



# College Coordinating Council Meeting

**August 24, 2022**  
 9:30 a.m. – 10:30 a.m.  
 SSV 151 – Board Room

**Type of Meeting: Regular**  
**Note Taker: Amanda Khatib, Megan Aceves**  
**Please Review/Bring: Agenda, Minutes**

**Committee Members:**  
 Van Rider, Academic Senate  
 VACANT, ASO  
 Pamela Ford, Classified Union  
 Greg Bormann Confidential/Management/Supervisory/Administrators  
 LaDonna Trimble, Deans  
 Dr. Jason Bowen, Faculty Union

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Shami Brar, Vice President of Administrative Services - **CHAIR**  
 Bridget Cook, General Counsel  
 Dr. Howard Davis, Interim Vice President of Academic Affairs  
 Harmony Miller – Interim Executive Director of Human Resources  
 Dr. Jose Rivera, Interim Vice President of Student Services

## MEETING

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of April 27, 2022	All	1 minute	
II. Constituent Reports	All	5 minutes	
<b>DISCUSSION/ACTION ITEMS:</b>			
I. Committee Membership – Call for Committee Information Sheet Updates	All	15 minutes	
II. BP/AP 3720 Computer Network	Shami	5 minutes	Returned from March 23, 2022, CCC meeting.
III. BP/AP 6700 – Civic Center and Other Facilities Use	Shami	3 minutes	Returned from March 23, 2022, CCC meeting and constituent review.
IV. College Meeting Calendar	Shami	3 minutes	
<b>FUTURE AGENDA ITEMS:</b>			
<b>NEXT MEETING DATE: September 14, 2022</b>			



# College Coordinating Council Minutes

**April 27, 2022**  
9:30 a.m. – 10:30 a.m.  
SSV 151 – Board Room

**Type of Meeting:** Regular  
**Note Taker:** Patty McClure (ABSENT), Megan Aceves, Amanda Khatib  
**Please Review/Bring:** Agenda, Minutes

**Committee Members:**

Van Rider, Academic Senate  
Nhe'Zhem Peoples, ASO -**ABSENT**  
Pamela Ford, Classified  
Union  
Michelle Hernandez, Confidential/Management/Supervisory/Administrators  
LaDonna Trimble, Deans  
Dr. Aurora Burd, Faculty Union

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Shami Brar, Vice President of Administrative Services - **CHAIR**  
Bridget Cook, Interim General Counsel  
Howard Davis, Interim Vice President of Academic  
Affairs VACANT - Vice President of Human Resources  
VACANT, Vice President of Student Services

## MINUTES

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of March 23, 2022	All	1 minute	The minutes were approved as presented.
II. Constituent Reports	All	5 minutes	There were no reports from the Constituent Groups.
<b>DISCUSSION/ACTION ITEMS:</b>			
I. BP/AP 7130 – Compensation	Shami	5 minutes	<p><b>Harmony</b> stated we need more time to address questions/concerns from the District.</p> <p><b>Shami</b> stated there is an inconsistency between the current policy and the District's current procedure so we want to pull it for further review.</p> <p><b>Pamela</b> stated that she wanted to see the language that was negotiated regarding anniversaries to be included.</p>

			<p><b>Bridget</b> stated that what was negotiated does not match the policy, and we want to make it more generalized.</p> <p><b>Aurora</b> asked if Constituent Groups will have time to review after the changes are made. It was agreed upon for review after changes are made.</p>
II. Committee Membership – Call for Committee Information Sheet Updates	Michelle	15 minutes	<p><b>Shami</b> stated that Patty is working on compiling all the information for the Committees.</p> <p><b>Michelle</b> stated that she will share the information she has gathered with Patty. Announced Greg Bormann as her replacement after he sits in for a couple of meetings.</p> <p><b>Aurora</b> stated she would like to see a “Master Calendar” will all Committees.</p> <p><b>Shami</b> stated that we should build something like a Google Sheet or calendar that is updated with membership and meetings for the Committees.</p> <p><b>Greg</b> suggested that all of this information go out in Summer in preparation for Fall.</p> <p><b>Van</b> suggested adding this information to the CCC webpage so this committee could act more as a resource to Deans, Directors, etc. with that repository.</p> <p>There was discussion about CCC responsibilities.</p>
III. BP/AP 6340 – Bids and Contracts	Shami	5 minutes	<p><b>Shami</b> stated that this item has been pulled and will return at another meeting.</p>

IV. AP 6370 – Contracts for Personal Services	Shami	5 minutes	<p><b>Shami</b> stated that the language that was crossed out on this policy will go back in. There were a few minor changes.</p> <p><b>Aurora</b> asked if the Constituent Groups could review it after those changes were made to see the final version.</p> <p><b>Shami</b> stated the final version will be emailed for review shortly and approval/consent from the group shall be provided back in email or the policy will return to CCC for approval.</p>
V. BP 6900 - Bookstores	Shami	5 minutes	<p><b>Shami</b> stated minor changes to this policy version to reflect option 1 (Bookstore ran by District) or option 2 (Bookstore ran by vendor) in the CCLC’s version, not both options. The final version will be emailed for review shortly and approval/consent from the group shall be provided back in email or the policy will return to CCC for approval.</p>
VI. Meeting During the Summer	Shami	10 minutes	<p>There was discussion regarding meeting only if it’s critical. There was concern with 25-30 new policies that were received in the last week and not falling behind on that with Accreditation coming up. It was agreed upon to cancel May 11<sup>th</sup>. The next scheduled meeting will be May 25<sup>th</sup> and possibly one in July when the new President starts.</p>
<b>FUTURE AGENDA ITEMS:</b>			
<b>NEXT MEETING DATE: May 25, 2022</b>			



