



# College Coordinating Council Meeting

March 27, 2024  
9:30 a.m. – 10:30 a.m.  
L201

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

**Committee Members:**  
Hal Huntsman, Academic Senate  
Steve Benitez, ASO  
Pamela Ford, Classified Union  
Ashley Hawkins, Confidential/Management/Supervisory/Administrators  
LaDonna Trimble, Deans  
Dr. Jason Bowen, Faculty Union  
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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 February 14 <sup>th</sup> & February 28, 2024, & March 13, 2024.	All	5 minutes	
II. Constituent Reports	All	10 minutes	
<b>DISCUSSION/ACTION ITEMS:</b>			
I. CMSA Reclass Process	Lauren	5 minutes	
II. BP/AP 3515 – Reporting Crimes	Jennifer	5 minutes	Returned from Constituent Review on February 14, 2024.
III. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program	Jennifer	5 minutes	Returned from Constituent Review on February 14, 2024.
IV. BP/AP 3560 – Alcoholic Beverages	Jennifer	5 minutes	Returned from Constituent Review on February 14, 2024.
<b>RETURNING ITEMS:</b>			
I. BP 2715 Code of Ethics	Bridget	5 minutes	
II. Student Service Members Guidelines	Hal	5 minutes	

III. Listserv Guidelines (Michael Wilmes to Explain Microsoft Teams)	Hal	15 minutes	
<b>POLICIES OUT FOR CONSTITUENT REVIEW:</b>			
I.			
<b>POLICIES IN PROCESS:</b>			
I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta II. BP/AP 4010 – Academic Calendar III. Decision-Making Principle Document – Jennifer IV. BP/AP 4010 – Academic Calendar – Kathy V. BP/AP 4100 – Graduation Requirement – Idania VI. BP/AP 4400 – Community Services – Kathy VII. BP/AP 7130 – Compensation – Shami & Legal VIII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal			
<b>NEXT MEETING DATE: April 10, 2024</b>			



# College Coordinating Council Minutes

February 14, 2024  
9:30 a.m. – 11:30 a.m.  
L201

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

**Committee Members:**  
Hal Huntsman, Academic Senate  
Steve Benitez, ASO  
Pamela Ford, Classified Union  
Ashley Hawkins Confidential/Management/Supervisory/Administrators  
LaDonna Trimble, Deans  
Dr. Jason Bowen, Faculty Union

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Dr. Jennifer Zellet, CHAIR - **via Zoom**  
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

## MINUTES

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of January 24, 2024.	All	2 minutes	Pamela pointed out that part of the minutes was missing and it was agreed, with revisions, that they are approved.
II. Constituent Reports	All	3 minutes	<b>Pamela</b> stated that she had some concerns regarding the recording of Zooms and the Otter software. <b>Bridget</b> confirmed that in meetings it sometimes pops up. <b>Shami</b> stated that IT is working on it, that it appears to attach to an account, and that the host can remove people who have it. <b>Ashley</b> stated that the host could try not letting people into Zoom that have it. <b>Shami</b> stated that he would have IT check into it and get back to the group.
<b>DISCUSSION/ACTION ITEMS:</b>			
I. Administrative Reorganization Review of Input	Jennifer	30 minutes	The President Zoomed into the meeting and stated that she would like the group to look over the feedback and that she

