



<h1>College Coordinating Council Meeting</h1>	September 11, 2024 9:30 a.m. – 10:30 a.m. L201
---	---

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

Committee Members:
 Hal Huntsman, Academic Senate
 Renelyn Wilson, ASO
 Pamela Ford, Classified Union
 Ashley Hawkins, Confidential/Management/Supervisory/Administrators
 Kathryn Mitchell, Deans
 Dr. Jason Bowen, Faculty Union

Dr. Jennifer Zellet, CHAIR
 Dr. Kathy Bakhit, Vice President of Academic Affairs
 Shami Brar, Vice President of Administrative Services
 Bridget Cook, General Counsel
 Dr. Lauren Elan-Helsper, Vice President of Human Resources
 Dr. Rebecca Farley, Vice President of Equity & Student Achievement
 Idania Padron, Vice President of Student Services

MEETING

Items	Person(s) Responsible	Time	Action
-------	-----------------------	------	--------

APPROVAL OF AGENDA AND MINUTES:

I. Approval of Minutes of August 28, 2024.

RETURNING ITEMS:

I. Name Change for Office of Students with Disabilities to Academic Accommodations Center	Idania	10 minutes	Returned from 8.28.24 meeting.
---	--------	------------	--------------------------------

DISCUSSION/ACTION ITEMS:—

I. BP/AP 3515 – Reporting Crimes	Jennifer	5 minutes	
II. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program	Jennifer	5 minutes	
III. BP/AP 3560 – Alcoholic Beverages	Jennifer	5 minutes	

STANDING ITEMS:

I. Constituents Reports	All	10 minutes	
-------------------------	-----	------------	--

POLICIES OUT FOR CONSTITUENT REVIEW:

I. BP/AP 2205 – Internal Audit since 8.28.24			
II. BP 2715 – Code of Ethics since 8.28.24			
III. BP/AP 2360 – Minutes since 8.28.24			

POLICIES IN PROCESS

- I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta
- II. BP/AP 4010 – Academic Calendar
- III. Decision-Making Principle Document – Jennifer
- IV. BP/AP 4010 – Academic Calendar – Kathy
- V. BP/AP 4100 – Graduation Requirement – Idania
- VI. BP/AP 4400 – Community Services – Kathy
- VII. BP/AP 7130 – Compensation – Shami & Legal
- VIII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal

NEXT MEETING DATE: September 25, 2024



<h1>College Coordinating Council Minutes</h1>	<p>August 28, 2024 9:30 a.m. – 10:30 a.m. L201</p>
---	---

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

Committee Members:
 Hal Huntsman, Academic Senate
 Renelyn Wilson, ASO
 Pamela Ford, Classified Union
 Ashley Hawkins, Confidential/Management/Supervisory/Administrators – **ABSENT – Greg Bormann in as Proxy**
 Kathryn Mitchell, Deans
 Dr. Jason Bowen, Faculty Union

Dr. Jennifer Zellet, CHAIR
 Shami Brar, Vice President of Administrative Services
 Bridget Cook, General Counsel - **ABSENT**
 Dr. Kathy Bakhit, Vice President of Academic Affairs
 Dr. Lauren Elan Helsper, Vice President of Human Resources
 Idania Padron, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
-------	-----------------------	------	--------

APPROVAL OF AGENDA AND MINUTES:

I. Approval of Minutes of April 24, 2024 & May 8, 2024.
 The minutes were approved as presented. Greg Bormann abstained.

RETURNING ITEMS:

<p>I. BP/AP 2205 Internal Audit</p>	<p>Jennifer</p>	<p>5 minutes</p>	<p>Hal stated that he would like the Academic Senate to review it for a second time. Shami explained that this is not for a designated person, but rather an audit and compliance function. Jennifer stated that internal controls should be shared by all managers. Hal asked if anyone could request an audit. Jennifer reminded everyone that the policy is permissive and not restrictive and that there have been audit requests made by the public. Jason stated that he is concerned that if the auditor receives limited direction, with the new revision, there</p>
-------------------------------------	-----------------	------------------	---

