



College Coordinating Council Meeting

November 10, 2021
 9:30 a.m. – 10:30 a.m.
 SSV 151 – Board Room

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

Committee Members:
 Van Rider, Academic Senate
 Nhe'Zhem Peoples, ASO
 Pamela Ford, Classified Union
 Michelle Hernandez, Confidential/Management/Supervisory/Administrators
 LaDonna Trimble, Deans
 Dr. Aurora Burd, Faculty Union
 Shami Brar, Vice President of Administrative Services - **CHAIR**
 Bridget Cook, General Counsel
 Isabelle Saber, Vice President of Academic Affairs
 Laura Benson, Consultant - Vice President of Human Resources
 Dr. Erin Vines, Vice President of Student Services

MEETING

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of October 27, 2021.	All	1 minute	
II. Constituent Reports	All	5 minutes	
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AVC BP/AP Approval Flow Chart	Shami/Van	15 minutes	
IV. BPs/APs 2610, 3810 and 7600 – Ongoing Review	Van	15 minutes	
V. Strategic Planning Committee – New Structure	Van	15 minutes	
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: December 8, 2021			



College Coordinating Council Minutes

October 27, 2021
9:30 a.m. – 10:30 a.m.
SSV 151 – Board Room

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

Committee Members:
Van Rider, Academic Senate
Nhe’Zhem Peoples, ASO
Pamela Ford, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans
Jason Bowen, proxy for Dr. Aurora Burd, Faculty Union

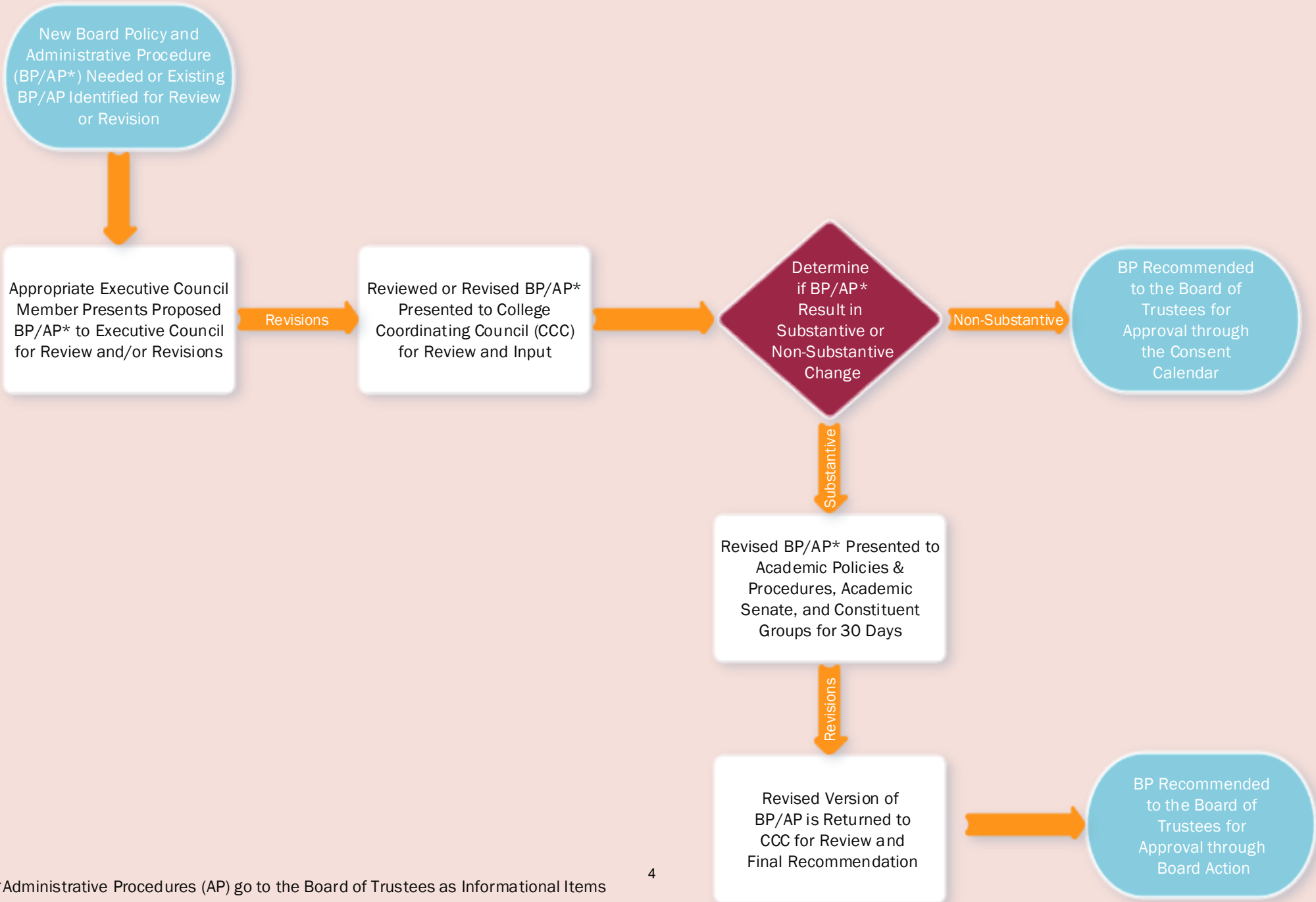
Bridget Cook, General Counsel – **CHAIR**
Isabelle Saber, Vice President of Academic Affairs - **ABSENT**
Laura Benson, Consultant - Vice President of Human Resources - **ABSENT**
Dr. Erin Vines, Vice President of Student Services - **ABSENT**
Shami Brar, Vice President of Administrative Services - **ABSENT**

