



Welcome to New Hire Orientation

Fall 2024

AVC Vision, Mission Statement, & Values

Vision:

To provide quality education that transforms lives.

Mission Statement:

Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.

Values:

Community- We create and foster relationships through inclusivity at AVC and among its diverse constituents: students, faculty, staff, administrators, alumni, and the community at large.

Academic Excellence - We embrace the potential of all students, and we strive to uphold a transformative standard of academic excellence in their pursuit of certificates, degrees, transfer, and lifelong learning, as well as ongoing professional development for all employees.

Integrity – We create an environment of trust, candor, empathy, and professionalism and expect ethical behavior from all.

Respect – We cultivate, embrace, nurture, and empower all individuals, regardless of race, ethnicity, ability, gender, age, sexual orientation, class status, or religious belief.

[Philosophy, Vision, Mission Statement, and Values | Antelope Valley College \(avc.edu\)](https://www.avc.edu)



AVC Board of Trustees



Michelle Harvey
Trustee Area 1
President
(Term Expires 11/24)



Michael Adams
Trustee Area 4
Vice President
(Term Expires 11/26)



Steve Buffalo
Trustee Area 2
Clerk
(Term Expires 11/26)



Barbara Gaines
Trustee Area 5
(Term Expires 11/26)



Michael Rives
Trustee Area 3
(Term Expires 11/24)



Anthony Rivera
Student Trustee
(Term Expires 6/25)

Board Policies, Administrative Procedures, and Board Meeting Agendas:

[Board of Trustees | Antelope Valley College \(avc.edu\)](https://www.avc.edu/board-of-trustees)

Office of the Superintendent/President

Office Information:

Location: Administration Building,
Room A126
Phone: 661.722.6300, ext. 6301
FAX: 661.722.6333



Dr. Jennifer Zellet
Superintendent/President
jennifer.zellet@avc.edu



Debbie Salazar,
Clerical Assistant III
debbie.salazar@avc.edu



Patty McClure,
Director of Board
and Executive Services
patty.mcclure@avc.edu

AVC Executive Council Team



Dr. Jennifer Zellet,
Superintendent/ President
jennifer.zellet@avc.edu



Idania Padron,
Asst. Superintendent/
Vice President,
Student Services
idania.padron@avc.edu



Bridget Cook,
General Counsel
bridget.cook@avc.edu



Dr. Kathy Bakhit,
Asst. Superintendent/
Vice President,
Academic Affairs
kathy.bakhit@avc.edu



Dr. Lauren Elan Helsper,
Asst. Superintendent/
Vice President, People,
Culture, and Talent (HR)
lauren.elanhelsper@avc.edu



Dianne Knippel,
Executive Director,
Foundation
dianne.knippel@avc.edu



Shami Brar,
Asst. Superintendent/
Vice President,
Administrative Services
shami.brar@avc.edu



Dr. Rebecca Farley,
Asst. Superintendent/
Vice President,
Equity and Student
Achievement
rebecca.farley@avc.edu



Alejandro Guzman,
Executive Director,
Marketing and Public
Information
alejandro.guzman@avc.edu

AVC Organizational Structure

Academic Senate

Antelope Valley College
Federation of Teachers
(AVCFT) (Full-Time and
Adjunct Instructors)

Antelope Valley College
Federation of Classified
Employees (AVCFCE)

Confidential, Management,
Supervisory, and
Administrators (CMSA)

Participatory Governance
Committees:
[https://www.avc.edu/campus-
organizations-committees](https://www.avc.edu/campus-organizations-committees)

Associated Student
Organizations

AVC SERVES

Service: Realign college policies, practices, and processes to become more effective, efficient, and responsive to students, employees, and AVC's service areas.

Equity: Commitment to equity - Improve the college culture by becoming a more caring, welcoming, accessible, and inclusive campus.

Resources: Increase student awareness about campus resources.

Vision: Being more future-thinking, agile, innovative, and proactive.

Education: Expansion of offerings and effective course scheduling.

Success: Students First – Design with students in mind.



California Community College System Overview

- 73 districts, 116 individual colleges
- Largest system of higher education in the world
- One in every four community college students in the nation attends a California Community College
- Provides educational/vocational/transfer programs to a million students each year
- Over 70% of California Community College students are people of diverse ethnic backgrounds and roughly 53% are female
- Over 40% of California Community College students are age 25 or older and are already working adults



California
Community
Colleges

Learn more at the Chancellor's website:

<http://www.cccco.edu>



Antelope Valley Community College District

Historical information about AVC, can be found here:
[Campus History | Antelope Valley College \(avc.edu\)](https://www.avc.edu/campus-history)



- Founded in 1929 Antelope Valley Joint Union High School
- Fully accredited by the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC)
- Hispanic Serving Institution (HSI) (currently 64% of our students)
- In Fall 2024, we have 244 classified employees, 595 adjunct instructors, 191 full-time faculty, 21 educational administrators and 57 confidential, management or supervisory
- Sites: Lancaster, Palmdale Center, Palmdale Technical Center, Fox Field, SOAR High School and CSU Bakersfield satellite campus
- Bachelor of Science Degree in Airframe Manufacturing Technology
- NEW - Bachelor of Science Degree in Respiratory Therapy
- Vision 2030, Caring Campus Initiative, Achieving the Dream, Commitment to Equity
- Serve Students, Be Kind.