		<p>would like to get together work groups and think tanks to analyze the feedback. She asked the group how everyone would like to see the revisions, like track changes, and highlights, and if everyone was okay with the timeline.</p> <p><b>Hal</b> stated that he does not like track changes and that it is ineffective but could not say which way would be best. He stated that with Spring Break coming up, people are away at conferences, which does not allow for getting feedback, and asked for extended time.</p> <p><b>Jennifer</b> stated that we need to find balance in getting the work done, we need to utilize the time we have, and we are all busy, and need to work together.</p> <p><b>Pamela</b> stated that she agreed with Hal, she does not like track changes and asked for highlighted changes.</p> <p><b>Bridget</b> stated that it is a little different than what was used before and that it is a little clearer and that less people will be editing the document.</p> <p><b>Pamela</b> stated that she wants to make sure to send out the feedback and then the revised document.</p> <p><b>Jennifer</b> reassured the group that the survey feedback would be sent out.</p> <p><b>Pamela</b> asked if the group could see all the feedback emails.</p> <p><b>Jennifer</b> stated that she would compile it into one document, that she has received feedback in meetings, in emails, and that she would do her best.</p> <p><b>Ledonna</b> stated that in the final draft of the reorg maybe provide the origin of the change and connect it with the feedback.</p> <p><b>Ashley</b> suggested that some people like track changes to provide maybe both that and a summary.</p> <p><b>Jennifer</b> stated that she would do an Executive Summary of Changes. She stated that there has been a modification, adding a Dean of Student Health &amp; Wellness, that there is a need for counseling, and that the Dean will develop the center. She stated that the Dean of Student Life will be changed to the Dean of Student Health &amp; Wellness and that the Dean of Student Support will be open for recruitment. She stated that the Reorg has</p>
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			<p>been authored by her and her team, working collaboratively, to restructure AVC as we look forward. She asked everyone to digest this, there is a lot, to look at the timeline and that she would do her best to accommodate.</p> <p><b>Shami</b> stated that the cost differential for the Budget Compliance is a 2-grade income increase and that created parity within the Director positions.</p> <p><b>Jennifer</b> stated that this is the first conversation regarding the development of the Dean of Student Health &amp; Wellness position.</p> <p><b>Lauren</b> stated that the proposal is a lateral move and not a promotion.</p> <p><b>Jennifer</b> stated that Merced combines positions, like the EOPS, and CalWORKs, and that the positions can be meshed together.</p> <p><b>Pamela</b> asked about the workgroups, the makeup, and whether it would be CCC or outside.</p> <p><b>Jennifer</b> stated that she would like to hold it at various times, open it up to everyone who wants to come to have an opportunity to take part and that it does not need to be formal.</p> <p><b>Hal</b> asked if the Dean of Student Wellness would replace the Executive Director.</p> <p><b>Jennifer</b> stated that yes, that it is a 1 to 1 exchange.</p> <p><b>Lauren</b> clarified that the Executive Director of Student Health would now be morphed into the Dean position and that it is a lateral move.</p> <p><b>Jennifer</b> stated that she would send out the metrics, that the Director of Student Development and Judicial Affairs, that the word “Judicial” is being struck as it sounds punitive, and that she wants to set a positive atmosphere.</p>
<p>II. BP 2715 Code of Ethics</p>	<p>Bridget</p>	<p>5 minutes</p>	<p><b>Bridget</b> stated that this item has been at CCC several times and stated that she was aware that the faculty had some concerns and asked if there were suggestions for revisions.</p> <p><b>Hal</b> stated that the earlier version did go out for constituent review and that the overall voice is that they are not interested in this policy.</p> <p><b>Jason</b> asked for clarification of the process,</p>

		<p>that a consensus is required to move this item to the Board and how would it go to the Board without consensus.</p> <p><b>Bridget</b> stated that the policies are the Board's, that the Board wants this, and that it would be inappropriate to obstruct the process.</p> <p><b>Jason</b> clarified that he was not obstructing but that consensus is needed to move to the Board and asked why a process is there if it's just the Board's policy.</p> <p><b>Bridget</b> clarified that the process is to have people participate, that the responsibility falls on the President's shoulders, and that this policy was introduced 9 months ago, and understands that there are challenges. She stated that she wanted more than just "we don't want it," for reasons as to why not to move the policy forward. She stated that the Board wants the policy.</p> <p><b>Pamela</b> stated that the atmosphere in CCC has changed and the group is trying to get things done. She stated that the feedback comes back and that this is not out of line. She stated that the original document came out, and the group requested examples of what other colleges were doing. She stated that she has never seen such a level of disrespect for 1 board member, with their tone, and with whispering to each other. She stated that she has noticed a more positive tone with Legal Counsel. She stated that the Board members represent constituents in their District areas, so it is important to share questions and concerns.</p> <p><b>Bridget</b> stated that the board relies on the staff.</p> <p><b>Pamela</b> stated that stated that CCC's input does matter.</p> <p><b>Bridget</b> stated that we cannot personalize this and that all the members have a responsibility.</p> <p><b>Shami</b> read a portion of AP 2510 under Membership and Functions of Governance Councils, Section A, 7, (f) and that everyone has input, that it genuinely is sought and encouraged input from the constituent groups.</p> <p><b>Hal</b> stated that he was fine with this going out.</p> <p><b>Bridget</b> asked the group to come prepared to bring feedback.</p>
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<p>III. BP/AP 7250 – Educational Administrators</p>	<p>Lauren</p>	<p>5 minutes</p>	<p><b>Pamela</b> asked what the competencies are and how they would be measured.</p> <p><b>Lauren</b> stated it is from the Chancellor’s Office, that she needs to talk to the faculty and look at how other schools are doing this.</p> <p><b>Pamela</b> stated that there needs to be training in DEIA to understand how it impacts evaluations and how it is measured.</p> <p><b>Lauren</b> stated that it is a journey for everyone and is determined as a community.</p> <p><b>Ashley</b> stated that training is needed before evaluating takes place, to determine what it looks like as it sounds punitive.</p> <p><b>Lauren</b> stated that Educational Administrators sit on evaluations for faculty, and everyone needs the DEIA training and understand the metrics.</p> <p><b>Bridget</b> stated that the policy could be developed and then get the procedures in place after that.</p> <p><b>Pamela</b> asked that this not go out until the competencies are worked out.</p> <p><b>LaDonna</b> stated that she wants to make sure that the timeline for when people are held responsible is communicated.</p> <p><b>Bridget</b> stated that language could be added with the implementation date.</p> <p><b>Pamela</b> suggested that this be brought back with suggested language.</p> <p><b>Shami</b> stated that the evaluation has to include this, the District decides what it is and that there is work to do.</p> <p><b>Pamela</b> stated that it needs to be worked on, to bring back language, and then have it</p>