			<p>would not be one person handling this, and asked how this would be an improvement.</p> <p>Jennifer reminded everyone that the job was created when the district became fiscally independent from LACOE. She stated that they contacted LA County and that the switch in paradigms did not threaten the district's independence. She stated that it is a shift in language as it is changing from the Internal Auditor, a person vs a function and this is the new paradigm.</p> <p>Pamela asked which other colleges have this model.</p> <p>Shami stated that Mt SAC and with conversations with LACOE the language was created.</p> <p>Jason stated that it seems messy not to have a designated person and that the current language holds the college more accountable.</p> <p>Pamela shared concerns as issues may come up as everyone is imperfect.</p> <p>Shami stated there are precautions that the district takes, like recording transactions correctly and adhering to the BPs/APs, that not everyone is perfect, and there have been audits in Financial Aid, in Positive Attendance, and adjustments are then made.</p> <p>Pamela stated that she had never known there to be substantial losses on the audit report.</p> <p>Shami stated if there is any mishandling of funds, it would be a risk to the outside auditors, to the team, and that multiple people are reviewing the processes.</p> <p>It was agreed to go out for continued constituent review.</p>
II. BP 2715 Code of Ethics - Revised	Bridget	5 minutes	It was agreed to go out for continued constituent review.
III. BP/AP 2360 Minutes	Jennifer	5 minutes	<p>Jason stated that it would be problematic to not include the summary in the minutes as they are helpful.</p> <p>Jennifer stated that it is important to do the business of the college and not spend time "wording" the minutes. She encouraged everyone to take it to</p>

			<p>their constituents and to suggest different language.</p> <p>It was agreed to go out for continued constituent review.</p>
DISCUSSION/ACTION ITEMS:			
I. Name Change for Office of Students with Disabilities to Academic Accommodations Center	Idania	5 minutes	<p>Idania stated that the proposed name change came from Carlos Rosas and that the current name has a stigma.</p> <p>Pamela asked if there could be a document, or presentation, or at least constituent input on the name change.</p> <p>Hal stated that he would appreciate the ability to provide input as well.</p> <p>Idania will bring this back to the next meeting with a document/presentation.</p>
II. Adopted Budget	Shami	10 minutes	<p>Shami reviewed the state budget.</p> <p>Jason asked what fiscal year is impacted.</p> <p>Shami stated that the assumptions about the state revenues is dependent upon the governor at the time.</p> <p>Jennifer stated that the end result is that the deferrals were covered out of the Rainy Day fund, and that is why there is no impact on the college now.</p> <p>Shami reviewed the credit rates and Jason requested a copy of Shami's report.</p> <p>Pamela asked about the COLA increases and if they could be listed by programs.</p> <p>Shami stated that the issue is that the restricted funds are not ongoing and are not guaranteed.</p> <p>Pamela asked about the deferrals, that there should be some discussions, and that she has not been hearing any conversations.</p> <p>Shami stated that there will be a brainstorming session, to include what can be done from the top, down, reviewing every budget, and that there is caution in the messaging.</p> <p>Kathy stated that Academics have been focused on fraud enrollments, that it is critical, and that it is taking everyone's efforts.</p>
III. BP/AP 3515 – Reporting Crimes	Jennifer	5 minutes	Ran Out of Time.
IV. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program	Jennifer	5 minutes	Ran Out of Time.
V. BP/AP 3560 – Alcoholic Beverages	Jennifer	5 minutes	Ran Out of Time.

STANDING ITEMS:			
I. Constituents Reports	All	10 minutes	
POLICIES OUT FOR CONSTITUENT REVIEW:			
I.			
POLICIES IN PROCESS			
I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta II. BP/AP 4010 – Academic Calendar III. Decision-Making Principle Document – Jennifer IV. BP/AP 4010 – Academic Calendar – Kathy V. BP/AP 4100 – Graduation Requirement – Idania VI. BP/AP 4400 – Community Services – Kathy VII. BP/AP 7130 – Compensation – Shami & Legal VIII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal			
NEXT MEETING DATE: September 11, 2024			



BP 3515 Reporting of Crimes

Reference:

Education Code Section 67380

~~The Superintendent/President shall assure that, as required by law, reports are prepared of for all occurrences reported to the Antelope Valley College Sheriff's Department of any arrests for crimes committed on or off campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/ President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.~~

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to Antelope Valley College Sheriff's Department of and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

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

Adopted: 11/7/05
Revised: 6/13/16
Reviewed: 12/12/16
Revised: 1/13/20
Revised: __/__/23