Office of People, Culture, and Talent (Human Resources - HR)

Office Information:

Location: Administration Building, Room A162

Phone: 661.722.6300 ext. 6311

General Email: contacthr@avc.edu

Website: [People, Culture and Talent \(Human Resources - HR\) | Antelope Valley College \(avc.edu\)](#)

Hours: Monday - Thursday 7:30am - 6pm; Friday 7:30am - 11:30am

Departments:

People, Culture, & Talent

Benefits & Risk Management

Payroll



Contact Information

- Assistant Superintendent/Vice President, People, Culture, and Talent and Title IX Coordinator – Dr. Lauren Elan Helsper: lauren.elanhelsper@avc.edu
 - Senior Administrative Assistant to Vice President, People, Culture, and Talent – Kim Correa: kim.correa@avc.edu
- Director, People, Culture and Talent – Harmony Miller: harmony.miller@avc.edu
- Director, Payroll – Debby Clark-Hackenberg: debby.clarkhackenber@avc.edu
- Interim Director, Benefits & Risk Management – Taylor Haynes: taylor.haynes@avc.edu



Important Documents

- Board Policies and Administrative Procedures
 - Available via [BoardDocs](#)
- Collective Bargaining Agreements
 - [AVCFT](#)
 - [AVCFCE](#)
- Job Descriptions
 - [Classified](#)
 - [CMSA](#)



People, Culture, and Talent Services

- District Policies and Collective Bargaining Agreements (CBAs)
 - Assist employees in understanding
- Employee Engagement Programs / Professional Development Resources
- Work Schedules
- Conflict Resolution / Mediation / Grievances
- Reasonable Accommodations / Interactive Process
- Human Resources Reporting
- Oversee Performance Management



Recruitment & Compensation

Recruitment

Ana Patin: ana.patin@avc.edu

661.722.6300, ext. 6116

- Recruitment / Hiring of Employees
 - Support hiring committees
 - Full-time and part-time employees
- Job Descriptions
- Equal Employment Opportunity (EEO)

Compensation

Vicky Remp: vicky.remp@avc.edu

661.722.6300, ext. 6995

- Onboarding
- Salary Schedules / Placement
- Faculty Column Advancement
- Employee Classification and Step Increases
- Educational Incentives
- Personnel files – make an appointment to view

Leaves & Additional People Services

Sherri Burkholder: sherri.burkholder@avc.edu
661.722.6300, ext. 6178

- Paid / Unpaid Leaves
 - In CBAs and APs
 - Leave forms on the PCT Website
- Student Workers
- Short-Term Hourly Onboarding
- Employee Questions and Resources

Assistance:

Stephanie Ibarrola:
stephanie.ibarrola@avc.edu

Mariah Davis:
mariah.davis@avc.edu



Performance Evaluations

Probationary Classified/Confidential Employees – AVFCE CBA

- Designated as permanent after 6 months of service of 130 days; whichever is longer
- First evaluation at the end of the 2nd month
- Final evaluation will occur before the end of the 6th month
- If needed, a supervisor may evaluate a probationary employee prior to the end of the 5th month of service.

Permanent Classified/CMS Employees – AP 7150

- Evaluated annually between April 1st and May 31st

Faculty – AVCFT CBA

- Contract (Probationary/Tenure-Track) Faculty
 - Tenure Process – for the first seven (7) semesters
- Full-time Regular (Tenured) Faculty
 - Every three (3) years
- Full-time Temporary Faculty
 - Semester of hire
- Adjunct Faculty
 - Semester of hire
 - At least once every three (3) years

Administrators – AP 7150



Training & Professional Development

Rhonda Burgess: rhonda.burgess@avc.edu

661.722.6300, ext. 6446

- New Hire Orientations
- Leadership Academy
- Staff Professional Development
- Department Projects
- Employee Training
 - New & Reoccurring Training Opportunities



Employee Training Requirements

New Employee Training

- Illness and Injury Prevention Program
- Workplace Violence Prevention Program
- COVID Awareness
- Discrimination/Harassment/Sexual Harassment
- Mandated Reporter Child Abuse & Neglect
- FERPA: Confidentiality of Records
- Cybersecurity
- Position specific trainings (ex. Proper Lifting, PPE, Bloodborne Pathogens, etc.)

Reoccurring Employee Training

- Illness and Injury Prevention Program
- Workplace Violence Prevention Program
- COVID Awareness
- Discrimination/Harassment/Sexual Harassment (every other year)
- Mandated Reporter Child Abuse & Neglect
- FERPA: Confidentiality of Records
- Cybersecurity
- Implicit Bias and Microaggression
- General Ethics in the Workplace
- Position specific trainings (ex. Recruitment, EEO, Proper Lifting, PPE, Bloodborne Pathogens, etc.)