**College Coordinating Council  
Committee Information Sheet**

**AP&P Committee 2021-2022**

**Committee Name**

	<b>Appointed By</b>	<b>Individual</b>	<b>Term</b>	<b>Expiration Date</b>
<b>Co-chair</b>	Senate – Librarian	Dr. Scott Lee	1 of 3	June 30, 2024
<b>Co-chair</b>	Position – Interim Dean of Arts & Humanities	Kathryn Mitchell	Standing	Standing Member
Member	Position – Articulation Officer	Dr. Jessica Eaton	Standing	Standing Member
Member	Senate – Career Technical Education	Mr. Alfred Brubaker	1 of 3	June 30, 2024
Member	Senate – Career Technical Education	Mr. Travis Lee	1 of 3	June 30, 2024
Member	Senate – Health & Safety Sciences	Ms. Wendy Stout	1 of 3	June 30, 2024
Member	Senate – Health & Safety Sciences	<i>Vacant</i>	1 of 3	June 30, 2024
Member	Senate – Math, Science & Engineering	Mr. Richard Biritwum	1 of 3	June 30, 2023
Member	Senate – Math, Science & Engineering	Mr. James Dorn	2 of 3	June 30, 2022
Member	Senate – Rhetoric & Literacy	Ms. Jeffrie Ahmad	1 of 3	June 30, 2023
Member	Senate – Rhetoric & Literacy	Mr. Richie Neil Hao	1 of 3	June 30, 2023
Member	Senate – Social & Behavioral Sciences	Ms. Gabrielle Pooman	1 of 3	June 30, 2024
Member	Senate – Social & Behavioral Sciences	Mr. Kent Moser	1 of 3	June 30, 2024
Member	Senate – Arts & Humanities	Ms. Cindy Littlefield	1 of 3	June 30, 2024
Member	Senate – Arts & Humanities	Dr. Ariel Tumbaga	1 of 3	June 30, 2024
Member	Senate – Library / DE Liaison	Mr. Van Rider	Standing	Standing Member
Member	Senate – Student Services / Counseling	Mr. Luis Echeverria	3 of 3	June 30, 2022
Member	Senate – Adjunct	<i>Vacant</i>	1 of 3	June 30, 2022
Member	Administrative Position – Dean	Maria Clinton	1 of 3	June 30, 2024
Member	Administrative Position – Dean	Riley Dwyer	3 of 3	June 30, 2022
Member	Administrative Position – Dean	Ms. LaDonna Trimble	Standing	Standing
Member	Student Representative	Ms. Marleen Lopez	1 of 1	June 30, 2022
Advisory	Student Representative	<i>Vacant</i>	1 of 1	June 30, 2022

**Type of Committee/Authority:**

The Academic Senate standing committee.

**Purpose:**

The purpose of the Senate shall be to represent the faculty in the formation of policy on academic and professional matters. The Senate shall represent the faculty position on these matters and shall promote communication and mutual understanding within the framework of the college. This may include, but is not limited to policies and practices concerning: 1) Curriculum, including establishing prerequisite and policy courses within the disciplines; 2) Degree and certificate requirements; 3) Grading policies; 4) Educational program development; 5) Standards or policies regarding student preparation and success; 5) District and college governance structures as related to faculty roles; 7) Faculty roles and involvement in accreditation processes, including self-study and annual reports; 8) policies for faculty professional development activities; 9) Processes for program review; 10) Processes for institutional planning and budget development; 11) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate (Title 5 §53200)

**Committee submits recommendations to:**

Academic Senate

**Product:**

Mutual agreements between Standing Committee and the Academic Senate related to Academic and Professional matters

**Composition:**

Vice President of Academic Affairs Co-chair

Co-chair (appointed by Academic Senate)

Articulation Officer – Voting Member Faculty

Fourteen faculty representatives (two from each division/academic area, one from student services/counseling and one adjunct faculty representative)

Three Deans (transfer, career technical education, and student services - appointed by Administrative Council)

Two student representatives (appointed by the ASO) One voting / One Advisory

**Terms:**

Members will serve a three-year term, with the exception for appointed ASO representatives who will serve a 1-year term. Faculty Co-chair – 6 LHE (40%) reassigned time per semester for three-year term.

**Quorum:**

A simple majority of the committee’s voting membership.

**Meetings:**

Meetings are held bi-monthly (2<sup>nd</sup> and 4<sup>th</sup> Thursday).

**Minutes/Records:**

Minutes are posted to the AP&P webpage.

