



College Coordinating Council Meeting

April 28, 2021
9:30 a.m. – 10:30 a.m.

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

Committee Members:
Jedidiah Lobos, Academic Senate
Cameron Zappetta ASO
Bridget Cook, General Counsel – **CHAIR**
Pamela Ford, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans
Dr. Aurora Burd, Faculty Union
Isabelle Saber, Vice President of Academic
VACANT 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 April 14, 2021.	All	1 minute	
II. Constituent Reports	All	5 minutes	
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 3100 – Organizational Structure	Ed/Bridget	15 minutes	
IV. BP 3100- Organizational Structure (Information purposes only)	Bridget	1 minute	
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: May 12, 2021			

Zoom Meeting Information

Join Zoom Meeting

<https://avc.zoom.us/j/98819479229?pwd=bkdJd0xzQWJKWXhyT2pLSndlYjBTdz09>

Meeting ID: 949 6553 5938

Passcode: 195883

One tap mobile

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College Coordinating Council MINUTES

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MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of March 24, 2021.	All		Minutes were approved as presented.
II. Constituent Reports	All		Cameron stated that tomorrow is the last day for ASO to receive applications for candidates running for ASO officer positions. Bridget stated in being transparent, there had been some discussions outside of CCC meetings regarding scheduling of meetings. She stated that she is being respectful of people's time and if there is only one item on the agenda or not enough participants then the meeting would be canceled. She asked for questions or input and there was no further discussion.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 5040 – Student Records	Erin	10 minutes	Some discussion on pronouns and a revision will be made to be consistent. There was some discussion regarding release of student information and clarification on who is able to obtain the information. There was some

			discussion on disposing of student work/exams, shredding services, and AP 3310. Isabelle stated that she would work on clarification and methodology for faculty, but that it would be outside of this AP. The revisions were agreed upon and will go forward to the May 10, 2021 board meeting.
IV. AP 3100 – Organizational Structure	Bridget	20 minutes	There was some discussion regarding the consistency of offices being reflected and the concern with the process for creating positions. Bridget encouraged everyone to speak to the President directly and that it is within his authority. There was some discussion on revisions to the org chart and agreed to bring back at the next meeting with the revisions for further discussion, before going back out to the constituents for review.
V. AP 2510 – Participation in Local Decision Making	Bridget	20 minutes	At the request of Isabelle, the document was included for everyone’s review and reference.
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE: April 28, 2021			

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AP 3100 Organizational Structure

References:

Education Code Section 72400;
Title 5, Section 53200

The District's organizational structure shall be:

3100.1 ORGANIZATIONAL DIVISIONS, DEPARTMENTS AND OFFICES

(See Appendix I – Organizational Charts)

3100.2 President's Executive Council-Level Administration

President's Executive Council-level administration consists of those officials and functions that control the organization and operation of the college system, or employees whose responsibilities extend over a major administrative division of the college.

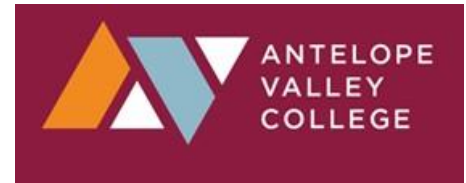
In the Antelope Valley Community College District, President's Executive Council-level administration shall consist of the President; Vice President Academic Affairs; Vice President Student Services; Vice President of Human Resources and Employee Relations; ~~Vice President of Administrative Services; General Counsel; Executive Director of Business Services of Fiscal and Financial Services; Executive Director of General Services,~~ Executive Director of Information Technology Services; Executive Director of Facilities; Dean of Institutional Effectiveness, Research and Planning; Executive Director of Marketing and Public Information, ~~and~~ Executive Director of the Foundation; ~~and~~ Internal Auditor.

3100.3 Line of Responsibility (Education Code Section 70902)

Each District employee shall be responsible to the Board of Trustees through the Superintendent/President. Supervision of District employees shall be exercised by personnel to whom such responsibility has been specifically delegated.

District personnel shall refer matters requiring administration action to the administrative officer having immediate responsibility of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority if circumstances warrant.



All District employees have the right to appeal any decision made by an administrative officer to the next higher authority and, through appropriate successive steps, to the Board of Trustees.