COVID-19 Reporting

Employee Guide includes COVID Prevention Plan:

<https://www.avc.edu/covid-19-campus-guide-employees>

Cases are reported via a self-screening to a 3rd party contact tracing company, PubSEG: 661.749.9900 or avc@pubseg.com

Complete the [self-screening form](#) before arriving at an AVC facility if any of the following apply to you:

- You have tested positive for COVID-19.
- You have recently been exposed to a positive case of COVID-19.
- You are experiencing symptoms consistent with COVID-19.



Benefits

Jim Firth: jim.firth@avc.edu

661.722.6300, ext. 6101

benefits@avc.edu for all questions related to benefits

- Enrolling and dropping coverage, & adding/dropping dependents
- When can I add new benefits or change the ones I have?
- Optional savings plans – how to add one and how to check on the status
- Open Enrollment for all groups is during August
 - Plan changes become effective on October 1st



Health Benefits

- Available to permanent employees
- District cap: \$17,500
- Many plan choices: PPO & HMO
- Dental/Vision/Life included in rates
- Composite rates
- Starts 1st of month following employment
- Ends last day of month in paid status
- Changes during Open Enrollment or Qualifying Life Event



Other Benefits

- AnthemEAP.com (Company name: SISC)
 - All employees have access
 - Counseling/Legal/Financial/Identity Protection/Etc.
- SISC Flex – Flexible Spending Account (FSA)
 - Set aside pre-tax funds to pay qualified expenses
- Tax Sheltered Annuities (TSA)
 - 403(b) and 457(b) retirement savings accounts
 - Pre- or Post-tax
- Voluntary Plans
 - Disability/Accident/Cancer/Life/Etc.

Anthem EAP

Aflac

AMERICAN FIDELITY
a different opinion

Colonial Life



Mutual of Omaha

Trustmark
benefits beyond benefits



Payroll Services

- Salary & wages
- Federal and state payroll taxes
- W-2s
- Direct deposit forms, W-4 and DE-4 (tax withholdings) forms
- Garnishment deductions and payments
- Voluntary deductions: union dues, Foundation, United Way
- Employment verifications: loans, refinancing, student loan forgiveness
- Provide one-on-one pay stub review sessions



Payroll Team Contact Information

Payroll Department – 661.722.6300, ext. 6308

Payroll Director: Debby Clark-Hackenberg - ext. 6825 – debby.clarkhackenberg@avc.edu

Overload: Lori Braverman - ext. 6842 - lori.braverman@avc.edu

Adjunct Faculty: Liz Lawson - ext. 6711 - elizabeth.lawson@avc.edu

Full time Faculty, Deans, Admins: Shane Hughes - ext. 6247 - shane.hughes@avc.edu

Classified/CMS: Sylvia Castro - ext. 6734 - sylvia.castro@avc.edu.

Students, Short Term Hourly, Professional Experts: MarRieund Chambers - ext. 6745 - marrieund.chambers@avc.edu



Payroll: Banner Time/Leave Entry System

- Enter your time sheet:
 - myAVC Portal → Employee Self Service Main Menu → Time Sheet
 - Full time employees:
 - Enter exceptions only: sick, vacation, jury duty, etc.
 - Short-term hourly, student workers, and adjunct non-instructional:
 - Enter hours worked by day
- More information on Payroll webpage: [Payroll | Antelope Valley College \(avc.edu\)](https://avc.edu/payroll)
 - Payroll Time Sheet Calendar
 - Web Time Entry Policies and Procedures
 - How to find your pay stubs, W-2, or tax documents

Questions? Call Payroll. We will help you!



Title IX Coordinator and EEO Officer

Lauren Elan Helsper (TIX and EEO)

Assistant Superintendent/Vice President, People, Culture, and Talent

Email: lauren.elanhelsper@avc.edu

Telephone: 661-722-6311

- Call
- Email – include everything!
- Submission of a Formal Complaint (on PCT Website)

Blanca Rodriguez

Compliance and Title IX, PCT Assistant

Email: blanca.rodriguez@avc.edu

- If you participate in a hiring committee, you will need to undergo EEO training.
- Contact PCT for more information.



Unlawful Harassment, Hostile Work Environment, Discrimination, and Retaliation

The Office of People, Culture, and Talent
is the District's Civil Rights Office

We are tasked with ensuring District compliance with **federal** and **state** laws that prohibit harassment and discrimination based on membership in a protected class and/or sexual misconduct.



All employees and students are welcome to participate in all aspects of the District's educational programs and activities without harassment and discrimination based on protected class.

Misconduct that is not based on protected class is also prohibited.