			<p>go out for review. She stated that evaluations are a serious matter.</p> <p><b>Hal</b> stated that the Educational Administrator’s duties should not be included.</p> <p><b>Lauren</b> stated that it was a good idea.</p> <p><b>LaDonna</b> suggested adding the language like the Superintendent/President or designee will establish the process.</p> <p><b>Jason</b> stated that he would like to keep the language regarding the Educational Administrator’s duties, that it protects administrators, that it’s not a clear statement regarding evaluations, and that having job descriptions protects everyone.</p> <p><b>Ashley</b> questioned the vacancy and retreating rights in section “c” of the AP.</p> <p><b>Lauren</b> stated that she would provide clarification on vacancy and retreat rights.</p> <p><b>Kathy</b> stated that there is case law that rights are protected</p> <p><b>Idania</b> stated that there needed to be more understanding of this.</p> <p><b>Shami</b> stated that this would be revised and that it would be brought back to another meeting.</p>
IV. BP/AP 3515 – Reporting Crimes	Jennifer	5 minutes	<p><b>Lauren</b> stated that this is related to the Clery report and that it is required to report the misconduct but not the individual’s name.</p> <p><b>LaDonna</b> stated that it used to be kept private.</p> <p><b>Lauren</b> stated that she understands that people want to keep things private and that the college can take an anonymous report.</p> <p><b>Jason</b> stated that crimes are committed and with certain circumstances, anonymous reporting provides protection.</p> <p><b>Lauren</b> stated that the sheriffs take anonymous information all the time.</p> <p><b>Jason</b> stated that the sheriffs could report it to the district and that the Administrative Procedures would always apply.</p> <p><b>Pamela</b> questioned if past practice was always anonymous.</p> <p><b>Bridget</b> stated that the sheriff cannot ignore anonymous tips.</p> <p><b>Lauren</b> stated that it is for the annual Clery report, that the incidents in and around the campus are reported, and that this is how the District reports the data.</p> <p><b>Bridget</b> stated that on page 25 the pronoun</p>



			“themselves” should replace “themselves.” It was agreed to go out for constituent review.
V. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program	Jennifer	5 minutes	It was agreed to go out for constituent review.
VI. BP/AP 3560 – Alcoholic Beverages	Jennifer	5 minutes	There was some discussion about who the “designated person” is, that Patty would get clarification from the President, and that it would go out for constituent review.
<b>POLICIES OUT FOR CONSTITUENT REVIEW</b>			
<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: February 28, 2024</b>			



# College Coordinating Council Minutes

**February 28, 2024**  
 9:30 a.m. – 10:30 a.m.  
 L201

**Type of Meeting:** Regular  
**Note Taker:** ~~Patty McClure~~ (ABSENT) Sheryl Williams  
**Please Review/Bring:** Agenda, Minutes

**Committee Members:**  
 Hal Huntsman, Academic Senate - **ABSENT**  
 Steve Benitez, ASO -**via Phone**  
 Pamela Ford, Classified Union  
 Ashley Hawkins Confidential/Management/Supervisory/Administrators  
 LaDonna Trimble, Deans  
 Dr. Jason Bowen, Faculty Union

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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 - **ABSENT**  
 Idania Padron, Vice President of Student Services - **ABSENT**

## MINUTES

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of February 14, 2024.	All	2 minutes	<p><b>Pamela</b> asked if there is a way to indicate on the agenda what needs to be brought back to the next meeting.</p> <p><b>Jennifer</b> agreed that it is easy to lose track and will speak with Patty about including a box for items to return at the next meeting because it's sometimes related to APs and BPs.</p> <p><b>Pamela</b> asked about the President's response regarding the cost differential on Page 5 and would like to address it later because there's no clarity as to what's being asked.</p> <p><b>Jason</b> requested an addition to the minutes. He stated that, at the last meeting, he asked Bridget for clarification of the process. She stated that "the board wants this and it would be inappropriate to obstruct the process." Bridget clarified that the process is to have people participate and that the Board wants the policy. Jason requested that it be added to the</p>