***CCLC Recommended Language**

****AVC Recommended Language**



AP 3515 Reporting of Crimes

References:

Education Code Sections 212, 67380, 67383, and 87014;
Penal Code Sections 245 and 422.55;
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
20 United States Code Section 1232g;
~~34 Code of Federal Regulations Part 668.46;~~
~~34 Code of Federal Regulations Part 99.31 subdivisions (a)(13), (14);~~
Campus Security Act of 1990

Members of the Antelope Valley Community College District who are witnesses or victims of a crime should immediately report the crime to the Antelope Valley Community College Campus Sheriff's Office when and if that criminal act is committed within the jurisdiction of the College Campus Sheriff's Office. Members of the Antelope Valley Community College District who are witnesses or victims of a crime off campus and outside the jurisdiction of the Campus Sheriff's Office, should contact the Los Angeles County Sheriff's Department:

In Lancaster contact: (661) 948-8466
In Palmdale contact: (661) 267-4300

In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify his/ her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the Antelope Valley Community College Campus Sheriff's Office. The supervisor himself/herself/~~themselves~~ shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

The District will instruct members of the Antelope Valley Community College Campus Sheriff's Office to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to Human Resources if the complainant consents.

~~The District shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the Public Information Officer (PIO) in a manner that aids the prevention of similar crimes.~~

The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence, and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft:
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation;
- destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to Antelope Valley Sheriff Department and
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the Antelope Valley College Deputy and the Superintendent/President or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the Public ~~Information Officer~~~~Information, Officer~~ (PIO), ~~through a variety of channels e-mail system~~ to students, faculty, and staff. The information shall be disseminated by the Public Information Officer (PIO) in a manner that aids the prevention of similar crimes.

~~Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Information Officer may also post a notice on the campus-wide electronic bulletin board on the Antelope Valley College website at: <http://www.avc.edu>, providing the community with~~

~~more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Antelope Valley College Sheriff, by phone (661)722- 6399 or in person at the Antelope Valley College Sheriff Office on the Lancaster Campus. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Information Officer (PIO) may also post a notice on the campus-wide electronic bulletin board on the Antelope Valley College Website Web Site, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to the Antelope Valley College Campus Sheriff's Office, by phone extension 6399 or in person.~~

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics ~~concerning~~~~concerns~~ crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three (3) years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide ~~prospective~~~~perspective~~ students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Public Information Officer (PIO) or is published in the campus newspapers monthly.

To Report a Crime:

Contact the sheriff's department at 661-722-6300 ext. 6399 and dial 4-4-4 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition, crimes may reported to the following areas:

Vice President of Student Services – 661-722-6300 ext. 6303
Vice President of Human Resources – 661-722-6300 ext. 6120
Student Life – 661-722-6300 ext. 6354

If you are the victim of a crime and do not want to pursue action within the District's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the [insert designated office] can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

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

The District may disclose the final results of a student disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a student disciplinary proceeding in which it concludes that a student violated District policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her/their right to confidentiality.

~~If an individual is a victim of a crime and does not want to pursue action within the District's System or the criminal justice system, the individual may still want to consider making a confidential report. The purpose of a confidential report is to comply with the individual's desire to keep the matter confidential, while taking steps to ensure the future safety of the individual and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.~~

~~The campus sheriff encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the campus sheriff's office cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below.~~

Required Reports to Local Law Enforcement Agency

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her/their right to have his/her/their personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- the alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- the immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

~~The District may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are~~

- Arson;

- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

~~To Report a Crime:~~

~~Contact sheriff's department at 661-722-6300 ext 6399 and dial 4-4-4 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition, crimes may reported to the following areas:~~

~~Vice President of Student Services—661-722-6300 ext 6303~~

~~Vice President of Human Resources—661-722-6300 ext 6120~~

~~Student Life—661-722-6300 ext 6354~~

Required Reports to Local Law Enforcement Agency

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

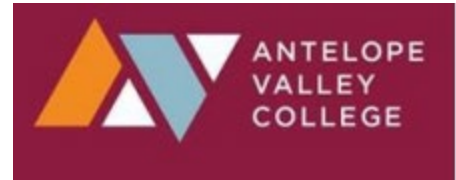
- The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and 31
- The immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

