



# College Coordinating Council Meeting

**October 13, 2021**  
 9:30 a.m. – 10:30 a.m.  
 Via Zoom Only

**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  
 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 Affairs  
 Laura Benson, Consultant - Vice President of Human Resources  
 Dr. Erin Vines, Vice President of Student Services  
 Shami Brar, Vice President of Administrative Services

## MEETING

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of August 25, 2021, September 8, 2021 and September 22, 2021.	All	1 minute	
II. Constituent Reports	All	5 minutes	
<b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>			
III. Review & Revise AVC BP/AP Approval Flow Chart	All	20 minutes	Returned from 9.8.21 CCC meeting for further discussion and revision suggestions.
IV. BP 2345 – Public Participation at Board Meetings	All	10 minutes	Returned from 8.25.21 CCC meeting.
V. BP 2350 – Speakers	All	10 minutes	Returned from 8.25.21 CCC meeting.
VI. BP/AP 2610 – Presentation of Initial Collective Bargaining Proposals	Bridget	5 minutes	Returned from 8.25.21 CCC meeting.
VII. BP/AP 3810 – Claims Against the District	Bridget	5 minutes	Returned from 8.25.21 CCC meeting.
VIII. BP/AP 7130 – Compensation	Bridget	5 minutes	Returned from 8.25.21 CCC meeting.

IX. BP/AP 7600 – Campus Security	Bridget	5 minutes	
<b>FUTURE AGENDA ITEMS:</b>			
<b>NEXT MEETING DATE: October 27, 2021</b>			

Join Zoom Meeting

<https://avc.zoom.us/j/99669283500?pwd=KzNrdWxGVks2MHFVSHdKaklMSmR5UT09>

Meeting ID: 996 6928 3500

Passcode: 344952

One tap mobile

+16699009128,,99669283500# US (San Jose)

+12532158782,,99669283500# US (Tacoma)

Dial by your location

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Meeting ID: 996 6928 3500

Find your local number: <https://avc.zoom.us/u/acZHkELqjw>



# College Coordinating Council Minutes

**August 25, 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:**  
~~Jedidiah Lobos~~, Academic Senate – **Van Rider was in attendance**  
 Nhe’Zhem Peoples, ASO - **ABSENT**  
 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 Affairs  
 Laura Benson, Consultant - Vice President of Human Resources  
 Dr. Erin Vines, Vice President of Student Services  
 Shami Brar, Vice President of Administrative Services

## MINUTES

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of April 28, 2021.	All	1 minute	<b>Pamela</b> asked for clarification on the “narrative regarding the ED of General Services” and Bridget stated it would be brought back at another meeting. With no objections, the minutes were approved.
II. Constituent Reports	All	5 minutes	<b>Pamela</b> stated that they had their elections, and Pamela is President, Desiree Lee as her designee and Susanne Olson is the 1 <sup>st</sup> Vice President. She stated that she is serving on the Chancellor’s consultation Panel which meets once a month. <b>Michelle</b> stated that CMSA had elections and the following is the list of officers. Chair – Michelle Hernandez, Management – Erin Tague, Treasurer – Jim Firth, Confidential – Crystal Ellis, Supervisor – James Yoakum, Administrator – Greg Bormann, Administrator – Ladonna Trimble. She stated that she has sent out a survey to assess the needs of the group and what topics they wish to discuss.