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of October 13, 2021.	All	1 minute	There were a few corrections to the minutes. Jason abstained as he was absent from the last meeting, asked that the minutes reflect Aurora leaving the meeting at 10:31 a.m. and that she was not a part of the consensus of BP 2350 going forward to the board. Pamela objected the approval and stated that AP 2510 was not being followed. Consensus was reached and the minutes were approved.
II. Constituent Reports	All	5 minutes	Jason stated the committee is in violation of following BP/AP 2510. He stated that according to 2510, there seems to be no call for agenda items and that the agenda was sent out the day before meeting. Michelle stated that the committee does not follow Brown Act and cautioned the committee to not use language that is close to it. Bridget reminded Jason that he had 5 minutes, to which Pamela asked where the 5 minutes came from and

			Bridget stated that it was on the agenda. Bridget reported that not all BPs/APs are being circulated to the committees' constituents for review.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. BP/AP 2610 – Presentation of Initial Collective Bargaining Proposals	Bridget	5 minutes	There was some discussion about the proposed language, the process of CCC reviewing BPs/APs, making a determination if the revisions are substantive and constituent review. It was agreed to go out for constituent review with Jason and Pamela objecting.
IV. BP/AP 3810 – Claims Against the District	Bridget	5 minutes	It was agreed to go out for constituent review. Jason objected and Pamela left the room during some of the discussion, including the action.
V. BP/AP 7130 – Compensation	Bridget	5 minutes	There was some discussion around Pamela's email of September 2, 2021 and additional language be added from the CBA. Pamela stated that she will make revisions and bring back to the next CCC meeting for consideration.
VI. BP/AP 7600 – Campus Security	Bridget	5 minutes	Consensus was not reached on the recommendation to go forward for constituent review with Jason and Pamela objecting.
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: November 10, 2021			

Board Policy and Administrative Procedure Flow Chart



*Administrative Procedures (AP) go to the Board of Trustees as Informational Items

BP 2610 Presentation of Initial Collective Bargaining Proposals

Reference:

Government Code Section 3547

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

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

All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.

Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

The board may adopt regulations for the purpose of implementing this section, which are consistent with the intent of the section; namely that the public be informed of the issues that are being negotiated upon and have full opportunity to express their views on the issues to the public school employer, and to know of the positions of their elected representatives.

~~See Administrative Procedure #2610~~

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

Adopted: 7/5/05
Reviewed: 9/12/16
Revised: 8/9/21

AP 2610 Presentation of Initial Collective Bargaining Proposals

Reference:

Government Code Section 3547

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

- The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board of Trustees at a public meeting.
- The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board's regular agenda. Public response shall be taken in accordance with the Board's policies regarding speakers. **It is the intention of the Board to provide sufficient notice such that successor agreements can be reached prior to expiration of enforce agreements.**
- After the public has an opportunity of at least 30 days to respond to an initial proposal presented by the District, the Board of Trustees shall, at the same meeting or a subsequent meeting, adopt the District's initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a responsible opportunity to respond to the proposed amendment at a public meeting.
- If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within twenty-four (24) hours after their presentation in negotiations.
- When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.
- When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:

The amendment shall appear on the agenda as a notice item, for action at a subsequent

Board meeting.