**Operations:**

## Committee Information Sheet

### Budget Committee

### 2021 – 2022

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<b>Title of Representative</b>	<b>Appointed By</b>	<b>Name</b>	<b>Term</b>	<b>Expiration Date</b>
Chair	Academic Senate President Designee	Tyrone Mettler	Standing	June 2022 (retiring)
Co-Chair Member	Executive Director, Fiscal and Financial Services	Sarah Miller	Standing	
Member	Adjunct Faculty	VACANT		
Member	Associated Student Organization	Meiyi Ye	1 of 1	Summer End 2022
Classified Member	Classified	Suzanne Olson	2 of 3	Summer End 2023
CMSA Member	Confidential, Management, Supervisor	Angela Musial	1 of 3	Summer End 2025
Additional Member	Dean, Academic Affairs	Duane Rumsey	3 of 3	Summer End 2022
Additional Member	Dean, Student Services	LaDonna Trimble	2 of 3	Summer End 2023
Additional Member	Enrollment Management Committee	Svetlana DePlazes	2 of 2	Summer End 2022
Additional Member	Facilities	Michael Maher	2 of 2	Summer End 2022
Additional Member	Faculty	Karen Heinzman	2 of 2	Summer End 2022
Additional Member	Human Resources	Harmony Miller	2 of 2	Summer End 2022
Additional Member	Information Technology Services	Rick Shaw	2 of 2	Summer End 2022
Additional Member	Outcomes Committee	Gary Heaton-Smith	1 of 2	Summer End 2023
Additional Member	Program Review Committee	Richard Fleishman	2 of 2	Summer End 2022
Additional Member	Student Success Committee	Vanessa Gibson	2 of 2	Summer End 2022
Additional Member	Classified Union	Pamela Ford	2 of 2	Summer End 2022
Additional Member	Faculty Union	Kent Moser	1 of 2	Summer End 2023
Ex-Officio	Superintendent/President	Edward Knudson	Standing	Standing
Ex-Officio	Interim VP Academic Affairs	Howard Davis	Standing	Standing
Ex-Officio	Administrative Services	Shaminder Brar	Standing	Standing

**Type of Committee/Authority:**

The Budget Committee is a shared governance committee defined in administrative procedure 2510.

**Purpose:**

The Budget Committee is responsible for analyzing and determining the financial impact and necessary resources to implement the Educational Master, Facilities, Human Resources, Technology, Enrollment Management, Program Review Plans and other institutional plans.

The Budget Committee is responsible for evaluating and prioritizing the annual budget requests to most efficiently and effectively utilize institutional resources and present those recommendations to the Executive Council. The Budget Committee meets with the Strategic Planning Committee to review the prioritized resource requests to ensure the district’s strategic goals and Institutional Learning Outcomes are aligned. The Superintendent/President submits budget recommendations to the Board of Trustees for approval.

As cited in both Education Code and Title 5, The Superintendent/President may recommend budget expenditures to the Board of Trustees without consensus of the Budget Committee in those instances of legal and fiscal responsibility.

**Committee Submits Recommendations To:**

Administration

**Composition of Representatives:**

One representative per designation

**Length of Term:**

Standing terms for co-chairs and ex-officios, one-year (1) term for ASO and Adjunct Faculty, three-year (3) term for Classified, CMS, Dean of Academic Affairs and Dean of Student Services, two-year (2) term for Enrollment Management Committee, Facilities, Faculty, Human Resources, Information Technology Services, Outcomes Committee, Program Review Committee, Student Success Committee, Classified Union, Faculty Union

**Quorum :**

Fifty percent of the committee’s composition, plus one.

**Meetings Scheduled:**

Fourth Wednesday of every month

**Minutes/Records Are Available:**

Minutes are posted to the Budget Committee webpage.



**Committee Information Sheet**  
**College Coordinating Council Committee**  
**2021 – 2022**

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<b>Title of Representative</b>	<b>Appointed By</b>	<b>Name</b>	<b>Term</b>	<b>Expiration Date</b>
Chair	President	Shami Brar		
Co-Chair				
Admin. Member		Bridget Cook		
Admin. Member		Howard Davis		
Academic Senate Member		Van Rider		
AVFCT Member		Aurora Burd		
Classified Member		Pamela Ford		
Classified Union Member		Pamela Ford		
CMSA Member		Michelle Hernandez		
Dean Member		LaDonna Trimble		
ASO Member		Nhe'Zhem Peoples		

**Type of Committee/Authority:**

Governance

**Committee Submits Recommendations To:**

Board of Trustees

**Composition of Representatives:**

Determined by AP 2510

**Length of Term:**

**Meetings Scheduled:**

<https://www.avc.edu/administration/organizations/ccc>

**Minutes/Records Are Available:**

**Committee Information Sheet**  
**Distance Education & Technology Committee (DETC)**  
**2021 – 2022**

<b>Title of Representative</b>	<b>Appointed By</b>	<b>Name</b>	<b>Term</b>	<b>Expiration Date</b>
Chair	Faculty Senate	<i>Perry Jehclicka</i>	1 of 3	June 30, 2024
Co-Chair	VPAA Designee	<i>Greg Bormann</i>		Standing Member
Admin. Member	Admin Council	<i>Dr. Maria Clinton</i>		Standing Member
Faculty Member	AP&P	<i>Kent Moser</i>	1 of 2	June 30, 2023
AVFCT Member	Faculty Union	<i>John Toth</i>	1 of 2	June 30, 2023
Classified Member	IMC Representaive	<i>Greg Krynen</i>		Standing Member
Classified Union Member	Classified Union	<i>Desiree Lee</i>	1 of 2	June 30, 2023
CMSA Member	ITS Management	<i>Dr. Alex Parskiy</i>	1 of 2	June 30, 2023
Ex-Officio	Learning Management Media Specialist - Ex-Officio	<i>Mike Wilmes</i>		Standing Member
Alternative Meida Specialist	Office for Students with Disabilities	<i>Open</i>		
Faculty Member	Counseling	<i>Walter Briggs III</i>	1 of 2	June 30, 2023
Faculty Member	Career Tech Ed	<i>Jim Bowen</i>	1 of 2	June 30, 2023
Faculty Member	Rhetoric & Literacy	<i>Ryan Rivas</i>	1 of 2	June 30, 2023
Faculty Member	Arts & Humanities	<i>Dr. Ariel Tumbaga</i>	1 of 2	June 30, 2023
Faculty Member	Library	<i>Linda Parker</i>	1 of 2	June 30, 2023
Faculty Member	Health & Safety Sicences	<i>Mary Jacobs</i>	1 of 2	June 30, 2023
Faculty Member	Math, Science & Engineering	<i>Ken Shahla</i>	1 of 2	June 30, 2023
Faculty Member	Social & Behavior Sciences	<i>Kimberly Barker</i>	1 of 2	June 30, 2023
Faculty Member	Kinesiology & Athletics	<i>Barry Green</i>	1 of 2	June 30, 2023
Senator At-Large	Faculty Senate	<i>Lisa Karstein</i>	1 of 2	June 30, 2023
Senator At-Large	Faculty Senate	<i>Kathy Osburn</i>	1 of 2	June 30, 2023
ASO Representative	Associated Student Organization	<i>Open</i>		