			<p><b>Van</b> stated that the Academic Senate will meet on September 2<sup>nd</sup>, that there is a VP vacancy and they would be discussing hot topics and receiving feedback from the Senate.</p> <p><b>Aurora</b> stated that the Adjunct representative, Gabby Poorman has been hired full-time and Carla Corona will be replacing her.</p> <p><b>Bridget</b> stated that the schedule for the 21-22 meetings has been posted on the website at: <a href="https://www.avc.edu/administration/organizations/ccc/dates">https://www.avc.edu/administration/organizations/ccc/dates</a>. She clarified that the meetings will begin to transition to “in person,” in the Board Room, and that meetings maybe canceled due to holidays, lack of attendees, lack of a full agenda or if the committee agrees to cancel.</p>
<b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>			
III. BP 2200 – Board Duties and Responsibilities	Ed	2 minutes	It was agreed to go forward to the September 13 <sup>th</sup> , 2021 board meeting.
IV. BP 2220 – Committees of the Board	Ed	2 minutes	It was agreed to go forward to the September 13 <sup>th</sup> , 2021 board meeting.
V. BP 2345 – Public Participation at Board Meetings	Bridget	2 minutes	There was discussion about the BP not going to the constituents for review/input. Bridget brought up BP/AP 2410 and that the CCC does not need to review all BPs, based on 2410. There was some discussion about allowing the constituents to view for information only. The committee voted, it was a tie, therefore, this item was tabled for further discussion.
VI. BP 2350 – Speakers	Bridget	2 minutes	There was some discussion on “non-scheduled substitutes,” the change in time limit for speakers and allowing twice the allotted time for someone who needs a translator. Bridget stated that the board is wanting to hear from more people vs. less. Pamela and Aurora stated that they have no objection to accommodating individuals with disabilities, but was concerned about changing process. There was discussion regarding time limits on constituent reports and Bridget recommended that representatives consult with the President’s office regarding the duration of their reports. The

			committee voted, it was a tie, therefore, this item was tabled for further discussion.
VII. BP/AP 2610 – Presentation of Initial Collective Bargaining Proposals	Ed	5 minutes	Ran out of time, the item will return to another meeting.
VIII. BP/AP 3810 – Claims Against the District	Bridget	5 minutes	Ran out of time, the item will return to another meeting.
IX. BP/AP 7130 – Compensation	Ed	5 minutes	Ran out of time, the item will return to another meeting.
<b>FUTURE AGENDA ITEMS:</b>			
<b>NEXT MEETING DATE: September 8, 2021</b>			

Join Zoom Meeting

<https://avc.zoom.us/j/91305675347?pwd=bkJmQkxYNkYrdXEzYXRxUWttNXg4Zz09>

Meeting ID: 913 0567 5347

Passcode: 083927

One tap mobile

+16699009128,,91305675347# US (San Jose)

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Dial by your location

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Meeting ID: 913 0567 5347

Find your local number: <https://avc.zoom.us/u/acOPBEXYgU>



# College Coordinating Council Work Study Session MINUTES

**September 8, 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  
Bridget Cook, General Counsel – **CHAIR**  
Pamela Ford, Classified Union and **Desiree Lee**  
Michelle Hernandez, Confidential/Management/Supervisory/Administrators - **ABSENT**  
LaDonna Trimble, Deans  
Dr. Aurora Burd, Faculty Union  
Isabelle Saber, Vice President of Academic Affairs  
Laura Benson, Consultant - Vice President of Human Resources  
Dr. Erin Vines, Vice President of Student Services  
Shami Brar, Vice President of Administrative Services

## WORK STUDY SESSION - MINUTES

Items	Person(s) Responsible	Time	Action
<b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>			
I. Review of CCLC’s Implementation Handbook	All	20 minutes	Bridget briefly reviewed the implementation handbook from the CCLC, terms and how BP/APs are reviewed.
II. Review of BP/AP 2410 – Board Policies and Administrative Procedures	All	20 minutes	There was some discussion on the Board’s discussion of the BPs/APs, and guidelines of the Brown Act. It was stated that the CCC will determine if the revisions to BPs/APs affect all constituent groups and if a 30 day review is needed.
III. Review of AVC BP/AP Approval Flow Chart	All	20 minutes	It was agreed to bring back at the next meeting to review and revise together.
<b>FUTURE AGENDA ITEMS:</b>			
<b>NEXT MEETING DATE: September 22, 2021</b>			

### Join Zoom Meeting

<https://avc.zoom.us/j/93297215529?pwd=NTdiTC9pR1Z4QnZ5TlNoOCtyWitzUT09>

Meeting ID: 932 9721 5529

Passcode: 739924

One tap mobile

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+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 932 9721 5529