		<p>minutes, “And you, Jason, are interfering with the process,” because that’s what was said.</p> <p><b>Bridget</b> stated that the minutes are not verbatim. Jason stated that Shami Brar had even interjected to say that Jason was not interfering.</p> <p><b>Bridget</b> asked if we were going to begin making the minutes verbatim.</p> <p><b>Jennifer</b> clarified that these are summary minutes and that we would not want to set a precedent of selective quotations.</p> <p><b>Jason</b> stated that that’s a severe allegation reflected in the minutes. He feels it was extreme and uncalled for.</p> <p><b>Pamela</b> discussed with the President and requested that some language be added to the minutes because a conversation took place that was not reflected in the minutes.</p> <p><b>Jennifer</b> stated it would be tabled for now and will have a discussion with Patty. The conversation will resume at the next meeting.</p> <p><b>Bridget</b> stated that this has come up before. When she or the administration says something that is needed to create a record of when the constituent groups are speaking, we summarize and don’t engage in verbatim. Discussion needs to be a two-way street.</p> <p><b>Pamela</b> differed and asked Patty to do that because it included what she [Pamela] said verbatim, but it didn’t include Jennifer’s comment.</p> <p><b>Jennifer</b> stated that it is the job of CCC to execute the business of the college, so we won’t allow minutes or notes to become something weaponizable in any direction because it’s a distraction. We will stay focused on the mission, which is to move the college forward collaboratively and together. We’d like to establish a culture in which that happens. She asked everyone to work together to make that happen. She will meet with Patty to address Pam’s concern and the conversation will continue at the next meeting.</p> <p><b>Pamela</b> stated that sometimes she might not have the right words, but there are things said that ignite a difficult conversation or disagreement. If we are going to work toward having this meeting be more collegial, all sides need to be cognizant of how some words can mislead, from either side.</p> <p><b>Jennifer</b> shared how she was trying to eradicate inciteful language from the dean’s meetings. If we need to accomplish the work of the college, that needs to be eradicated. If we use inclusive language as opposed to inciting language, that will help us. She clarified that she was speaking to everyone in the room. Bridget stated she thought about collegiality that morning and that COVID has changed how we handle things. We used to meet in the president’s</p>
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			conference room, not such a big spread-out room like L201. She would like to consider another room for future meetings. Jennifer stated we will table discussion of the minutes.
II. Constituent Reports	All	3 minutes	<p><b>Shami</b> stated that many colleges are dealing with Otter. They are an aggressive software provider, and there is no easy way to disable it because of Zoom. If we restrict it and only do Zoom via the app, we would have more control, but we'll deal with a lot of people who can't access it from a calendar. They would have to have a locally installed client. Otter is not recording the meeting, but they're transcribing it, which is similar. But we still don't want it and are trying to get rid of it. We are looking for a solution but haven't found one yet. It is a user permission, so IT can't apply it across all devices because users have their own devices.</p> <p><b>Pamela</b> asked why some people have Otter and some don't.</p> <p><b>Shami</b> clarified that people have signed up for it inadvertently. Otter is aggressive, so it's easy to sign up for it without knowing. However, you will no longer see the Otter notifications asking you to sign up because those have been blocked. Also, the default setting in Zoom that places people in the waiting room should be a standard practice. Hosts should be selective when admitting people. ITS is looking at a multi-pronged approach: 1) training 2) a backend solution (but it's taking longer). There is no easy fix. Zoom has its own AI tool, so Otter is also a challenge for them because they would prefer we use theirs.</p> <p><b>Bridget</b> asked if, in the meantime -- because she is someone who signed up unknowingly -- do we want to put something out?</p> <p><b>Shami</b> stated that that's part of the plan. We are limited because we don't have control of people's browsers. He will bring this back as an update.</p> <p><b>Jason</b> stated that he would love to see a more collegial atmosphere and have conversations soon to make that happen. At the last meeting, he asked for clarification of a process -- that consensus be required to move to the board -- and also that he had asked how it could go to the board without consensus. The response was, "The policies are the board's" -- he has issues with that -- that "the Board wants this, and it would be inappropriate to obstruct the process." Jason stated he was not interfering or obstructing; he raised his hand and was called on by the chair and given permission to ask the questions. Those comments are egregious. If they are true, he could be subject to disciplinary action. He assumes that wouldn't occur, but the point is, those comments are coming from one of the highest officials,</p>