**Type of Committee/Authority:**

Standing Committee/Senate

**Purpose:**

The Distance Education and Technology Committee is charged with developing guidelines for the delivery of distance education that will maximize student opportunities for success. The committee makes recommendations to the Academic Senate on issues related to distance education, examines distance education practices for the purpose of developing best practice guidelines, and acts as a resource for technical matters related to academic computing.

The Distance Education and Technology Committee's mission is two-fold: first, to assist in the planning and implementation of the Technology Mediated Instruction (TMI) used by instructors and staff in the preparation of educational materials; and second, to provide guidance and recommendation in the pedagogical development and technology in both traditional and distance education.

Reviews new and revised Distance Education courses as part of the AP&P course approval process  
Address problems with academic computing, including course management system  
Selects the course management system for the College  
Works closely with the Academic Senate and IT Committee

**Committee Submits Recommendations To:**

DETC makes recommendation to the Faculty Senate.

**Composition of Representatives:**

We have division representation on the DETC Committee

**Length of Term:**

The faculty Co-Chair is a 3 year term and the members of the committee are 2 year terms.

**Quorum :**

½ membership plus 1

**Meetings Scheduled:**

The 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month from 3:00 pm – 4:00 pm. The meetings take place in the fall and spring semester.

**Minutes/Records Are Available:**

[DETC Records](#)



## Committee Information Sheet

# 2021-2022 ENROLLMENT MANAGEMENT COMMITTEE

### *Committee Name*

	Appointed by	Individual	Term	Expiration Date
<b>Chair</b>	Position – Dean, Enrollment Services	LaDonna Trimble	Standing Appointment	Standing Appointment
<b>Co-Chair</b>	Academic Senate – Faculty	Rick Motawakel	3 years	June 2024
Member	Position – VPSS	Dr. Erin Vines	Standing Appointment	Standing Appointment
Member	Position – VPAA	Howard Davis	Standing Appointment	Standing Appointment
Member	Position – Academic Senate President or designee	Van Rider	Standing Appointment	Standing Appointment
Member	Position – AVC Federation of Teachers President or designee	Dr. Aurora Burd	Standing Appointment	Standing Appointment
Member	Position – AVC Classified Union President or designee	Marisela Corona	Standing Appointment	Standing Appointment
Member	Position – Executive Director Marketing and Public Relations or designee	Betsy Sanchez	Standing Appointment	Standing Appointment
Member	Position – Financial Aid Director or designee	Nichelle Williams	Standing Appointment	Standing Appointment
Member	Position – IERP & Library Services Dean or designee	Svetlana Deplazes	Standing Appointment	Standing Appointment
Member	Position – Director of Student Activities & Outreach or designee	Kenya Johnson	Standing Appointment	Standing Appointment
Member	Position – Enrollment Services Technical Analyst	Anet Youkhana	Standing Appointment	Standing Appointment
Member	Association – Student Equity Liaison	Rashall Hightower-Stickel	Standing Appointment	Standing Appointment
Member	Association – Academic Affairs Dean	Christos Valiotis	Standing Appointment	Standing Appointment
Member	Association – Academic Affairs Dean	Tom Gang	Standing Appointment	Standing Appointment
Member	Position-Confidential/Mgmt/Supervisory	Dawn McIntosh	Standing Appointment	Standing Appointment
Member	Position – Director of First/Second Year Experience	Michelle Hernandez	Standing Appointment	Standing Appointment
Member	Association – ASO Representative	<b>Vacant</b>	1 year	
Member	Position – Faculty	Karen Heinzman	3 years	May 2024
Member	Position – Faculty	Mariko Shimizu	3 years	May 2024
Member	Position -Faculty	Neil Quebbemann	3 years	May 2024

**Type of Committee/**

**Authority:** This is an advisory committee and authority for this committee is the California State Education Code and Title 5 Regulations and Board Policy 5300 and Administrative Procedure 5300.

**Purpose:** The mission of the Enrollment Management Committee is to develop, implement, and evaluate a comprehensive strategic plan involving the entire campus to achieve and maintain optimum student enrollment, promote access and student success, enhance retention and meet the educational needs of our community.

