Entry Policies and Procedures located on Payroll web page:  
<https://www.avc.edu/human-resources/payroll>
- Subscribe to calendar - to place on Outlook calendar (upcoming)
- Call Payroll. We will help you!



# PURCHASING & CONTRACTS

Antelope Valley College

Angela Musial, Director of Purchasing & Contracts





## Mailroom & Duplication

- Mailroom/Duplication Technicians

**Nancy Stone**

**Richard Zahnter**

- Duplication Requests
- Mail Distribution
- Certified Mail

## Warehouse Operations

- Coordinator of Warehouse & Inventory  
**Teresa Cooper, Interim**
- Warehouse Assistants  
**Scott Hudson**  
**Cesar Hernandez**  
**Gabe Vallejo**
- Receiving
- Delivery
- Surplus Auction
- Fixed Assets
- Document Archives
- Warehouse Requisitions

## Purchasing & Contracts

- Buyer  
**Eileen O'Brien**  
**Porsche Virgil**
- Clerical III  
**Veronica Ojeda**
- Purchasing
  - Requisitions/Purchase Orders
  - Formal Bids
  - Insurance Docs
  - Credit Cards
  - Bonds
- Contracts
- Travel

# MAILROOM/DUPLICATION WEBPAGE

<https://www.avc.edu/financial-fiscal-services/mailroomduplication-department>

The screenshot shows the website for the Mailroom/Duplication Department at Antelope Valley College. The header includes the college logo, navigation links for Enrollment Dates, Class Schedule, Quicklinks, and English, along with buttons for MYAVC and APPLY NOW. A secondary navigation bar lists COVID-19, Academics, Admissions, Students, and About. Below the header is a large image of the Student Services & SSV building. The main content area features a left-hand menu with links for Bulk Mail, Duplication Process, Procedures & Forms, and Mailroom Processes, Procedures & Forms. The breadcrumb trail reads: Home / Financial & Fiscal Services / Mailroom/Duplication Department. The page title is Mailroom/Duplication Department. The main heading is Processes and Procedures:, followed by sub-sections for Duplication and Mailroom. A Meet the Team section lists Richard Zahnter and Nancy Stone as Mailroom/Duplication Technicians. Contact information is provided as [copycenter@avc.edu](mailto:copycenter@avc.edu). A footer button asks for questions to be directed to Marty Marauder.

Antelope Valley College

Enrollment Dates Class Schedule Quicklinks English MYAVC APPLY NOW

COVID-19 Academics Admissions Students About Q

STUDENT SERVICES & SSV

Menu

- Bulk Mail
- Duplication Process, Procedures & Forms
- Mailroom Processes, Procedures & Forms

Home / Financial & Fiscal Services / Mailroom/Duplication Department

Mailroom/Duplication Department

Processes and Procedures:

Duplication

Mailroom

Meet the Team:

- Richard Zahnter, Mailroom/Duplication Technician (ext. 6109)
- Nancy Stone, Mailroom/Duplication Technician (ext. 6058)

You may contact one of the Mailroom/Duplication Technicians at [copycenter@avc.edu](mailto:copycenter@avc.edu)

QUESTIONS? ASK MARTY MARAUDER

# WAREHOUSE WEBPAGE

<https://www.avc.edu/purchasing-and-contracts/warehouseceiving>

The screenshot shows the website for the Warehouse/Receiving Department at Antelope Valley College. The header includes the college logo, navigation links for Enrollment Dates, Class Schedule, Quicklinks, and English, and buttons for MYAVC and APPLY NOW. A secondary navigation bar lists COVID-19, Academics, Admissions, Students, and About. A banner image shows the Student Services building. The main content area features a menu with 'Archiving and Records Retention' and 'Delivery Instructions', a breadcrumb trail 'Home / Purchasing and Contracts / Warehouse/Receiving Department', a link to 'Click here for Warehouse address, hours and delivery Instructions', a 'Listings' section with links to 'Supplies Catalog' and 'Forms Inventory', and a 'Forms' section with a note that forms must be typed and sent through Adobe Sign, followed by links to 'Archive Submittal Form', 'Equipment Transfer', 'Loan Equipment Agreement', 'Surplus Equipment Request', and 'Warehouse Requisition Form'. A 'QUESTIONS? ASK MARTY MARAUDER' button is located in the bottom right corner.