Find your local number: <https://avc.zoom.us/j/93297215529>



# College Coordinating Council Minutes

**September 22, 2021**  
9:30 a.m. – 10:30 a.m.  
SSV – 151 Board Room

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

**Committee Members:**

Van Rider, Academic Senate – **In Person**  
Nhe’Zhem Peoples, ASO – **Arrived Late**  
Bridget Cook, General Counsel – **CHAIR – In Person**  
Pamela Ford, Classified Union – **Via Zoom**  
Michelle Hernandez, Confidential/Management/Supervisory/Administrators – **In Person**  
LaDonna Trimble, Deans - **ABSENT**  
Dr. Aurora Burd, Faculty Union – **Via Zoom**  
Isabelle Saber, Vice President of Academic Affairs – **Arrived Late**  
Laura Benson, Consultant - Vice President of Human Resources – **½ Via Zoom ½ In Person**  
Dr. Erin Vines, Vice President of Student Services – **In Person**  
Shami Brar, Vice President of Administrative Services – **In Person**

## MINUTES

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of August 25, 2021 and September 8, 2021.	All	1 minute	There was some discussion regarding the minutes of August 25, 2021, the clarification of BP 2350 language of time limit on speakers and the constituent report. Bridget stated that constituent reports comply with BP 2350 and if additional time is needed to provide notification to the President/Board. Bridget stated that the minutes would be corrected.
II. Constituent Reports	All	5 minutes	Aurora stated that based on AP 2510 she brought up the timeliness of the agenda being sent out to the committee. There was some discussion on where items should be submitted for the agenda and Bridget suggested that everyone review AP 2510 (Patty will send it out to the committee).
<b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>			
III. Future Meeting Attendance	Bridget	5 minutes	Bridget stated that the next meeting on October 13, 2021 would be in person, in the Board Room.



IV. Review & Revise AVC BP/AP Approval Flow Chart	All	20 minutes	Tabled, ran out of time.
V. BP 2345 – Public Participation at Board Meetings	All	10 minutes	Tabled, ran out of time.
VI. BP 2350 – Speakers	All	10 minutes	Tabled, ran out of time.
VII. BP/AP 2610 – Presentation of Initial Collective Bargaining Proposals	Bridget	5 minutes	Tabled, ran out of time.
VIII. BP/AP 3810 – Claims Against the District	Bridget	5 minutes	Tabled, ran out of time.
IX. BP/AP 7130 – Compensation	Bridget	5 minutes	Tabled, ran out of time.
X. BP/AP 7600 – Campus Security	Bridget	5 minutes	Tabled, ran out of time.
<b>FUTURE AGENDA ITEMS:</b>			
<b>NEXT MEETING DATE: October 13, 2021</b>			

**Join Zoom Meeting**

<https://avc.zoom.us/j/99717030058?pwd=TWNNzZBQOXRLMG02N0NSZDZWaVJ0UT09>

Meeting ID: 997 1703 0058

Passcode: 241560

One tap mobile

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Dial by your location

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+1 301 715 8592 US (Washington DC)

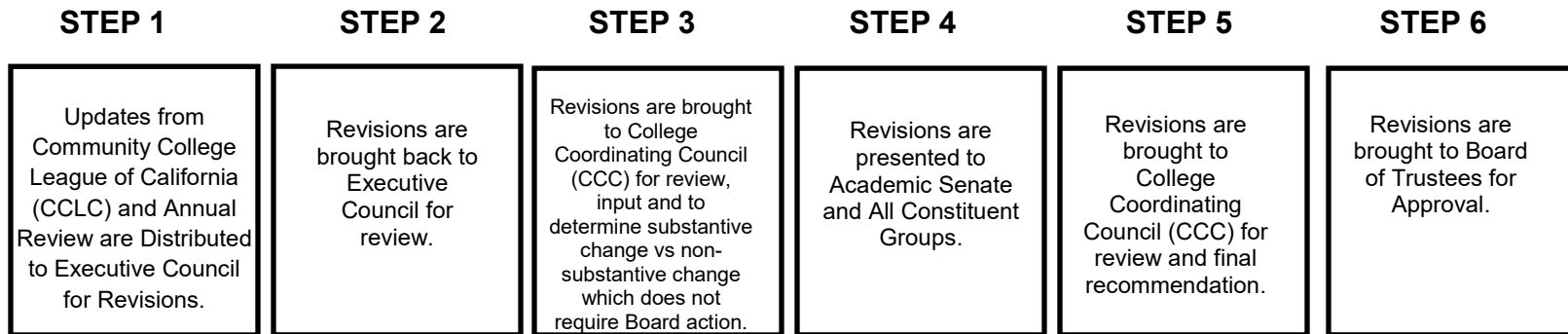
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Meeting ID: 997 1703 0058