**Committee submits**

**Recommendations:** SPC, Board of Trustees

**Product:** Enrollment Management Plan

**Composition:** Dean of Enrollment Services; Academic Senate Faculty; Vice President Student Services; Vice President Academic Affairs; Vice President Business Services; Academic Senate President or designee; Faculty Union President or Designee; Director of Public and Governmental Relations or Designee; Director of Financial Aid or designee; Dean, IERP & Library Services or designee; Director, Outreach or designee; Enrollment Services Technical Analyst, Academic Deans (2); Student Success and Equity Representative; Basic Skills Representative; CMS Representative, ASO Representative.

**Terms:** As listed above

**Quorum:** Majority of attending members

**Meetings:** Twice a month

**Minutes/Records:** Minutes are posted to the files section of the myAVC Enrollment Management Group page.

**Operations:** N/A

**Prepared by:** LaDonna Trimble, Dean of Enrollment Services

**Date:** August 31, 2021

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**Committee Information Sheet**  
**Faculty Professional Development Committee**  
**2021 – 2022**

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<b>Title of Representative</b>	<b>Appointed By</b>	<b>Name</b>	<b>Term</b>	<b>Expiration Date</b>
Chair	Academic Senate	Kathy Osburn	1 year	June 30, 2022
Co-Chair		Kathryn Mitchell		Standing Member
Admin. Member		Dr. Howard Davis		Standing Member
Faculty Member	Academic Senate	Dr. Zia Nisani	2 Years	Summer 2022
AVFCT Member	AVCFT	Nathan Dillon	Temporary	Summer 2022
Classified Member		Vacant		
Classified Union Member		Vacant		
CMSA Member		James Nasipak	2 Years	Summer 2023
Additional Member	Academic Senate	John Wanko	2 Years	Summer 2022
Additional Member	Academic Senate	Walter Briggs	2 Years	Summer 2022
Additional Member	Academic Senate	Dr. Barbara Fredette	2 Years	Summer 2023
Additional Member	Academic Senate	Kimberly Sennett	2 Years	Summer 2023
Additional Member	Academic Senate	Jane Bowers	2 Years	Summer 2023
Additional Member	Academic Senate	Dr. Rona Brynin	2 Years	Summer 2024
Additional Member	Academic Senate	Tyrone Mettler	2 Years	Summer 2024
Additional Member	Academic Senate	Mark Hoffer	2 Years	Summer 2024
Tenure Coordinator	Academic Senate	Tina McDermott		Standing Member
Technical Liason		Greg Krynen		Summer 2022
Adjunct Faculty Representative	Academic Senate	Sawsan Farrukh	2 Years	Summer 2022

**Type of Committee/Authority:**

Academic Senate Committee

**Purpose:**

To design and administer the faculty professional development program

**Committee Submits Recommendations To:**

Academic Senate

**Composition of Representatives:**

Volunteers approved by Academic Senate

**Length of Term:**

2 years

**Quorum :**

8 (we ave nonvoting members)

**Meetings Scheduled:**

2<sup>nd</sup> and 4<sup>th</sup> Wednesdays at 3:00 pm

**Minutes/Records Are Available:**

Online, with Greg Krynen and with the faculty co-chair



**Committee Information Sheet**  
**Program Review Committee**  
**2021 – 2022**

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	<b>Appointed by</b>	<b>Name</b>	<b>Term</b>	<b>Expiration Date</b>
Faculty Co-Chair (Program Review Coordinator)	Academic Senate	Stacey Adams	2 of 3	6/30/23
Administrative Co-Chair	Academic Senate	Dr. Meeta Goel	Standing Appt	
Research Analyst	By Position	Vanessa Escobar	Standing Appt	
Outcomes Faculty Co-Chair	Academic Senate	Dr. Gary Heaton-Smith	Standing Appt	
eLumen Data Steward	By Position	Dr. Svetlana Deplazes	Standing Appt	
Division Faculty Rep	Arts & Humanities	Dr. Gary Heaton-Smith	3 of 3	6/30/22
Division Faculty Rep	Career & Technical Education	Samuel Padilla	3 of 3	6/30/22
Division Faculty Rep	Counseling	Reina Burgos	2 of 3	6/30/23
Division Faculty Rep	Math, Science & Engineering	Joshua Strong	2 of 3	6/30/23
Division Faculty Rep	Rhetoric & Literacy	Ronda Nogales	2 of 3	6/30/23
Division Faculty Rep	Health & Safety Sciences	Wendy Stout	2 of 3	6/30/23
Division Faculty Rep	Kinesiology & Athletics	Dr. Glenn Haller	1 of 3	6/30/24
Division Faculty Rep	Social & Behavioral Science	Dr. Cynthia Lehman / Richard Fleishman	2 of 3	6/30/23
Division Faculty Rep	Library	Van Rider	2 of 3	6/30/23
Faculty – At Large	Academic Senate	Megan Owens	1 of 3	6/30/24
Academic Dean	VPAA	Christos Valiotis	2 of 3	6/20/23
Classified	Classified Union	Vacant	2 of 3	6/20/23
Dean/Director	VPSS	LaDonna Trimble	2 of 3	6/30/23
ASO Rep (non-voting ad hoc)	ASO	Vacant	1 of 1	6/30/21

**Type of Committee/Authority:**

Academic Senate Standing Committee

**Purpose:**

To review and refine the program review process to improve student learning, student achievement and institutional effectiveness. Committee responsibilities include:

- Provide training and guidance to members of self-study teams as they review their programs.
- Receive comprehensive and annual reports produced by programs and post them on the AVC website.
- Disseminate the program review procedures document.
- Determine and publish the schedule of programs and non-instructional areas in the four year cycle.
- Establish and publish timelines for the program review process.
- Review annual reports and then post or return for revision.