Antelope Valley College

Enrollment Dates Class Schedule Quicklinks English MYAVC APPLY NOW

COVID-19 Academics Admissions Students About

STUDENT SERVICES 33V

Menu

- Archiving and Records Retention
- Delivery Instructions

Home / Purchasing and Contracts / Warehouse/Receiving Department

[Click here for Warehouse address, hours and delivery Instructions](#)

Listings

- [Supplies Catalog - Updated 10-3-2023](#)
- [Forms Inventory - Updated 07-31-2023](#)

Forms

Forms must be typed and sent through Adobe Sign for Signature!

- [Archive Submittal Form - Updated 10/14/2022 \(See Archiving and Records Retention for more information\)](#)
- [Equipment Transfer - Updated 2/24/2022](#)
- [Loan Equipment Agreement - Updated 2/24/2022](#)
- [Surplus Equipment Request - Updated 2-24-2022](#)
- [Warehouse Requisition Form - Updated 8-23-2022](#)

QUESTIONS? ASK MARTY MARAUDER

# PURCHASING WEBPAGE

<https://www.avc.edu/purchasing-and-contracts>

The screenshot shows the Antelope Valley College Purchasing and Contract Services webpage. At the top, the college logo is on the left, and navigation links for Enrollment Dates, Class Schedule, Quicklinks, English, MYAVC, and APPLY NOW are on the right. A secondary navigation bar includes COVID-19, Academics, Admissions, Students, and About. Below the navigation is a banner image of the Student Services building. The main content area features a breadcrumb trail: Home / Financial & Fiscal Services / Purchasing and Contracts. The heading is "Welcome to Purchasing & Contract Services". There are two rows of icons with corresponding links: About Purchasing, Vendor Portal, Bid Opportunities, Board Deadlines, Contact Us, Guidelines, Policies, & Procedures, Forms & Documents, Banner, Contracts, and Travel. A button at the bottom right says "QUESTIONS? ASK MARTY MARAUDER".

Menu

- Bid Opportunities
- Doing Business With Antelope Valley College
- Educational Resources
- Guidelines & Processes
- Contract Services
- Forms
- Banner
- Board Deadlines
- Contact Us

Home / Financial & Fiscal Services / Purchasing and Contracts

## Welcome to Purchasing & Contract Services

[About Purchasing](#) [Vendor Portal](#) [Bid Opportunities](#) [Board Deadlines](#) [Contact Us](#)

[Guidelines, Policies, & Procedures](#) [Forms & Documents](#) [Banner](#) [Contracts](#) [Travel](#)

QUESTIONS? ASK MARTY MARAUDER

# got questions?



[purchasing@avc.edu](mailto:purchasing@avc.edu) | Ext. 6310





# Auxiliary Services

## How do students define success?

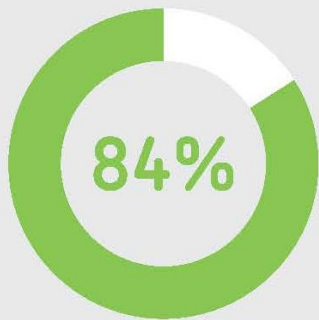
Personal trait, such as: being committed, working hard, being ambitious, or achieving goals.



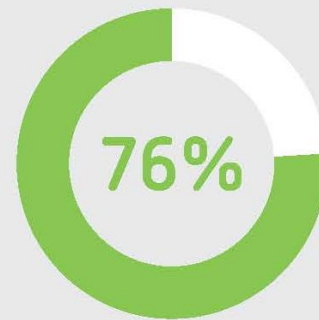
68%

of students defined success by personal trait or personal attainment

### Barrier to student success:



#1  
affordability  
of tuition



#2  
worrying about  
their basic needs

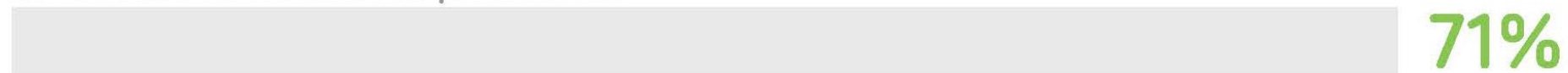


## Most important ranking factors in achieving success:

#1 student community



#2 access to academic personnel



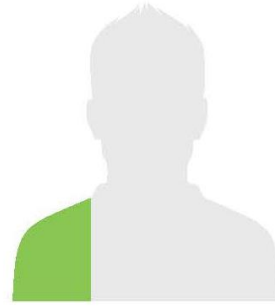
#3 non-academic staff (auxiliaries)