Title IX Prohibited Misconduct

Sexual Harassment

Sexual Assault

Retaliation

Domestic and Dating
Violence

Stalking



Protected Classes

- National Origin
- Religion
- Age
- Gender
- Gender Identity
- Gender Expression
- Race
- Ethnicity
- Color
- Medical Condition
- Genetic Information
- Ancestry
- Sexual Orientation
- Marital Status
- Physical Disability
- Mental Disability
- Pregnancy
- Military Status
- Veteran Status
- Association with a protected class
- Perceived to be in a protected class



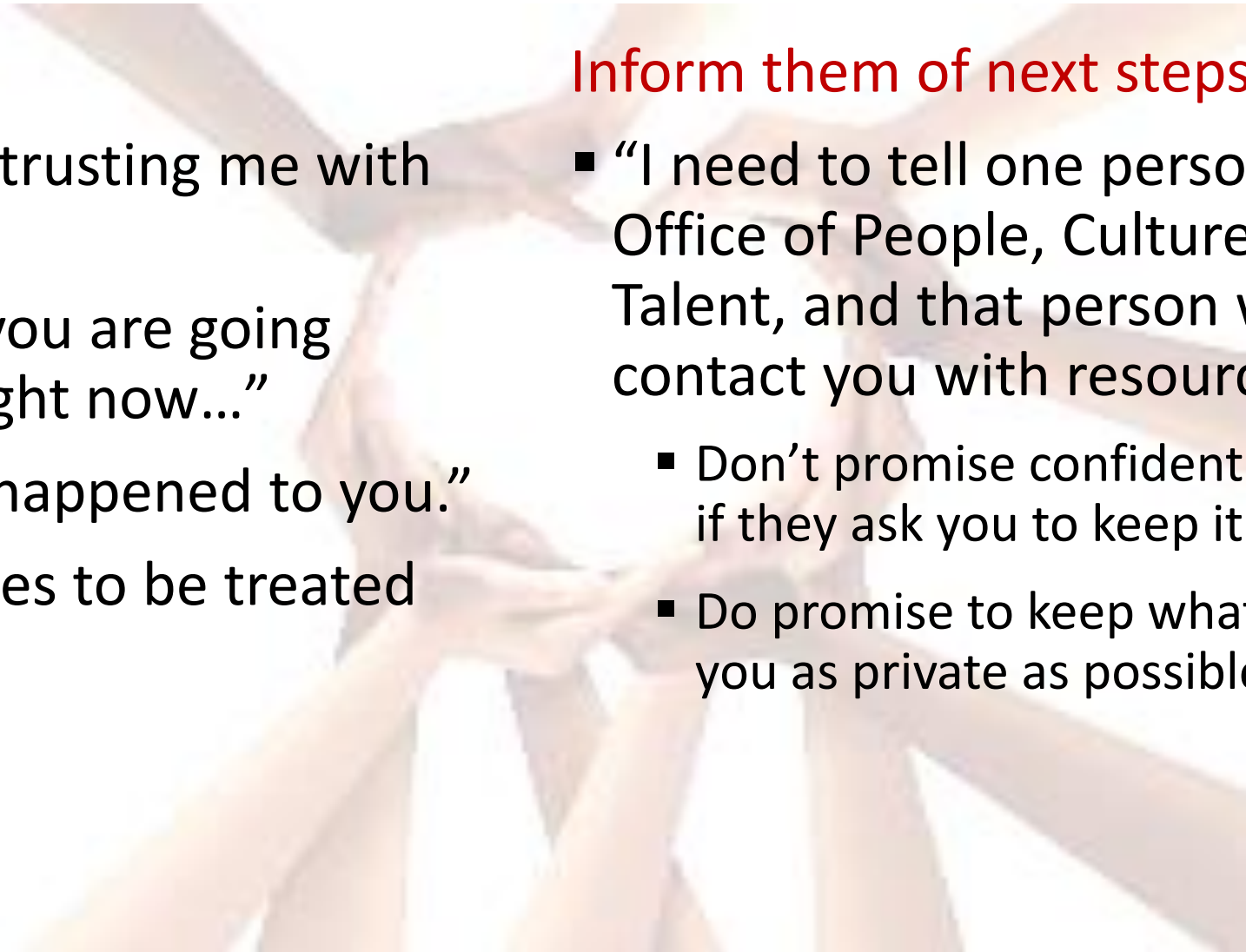
What do I say if someone discloses to me?

Be Kind:

- “Thank you for trusting me with your story.”
- “It sounds like you are going through a lot right now...”
- “I’m sorry that happened to you.”
- “No one deserves to be treated like that...”

Inform them of next steps:

- “I need to tell one person in the Office of People, Culture, and Talent, and that person will contact you with resources.
 - Don’t promise confidentiality even if they ask you to keep it a secret.
 - Do promise to keep what they told you as private as possible.



AVC Officials with Authority (OWA)

OWAs must immediately report information about suspected or actual prohibited conduct to the Title IX Coordinator!

AVC OWAs are, the President, General Counsel, Vice Presidents, Deans, Executive Directors, Directors, Managers, Supervisors, and Coaches

Responsible Employees = everyone else!
They are not required to report
suspected misconduct but ideally would!



SB 493: California's Response to Title IX

CA Responsible Employees:

- The Title IX Coordinator;
- Residential advisors (for institutions that have student housing);
- Housing directors, coordinators, or deans;
- Student life directors, coordinators, or deans;
Coaches of any student athletic or academic team or activity;
- Faculty and associate faculty, teachers, instructors, or lecturers;
- Graduate student instructors, while performing the duties of employment by the institution;
- Laboratory directors, coordinators, or principal investigators;
- Internship or externship directors or coordinators;
and
- Study abroad program directors or coordinators.



What if a minor is involved?