- Oversee peer review of comprehensive reports.
- Revise procedures as needed and present those revisions to the Academic Senate and MAC for approval

**Committee Submits Recommendations To:**

Academic Senate

Representatives report to the leadership of their respective constituency

**Composition of Representatives:**

- (1) Faculty Co-Chair (Program Review Coordinator)
- (1) Dean of Institutional Effectiveness, Research and Planning, Administrative Co-Chair
- (1) Research Analyst, by position
- (1) Outcomes Faculty Co-Chair
- (1) eLumen Data Steward, by position
- One representative from each Academic Division and Area
- (1) Faculty at-large
- (1) Classified representative
- (1) Dean appointed by VPAA
- (1) Dean or Director appointed by VPSS
- (1) ASO Representative (non-voting, ad hoc)

*(Each committee member should have a proxy.)*

**Length of Term:**

Three year terms for all committee members.

**Quorum:**

A simple majority of committee members.

**Meetings Scheduled:**

Meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month during the fall/spring semesters from 3pm – 4:30pm.

**Minutes/Records Are Available:**

Minutes: a committee member

Records: committee chair

**Committee Information Sheet**  
**Safety Committee**  
**2021 – 2022**

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<b>Title of Representative</b>	<b>Appointed By</b>	<b>Name</b>	<b>Term</b>	<b>Expiration Date</b>
Chair		Terry Cleveland	Standing Member	Standing Member
HR – (Risk Management) Member Note Taker	HR (Office of Risk Management)	Susan Herman	Standing Appointment	Standing Appointment
HR Alternate	Human Resources	Kim Correa	Standing Appointment	Standing Appointment
Campus Law Enforcement Member	Campus Sheriff's Department	Deputy David Pine	Standing Appointment	Standing Appointment
Campus Law Enforcement Alternate	Campus Sheriff's Department	Deputy Andres Guardado	Standing Appointment	Standing Appointment
Academic Senate Member	Academic Senate	Joseph Esdin	2 years	September 2022
Faculty Union Member	Faculty Union	Jonet Leighton	2 years	February 2023
Faculty Union Alternate	Faculty Union	Gabrielle Poorman	2 years	February 2023
Classified Union Member	Classified Union	Joe Orosco	2 years	March 2024
Classified Union Alternate	Classified Union	Marvin Guzman	2 years	March 2024
Classified Union Alternate	Classified Union	Kenneth Ritchie	2 years	March 2024
CMSA Member	Confidential Management	Erin Tague	Standing Appointment	Standing Appointment
CMSA Alternate	Confidential Management	Michael Maher	Standing Appointment	Standing Appointment
Educational Administrator Member	Educational Administrators	Dr. Louis Lucero	2 years	December 2022
ASO Member	ASO	Candace Karasarkisian	2 years	February 2024

**Type of Committee/Authority:**

Cooperative Committee established to generate communication on safety and health issues by students, faculty, and staff for the benefit of students, faculty, staff, and visitors to the College and to make recommendations to enhance the safety and health of those groups while on campus.

**Purpose:**

Antelope Valley College is committed to providing a safe and healthful workplace for all of its employees and to provide a safe and healthful facility for students and campus visitors. To fulfill its obligation, the Safety Committee is charged with the responsibility of providing avenues for communication for all employees with regard to maintaining a safe and healthful work environment.

**Committee Submits Recommendations To:**

The College Coordinating Council.

**Composition of Representatives:**

One representative and alternate from each of the following constituencies: Classified Union, Faculty Union, Confidential Management, Academic Senate, Associated Student Organization, Human Resources, Campus Police and Academic Administrators.

**Length of Term:**

The Member and Alternate terms are 2 years each. Representatives from each group are appointed and/or replaced by the constituency according to their selection process.

**Quorum:**

There is a simple majority quorum necessary to make recommendations.

**Meetings Scheduled:**

Meetings are held during the months of February, April, September and November. Meeting times may vary.

**Minutes/Records Are Available:**

<https://www.avc.edu/administration/organizations/safetycommittee>

## BP 3720 Computer Use

Reference:

- Education Code Section 70902;***
- 17 U.S.C. Section 101 et seq.;***
- Penal Code Section 502;***
- Cal. Const., Art. 1 Section 1;***
- Government Code Section 3543.1(b)***

It shall be the policy of Antelope Valley College (AVC) to keep employees, students and community members apprised of their rights and responsibilities as users of the information technology services provided by the college. These rights and responsibilities will be incorporated into [guidelines-standards of operation](#) and disseminated to all users.

The Board recognizes that computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access requires that individual users act responsibly. [The President / Superintendent shall establish procedures that provide standards of operation to students and staff for the appropriate use of information technologies.](#) Computer and information technology services users must respect the rights of other users, respect software copyrights and licenses, respect the integrity of the systems and related physical resources, refrain from seeking to gain unauthorized access, and observe all relevant laws, regulations, contractual obligations and District and college policies.

**See Administrative Procedures #3720, ~~3721~~, and ~~3722~~**

**Adopted: 11/7/05**  
**Revised: 1/8/07**  
**Revised: 5/11/09**  
**Revised: 03/14/21**

AP 3720 Computer, Network and Telecommunications Use

References:

- [15 U.S. Code Sections 6801 et seq.;](#)
- [17 U.S.C. Section 101 et seq.;](#)
- [Penal Code Section 502, Cal. Const., Art. 1 Section 1;](#)
- [Government Code Section 3543.1\(b\);](#)
- [16 Code of Federal Regulations Parts 314.1 et seq.;](#)
- [Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45](#)

The District Computer, Network and Telecommunications systems, and the data that resides upon them, are the sole property of Antelope Valley Community College District, except where explicitly addressed by collective bargaining agreements. The Computer, Network and Telecommunications systems are for District instructional and ~~work related~~ work-related purposes only.