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

Approved: 11/7/05
Revised: 8/8/16
Revised: 12/12/16
Revised: 12/9/19
Revised: __/__/__

*CCLC Recommended Language

**AVC Recommended Language



BP 3550 Drug-Free Environment and Drug Prevention Program

References:

~~Drug Free Schools and Communities Act, 20 U.S. Code Section 1011i;~~
~~34 Code of Federal Regulations Parts 86.1 et seq.;~~
~~Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103~~

Education Code Section 67384;
Drug Free Schools and Communities Act, 20 U.S. Code Section 1011i;
34 Code of Federal Regulations Parts 86.1 et seq.;

Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103

The Antelope Valley Community College District shall be known as a “Drug Free” District, and adopt a “Zero” tolerance policy ~~within~~ regards to any ~~Scheduleschedule~~ I and Schedule II substance deemed unlawful by local, state, and federal laws.

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The following are summaries of the major health risks of and common symptoms associated with alcohol and other drug use and abuse. This is not a complete listing but an overview. Each individual will experience the effects of alcohol and other drugs in a slightly different way given his/her tolerance, body size, family history, gender, and other physical and psychological factors. Abuse of alcohol and other drugs can lead to chemical dependency and can be harmful during pregnancy.

Alcohol

Health Risks: Alcohol in moderate amounts causes dizziness, dulling of the senses, impairment of coordination, reflexes, memory and judgment. Increased amounts of alcohol produce staggering, slurred speech, double vision, mood changes and, possibly, unconsciousness. Larger amounts result in death. Alcohol causes damage to the liver, heart and pancreas. It also may lead to malnutrition, stomach irritation, lowered resistance to disease and irreversible brain or nervous system damage.

Symptoms: Glazed eyes, obvious odor, pale and dry skin, broken blood vessels in facial area, 33 slowed motor coordination and enlarged stomach.

Marijuana

Health Risks: Marijuana use leads to a substantial increase in heart rate. It impairs or reduces short-term memory and comprehension, and motivation and cognition are altered. With extended use it can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle and possibly causes birth defects.

Symptoms: Someone who uses marijuana may laugh inappropriately and have bloodshot eyes, dry mouth and throat, and a tell-tale odor of the drug, a poor sense of timing and increased appetite.

Cocaine and Crack

Health Risks: Cocaine and its derivative crack produce dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. They may also cause insomnia, loss of appetite, tactile hallucinations, paranoia, seizure and death.

Symptoms: Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a depression, a running or bleeding nose and sustained depression.

Barbiturates

Health Risks: In small doses, barbiturates produce calmness, relaxed muscles and lowered anxiety. Larger doses cause slurred speech, staggering gait and altered perception. Very large doses taken in combination with other central nervous system depressants (e.g., alcohol) cause respiratory depression, coma and sometimes death.

Symptoms: A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, inattentive or have slowed reactions.

Amphetamines

Health Risks: Amphetamine use causes increased heart and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever and heart failure.

Symptoms: An individual using amphetamines might begin to lose weight, have periods of excessive sweating, and appear restless, anxious, moody and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

Hallucinogens (including PCP, LSD, Mescaline, Peyote, Psilocybin)

Health Risks: PCP, or angel dust, interrupts the part of the brain that controls the intellect and impulsive behavior. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors.

Symptoms: Someone using PCP might appear moody, aggressive or violent. Such an individual may become paranoid and experience hallucinations and have time and body movements slowed. LSD users may experience loss of appetite, sleeplessness, confusion, anxiety and panic. Flashbacks may also occur.

Narcotics (including Heroin, Codeine, Morphine, Opium, Percodan)

Health Risks: Because these narcotics are generally injected, the use of contaminated needles may result in AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin and convulsions. An overdose may result in a coma or even death.

Symptoms: Some signs of narcotic use are euphoria, drowsiness, constricted pupils and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, loss of sex drive and appetite. When withdrawing from the drug, sweating, cramps and nausea occur.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

The District shall provide educational and preventive information about opioid overdose and the use and location of opioid overdose reversal medication to students at all campuses. The Superintendent/President shall establish administrative procedures to assure that each campus health center applies to distribute dosages of a federally approved opioid overdose reversal medication and participates in the Naloxone Distribution Project through the State Department of Health Care Services.