1. *Mandated Reporters* are defined by law.

- Not all Mandated Reporters are OWAs. Per AP 3518 Mandated Reporters are **faculty, educational administrators, and classified staff**.
- **Mandated Reporters must report** any instances of known or suspected abuse, molestation or neglect relating to anyone under 18:
 - Immediately: Department of Children and Family Services (DCFS) Child Protection Hotline (1-800-540-4000)
 - Within 36 hours: Complete a written report (see AP 3518)
 - As soon as possible: Inform the Title IX Coordinator and AVC Sheriff

2. *Officials with Authority* are defined by District policy.

- All Officials with Authority are Mandated Reporters.
- Officials with Authority must report any instances of suspected sexual abuse or molestation relating to anyone under 18 to both AVC Sheriff and the Title IX Coordinator.

Pregnant and Parenting Students/Employees



Do...

- Refer Title IX Coordinator for accommodations and assistance
- Consult with PCT/OSD for guidance
- Provide same types of modifications provided to other students to allow them to continue on the team
- Refer them to TIXC for lactation accommodations

Do not...

- Talk to others about it
- Ask for medical documentation
- Change the requirements/suggest they not participate in something as it might be a risk for the baby/fetus
 - You can advise them of risk but if they choose to continue, they are assuming their own risk
 - Do NOT have them sign-off on a liability form unless you make ALL students sign off
- Ask about impacts when returning from pregnancy
- Penalize students who restrict their activities



Transgender/Non-Binary Accommodations

Antelope Valley College is committed to being an inclusive and diverse community where all gender identities are celebrated.

All community members have the right to...

- Be in an environment free of harassment
- Use the restroom that matches their gender identity
- Be referred to by their preferred/chosen name
- Be addressed by their gender pronouns
- Receive accommodations

**Accommodations
can include:**

**Notifications
New ID cards
New E-mail
Address
and more...**

Overlap with Clery

Clery report:

- Campus Security Authority (CSA) designation is a broader group
 - At AVC CSAs are Sheriff's Department Employees, Student Health Services Classified staff, student club advisors, peer mentors, deans and directors, all Vice Presidents, and Administrative Council Members
- Unless victim has agreed/requested you do not have to provide the name of the Reporting Party or Respondent
- Victim chooses what to share with law enforcement

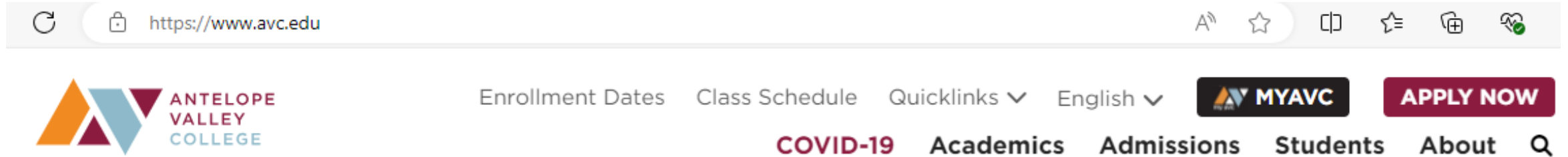
Title IX Official with Authority report:

- All the information you have must be reported to the Title IX Coordinator



Information Technology Services

- Overview of www.avc.edu – how to find what you are looking for



- If you need technology support, contact:
 - help@avc.edu
 - 661-722-6300, ext. 6535
- Technology related purchases must be reviewed and approved by ITS
- Information security starts with YOU! If it looks PHISHY, contact the Helpdesk!



Facilities

- How to submit a work order:

- via QR Code 

- via website:

[Facilities Work Request | Antelope Valley College \(avc.edu\)](https://avc.edu/facilities-work-request)



Facilities Services Work Request System

Please submit any work orders to Onuma

Scan QR Code:



Or contact your department's Administrative Assistant for assistance in submitting a request.