Find your local number: <https://avc.zoom.us/u/ab5qMDEIKz>



**PROCEDURE FOR REVIEW AND APPROVAL OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**



30 Days

**STEP 1**

Updates from CCLC and Annual Review are distributed to Executive Council for revisions.

**STEP 2**

Revisions are brought back to Executive Council for review.

**STEP 3**

Revisions are brought to College Coordinating Council (CCC) for review, input and to determine substantive change vs non-substantive change which does not require Board action.

**STEP 4**

Revisions are presented to Academic Policies & Procedures (AP & P), Academic Senate and All Constituent Groups for 30 days for review and input.

**STEP 5**

Revisions are brought back to College Coordinating Council (CCC) for review and final recommendation.

**STEP 6**

Revisions are brought to the Board of Trustees for Approval.

Revised 1.14.19



## BP 2345 Public Participation at Board Meetings

### References:

Education Code Section 72121.5  
Government Code Sections 54954.3, and 54957.5;

The Board of Trustees shall provide opportunities for members of the general public, including District employees, to participate in the business of the Board of Trustees.

Members of the public may bring matters directly related to the business of the District to the attention of the Board of Trustees in one of two ways:

**NOTE:** The District places a limit on the amount of time allocated for each individual speaker; However, the District provides at least twice the allotted time to a member of the public who utilizes a translator to ensure the speakers receive the same opportunity to directly address the legislative body, unless simultaneous translation equipment is used to allow the body to hear the translated public testimony simultaneously.

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the President of the Board of Trustees that summarizes the item and provides his/her name and organizational affiliation, if any. No action may be taken by the Board of Trustees on such items.

2. Members of the public may place items on the prepared agenda in accordance with BP 2340 Agendas.

A written summary of the item must be submitted to the Superintendent/President at least 10 days prior to the board meeting. The summary must be signed by the initiator, contain his/ or her residence or business address, and organizational affiliation, if any. Items will be placed on the agenda at the discretion of the Superintendent/President.

Members of the public also may submit written communications to the Board of Trustees on items on the agenda and/or speak to agenda items at the board meeting. ~~Written communication regarding items on the Board's agenda should reach the office of the Superintendent/President not later than the day following the posting of the agenda for the meeting at which the matter concerned is to be before the Board of Trustees.~~ All such

written communications shall be dated and signed by the author and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board of Trustees under this rule but shall be submitted to the District.

Also see BP/AP 2340 Agendas, AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, and BP 2355 Decorum.

Adopted: 7/5/05  
Reviewed: 8/8/16  
Revised: 12/9/19  
Revised: 5/10/21

## **BP 2350 Speakers**

### **References:**

Education Code Section 72121.5  
Government Code Sections 54950 et seq.

Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board of Trustees.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment. Pursuant to Education Code Section 72121.5, members of the public may address the Board of Trustees regarding items on the agenda as such items are taken up.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Those wishing to speak to the Board of Trustees are subject to the following:

- The President of the Board of Trustees may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board of Trustees or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board of Trustees under this policy but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- Each speaker shall complete a written request ([https://www.avc.edu/sites/default/files/administration/board/Public\\_Comment\\_Card.pdf](https://www.avc.edu/sites/default/files/administration/board/Public_Comment_Card.pdf)) to address the Board of Trustees, which shall be presented to the Board President at the beginning of Open Session.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.

