# **Calendar Committee Meeting**

Wednesday, January 31, 2024 1:00 pm - 2:30 pm SSV 236

AGENDA											
Items	Person Responsible	Time	Action								
Information/Discussion Items:											
1. Welcome	Idania Padron										
	Dr. Jason Bowen	2 minutes									
2. Review & Approval of Minutes, 12/6/23	Idania Padron										
		5 minutes									
3. Review & Discussion of Federation of	Pamela Ford										
Classified Employee Holidays:	Idania Padron										
2025-26; 2026-27; 2027-28		5 minutes									
4. Review & Discussion of Academic Calendars:		45 mainsubaa									
2025-26; 2026-27; 2027-28	All	45 minutes									
5. Discussion of Future Meetings	All	10 minutes									

Calendar Committee Meeting	Wednesday, January 31, 2024 1:00 pm – 2:30 pm SSV 236
Idania Padron Reyes, VPSS, Co-chair – Zoom	
Pamela Ford, Classified Union President - Zoom	
Dr. Jason Bowen, Faculty Union President, Co-chair	
Kelly Brogan, Enrollment Services	
Tanya McGinnis, Counselor – absent	
Kyle Jacobsen, Academic Affairs Specialist (CMS)	
Dr. Jill Zimmerman, Dean, Student Life & Services – Zoom	
LaDonna Trimble, Dean, Enrollment Services – absent	
Johnathan Compton, Senate, Academic Faculty	
Daniel Conner, ITS MIS – absent	
Rick Motawakel, Senate, Vocational Faculty – absent	
ASO Representative, Colton Beardsley – Zoom	
Nichelle Williams, Director, Financial Aid (CMS)	
Hal Huntsman, Academic Faculty	
Dr. Kathy Bakhit, Vice President Academic Affairs	
Angela Urbanoski, Sr Admin Assistant to VPSS	

		AGENDA		
	Items	Person Responsible	Time	Action
Infor	mation/Discussion Items:			
6.	Welcome	Idania Padron Dr. Jason Bowen	2 min	Chairs confirmed attendance for quorum.
7.	Review & Approval of Minutes, 12/6/23	Idania Padron		Minutes moved.
			5 min	
		Pamela Ford Idania Padron		Through course of the meeting Otter was in use – Pamela commented that Otter should be removed from meeting cannot record without consent. Otter removed.  Review of holidays by Pamela Ford and Idania Padron.  Idania updates the team on changes to the MOU calendar that were made by both her and Pamela. After further review of the previous proposed MOU holiday list, it was noted that some administrative days in December listed fell on Saturdays or Sundays. The December administrative days have been updated to fall on weekdays.
8.	Review & Discussion of Federation of Classified Employee Holidays: 2025-26; 2026-27; 2027-28		5 min	The team reviewed the concern around 12/30/25 on the previous calendar compared to the new MOU and it is explained that is what prompted the review of all

			administrative days falling in December. This has been signed by Pamela during the meeting with Idania and is waiting for the president's signature.  The question is raised to whether there was a conversation regarding moving the start of the semester from Monday to Wednesday next year.  It is proposed that this item be added to the agenda for the next meeting.  The MOU holiday calendar can move forward but the academic may need changes concerning the discussion of the semester staring on Monday or Wednesday.
9. Review & Discussion of Academic			It is asked if the same changes made to the provided 2025-26 draft academic calendar have been made to 2026-27 and 2027-28 because these drafts were not provided.  The formatting changes were made to the 2025-26. If changes are agreed to will repeat the formatting changes on the 2026-27, and 2027-28 calendars.  Since calendars for 2026-27 and 2027-28 were not provided team proposes that we utilize the 2026-27 and 2027-28 calendars from the last meeting to review the dates for those years and if 2025-26 formatting changes are accepted, these changes will be made to 2026-27 and 2027-28.  The team agrees to discuss calendars in this way and if all are considered acceptable, they will apply formatting to 2026-27, and 2027-28.  Team motions to import 2026-2027 and 2027-28 calendars into today's invite.
Calendars: 2025-26; 2026-27; 2027-28	All	45 min	The 2025-26 calendar is discussed, and Kyle explains formatting updates.

- Dashes for college closed days were added.
- Professional development was changed from FPD to PD

There is a question about updating the colors.

The current color pallet is color-blind friendly. This calendar is also produced using Excel to streamline the process and because of this, there are limitations to changes that can be made to the existing formatting.

The following changes are recommended:

- PD day August 16 should be changed to August 15.
- PD day January 31 should be February 6.
- Notable day on format guide should be moved to the end of the format guide.
- Change formatting to a white number with a black background for classes not in session.
- Change college closed formatting to black with white text.

There is a request to use Symbols of stars. Previous versions made in Word would allow for that, but the Excel version has more limited formatting options.

It is asked what notable days are and whether they are they required to be listed. Notable days are days like commencement, census day, etc. and a previous committee has voted that these are to be listed.

It's suggested that if we do not list closed days, we can use that formatting for professional development days.