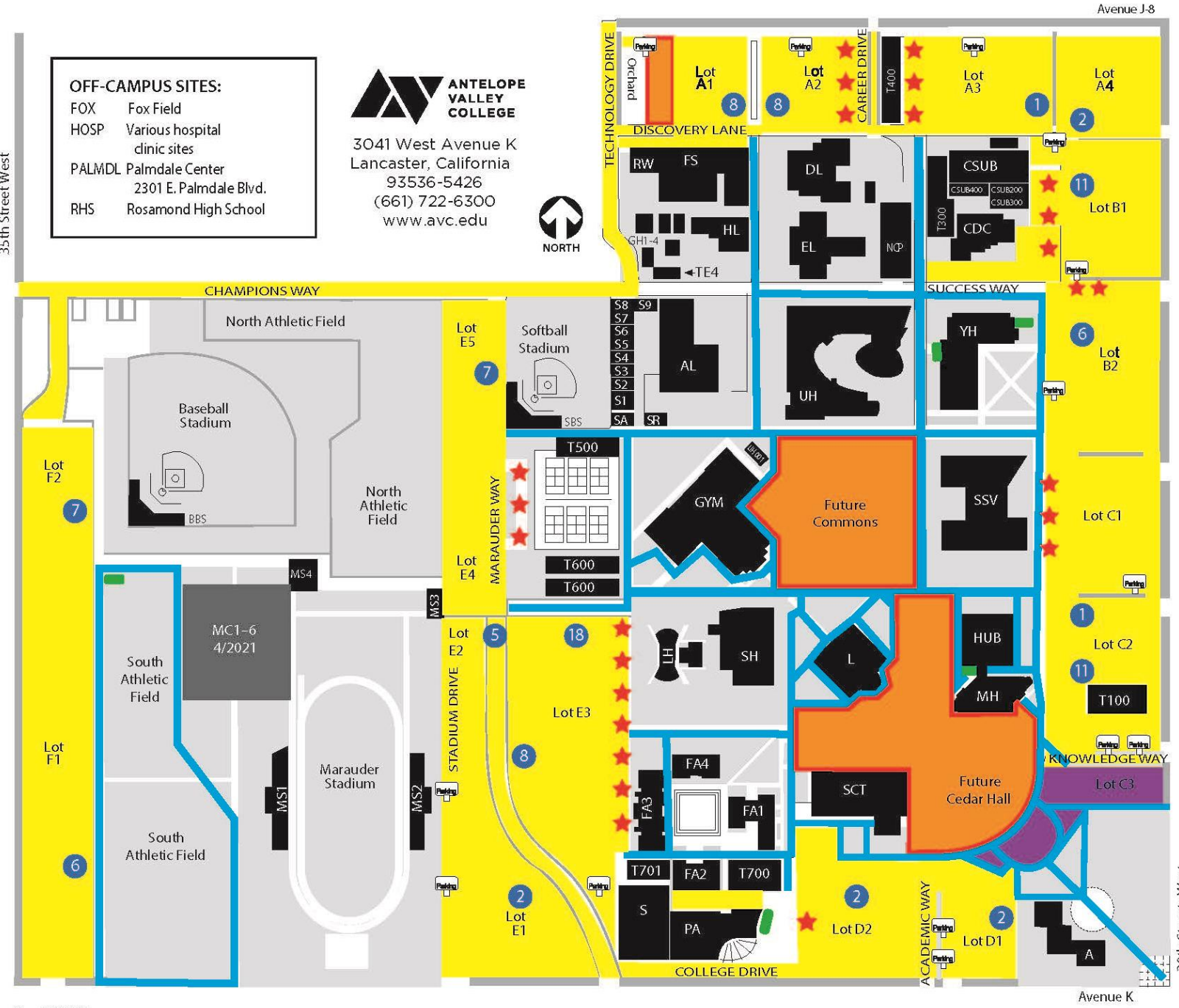
Thank you,
Facilities Services



Main campus construction walkways map

OFF-CAMPUS SITES:
 FOX Fox Field
 HOSP Various hospital clinic sites
 PALMDL Palmdale Center
 2301 E. Palmdale Blvd.
 RHS Rosamond High School

ANTELOPE VALLEY COLLEGE
 3041 West Avenue K
 Lancaster, California
 93536-5426
 (661) 722-6300
 www.avc.edu



LEGEND

- A** Administration Building
 - AL** Auto Lab
 - BBS** Baseball Stadium
 - CDC** Child Development Center
 - CSUB** CSU Bakersfield—Antelope Valley
 - DL** Discovery Lab
 - EL** Enterprise Lab
 - FA1** Fine Arts [Art & Gallery]
 - FA2** Fine Arts [Black Box]
 - FA3** Fine Arts [Music & Offices]
 - FA4** Fine Arts
 - FA5** Fine Arts
 - FS** Facilities Services
 - GH1-4** Greenhouses
 - GYM** Gymnasium [PE & Offices]
 - HL** Horticulture Lab
 - L** Library
 - HUB** Humanity | Unity | Belonging
 - LH** Lecture Halls
 - MC1-6** Marauder Complex
 - ME** Math/Engineering
 - MS1-2** Marauder Stadium
 - MH** Mesquite Hall
 - MS3** Stadium Ticket Booth
 - MS4** Stadium Concessions/Restrooms
 - NCP** North Central Plant
 - OF2** Offices: PE
 - PA** Performing Arts Theatre Building
 - RW** Receiving/Warehouse
 - S** LASD-AVC Unit (Sheriff's Office, Lost & Found)
 - SA** SOAR High School Administration
 - S1-9** SOAR High School
 - SBS** Softball Stadium
 - SCT** Student Center (Bookstore, Cafeteria)
 - SH** Sage Hall
 - SR** SOAR HS Restrooms
 - SSV** Student Services & Information
 - T100** Student Life/Basic Needs
 - T300** Comm., English, ESL, Philosophy, World Languages
 - T400** AHUM-DFST, English
 - T500** Comm.
 - T600** Math/Engineering, Classrooms
 - T700** Offices
 - T701** English, ESL, Math
 - TE1** Tech Ed: Electronics
 - TE4** Equipment Building
 - UH** Uhazy Hall of Health & Sciences
 - UH001** UH Health & Sciences Greenhouse
 - YH** Yoshida Hall
-
- Construction Zone / Fenced Area
 - Closed to Vehicles
 - Available Parking & Drives
 - Pedestrian Access
 - Bike Racks
 - # Disabled Parking
 - Student Drop-off

Auxiliary Services

Auxiliary Services provides services and products for students, staff, faculty and administration that supports the mission of the college and student success.