		<p>and he doesn't understand why this is allowed to continue. He is offended by the remarks directed at him. In all his years at the college, he has never heard anyone on the committee spoken against this way. "These policies are the board policies" - that's not true. These policies belong to the community, employees, students, and faculty. They state that the board serves at the pleasure of the voters. This is a public college under the state of California. The BPs also state that they affect different constituent groups – ASO, faculty, CMS, classified, and the bargaining unit. We have five groups stated. They're encouraged to participate in the process of recommending to the Board for approval because of how it affects them, so how are they only the Board's policies? These statements are being made when the process does not contribute to furthering the aims of the administration. When the process is followed, it benefits everyone, even when his own interests are not benefited. At least it's minimally fair. He would like to see fairness and the name-calling and accusations end and would like it recognized that the BPs and procedures belong to everyone in the community.</p> <p><b>Jennifer</b> clarified that BP 2510 tells this committee how to work and how to move things forward. They're called Board policies because the Board's voice should be greatly included in them. Our Board is having some training. Other boards are more active in the formation of policies. That's a muscle on the smaller side here. Typically, they're called Board policies because they work at the policy level, and that is the Board's voice and instruction to the District. APs is how we as a campus decide to work out the policies. It doesn't mean the Board exclusively possesses the authority. We recognize and respect the participatory process, that's why we are here two times a month. Our Board has not exercised the full of its agency in the formation of BPs. There's a conversation about how to make that happen. She suggested that they talk to their counterparts at other districts because there are procedures where they have a much more overt and active voice. Right now, it's on the more passive side. She is interested in empowering our Board because sometimes it's not clear. Remember that we are working toward something bigger. Let's work toward moving things forward collegially and making this process better.</p> <p><b>Pamela</b> stated that, at the last meeting, she asked the question about the BP on censure and said she would be interested in the Board's input on it. She was told that wasn't the way it worked. She appreciates what Jennifer said. She sits in on other board meetings and</p>
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			<p>sees that they are actively engaged. They don't take the word of leadership and thank constituents when they express concern. They're not trying to censure community or constituent groups. If they're conducting their training the right way, our Board will become engaged in terms of being aware of what's in the Board package and rule based on research and knowledge.</p> <p><b>Jennifer</b> thanked Pamela for that and asked that she not assume that because there's not a lot of discourse, that people haven't done homework. The President cautioned her to be careful because that could be an offensive statement if they do their homework personally. Pamela stated that she took training in CalWorks on harassment where they talked about certain terms that are considered threatening. One of them is "be careful." That said a lot. She is basing her statement on what she sees and statements that are made. The Board used to meet with them, but they haven't met since the last administration.</p> <p><b>Jennifer</b> stated that we have additional items and asked if there are any other reports.</p> <p><b>Senate</b> had nothing to report.</p> <p><b>Steve</b> shared that the ASO is working on the constitution to add a VP of Student Equity to reflect the college.</p> <p><b>CMSA</b> had nothing to report.</p>
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**DISCUSSION/ACTION ITEMS:**

<p>I. Administrative Reorganization</p>	<p>Jennifer</p>	<p>30 minutes</p>	<p><b>Jennifer</b> stated that there were folks who didn't want their emails forwarded, even with names redacted, because you'd know who sent the email by the content, and it would be far too identifiable. In fairness to all, and trying to be as transparent as possible, she summarized by theme to protect identity but also make sure that folks could see the things that were coming up. There were very detailed responses from the feedback forms. Some of them were uncomfortable with some of the feedback sent out that way, so she decided that this is the format the summary was going to be in. She apologized if that is insufficient but that's the decision that was made. • We did not do track changes because, following the request, the document that came out last week with the summary already indicated the changes that were included. • The last document that went out with the summary voiced concerns about HR's title. • OSD will remain under Counseling. • The project supervisor for the baccalaureate will stay reporting to the dean due to the amount of workload. It doesn't make sense to report under the VPAA. We need to figure</p>
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		<p>out what is the workload of reporting and what can be done through IRP instead of one single person in any department. • The bump in pay for the Director of HR is not happening. • The LACA name is remaining the same. • Aerospace/CTE Area - The name Industrial Arts and Applied Technologies communicates what’s happening and doesn’t negate the CTE programs in other divisions. • Director of Palmdale Center - Because there’s a dean, this position will be downgraded to a supervisor and it is being filled by someone whose position is running out because of grant funding. So rather than giving a March 15th notice and bumping someone, having the position filled is the ideal solution and is not disruptive to the institution.</p> <p><b>Pamela</b> asked – if the Director of IMC will now be moving to Academic Affairs, will the staff go along with that department? She received an application for the reclassification for an employee, did her research, and found out that they had no knowledge that they were not going to be moved. The supervisor wants the staff to go with them. She asked that Jennifer talk to that individual before making a final decision. Reclasses go to the reclass committee, and it won’t pass muster because the supervisor did it without the knowledge of the employee.</p> <p><b>Jennifer</b> clarified that that happened without her knowledge.</p> <p><b>Shami</b> stated that he hadn’t seen it.</p> <p><b>Pamela</b> stated she didn’t see an issue with that department moving to Academic Affairs, but the supervisor wants the staff to stay with them. But when she reached out to employee, they didn’t know. When she saw the application for reclassification, there was an employee part that wasn’t even included. There are concerns about the language as a whole, including the use of the word “abolish.”</p> <p><b>Jennifer</b> stated that she was not aware of this and that we are not on opposite sides of the table.</p> <p><b>Shami</b> will look into it.</p> <p><b>Pamela</b> wanted to stress that if we’re talking about collegiality, we need to stop the underhandedness. If something will affect classified employees, it shouldn’t be a secret.</p> <p><b>Shami</b> clarified that the request for reclassification was not a part of the reorg. It was an initiative that Michael Dioquino did, and he submitted it prior to the reorg or knowledge of it. It was never discussed with the exec team. He’s using the word reorg, but it’s not the same as what we're discussing here. He</p>
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		<p>wasn't even aware there was a district-wide reorg at the time.</p> <p><b>Pamela</b> reiterated that before any classified employees become a part of the ITS Helpdesk, there needs to be education on how they are to be treated. Students come in and call them the N word. This won't go through the reclassification committee. There is no reason any staff should be called a name. The student said, "This dumb [N word] doesn't even know what they're doing."</p> <p><b>Jennifer</b> stated that was the first time she heard about it and that we will work together so that those things don't happen. There are supports in place so that employees aren't disrespected.</p> <p><b>Shami</b> clarified that this reclass request is not being submitted with our district reorg.</p> <p><b>Jennifer</b> stated that, as things took shape, some position decreases look as though they're being abolished but they are not. The name of the old position is being renamed. Some are a wash. New positions are highlighted in green, and changes are in blue. Savings have increased because of the ability to use categoricals for positions. One of the big motivations for doing the reorg now is to get ahead of any stressors on the budget that will come due to the shortfall in the state budget. We are trying to relieve pressure on the general fund against the day we have to rely on our own resources to pay our people. If we don't have liquidity, we will have to ask for a loan with interest. However, the state won't repay your deferral with interest. That is one of the major motivations; she takes seriously her responsibility to every employee, and it keeps her up at night. We are doing our best to make sure we save as much as possible. Pamela asked, are we looking to not cut any employees? Jennifer assured her that that is her goal. While some folks' jobs may change, no one lost them.</p> <p><b>Pamela</b> asked if classified employees have anything to worry about this year.</p> <p><b>Jennifer</b> confirmed not this year. She would love to give a guarantee, but we're doing our best to make sure that that doesn't happen. We're in better shape than our district partners.</p> <p><b>Pamela</b> asked why there is no change in salary for the director of benefits and risk management. It's a huge job when combined, and safety is an issue.</p> <p><b>Shami</b> acknowledged that safety is an issue. We are adding to Terry's position the oversight over benefits. The benefits position still exists. It's managerial support, so there's not a need or desire to increase.</p>
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**Jennifer** stated that it is a big area, but we realized upon Terry's retirement that many of those tasks are contracted out. When you do that, it becomes managerial and not time-consuming. So there was a lot of capacity in the position that could be used to benefit the college.