**44%**  
of students  
say auxiliary  
services are  
very important  
to achieve  
success

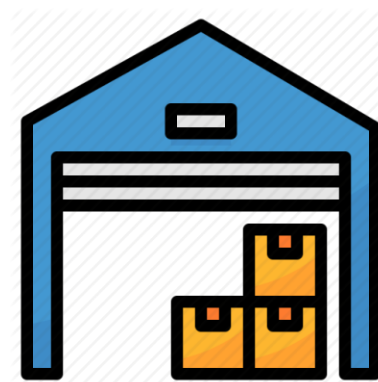
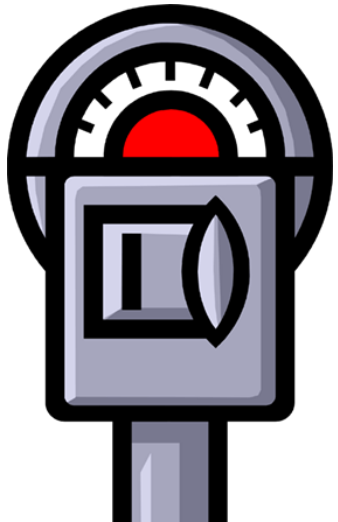
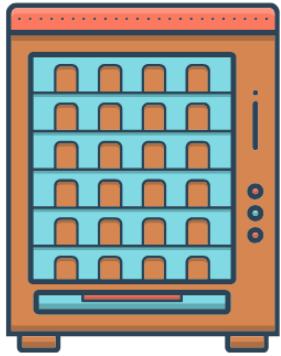
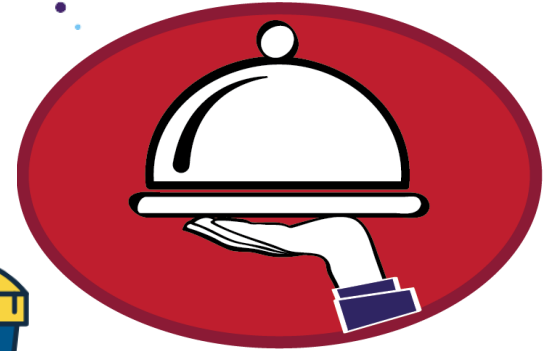


**29%**  
feel that  
auxiliary  
services  
have tangibly  
contributed to  
their success





# what is auxiliary services?



CoolClips.com



ANTELOPE  
VALLEY  
COLLEGE



# auxiliary services

auxiliary services provides services and products for students, staff, faculty and administration that supports the mission of the college and student success



# auxiliary services



# auxiliary services



bookstore operations  
partner

two (2) \$500 scholarships



food service  
operations

twelve (12) student workers  
provide Cafe and Catering

Hours: 8:30 am - 5:00 pm  
8:30 am - 12:00 pm (friday)



performing arts theatre

twenty (20) student workers  
forty (40) AVC performances annually  
thirty (30) community based  
performances annually



vending services

provide off hours vending  
looking at a market concept  
and other concepts to support  
the community



Are your students prepared with the skills employers want — and expect? According to the latest research and findings, employers are looking for candidates with the following skills.<sup>1,2</sup>





# WHAT WORKING COLLEGE STUDENTS WANT



## STUDENT PREFERENCE FOR WORKING LOCATION

- 53% On Campus
- 13% Off Campus
- 34% No Preference

### WHY STUDENTS CHOOSE:

#### ON CAMPUS

Location  
Flexible Schedules  
Meeting Students

#### OFF CAMPUS

Work Experience  
Better Pay  
Networking Opportunities



## WHY STUDENTS WORK WHILE IN SCHOOL

- 63% Living Expenses
- 56% School Expenses
- 48% Saving Money
- 46% Leisure
- 42% Experience

## MOST IMPORTANT FACTORS IN A JOB FOR STUDENTS

68%  
Flexible work hours and schedule

54%  
Convenient and accessible location

41%  
Work experience & profession preparedness

Source: NACAS/Riddle & Bloom 2017 Research. This survey was conducted for NACAS by Millennial and Gen Z 'Ideas and Access' Agency Riddle & Bloom ([www.riddleandbloom.com](http://www.riddleandbloom.com)) from September 6 - October 5, 2017. Margin of error is +4% on 244 completed surveys.



# Contact Information

## Auxiliary Services

**James Nasipak, Director - ext 6505 - [james.nasipak@avc.edu](mailto:james.nasipak@avc.edu)**

## AVC Café

**Cassandra Trice, Supervisor - ext 6994 – [cassandra.trice@avc.edu](mailto:cassandra.trice@avc.edu)**

## Barnes and Noble

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## Subway

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# Thank you for your attendance!

Serve Students, Be Kind!