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

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

Approved: 7/5/05
Reviewed: 9/12/16
Revised: 7/12/21

BP 3810 Claims Against the District

Reference:

Education Code Section 72502; Government Code Sections 900 et seq.; 910 and 935

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place[s] for service of claims, lawsuits or other types of legal process upon the District are:

- ~~Vice President of Student Services for claims, legal services or notices regarding student records~~
- ~~Vice President of Human Resources Services for claims, legal services or notices regarding employee records~~
- ~~Vice President of Business Administrative Services for claims, legal services or notices regarding any other claim against Antelope Valley Community College District.~~
- The Office of the General Counsel, 3041 West Avenue K, Lancaster, CA 93536; (661) 722-6650.

See Administrative Procedure #3810

Adopted: 11/7/05

Reviewed: 3/13/17

Reviewed: 6/14/21

AP 3810 Claims for Damages

Reference:

Education Code Section 72502; Government Code Sections 900 et seq., 910 et seq and 935

Claims for money or damages as prescribed under Board Policy 3810 shall be submitted to the Office of the Superintendent/ or designee General Counsel.

All claims shall be made in writing and submitted on the District's approved claim form. Claims not submitted on the District's form will be returned to the claimant and may be resubmitted using the proper form. The claim shall be signed by the claimant or by his or her guardian, conservator, executor or administrator. No claim may be presented on behalf of a class of persons unless verified by every member of that class as required by this section. In addition, all claims shall contain the information required by California Government Code Section 910.

Claim forms can be obtained by contacting the Office of the General Counsel at (661) 722-6650.

Claim forms may be presented in person or deposited in the United States mail, in a sealed envelope, properly addressed, postage prepaid as follows:

Antelope Valley Community College District
Office of General Counsel
3041 West Avenue K
Lancaster, CA 93536

TIME LIMITATIONS

Claims for money or damages relating to a cause of action for death, injury to person, or personal property, must be presented to the District not later than six months after the accrual of the cause of action.

Claims for money or damages relating to a cause of action other than that stated above, must be presented to the District not later than one year from the accrual of the cause of action.

LATE CLAIMS

Claims which are filed outside the specified time limitation, must be accompanied by an application to file a late Claim. If a Claim is filed outside the time limitations noted above and is not accompanied by the application to present a late Claim, the General Counsel, shall, within 45 days, give written notice that the Claim was not filed timely and that it is being returned without further action.

The application to present a late Claim shall state the reason for the delay in presenting the Claim and shall be timely filed pursuant to the law. The Board of Trustees, while in Closed Session, shall grant or deny the application within 45 days after it is presented. By mutual agreement of the claimant and the Board of Trustees, such 45-day period may be extended by written agreement made before the expiration of such period. If the Board of Trustees does not take action on the application within 45

days, it shall be deemed to have been denied on the 45th day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. If the application to present a late Claim is denied, the claimant shall be given notice in the form set forth in law.

RESPONSE TO CLAIM

Within forty-five days after the claim has been presented to the Office of the ~~Vice President General Counsel~~, the Board of Trustees may take action to allow the claim in whole or in part, or the Board may take action to reject the claim. If the Board takes no action, the claim is rejected by operation of law on the 45th day after it was presented to the Office of the ~~Superintendent/President General Counsel~~.

The ~~Superintendent/President or his/her designee General Counsel~~, shall serve notice to the claimant of the Board's action allowing or rejecting the claim. The claimant shall be notified that the claim is rejected, allowed in whole or in part, or rejected by operation of law. Said notice shall also inform the claimant of the six month time limit pertaining to filing court action pursuant to Government Code Section 913.

If the District decides to allow the claim or offer compromise in an attempt to settle the dispute, the District shall require the claimant to sign a release or waiver agreeing to payment as full and complete settlement of the claim.

In accordance with California Government Code Sections 935(b) and 945.6, all claims shall be presented as provided in this section and acted upon by the district prior to the filing of any suit on such claim, and no such suit may be maintained by a person who has not complied with the requirements of this administrative procedure.