3100.4 President's Executive Council

Purpose

It is the desire of the Board of Trustees that democratic working relationships be maintained among the personnel of the administrative staff, and to maintain a free flow of communications involving College Administration and District employees.

Meetings

Regular meetings shall be held at periodic intervals as determined by the Superintendent/President. The Superintendent/President may also call special meetings as conditions may warrant.

Responsibilities

The President's Executive Council shall function in an advisory capacity to the Superintendent/President on matters related to District policies, administrative problems, collective bargaining issues or any issue related to the District's education program or school operation.

The President's Executive Council shall also serve as a channel of communication in the administrative organization of the District.

3100.6 Administrative Council

In an endeavor to promote communications with middle management and supervisory officials, the Superintendent/President may establish an Administrative Council whose membership shall consist of management personnel.

The responsibilities of the Administrative Council shall be communication and operation.

Meetings shall be held at the discretion of the Superintendent/President.

PROCEDURE FOR CHANGING THE ORGANIZATIONAL STRUCTURE OF THE COLLEGE

This procedure describes the organizational units at Antelope Valley College, which persons or groups can initiate a review of the current organizational structure, the steps for reaching recommendations for proposed changes, and who has the authority to



implement proposed changes. The goal of such reviews shall be to improve efficiency and/or cost effectiveness of services, programs, learning outcomes or operational outcomes:

A. Organizational Units: Antelope Valley College is organized into ~~four (4)~~ five (5) structural levels.

1. **College**
2. **Offices:** Superintendent/President; Academic Affairs; **Student Services**; Human Resources and Employee Relations; **Business Services**; **Administrative Services**; **General Counsel**; Information Technology Services; Facilities; Institutional Effectiveness; Marketing & Public Information; AVC Foundation; **and Internal Audit**.
3. **Areas/Divisions:** (these synonymous terms for subdivisions of offices are used for instructional divisions and non-instructional areas, e.g. Health Sciences Division.
4. **Departments** (subdivisions of areas/divisions).

B. Initiation of a review

1. The Superintendent/President may initiate a review of any of the organizational units.
2. The College Coordinating Council (CCC) and Strategic Planning Committee may request a review of any organizational unit by sending a request for a review to the Superintendent/President.
3. The administrative head of any office, area/division, or department may request a review for his/her own organizational unit by sending a request for a review to the Superintendent/President through the administrative structure.
4. All requests for a review must be in writing and state the rationale and provide data that support the goals of such reviews.
5. The Superintendent/President will inform the President's Executive Council and CCC of any requests for a review.
6. The Superintendent/President has the final authority to initiate a review of an organizational unit.
7. The Superintendent/President will initiate a review by sending a memo to notify all constituencies that a review is being implemented. This memo will appoint an administrator to oversee the review, set forth the rationale and data that justify the review, and establish a timeline for the formulation of proposed changes.



C. Process for proposing organizational changes

Intra-divisional changes

Intra-divisional Academic department re-organization will be completed within the division, with approval of the majority of the faculty in the division, the division dean, and the Vice President overseeing the division. Information of the change and the rationalization will be provided to the Academic Senate for information only.

Other organizational changes

1. The administrator in charge of the review will solicit input from all employees in the organizational unit(s) affected by the review, including any not identified in the initial review that might be impacted as a result of proposed changes.
2. Based on this input, the administrator will formulate proposed changes through dialogue/discussion with the affected organizational units.
3. A written summary of the proposed changes will go out to the entire campus allowing two (2) weeks for discussion. During that period, administrators and employees should evaluate any adverse impact that might arise from the proposed change.
4. The campus community will give input/feedback to the administrator overseeing the review.
5. The administrator overseeing the review will present the proposed changes and a summary of campus feedback to CCC for discussion.
6. The Superintendent/President will make the final decision on proposed changes based on feedback from the campus community and the discussion at CCC.
7. This final version of the proposed changes will go out to the entire campus for discussion/feedback for at least one (1) week.
8. The Superintendent/President will take the final changes to the Board of Trustees for information.
9. The Superintendent/President will communicate the final changes to the appropriate vice presidents, deans, directors, and employees and follow up with implementation.