- No member of the public may speak without being recognized by the President of the Board of Trustees.
- Each speaker will be allowed a maximum of ~~five (5)~~ **three (3)** minutes per topic. Thirty (30) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board of Trustees, these time limits may be extended. **A speaker utilizing a translator shall be provided at least twice the allotted time to a member of the public who utilizes a translator to ensure the speakers receive the same opportunity to directly address the legislative body, unless simultaneous translation equipment is used to allow the body to hear the translated public testimony simultaneously.**
- Each speaker coming before the Board of Trustees is limited to one presentation per specific agenda item before the Board of Trustees and to one presentation per meeting on non-agenda matters.

Also see BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, AP 2350 Speakers, and BP 2355 Decorum.

Adopted: 7/5/05  
Revised: 11/23/09  
Revised: 10/10/16  
Revised: 9/9/19  
**Revised: 6/14/2021**

## **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 45<sup>th</sup> 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

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

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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 7130 Compensation

### References:

Education Code Sections 70902(b) (4); 72411; 87801; and 88160;  
Government Code Section 53200

34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code Section 72411 shall be established by the Board of Trustees.

### Prohibition of Incentive Compensation

The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

For specific compensation-related details, also see AP 7130 Compensation as well as the applicable collective bargaining agreements.

Adopted: 5/8/06  
Revised: 5/9/16  
Revised: 10/11/21

## **AP 7130 Compensation**

### **References:**

Education Code Sections 87801 and 88160;  
Government Code Section 53200;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

### **Classified Compensation**

#### **Full Time Employees**

The District shall maintain a single salary schedule for all regularly employed classified employees. The salary schedule for classified personnel on a full-time basis is based on a standard eight (8) hour per day, forty (40) hour workweek.

#### **Part Time**

Employees assigned to work less than the number of hours prescribed for full-time employees will be paid at the rate their employment bears to full-time service. This provision does not apply to short-term hourly or student employees.

#### **Pay for Holidays (~~EG~~ Education Code Section 88029)**

If a person serving in an exempt position is required to work on a holiday, he/she shall be compensated, in addition to his/her regular pay for the holiday, at a rate not less than his/her normal rate of pay.

### **Pay Periods**

#### **Regular Employees**

Time of payment for classified employees shall be established by the Board of Trustees providing that such payment is made at least once during each calendar month.

Regular classified employees of the District shall be paid on the 10th and 25th of each calendar month. Nothing contained in the foregoing provisions shall be construed as prohibiting the Board of Trustees from making payment of earned salary prior to the aforementioned pay period.

#### **Substitute Employees**

Substitute employees of the District shall be paid on or about the tenth (10) working day of the month following the month in which the services were performed.

#### **Overtime**

Overtime pay will be included in the salary warrant that is issued on the tenth (10<sup>th</sup>) of the month following that in which such overtime pay was earned.

#### **Error in Compensation (~~EG~~ Education Code Section 88166)**

Whenever it is determined that an error has been made in the calculation of a classified employee's salary, the Board of Trustees shall, within five (5) workdays following the discovery of the error, provide the employee with a statement of the correction and supplemental payment drawn against any available funds of the District.



## Salary Deductions

### Deductions Required by Law

Deductions from the employee's wage, mandated by law, shall be made for the following reasons:

- State and Federal Income Tax
- Public Employees Retirement (PERS)
- Old Age, Survivors and Disability Insurance (OASDI)
- Medicare

### Dues (~~GC~~ Government Code Section 3543.1) (E.C. 87833 and 88167)

Refer to Section 7.12 of the Antelope Valley College Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement for information regarding dues and other payroll deductions.

### Salary Advances

This District does not allow salary advances.

### Authorization

The Board of Trustees shall, not later than the date prescribed by law for approval of the budget, fix salaries for the ensuing ~~school~~ academic year for all persons employed by the District in classified positions. The Board of Trustees may, at that time, include an increase in annual salaries, all or part of which is conditioned upon actual receipt by the District of anticipated revenue from all sources. If the revenue actually received is less than anticipated, the Board of Trustees may, at any time during the ~~school~~ academic year, reduce the annual salaries by an amount not to exceed the amount which was granted due to the anticipated revenue from all sources. The Board of Trustees may, at any time during the ~~school~~ academic year, increase the salaries of persons employed by the District in non-academic positions for the remainder of the year.