4/14/08

Revised: 3/13/17

Revised: 6/14/21



**ANTELOPE
VALLEY
COLLEGE**

**CLAIM FOR DAMAGES
TO PERSON OR PROPERTY**

RESERVE FOR FILING STAMP

CLAIM NO. _____

Instructions:

1. Claims for death, injury to person or to personal property must be filed not later than 6 months after the occurrence. (Gov Code Sec. 911.2)
2. Claims for damage to real property must be filed not later than 1 year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim before filing.
4. See Page 2 for diagram upon which to locate place of accident.
5. This claim form must be signed on Page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. **SIGN EACH SHEET.**
7. Claim shall be addressed to: Bridget L. Cook, Esq., Interim General Counsel
Antelope Valley College
Office of General Counsel
3041 West Avenue K
Lancaster, CA 93536

To: Bridget L. Cook, Esq., Interim General Counsel
Antelope Valley College
3041 West Avenue K, Lancaster, CA 93536

Name of Claimant

Claimant's Date of Birth

Home Address of Claimant

Contact Number Home Cell

Business Address of Claimant

Business Telephone Number

Give name and address to which you desire notices or communications to be sent regarding this claim:

How did DAMAGE or INJURY occur? Give full particulars:

When did DAMAGE or INJURY occur? Give full particulars, date, time of day:

Where did DAMAGE or INJURY occur? Describe fully, and locate on the diagram on second page where appropriate, give street name and address, and measurements from landmarks:

What particular ACT or OMISSION do you claim caused the injury or damage? Give names of DISTRICT employee(s) causing injury or damage, if known:

What DAMAGE or INJURIES do you claim resulted? Give full extent of injuries or damages claimed:

(see reverse side) THIS CLAIM MUST BE SIGNED ON PAGE 2

What AMOUNT do you claim on account of each item of injury or damage as of date of presentation of this claim, giving basis of computation:

Give ESTIMATED AMOUNT you claim on account on each item of prospective injury or damage, giving basis of amount: (If amount claimed exceeds \$10,000, no dollar amount shall be stated).

If total amount claimed exceeds \$10,000, is this a Limited Civil case? Yes ____ No ____

Expenditures made on account of accident or injury: (date, item) (Amount)

Name and address of witnesses, doctors, and hospitals:

DIAGRAM SECTION

Signature of Claimant or person filing on claimant's behalf	Relationship to Claimant	Type/Print Name:	Date:
---	--------------------------	------------------	-------

NOTE: All claimants may be required to be examined as to their claim under oath. Section 72 of the California Penal Code provides: "Every person who with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or imprisonment."

BP 7600 Campus Security

References:

Education Code Section 72330 et seq;
Government Code Sections 3300 et seq.

The Board of Trustees has approved a Service Agreement with the County of Los Angeles Sheriff Department for general law enforcement and security services within the corporate limit of the District.

Services performed by the Sheriff's Department, the discipline of officers, and other matters incident to the performance of such services and the control of personnel so employed shall remain with the County.

Adopted: 11/8/21

AP 7600 ~~College Police Campus Security~~

References:

Education Code Section 72330;
Government Code Sections 3300 et seq.

The Superintendent/President is delegated the responsibility to establish ~~minimum qualifications of employment for the College Chief of Police including but not security services within the District limited to the conditions contained in~~ Board Policy (see BP 7600 Campus Security).

The District has an approved Service Agreement with the County of Los Angeles Sheriff Department for general law enforcement and security services within the corporate limit of the District.

Every member of the ~~Sheriff Department~~ first employed by the District before July 1, 1999 must, in order to retain his/or her employment, will go through the hiring process and meet the requirements of Education Code Section 72330.2, including but not limited to:

- ~~• Submission of one copy of his/or her fingerprints which shall be forwarded to the Federal Bureau of Investigation;~~
- ~~• A determination that the employee is not a person prohibited from employment by a California community college district, and~~
- ~~• If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.~~

~~Every member of the college police shall be supplied with, and authorized to wear, a badge bearing words "Antelope Valley Community College Police." Every member of the college police shall be issued a suitable identification card.~~

~~Salaries for college police shall be established after appropriate negotiations with their exclusive representative. If no such unit is established, the Vice President of Business Services Chief Business Officer shall recommend salaries.~~

~~The Vice President of Business Services Chief Business Officer, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the college police.~~

- ~~● Schedules and shifts~~
- ~~● Call back procedures~~
- ~~● Weapons practices, especially drawing weapons~~
- ~~● Use of vehicles~~
- ~~● Pursuit practices~~
- ~~● Discipline procedures~~
- ~~● Training~~

~~The College Police shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:~~

- ~~● Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault~~
- ~~● Geographical boundaries of the operational responsibilities~~
- ~~● Mutual aid procedures~~

Also see BP 7600 College Police.

Approved: 5/8/06
Revised: 11/8/21