- Food Service Operations
- Bookstore Vendor Relations
- Catering
- Pour Contract
- Concessions
- Campus Events
- Vending
- Ticketing
- Transportation
- Office Moves



Food Service Operations



Low Cost Food Options

Serve 600 Orders Per Day
Fresh Made Grill and Grab & Go Items

Student Center Building

Hours: 8:30 am - 5:00 pm
8:30 am - 12:00 pm (Friday)



Uhazy Hall

Hours: 8:30 am - 9:00 pm
8:30 am - 1:00 pm (Friday)



Self-Service Market

Serving the
Palmdale Center

Event Services

Catering Opened - January 2024



Campus Events





YOUR SEAT IS WAITING
2024-2025 SEASON

Performing Arts Theatre hosted 70 Events

ANTELOPE VALLEY COLLEGE INDEPENDENT
FILM FESTIVAL
AVC PERFORMING ARTS THEATRE OCTOBER 2023

THE SPONGEBOB MUSICAL

NOV 14
APRIL 23
7PM

TEST FLIGHT
COME ROCK



You're A Good Man,
CHARLIE BROWN
(REVISED)

THE LARAMIE PROJECT
By Moisés Kaufman
and the Members of Tectonic Theater Project

BYE BYE BIRDIE
A Musical Comedy

Clue
ON STAGE

Adapted from the Paramount Pictures film written by Jonathan Lynn and the board game from Hasbro, Inc. Written by Sandy Rustin, based upon the works by Jonathan Lynn, Hunter Foster, Eric Price.

Embracing
Culture Festival

AVC THEATRE ARTS DEPARTMENT
**MAKING NOISE:
MUSIC AT AVC**

Fun, Food, and Community



Contact Information

Auxiliary Services

James Nasipak, Director – ext. 6505 - james.nasipak@avc.edu

AVC Café

Cassandra Trice, Supervisor – ext. 6994 – cassandra.trice@avc.edu

Campus Events

Mike Harris, Supervisor – ext. 6088 – mike.harris@avc.edu

Barnes and Noble

Nic Orizaga, Manager – ext. 6545 – norizaga@bncollege.com

Subway

Erika Rodriguez, Manager - 661.992.2320 – erika@otiummgmt.com





The mission of Antelope Valley College Athletics is to provide a competitive intercollegiate athletic program consistent with CCCAA and Western State Conference rules and regulations, to further the mission of the college to serve student-athletes, and to prepare student-athletes for degrees and transfer. Antelope Valley College Athletics Department is committed to providing opportunities for a diverse population of student-athletes in order to enrich their collegiate experience through athletic participation. The Athletics Department strives to instill in its student-athletes an appreciation for hard work, pride in accomplishment, and a commitment to equity in athletics.

Life Fitness Center Located at the Marauder Complex

Open:

Monday thru Thursday: 6:00 am – 8:00 am and 5:00 pm – 7:00 pm

Friday: 6:00 am – 8:00 am

Waiver Signed to Use the Facility
Contact Russell Gordon for Equipment Use Training
russell.gordon@avc.edu

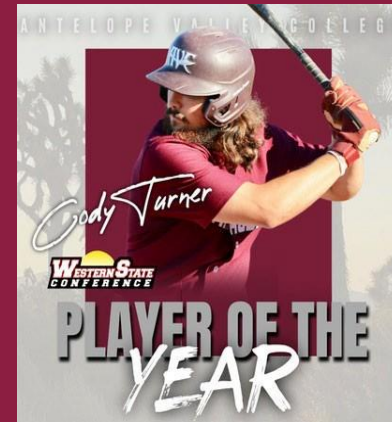




Athlete Recognition

- ▶ Baseball
 - ▶ Cody Turner
 - ▶ WSC & CCCBCA Player of the Year

- ▶ Track & Field
 - ▶ Kayla Thompson
 - ▶ Women's 400 Meter State Champion



Athletic Information

Website:

gomarauders.avc.edu

Spirit Wear:

avcgear.itemorder.com/shop/sale

TICKETS



Purchasing & Contracts

Angela Musial, Director of Purchasing & Contracts

661.722.6666 – angela.musial@avc.edu



Mailroom & Duplication

- Mailroom/Duplication Technicians
 - Nancy Stone**
 - Richard Zahnter**
- Duplication Requests
- Mail Distribution
 - Certified Mail
 - Bulk Mail

Warehouse Operations

- Coordinator of Warehouse & Inventory
 - Teresa Cooper, Interim**
- Warehouse Assistants
 - Scott Hudson**
 - Cesar Hernandez**
 - Gabe Vallejo**
- Receiving
- Delivery
- Surplus Auction
- Fixed Assets
- Document Archives
- Warehouse Requisitions