### Differential Compensation (~~EG~~ Education Code Section 88180)

Refer to Sections 12.7, 12.7.1, and 12.7.2 of the Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement for information regarding differential compensation.

### Paid Holidays (~~EG~~ Education Code Section 88203)

General Provisions Refer to Article VIII of the current Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement.

Restrictions Refer to Article VIII of the current Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement.

### Substitute Holiday

Any classified employee required to work a workweek other than Monday through Friday, and as a result thereof loses a holiday, shall be compensated in the amount to which the employee would have been entitled had the holiday fallen within his/her normal work schedule, or provided a substitute holiday.

### **Paid Vacations**

Refer to Article VIII of the current Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement.

## **Salary Schedules**

### **Provisions of Salary Schedule**

The basic or minimum salary for those who meet the minimum requirements for training and experience is indicated on the schedule for each position listed, together with other salaries.

A full year of classified service is required to progress from one step to another.

All salaries on the schedule are full-time salaries intended for full-time service except as noted in the schedule (Refer to Antelope Valley College Federation of Classified Employees Collective Bargaining Agreement/Exhibit A). Salaries for part-time service shall be pro-rated in relation to full-time service.

No classified employee in the service of the District shall be reduced in salary as the result of the adoption of a new schedule.

### **Placement**

All new probationary employees shall be placed on Step 1 and shall remain at this initial step until the anniversary date is attained.

Additional salary increments shall occur on the annual anniversary of the first (1<sup>st</sup>) increment until the maximum is reached.

### **Anniversary Date**

The anniversary date for classified employees shall be established at the time of appointment as a regular member of the classified service. If that date upon which an employee first performs any and all duties required falls between the first (1<sup>st</sup>) and the fifteenth (15<sup>th</sup>) of a month, the anniversary date shall be designated as the first (1<sup>st</sup>) of the month in which service is so rendered; if the date of first service is between the sixteenth (16<sup>th</sup>) day and the last day of a month, the anniversary date shall be designated as the first (1<sup>st</sup>) day of the following or subsequent month in which service is so rendered.

### **Adopted Schedule**

The salary schedule will be adopted by the Board of Trustees annually and shall be published, with acopy provided to the bargaining unit and any employee who requests one.

## **Unemployment Compensation**

### **Eligibility**

Every regularly employed classified employee of the dDistrict, except those listed below, shall be protected by unemployment insurance pursuant to Sections 605 and 802 of the Unemployment Insurance Code Sections 605 and 802.

### **Exempt Employees**

Students employed part-time and enrolled in college classes offered by the District, apprentices, temporary professional experts, emergency, limited term, or provisional employees or volunteers are excluded from unemployment insurance.

It shall be the responsibility of the Human Resources Office thereof to inform classified employees of their rights in the event of unemployment.

## **Academic Personnel Compensation and Related Benefits**

### **Salary Schedule**

See current Antelope Valley College Federation of Teachers Collective Bargaining Agreement.

### **General Provisions**

Salaries of individual academic personnel will be established in accordance with the schedules and the provisions under which they are administered.

For academic personnel new to the District, credit for appropriate previous teaching experience will normally be allowed up to a maximum of five (5) years. For disciplines in which a master's degree is not generally expected or available, partial credit toward the five (5)-year maximum may be allowed for appropriate work experience in related professions and industries upon the recommendation of the Superintendent/President or designee.

Refer to Article IX in the current Antelope Valley College Federation of Teachers Collective Bargaining Agreement.

Request for Approval of Units for Advancement

Refer to Article IX in the current Antelope Valley College Federation of Teachers Collective Bargaining Agreement.

### **Pay Periods**

Refer to Article X in the current Antelope Valley College Federation of Teachers Collective Bargaining Agreement.