See Administrative Procedure #3550 Also see AP 3550 Drug-Free Environment and Drug Prevention Program, BP/AP 3560 Alcoholic Beverages, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Adopted: 11/7/05

Revised: 1/11/10

Revised: 5/9/16

Revised: 1/13/20

Revised: __/__/23

*CCLC Recommended Language

**AVC Recommended Language



AP 3550 Drug-Free Environment and Drug Prevention Program

References:

~~Drug Free Schools and Communities Act Amendment of 1989;
20 U.S. Code Section 1011i;
34 Code of Federal Regulations Parts 86.1 et seq.;~~
~~Federal Drug Free Workplace Act, 1988;
41 U.S. Code Section 8103
Education Code Section 67384;
Drug Free Schools and Communities Act Amendment of 1989;
20 U.S. Code Section 1011i;
34 Code of Federal Regulations Parts 86.1 et seq.;~~
~~Federal Drug-Free Workplace Act of 1988;
41 U.S. Code Section 8103~~

The District is committed to providing its employees and students with a drug-free workplace and campus environment. It emphasizes prevention and intervention through education.

Antelope Valley College Police Department may make recommendations to the District Attorney's office for a "Drug Diversion" program for any offender of the District's "Drug Free" policy.

The following are summaries of the major health risks of and common symptoms associated with alcohol and other drug use and abuse. This is not a complete listing but an overview. Each individual will experience the effects of alcohol and other drugs in a slightly different way given his/ her tolerance, body size, family history, gender, and other physical and psychological factors. Abuse of alcohol and other drugs can lead to chemical dependency and can be harmful during pregnancy.

Alcohol

Health Risks: Alcohol in moderate amounts causes dizziness, dulling of the senses, impairment of coordination, reflexes, memory and judgment. Increased amounts of alcohol produce staggering, slurred speech, double vision, mood changes and, possibly, unconsciousness. Larger amounts result in death. Alcohol causes damage to the liver,

heart and pancreas. It also may lead to malnutrition, stomach irritation, lowered resistance to disease and irreversible brain or nervous system damage.

Symptoms: Glazed eyes, obvious odor, pale and dry skin, broken blood vessels in facial area, slowed motor coordination and enlarged stomach.

Marijuana

Health Risks: Marijuana use leads to a substantial increase in heart rate. It impairs or reduces short-term memory and comprehension, and motivation and cognition are altered. With extended use it can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer-causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle and possibly causes birth defects.

Symptoms: Someone who uses marijuana may laugh inappropriately and have bloodshot eyes, dry mouth and throat, and a tell-tale odor of the drug, a poor sense of timing and increased appetite.

Cocaine and Crack

Health Risks: Cocaine and its derivative crack produce dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. They may also cause insomnia, loss of appetite, tactile hallucinations, paranoia, seizure and death.

Symptoms: Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a depression, a running or bleeding nose and sustained depression.

Barbiturates

Health Risks: In small doses, barbiturates produce calmness, relaxed muscles and lowered anxiety. Larger doses cause slurred speech, staggering gait and altered perception. Very large doses taken in combination with other central nervous system depressants (e.g., alcohol) cause respiratory depression, coma and sometimes death.

Symptoms: A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, inattentive or have slowed reactions.

Amphetamines

Health Risks: Amphetamine use causes increased heart and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat,

tremors and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever and heart failure.

Symptoms: An individual using amphetamines might begin to lose weight, have periods of excessive sweating, and appear restless, anxious, moody and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

Hallucinogens (including PCP, LSD, Mescaline, Peyote, Psilocybin)

Health Risks: PCP, or angel dust, interrupts the part of the brain that controls the intellect and impulsive behavior. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors.

Symptoms: Someone using PCP might appear moody, aggressive or violent. Such an individual may become paranoid and experience hallucinations and have time and body movements slowed. LSD users may experience loss of appetite, sleeplessness, confusion, anxiety and panic. Flashbacks may also occur.

Narcotics (including Heroin, Codeine, Morphine, Opium, Percodan)

Health Risks: Because these narcotics are generally injected, the use of contaminated needles may result in AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin and convulsions. An overdose may result in a coma or even death.

Symptoms: Some signs of narcotic use are euphoria, drowsiness, constricted pupils and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, loss of sex drive and appetite. When withdrawing from the drug, sweating, cramps and nausea occur.