Approved: 11/7/05

Revised: 10/9/06

Revised: 4/9/07

Revised: 6/11/07

Revised: 6/14/10

Revised: 11/14/16

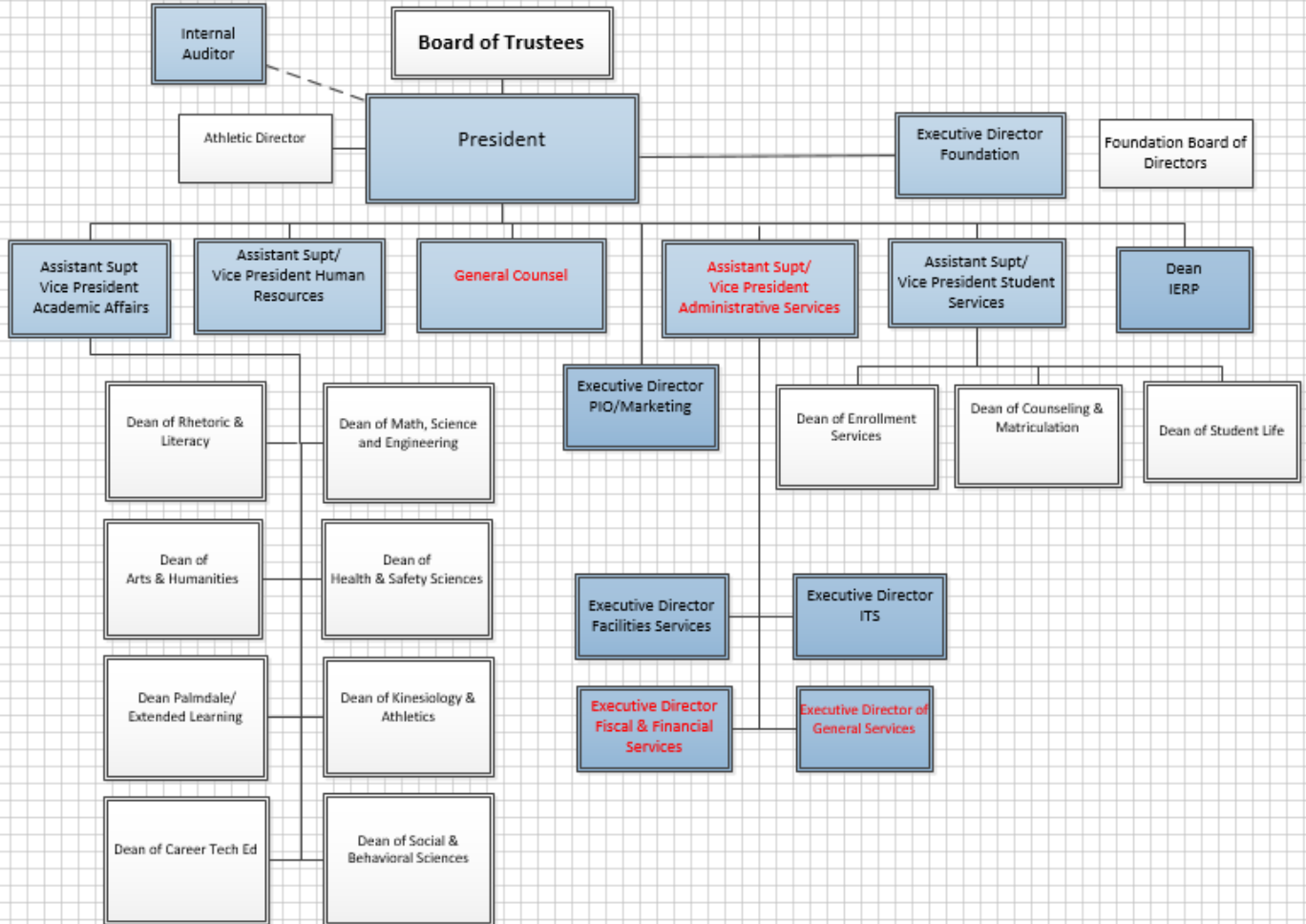
Revised: 5/8/17

Revised: 12/9/19

Revised: 4/12/21



Antelope Valley College General Organizational Chart



Revised January 2021

Shaded Indicates Executive Council



BP 3100 Organizational Structure

Reference:

Education Code Section 72400

The Superintendent/President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District.

Also see AP 3100 Organizational Structure.

Adopted: 11/7/05
Reviewed: 11/14/16
Revised: 1/13/20