**Shami** stated that the functions related to training have been picked up by the Director of M&O position.

**Pamela** voiced concern that we've had some major safety issues, including one she's getting ready to report. Classified employees have been telling the District for years that faculty need to be trained in safety just as classified are. That has never occurred. So you have an incident and it turns into a disaster and creates a loss of jobs. Those kinds of situations could be avoided if we were doing our part to provide ongoing safety for all individuals within the department and not just some. She doesn't want a bunch of consultants coming in and saying it's not really a problem. There are people in SSV with breathing issues because of the unhealthy conditions. Employees were required to remove pigeon feces, which resulted in an employee being hospitalized because safety was not a factor. She asks that before a decision is made to combine these two positions, it's not just oversight. We need safe working conditions.

**Jennifer** agreed and shared that she hopes everyone has seen that her expectations are high.

**Shami** agreed with both Pamela and Jennifer. We have increased our training offerings and are looking to do more. The Director of M&O has been requested -- and it's expected -- that he will work hand in hand with this new position.

**LaDonna** asked for the new positions.

**Jennifer** stated the Palmdale Center Supervisor, the Dean of Allied Health and Wellness, Director of Student Development.

**Pamela** asked if we could add it back to the document. Jennifer confirmed that it would be readded; it was removed unintentionally.

**Pamela** requested that before we decide on the IMC position, there needs to be discussion with the supervisor and the employee. There are reasons the staff should stay with the supervisor.

**Shami** confirmed that will, and Lauren Helsper will be part of that as well.

**Jennifer** stated that the duties and needs of campus are different today, and the needs of Academic Affairs are very different from what existed previously. This structure is intended to allow us to