~~work related is listed twice above~~

This procedure applies to all District students, faculty, and staff, and to others granted use of District information resources. A user is defined as any individual or group who uses college technology or computing facilities resources.

This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and telecommunication facilities owned, leased, operated, or contracted by the District. This includes, but is not limited to, personal computers, personal mobile devices, computing or telecommunications devices, workstations, mainframes, minicomputers, [cloud or contracted services](#), and [any](#) associated peripherals, software, networks, telephone and telecommunications equipment, including cellular telephones, and information resources, regardless of whether used for administration, research, teaching or other purposes.

**AVC Information Technology ~~Resource Guidelines~~ Standards of Operation**

The District shall produce and maintain [guidelines-Standards of Operation](#) that [clarify establish](#) procedures or processes relating to the use of District information technologies. These [guidelines-standards](#) shall be reviewed regularly for relevance and made available to the public.

**Conditions of Use**

Individual units within the District may define additional conditions of use for information resources under their control. These [statements-conditions](#) must be consistent with this overall procedure, [and standards of operation](#), but may provide additional detail [or, guidelines and/or](#) restrictions.

**Account Provisioning and Deprovisioning**

All employees and students are assigned an email account upon joining the college. Email is the official channel for all communications from the college. All employees and students are encouraged to check ~~it~~ [their account](#) regularly to stay current on all issues related to instruction and services. ~~Upon departure from the college, all students,~~

~~retirees, and emeriti may retain their email account. Employee access that does not meet the above criteria may be deprovisioned upon separation. Access to services within myAVC will be deprovisioned two-years after departure. Account retention is based upon role with the college. See the Standards of Operation for specifics. Accounts for persons no longer actively affiliated with the District will be disabled after one year of inactivity. If you need access to records that are within myAVC, please contact the appropriate office directly.~~

### **Legal Process**

This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these procedures and related policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension ~~or~~ termination from of employment, or expulsion; and/or civil or criminal legal action.

### **Copyrights and Licenses**

Users must respect copyrights and licenses to software and other on-line ~~informatie~~information. Users will comply with the Standards of Operation for all licensed software and digital materials provided by the college. In addition to software, all other copyrighted information (text, images, icons, programs, audio, video, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

~~fr~~

### **Copying**

Software protected by copyright may not be copied or distributed except as expressly permitted by the owner of the copyright, licensing, or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

### **Number of Simultaneous Users**

The number of copies and distribution of licensed software ~~copies~~ must be handled ~~in such a way that the number of simultaneous users does not exceed the number of original copies~~ in accordance with licensing purchased by the District, or provided by the publisher, unless otherwise stipulated in the purchase contract. Licensing and distribution is managed by ITS.

### **Copyrights**

~~In addition to software, all other copyrighted information (text, images, icons, programs, audio, video, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited~~

### **Integrity of Information Resources**

Users must respect the integrity of computer-based information resources.

### **Modification or Removal of Equipment**

~~Computer and telecommunications users must not attempt to modify or remove computer, network or telecommunications equipment, software, or peripherals that are allocated to other District users without proper authorization.~~

Users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

### **Unauthorized Use**

Users must not interfere with others' access and use of the District computers or resources. This includes but is not limited ~~to~~ to: the sending of chain letters or excessive messages, ~~either locally or off campus~~; printing excess copies of documents, files, data, ~~or programs~~, running inefficient ~~programs software that~~ adversely impact performance of the network, or is intentionally designed to disrupt network performance; unauthorized modification of ~~system~~ facilities, operating systems, ~~or disk partitions~~; and damaging or vandalizing District computing facilities, equipment, software or computer files.

### **Unauthorized or Malicious Programs**

Users must not intentionally develop or use programs which disrupt other users, or which access private or restricted portions of ~~the systems~~, or which damage ~~the software or hardware components of the systems~~ systems or services. Users must ensure that they do not use programs or utilities that interfere with other users, or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure and may further lead to civil or criminal legal proceedings.

### **Unauthorized Access**

Users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

### **Abuse of Computing Privileges**

Users of District information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, ~~regardless of whether the computer, software, data, information, or network in question is owned by the District~~. For example, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse ~~of~~ District computing privileges.

### **Reporting Problems**

Any defects discovered in system accounting or system security must be reported promptly to the ~~appropriate administrator~~ Executive Director of Technology so that steps can be taken to investigate and solve the problem.

### **Password Protection**

A user who has been authorized for password-protected accounts may be subject to both civil and criminal liability if the user discloses their password or otherwise makes the account available to others. Password access and authorization standards are outlined in the Standards of Operations.



**Usage**

~~Users must respect the rights of others. Attempts to circumvent these mechanisms in order to gain unauthorized access.~~

Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person’s information are a violation of District procedure and may violate applicable law.

**Unlawful Messages**

Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, malicious, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.

Electronic communication facilities may not be used to transmit commercial or personal advertisements, ~~solicitations~~solicitations, promotions or personal gain. District information resources may not be used for commercial purposes. Users are also reminded that ~~the “.cc” and “.edu”~~ domains on the Internet have rules restricting or prohibiting commercial use.