It is asked if we can add a legend at the bottom of the legend box where we can say when the campus is closed and repurpose the formatting for closed.

Suggested that we keep campus closed days as they are so that when the administrative office is open can be easily referenced.

The academic calendar shows the campus closed on 1/2/26, the MOU holiday list does not reflect this. The team debates whether this has been an administrative day in the past or should be brought to the president's attention for review.

This is not traditionally a holiday; it would only be an observed holiday if the holiday fell on a Saturday which it does not.

The president could decide to make this into an administrative day with negotiations or an MOU. If the president were to determine that it where, the classified union president would notify the president, they would discuss, and add to the MOU and the president would sign or the president could address it with the board.

Not in the purview of the union to assign a holiday. It is asked that if the campus is closed 12/24/2025-1/1/2026, and also closed 1/2/2026, when does someone come in to prepare for class start on 1/5/2026.

The team discusses having classified faculty work as 1/2/2026 is not a holiday.

It is recommended to remove formatting from 2<sup>nd</sup> and 3<sup>rd</sup> to reflect mou and stay open for classified those days. This will also align with the holiday schedule and intersession starting on 1/5/2026, giving that

Friday as a way to prepare for the start on Monday.

The team reviews each holiday listed on the 2025-26 academic calendar.

There are concerns as commencement day 5/31/2026 is showing on a Sunday and needs to be changed. Whether this should fall on Friday or Saturday is discussed. A new date of 6/5/2026 is recommended. Jill notes that there's been some convo from the President's office about considering Saturday for this, but the commencement committee hasn't met to review.

There is a recommendation of having the end of spring semester fall on Saturday and Commencement fall on Friday.

Jill recommends that we recommend Friday for commencement.

Kyle can provide two versions of calendars next meeting with one showing commencement Friday and one on Saturday.

The team will have Kyle complete a single calendar with Friday commencement on 6/5/2026. Should the president decline, would then generate a new calendar.

Formatting changes are reviewed further, proposed changes:

- College closed-back white font.
- Add border for PD or classes not in session.

Kyle prefers to use the border on PD days, team agrees with this.

The team agrees to return for another meeting with 3 agenda action items – approval for recommendations 25-26, 26-27, and 27-28.

10. Discussion of Future Meetings	All	10 min	Meeting is priority and should be set within the next two weeks.



# Memorandum of Understanding ("MOU") Between Antelope Valley College Federation of Classified Employees ("AVCFCE") and Antelope Valley Community College District ("District")

# **Background:**

In order to build operational schedules, a holiday schedule must be in place. In accordance with the terms of Article VIII of the collective bargaining agreement between the District and the AVCFCE, the Parties have agreed to observe the following holidays for classified unit members. Article 8.5.1 is amended to include the holidays listed below in the District's Holiday Schedule for the 2025 - 2026 and 2026 - 2027 and 2027 - 2028 school years.

**8.5.1** <u>Holidays</u> — The parties agree to observe all holidays listed on the District's Holiday Schedule as published. In the event that a holiday falls on an employee's regularly scheduled day off, and the employee is in paid work status on the workday prior and following the holiday, that employee shall be granted an additional floating holiday to be taken at a time agreed upon by the employee and the employee's supervisor.

# **District's Holiday Schedule:**

Holidays	2025	2026	2027	2028
New Year's Day	Jan. 1	Jan. 1	Jan. 1	Jan. 1
Martin Luther King, Jr. Day	Jan. 20	Jan. 19	Jan. 18	Jan. 17
Lincoln's Birthday	Feb.14	Feb. 13	Feb. 12	Feb. 18
Washington's Birthday	Feb.17	Feb. 16	Feb. 15	Feb. 19
Cesar Chavez Day	Mar. 31	Mar. 31	Mar. 30	Mar. 31
Memorial Day	May 26	May 25	May 31	May 29
Juneteenth Day	June 19	June 19	June 18	June 19
Independence Day	July 4	July 3	July 5	July 4
Labor Day	Sept. 1	Sept. 7	Sept. 6	Sept. 4
Indigenous People Day	Oct. 13	Oct. 12	Oct. 11	Oct. 9
Veterans Day	Nov. 11	Nov. 11	Nov. 11	Nov. 10
Thanksgiving	Nov. 27	Nov. 26	Nov. 25	Nov. 23
Administrative Day	Nov. 28	Nov. 27	Nov. 26	Nov. 24
Administrative Day	Dec. 24	Dec. 24	Dec. 24	Dec. 22
Christmas Day	Dec. 25	Dec. 25	Dec. 25	Dec. 25
Administrative Days	Dec. 26, 29, 30	Dec. 28, 29, 30	Dec. 27, 28, 29, 30	Dec. 26, 27, 28, 29
New Year's Eve	Dec. 31	Dec. 31	Dec. 31	Dec. 31

Dr. Jennifer Zellet	Date	Pamela Ford	Date
Superintendent/President		AVCFCE President	