			<p>move forward to support the institution. We will have a conversation. The only piece that might have been new is the Palmdale Center, but that's to support positions at the Palmdale Center. The whole area of Health &amp; Wellness needs activation. Executive Directors and Deans are the same layer even though they're on separate salary schedules. We are moving an existing dean over there with the expertise to develop the program and activate the space. We owe it to our students to get the health center up and running and develop a student wellness program. There's wellness training we're supposed to be offering that we don't have a place for. The Director of Student Development will have ASO, clubs and restorative justice.</p> <p><b>Pamela</b> expressed concern about this because typically one person goes on trips.</p> <p><b>Jennifer</b> clarified that if we're looking to acquaint people with more folks, we can cultivate a different person to chaperone. There are many ways we can do this.</p> <p><b>Pamela</b> asked why an administrative assistant was added for the Vice President of Equity and Student Achievement, but there is no consideration for a director under that position. The Director of Student Development has no support staff?</p> <p><b>Ashley</b> commented that there's incongruity with directors who have clericals and some who don't.</p> <p><b>Pamela</b> stated that most directors at least get a Clerical III. There's a lot of record-keeping. Jennifer clarified that the conduct piece will work closely with the VP's office. There needs to be thicker structure for student support.</p> <p><b>Shami</b> stated that we don't have dedicated admin support for a director; it is usually departmental/divisional.</p> <p><b>Pamela</b> asked if a recruitment will take place after they see what they need.</p> <p><b>Jennifer</b> clarified that it would take place over time. In some areas, positions have been added without taking into account some of the work. As the work and positions change and shift and the demand arises, there's an opportunity to utilize our processes. If a position is moved elsewhere, there's capacity we might also be able to move it elsewhere. Pamela stated that it needs to be considered that they be given at least a Clerical III.</p> <p><b>Jennifer</b> stated that everyone has one week to look at the document and that she handled it to the best of her ability. She thanked everyone for their patience, participation, and investment in the organization of the college. We are shaping the</p>
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			<p>college together.</p> <p><b>Jennifer</b> clarified that after looking at the reorg a bit more, it's net 3 positions.</p> <p><b>Shami</b> stated that if there's a need for additional support staff, there is a change in reporting structure. Greg won't report to Alex but will continue his role as trainer and work with Alex and Academic Affairs. If we move Greg to Academic Affairs, he also supports things like Outlook. He's the trainer for all support technology, district-wide.</p> <p><b>Jennifer</b> stated that she was excited about what she saw at a recent site visit. She took pictures of an innovation space for faculty and classified positions and they have trainers. As our online programs grow, we grow our capacity to have these positions. Some conversations will come out of today's discussion, and we'll see where we land with support. The Technical Trainer was ITS, but the Instructional Media Designer was a faculty space. But just because they're in different departments doesn't mean they're inaccessible and unable to work across lines. Online education is the instructional part. The curriculum specialists will report to him, and Kathy will build out that program.</p> <p><b>Jason</b> thanked Jennifer for providing the summary and asked if we would receive raw feedback.</p> <p><b>Jennifer</b> stated that he did. There were only 6 or 7 emails. She will not be sending the emails out.</p> <p><b>Shami</b> clarified that there was a reorg email at the last reorg in 2022. Those responses were kept confidential and were not considered campus-wide.</p> <p><b>Jennifer</b> apologized if that was insufficient.</p>
II. AP 7130 – Compensation & Ed Code 88166	Pamela	10 minutes	Ran out of time.
III. EEO Plan	Lauren	10 minutes	Ran out of time.
IV. BP 2715 Code of Ethics	Bridget	5 minutes	Ran out of time.
<b>POLICIES OUT FOR CONSTITUENT REVIEW</b>			
BP/AP 3515 – Reporting Crimes – Since February 14, 2024			
BP/AP 3550 – Drug-Free Environment and Drug Prevention Program – Since February 14, 2024			
BP/AP 3560 – Alcoholic Beverages – Since February 14, 2024			
<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: March 13, 2024</b>		



# College Coordinating Council Minutes

March 13, 2024  
9:30 a.m. – 10:30 a.m.  
L201

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

**Committee Members:**  
Hal Huntsman, Academic Senate  
Steve Benitez, ASO  
Pamela Ford, Classified Union  
Ashley Hawkins, Confidential/Management/Supervisory/Administrators  
LaDonna Trimble, Deans  
Dr. Jason Bowen, Faculty Union  
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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

## MINUTES

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of February 14 <sup>th</sup> and February 28, 2024	All	5 minutes	<b>Jennifer</b> reviewed the note-taking process, that it will not be verbatim, that it will record actions taken, and be in a summary format. She encouraged everyone to send Patty the revisions and at the next meeting they would be approved. <b>Bridget</b> stated that in the past the minutes were taken in summary form. <b>Jason</b> asked if the constituent reports would be the same way and Jennifer stated that if a committee member would like to submit a paragraph or so to Patty, then it would be reflected in the minutes.
II. Constituent Reports	All	15 minutes	<b>Pamela</b> stated that the union stands in solidarity with the students who shared concerns at the board meeting, and she hoped that the district would support the students. <b>LaDonna</b> stated that in the Fall she

			<p>would be stepping down and that she would be sending out an email to find her replacement.</p> <p><b>Steve</b> stated that ASO is currently reviewing the BPs out for review.</p> <p><b>Hal</b> suggested postponing changes to AP 2510 at least not before Fall.</p> <p><b>Jennifer</b> stated that there have been discussions regarding the Glossary of Terms from the Chancellor’s Office, that a group is attempting to define the terms, and that this is informational. It is for operational awareness and not for approval. <b>Pamela</b> stated that there were issues that arose and asked what the impact was. <b>Jennifer</b> stated that she hoped that the energetic discussion would challenge everyone’s ideas, and as everyone gets together, to learn what it means in different areas of service.</p> <p><b>Kathy</b> stated that the schedule is live for the Spring and Fall of 2024 and that there will be an Ad Astra update that will be able to build what students need to facilitate scheduling.</p> <p><b>Lauren</b> stated that HR is back in the Admin Building and that they are moving forward with recruitment.</p> <p><b>Idania</b> stated that EdSights will be on campus on the 18<sup>th</sup> working with the constituent groups and teaching what is the next level in smart AI. Also, she is working with ConnexEd across campus for the counseling audit system.</p>
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**DISCUSSION/ACTION ITEMS:**