**Information Belonging to Others**

Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

**Rights of Individuals**

Users must not release any individual’s (student, faculty, and staff) personal information to anyone without proper authorization.

**User Identification**

Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

**Personal and Commercial Use**

The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters. Use of District resources for personal gain is expressly prohibited.

**Personal Use**

District information resources should not be used for personal activities beyond District functions, except in a purely incidental manner. If the District otherwise grants access to the District’s email system for personal use, employees may use the District’s email system to engage in protected concerted activity during non-work time.

**Political Use**

~~District information resources must not be used for political activities where prohibited by federal, state or other applicable laws.~~

District information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.

**Commented [1]:** I thought all political activities were unlawful use, not just partisan.

**Commented [2R1]:** they are, but partisan is language from the league’s recommendation

**Personal Use**

~~District information resources should not be used for personal activities not related to appropriate District functions, except in a purely incidental manner.~~

**Nondiscrimination**

All users have the right to be free from any conduct connected with the use of Antelope Valley Community College District network, telecommunications and computer resources which discriminates against any person in violation of ~~Board Policy~~BP 3410. No user shall use the District network, telecommunications or computer resources to transmit any message, create any communication of any kind, or store information which violates any District procedure regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

~~Disclosure~~DISCLOSURE

**No Expectation of Privacy**

The District reserves the right to monitor all use of the District network and computer resources to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

**Possibility of Disclosure**

Users must be aware of the possibility of unintended disclosure of communications.

**Retrieval**

It is often possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

**Public Records**

The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of “public record” and nonexempt communications made on the District network and computer must be disclosed if requested by a member of the public, in accordance with BP/AP 3300 & ~~AP3300~~Public Records.

**Litigation**

Computer transmissions and electronically stored information may be discoverable in litigation.

**Dissemination and User Acknowledgment**

All users shall be provided access to these procedures, standards of operation, and be directed to familiarize themselves with them. Periodically users will be reminded of these procedures.

Users shall acknowledge annually that they have reviewed BP/AP 3720 and the associated ~~procedures and guidelines~~standards of in the manner and frequency as specified in the IT Resource Guidelines operations. This acknowledgement is a condition of use of any District information technology resource.

11/7/05

Revised:

1/8/07 ~~Revised:~~

9/10/07

~~Revised:~~

4/8/19

03/14/22



## BP 6700 Civic Center and Other Facilities Use

### References:

Education Code Sections 82537; 82542;  
Title 5 Sections 59601 et seq.

There is a Civic Center at the Antelope Valley Community College District. The Civic Center locations include: gymnasium, baseball field, softball field, stadium, tennis courts, track, Student Center, T-900 classrooms, and Board Room (SSV 151). Use of the Civic Center shall be granted as provided by law. The Superintendent/President shall establish procedures regarding the use of college property, including but not limited to facilities, equipment and supplies, by community groups and other outside contractors.

These administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The regulations shall include reasonable rules regarding the time, place and manner of use of District facilities. They shall assure that persons or organizations using college property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities.

No group or organization may use District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e., gender), or sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside." (Education Code Section 82537(a)) In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

See Administrative Procedures #6700

Adopted: 5/8/06

Revised: 4/11/22

## AP 6700 Civic Center and Other Facilities Use

### Reference:

Education Code Sections 82537, 82542; Public Resources Code § 42648.3

### General Provisions

District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and times identified by the **Facilities Management Team**, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, or as authorized by law, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Facilities Management Team is responsible for the coordination and implementation of these procedures. The Facilities Management Team shall determine all applicable fees to be charged.

Outside the designated public forum areas, the following shall apply: All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District. The forms for use can be found: <https://www.avc.edu/administration/facilities/fsforms>

### Civic Centers

Eligible persons or groups may use District buildings or grounds designated as the Civic Center for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or the public interest, subject to this procedure.

The groups identified in Education Code Section 82542(a) will be permitted, “when an alternative location is not available,” as described in the statute, to use District facilities upon payment only of the following:

- the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;
- the cost of a District employee’s presence during the organization’s use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his/her/their normal duties;

- the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; and
- the cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, custodial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of District facilities. Additionally, except for classroom-based programs that operate after school hours and organizations retained by the college or District to provide instruction or instructional activities to students during school hours, direct costs shall also include the costs for maintenance, repair, restoration, and refurbishment of college facilities and grounds used by the group.

The District shall maintain a fee schedule adopted by the Board that includes the hourly fee for each specific school facility and grounds.

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services, which may be conducted for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.
- Entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services deemed by the Board of Trustees to be necessary to meet the needs of the community.

### **Rules for Facilities Use**

Requests for use of the District's Civic Center must be made at least 21 days in advance of the first date of use being requested. Requests shall be made to the **Facilities Management Team** on forms provided by the District. Authorization to use the Civic Center shall be based on a reservation system and the priorities for student and other use detailed at the end of this Section.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

Overnight camping on District facilities, including in the designated public forum areas, is prohibited. No person or organization may use any District facility for living

accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking, or carrying on cooking activities.

All charges for the use of District facilities are payable prior to the event.

Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he/she/they is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities.

Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, controlled substances, or tobacco *in any form* shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

### **Priority for the Use of District Facilities**

Priority for the use of District Civic Center facilities will be as follows:

1. Student clubs and organizations
2. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
3. Parent-teachers' associations
4. School-community advisory councils



Adopted: 5/8/06  
Revised: 12/11/17  
Reviewed: 4/11/22