### **Related Benefits**

Related benefits shall be those established by the collective bargaining process and as approved by the governing Board of Trustees on an annual basis.

### **Salary Advances**

This District does not allow salary advances.

## **Prohibition of Incentive Compensation**

Senior managers and executive level employees who are only involved in the development of policy and do not engage in individual student contact or the other covered activities will not generally be subject to the incentive compensation ban.

Although athletic coaches may be covered employees, subject to certain limitations, and, based upon the District's determination on a case-by-case basis [after consulting with exclusive representatives, if any], coaching staff and other athletic personnel may be exempt from the prohibition of incentive compensation.

The Superintendent/President or designee shall identify any covered employees of the District and determine whether the District's compensation arrangements comport with the prohibition on incentive compensation, and to the extent that they do not, make necessary modifications to comply. Similarly, the Superintendent/President or designee shall identify any covered service providers, evaluate whether the contract pricing structure is consistent with the prohibition on incentive compensation, and if not, determine what modifications the District can make to any applicable contract.

Antelope Valley  
College  
Tablet Stipend

~~Your position with the College, or Board of Trustees, has been identified by the Office of the President as requiring access to a personal tablet device in order to fulfill your day-to-day responsibilities to the Board of Trustees, and/or the College. To facilitate fulfillment of this requirement, and alleviate institutional responsibility due to loss or damage, a one-time stipend of \$1,275 will be awarded to cover the expense of acquisition. Upon request, this stipend will be provided every 4 (four) years in order to ensure that the technology is updated in a timely manner. The following standard components are recommended and will officially be supported by Information Technology Services:~~

- ~~• One (1) Apple iPad with 16 GB Memory, a Retina Display, and wireless capacity, and AppleCare extended warranty protection.~~
- ~~• One (1) Protective Cover (Targus Versavu Carrying Case is recommended)~~
- ~~• One (1) Protective Screen Film (Zagg InvisibleSHIELD is recommended)~~
- ~~• GoodReader for iPad – for document management/viewing from cloud storage (available through the Apple App Store)~~

~~Your acceptance of this stipend, and signature below, signals acceptance of the following terms:~~

- ~~• Stipend is a one-time funding for purchase.~~
- ~~• Stipend is taxable income and will be reflected within your annual tax documentation.~~
- ~~• Equipment purchased is recognized as is your personal property and the college has no responsibility for maintenance or repair in the event of damage.~~
- ~~• Equipment is required for fulfillment of duties of your office and it is your responsibility to insure its availability and good condition to execute those duties.~~
- ~~• Information Technology Services will provide basic training and support for the device's use, as an established standard for Tablet Computing for the college. That support will be limited to basic support of: Apple's IOS on the device; AVC/Gmail electronic mail configuration; access to AVC Wireless; web access to BoardDocs; Skype & FaceTime for video conferencing; access to GoogleDrive; and use of GoodReader. (All other support needs should be directed to the manufacture and their support services.)~~

IDENTIFIED POSITIONS  
FOR ACCESS TO A  
PERSONAL TABLET  
DEVICE

~~Five (5) Board Members~~  
~~Superintendent/President~~  
~~Executive Assistant to the~~  
~~Superintendent/President~~~~Administrative Assistant~~  
~~—President's Office~~  
~~Vice President Human~~  
~~Resources~~~~Vice President~~  
~~Student Services~~~~Vice~~  
~~President Academic Affairs~~  
~~Executive Director of Facilities, Planning & Campus~~  
~~Development~~~~Executive Director of Information Technology~~  
~~Services~~  
~~Executive Director of Public & Governmental Relations~~  
~~Antelope Valley College Confidential/Management/Supervisory~~  
~~Employee~~~~President Antelope Valley College Federation of Teachers~~  
~~Antelope Valley Federation of Classified~~  
~~Employees~~~~Executive Director of Business~~  
~~Services~~  
~~Academic Senate President~~  
~~Executive Director of Advancement & Foundation~~

4/14/08

Revised: 9/10/12

Revised: 4/15/13

Revised: 4/11/16

Revised: 10/11/21