<p>I. AP 7130 – Compensation &amp; Ed Code 88166</p>	<p>Pamela</p>	<p>10 minutes</p>	<p><b>Pamela</b> stated that she has looked at the Labor Code and is concerned that if there is an error in an employee’s pay, it is punitive to have the employee pay it back. She asked for a process that will work for all employees if an error happens.</p> <p><b>Jennifer</b> suggested to meet with Lauren.</p> <p><b>Shami</b> stated that the overpayment is a gift of public funds, there is a process to work with the employee, and there is an agreement regarding the repayment schedule.</p> <p><b>Pamela</b> suggested accountability for errors, that the salary range for out-of-class pay needs to be identified, and</p>
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			that the employee should not be penalized. <b>Lauren</b> suggested a conversation offline to further discuss the matter.
II. All College Strategic Planning Retreat	Jennifer	5 minutes	<b>Jennifer</b> talked about an all-college Strategic Planning Event, to celebrate, look at goals by units and look at the data from the CCSSE surveys. She suggested having coffee in the morning, with a poster walk, showing all the accomplishments of all the different areas. <b>Hal</b> suggested it be after the semester, maybe April 26. Jennifer will draft the agenda for the day and bring it to the Strategic Planning Committee.
<b>RETURNING ITEMS:</b>			
I. BP 2715 Code of Ethics	Bridget	10 minutes	Ran out of Time.
II. Student Service Members Guidelines	Hal	5 minutes	<b>Hal</b> stated that it is illegal to drop students who are serving our country, and that in week 5/6 a student could get an incomplete. There was some discussion on faculty needing assistance, maybe a policy to help the student see what the right decision is. There was a question regarding accommodating students and <b>LaDonna</b> stated that it depends on the program and course, maybe independent study would be a good option. There was some discussion regarding an MW (military withdrawal) and if the student receives money back and that financially, it impacts every student differently. <b>Lauren</b> stated that it may align with the pregnancy policy. There was some discussion regarding the last sentence, and it was agreed to have Hal revise it and send it to Patty. <b>Pamela</b> asked if it would be a new policy, that is not in the CBA. There was some discussion around additional guidance, the attendance guidelines are in the catalog, and they should be in the instructor's syllabi. <b>Hal</b> stated that it made sense to add it to the catalog. It was suggested to also note it in the BP/AP. <b>Jason</b> stated that he wanted to review the federal regulations, and the final

			document, and asked for it to be brought back.
III. DEIA & Social Justice Committee	Hal	5 minutes	Ran out of Time.
IV. Listserv Guidelines	Hal	5 minutes	Ran out of Time.
<b>POLICIES OUT FOR CONSTITUENT REVIEW:</b>			
I. BP/AP 3515 – Reporting Crimes – Since February 14, 2024 II. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program – since February 14, 2024 III. BP/AP 3560 – Alcoholic Beverages – Since February 14, 2024			
<b>POLICIES IN PROCESS:</b>			
I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta II. BP/AP 4010 – Academic Calendar III. Decision-Making Principle Document – Jennifer IV. BP/AP 4010 – Academic Calendar – Kathy V. BP/AP 4100 – Graduation Requirement – Idania VI. BP/AP 4400 – Community Services – Kathy VII. BP/AP 7130 – Compensation – Shami & Legal VIII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal			
<b>NEXT MEETING DATE: March 27, 2024</b>			





## 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: \_\_/\_\_/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.~~

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

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 Sheriff's Office encourages anyone who is the victim or witness to any crime to promptly report the incident to the Sheriff's Office. Because police reports are public records under state law, the Sheriff's Office cannot hold reports of crime in confidence. Private reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities which include: Sheriff employees, student club advisors, peer mentors, Deans, Directors, Vice Presidents and Administrative Council Members. Confidential reports of crime may also be made to medical or mental health providers, the Student Health Center, or the Employee Assistance Program (EAP).

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 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.~~

#### 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:~~**

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~~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 31
- The immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

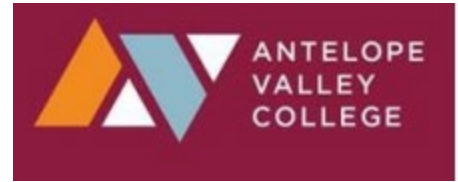
Also see BP 3515 Reporting of Crimes and AP 3516 Registered Sex Offender Information

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 ~~Schedule~~schedule 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, 33 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.;~~  
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41 U.S. Code Section 8103  
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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.

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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.

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**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.

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**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.

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### **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: 12/12/1  
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: \_\_/\_\_/23

\*CCLC Recommended Language

\*\*AVC Recommended Language



## 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)

## **Attendance 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 Resource 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; 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, federal law requires<sup>1</sup> that 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.

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 any changes to the standard course requirements (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.

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[https://content.govdelivery.com/accounts/USVAVBA/bulletins/37b3158#:~:text=Public%20Law%20117%2D328%2C%20which,of%20the%20Armed%20Forces%20\(including](https://content.govdelivery.com/accounts/USVAVBA/bulletins/37b3158#:~:text=Public%20Law%20117%2D328%2C%20which,of%20the%20Armed%20Forces%20(including)