### 2025-2026 Academic Calendar

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Forr	Format Guide											
	_											
	Fall semester											
	Intersession term											
	Spring semester											
	Summer term											
11	Start/end term											
	Notable date											
	PD Day											
	Classes not in session											
[:-	College closed											
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Instructional days
90 Fall
29 Intersession
91 Spring
45 Summer

Important Dates	
8/18/2025	Fall Semester Start
9/1/2025	Labor Day
9/2/2025	Fall Census Day
9/23/2025	National Voter Registration Day
10/13/2025	Indigenous Peoples Day
10/19/2025	Voter Registration Deadline
10/24/2025	Early Voting Begins
11/4/2025	Election Day
11/11/2025	Veterans Day
11/27/2025	Thanksgiving Day
11/28 - 11/29	Local Holiday
12/6/2025	Fall Semester End
12/24 - 12/25	Christmas
12/26 - 12/31	Local Holiday
1/1/2026	New Year's Day
1/2 - 1/3	Local Holiday
1/5/2026	Intersession Term Start
1/19/2026	Martin Luther King Jr. Day
2/7/2026	Intersession Term End
2/9/2026	Spring Semester Start
2/13/2026	Lincoln's Day
2/14/2026	Local Holiday
2/16/2026	Washington's Day
2/23/2026	Spring Census Day
3/31/2026	Cesar Chavez Day
4/6 - 4/11	Spring Break
5/25/2026	Memorial Day
5/31/2026	Commencement Ceremony
6/6/2026	Spring Semester End
6/15/2026	Summer Term Start
6/19/2026	Juneteenth
7/3/2026	Independence Day Observed
7/4/2026	Independence Day
8/8/2026	Summer Term End

AVC Board of Trustees approval date: Pending



#### 2026-2027 Academic Calendar

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					Augu	st								Jan	uary				June						<b>Important Dates</b>		
	N	И	Т	W	R	F	S	S			М	Т	W	R	F	S	S		М	Т	W	R	F	S	S	8/17/2026	Fall Semester Start
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		10	11	12	13	14	15	16	2	6	11	12	13	14	15	16	17	<b>1</b> 4	14	15	16	17	7 18	19	20	9/7/2026	Labor Day
1	6 1	17	18	19	20	21	22	23	3	5	18	19	20	21	22	23	24	2 6	21	22	23	24	4 25	26	27	9/15/2026	National Voter Registration Day
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3	1	31																								10/12/2026	Indigenous Peoples Day
1	3									23								18								10/18/2026	Voter Registration Deadline
				Se	pten	ıber							F	ebru	ary							July	,			10/23/2026	Early Voting Begins
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5	6	14	15	16	17	18	19	20	2	5	15	16	17	18	19	20	21	5 6	12	13	14	15	5 16	17	18	11/26/2026	Thanksgiving Day
6	6	21	22	23	24	25	26	27	3	6	22	23	24	25	26	27	28	6 6	19	20	21	22	2 23	24	25	11/27 - 11/28	Local Holiday
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Instructional days

29 Intersession

90 Fall

91 Spring

46 Summer

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14 15 16

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AVC Board of Trustees approval date: Pending

Summer Term Start

Independence Day

Summer Term End

Juneteenth

Juneteenth Observed

6/14/2027

6/18/2027

6/19/2027

7/4/2027

8/7/2027



### 2027-2028 Academic Calendar

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	Fall semester								
	Intersession term								
	Spring semester								
	Summer term								
11	Start/end term								
	Notable date								
	FPD Day								
Classes not in sessi									
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Instructional days			
90 Fall			
29 Intersession			
91 Spring			
46 Summer			

Important Dates	
8/16/2027	Fall Semester Start
8/31/2027	Fall Census Day
9/6/2027	Labor Day
9/14/2027	National Voter Registration Day
10/11/2027	Indigenous Peoples Day
10/17/2027	Voter Registration Deadline
10/22/2027	Early Voting Begins
11/2/2027	Election Day
11/10/2027	Veterans Day
11/25/2027	Thanksgiving Day
11/27 - 11/28	Local Holiday
42/4/2027	F-II C I F I
12/4/2027	Fall Semester End
12/24 - 12/25	Christmas
12/26 - 12/31	Local Holiday
1/1/2028	New Year's Day
1/3/2028	Intersession Term Start
1/17/2028	Martin Luther King Jr. Day
, ,	<b>3</b> , ,
2/5/2028	Intersession Term End
2/7/2028	Spring Semester Start
2/11/2028	Lincoln's Day
2/12/2028	Local Holiday
2/14/2028	Washington's Day
2/22/2028	Spring Census Day
3/31/2028	Cesar Chavez Day
4/5 - 4/10	Spring Break
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5/29/2028	Memorial Day
6/2/2028	Commencement Ceremony
6/3/2028	Spring Semester End
6/12/2028	Summer Term Start
6/19/2028	Juneteenth
-, 25, 2020	
7/4/2028	Independence Day
8/5/2028	Summer Term End

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