Opioid Overdose

The District shall provide, as part of established campus orientations, educational and preventive information provided by the State Department of Public Health about opioid overdose and the use and location of opioid overdose reversal medication to students at all campuses. Each campus health center shall apply to distribute dosages of a federally approved opioid overdose reversal medication and participate in the Naloxone Distribution Project administered by the State Department of Health Care Services.

Prohibition of Drugs

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five (5) days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten (10) days after receiving notice of a workplace drug conviction.

Also see BP 3550 Drug-Free Environment and Drug Prevention Program, BP/AP 3560 Alcoholic Beverages, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Approved: 11/7/05

Revised: 12/14/09

Revised: 4/11/16

Revised: 12/9/19

Revised: __/__/23

*CCLC Recommended Language

**AVC Recommended Language



BP 3560 Alcoholic Beverages

References:

Business and Professions Code Section 25608;
34 Code of Federal Regulations Part 668.46 subdivision (b)

The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

Also see AP 3560 Alcoholic Beverages, BP/AP 3550 Drug-Free Environment and Drug Prevention Program, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Adopted: 11/7/05
Revised: 4/9/07
Revised: 11/14/11
Reviewed: 12/12/1
Revised: 5/11/20
Reviewed: [_/_/23](#)

*CCLC Recommended Language

**AVC Recommended Language



AP 3560 Alcoholic Beverages

References:

~~Business and Professions Code Sections 24045.4, 24045.6, 25608, 25658, and 25668;~~

~~34 Code of Federal Regulations Part 668.46 subdivision (b) Business and Professions Code Sections 24045.4, 24045.6, 25608, and 25658; 34 Code of Federal Regulations Part 668.46 subdivision (b)~~

The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the Antelope Valley College Campus Sheriff's Office. The campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Antelope Valley College Campus Sheriff's Office. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of twenty-one (21). The possession of alcohol by anyone under twenty-one (21) years of age in a public place or a place open to the public is illegal. It is also a violation of this procedure for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume it by the [designated person].
- A student at least 18 years of age tastes, but does not swallow or consume, an alcoholic beverage for educational purposes as part of the instruction in a hotel management, culinary arts, or enology or brewing degree program, and the alcoholic beverage remains in the control of the instructor.
- The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.

- The alcoholic beverage is wine or beer produced by a bonded winery owned or brewery or operated as part of an instructional program in viticulture and enology or brewing.
- The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.
- The alcoholic beverage is acquired, possessed, or used during an event sponsored by the District or the Antelope Valley Community College Foundation at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is taught, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility.
- The alcoholic beverage is for use during a fundraiser held to benefit the Antelope Valley Community College Foundation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed, or used at a football game or other athletic contest sponsored by the District.
- The alcoholic beverage is acquired, possessed, or consumed pursuant to a license or permit obtained for special events held at facilities of a community college district at a time when pupils are not on the grounds. "Facilities" includes, but are not limited to, office complexes, conference centers, or retreat facilities.
- ~~● The alcoholic beverage is beer and/or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration.~~
- ~~● The alcoholic beverage is wine or beer produced by a bonded winery owned or brewery~~
- ~~● The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.~~
- ~~● The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained under this division for special events held at the facilities of Antelope Valley College during the special event. "Special event" means events that are held with the permission of the governing board of the college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.~~

- ~~The alcoholic beverage is acquired, possessed, or used during an event sponsored by the district or the Antelope Valley College Foundation at a community college-owned facility~~
- ~~The alcoholic beverage is for use during a fundraiser held to benefit the Antelope Valley College Foundation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.~~
- ~~The alcoholic beverage is acquired, possessed, or consumed pursuant to a license or permit obtained for special events held at facilities of the college district at a time when pupils are not on the grounds. "Facilities" includes, but are not limited to, office complexes, conference centers, or retreat facilities.~~

Also see BP 3560 Alcoholic Beverages, BP/AP 3550 Drug-Free Environment and Drug Prevention Program, and AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation).

Approved: 11/7/05 Revised: 4/9/07 Revised: 9/10/07 Revised: 4/14/08

Revised: 5/14/12

Revised: 7/9/12

Revised: 4/11/16

Revised: 12/12/16

Revised: 4/13/20

Revised: __/__/23

*CCLC Recommended Language

**AVC Recommended Language