Purchasing & Contracts

- Buyer
 - Eileen O'Brien**
 - Veronica Ojeda**
 - Porsche Virgil**
- Clerical III
 - Veronica Ojeda**
- Purchasing
 - Requisitions/Purchase Orders
 - Formal Bids
 - Insurance Docs
 - Credit Cards
 - Bonds
- Contracts
- Travel

Mailroom/Duplication Webpage

<https://www.avc.edu/financial-fiscal-services/mailroomduplication-department>

The screenshot shows the website for the Mailroom/Duplication Department at Antelope Valley College. The header includes the college logo, navigation links for Enrollment Dates, Class Schedule, Quicklinks, and English, along with buttons for MYAVC and APPLY NOW. A secondary navigation bar features COVID-19, Academics, Admissions, Students, and About. Below the header is a wide image of the Student Services building. The main content area is divided into a left sidebar menu and a main content column. The sidebar menu contains three items: Bulk Mail, Duplication Process, Procedures & Forms, and Mailroom Processes, Procedures & Forms. The main content column displays the breadcrumb trail: Home / Financial & Fiscal Services / Mailroom/Duplication Department. It then lists the department name and provides sections for Processes and Procedures, including links for Duplication and Mailroom. A 'Meet the Team' section lists two technicians: Richard Zahnter (ext. 6109) and Nancy Stone (ext. 6058). A contact note provides the email copycenter@avc.edu. A footer banner at the bottom right contains a question mark icon and the text 'QUESTIONS? ASK MARTY MARAUDER'.

Antelope Valley College

Enrollment Dates Class Schedule Quicklinks English MYAVC APPLY NOW

COVID-19 Academics Admissions Students About

STUDENT SERVICES 33V

Menu

- Bulk Mail
- Duplication Process, Procedures & Forms
- Mailroom Processes, Procedures & Forms

Home / Financial & Fiscal Services / Mailroom/Duplication Department

Mailroom/Duplication Department

Processes and Procedures:

[Duplication](#)

[Mailroom](#)

Meet the Team:

- Richard Zahnter, Mailroom/Duplication Technician (ext. 6109)
- Nancy Stone, Mailroom/Duplication Technician (ext. 6058)

You may contact one of the Mailroom/Duplication Technicians at copycenter@avc.edu

QUESTIONS? ASK MARTY MARAUDER

Warehouse Webpage

<https://www.avc.edu/purchasing-and-contracts/warehouseceiving>

The screenshot shows the top portion of a webpage for Antelope Valley College. At the top left is the college logo. To the right are navigation links: Enrollment Dates, Class Schedule, Quicklinks, English, MYAVC, and APPLY NOW. Below these are COVID-19, Academics, Admissions, Students, and About. A banner image shows a modern building with large glass windows. Below the banner is a 'Menu' section with two buttons: 'Archiving and Records Retention' and 'Delivery Instructions'. The main content area includes a breadcrumb trail: Home / Purchasing and Contracts / Warehouse/Receiving Department. A prominent link reads 'Click here for Warehouse address, hours and delivery Instructions'. Below this are sections for 'Listings' and 'Forms'. The 'Listings' section contains two links: 'Supplies Catalog - Updated 10-3-2023' and 'Forms Inventory - Updated 07-31-2023'. The 'Forms' section has a note: 'Forms must be typed and sent through Adobe Sign for Signature!' followed by four links: 'Archive Submittal Form - Updated 10/14/2022 (See Archiving and Records Retention for more information)', 'Equipment Transfer - Updated 2/24/2022', 'Loan Equipment Agreement - Updated 2/24/2022', 'Surplus Equipment Request - Updated 2-24-2022', and 'Warehouse Requisition Form - Updated 8-23-2022'. In the bottom right corner, there is an orange button that says 'QUESTIONS? ASK MARTY MARAUDER'.

• Warehouse Requisition Form - Updated 8-23-2022
• Loan Equipment Agreement - Updated 2/24/2022
• Equipment Transfer - Updated 2/24/2022
• Archive Submittal Form - Updated 10/14/2022 (See Archiving and Records Retention for more information)

QUESTIONS? ASK MARTY MARAUDER

Purchasing Webpage

<https://www.avc.edu/purchasing-and-contracts>

The screenshot shows the Antelope Valley College Purchasing and Contracts webpage. At the top, the college logo is on the left, and navigation links for Enrollment Dates, Class Schedule, Quicklinks, and English are in the center. On the right, there are buttons for MYAVC and APPLY NOW. Below this is a horizontal menu with links for COVID-19, Academics, Admissions, Students, and About, along with a search icon. A banner image of the Student Services building is displayed below the navigation. On the left side, a vertical menu lists various services: Bid Opportunities, Doing Business With Antelope Valley College, Educational Resources, Guidelines & Processes, Contract Services, Forms, Banner, Board Deadlines, and Contact Us. The main content area features a breadcrumb trail: Home / Financial & Fiscal Services / Purchasing and Contracts. The heading "Welcome to Purchasing & Contract Services" is followed by a grid of ten icons with corresponding text links: About Purchasing, Vendor Portal, Bid Opportunities, Board Deadlines, Contact Us, Guidelines, Policies, & Procedures, Forms & Documents, Banner, Contracts, and Travel. At the bottom right, there are two orange buttons: "QUESTIONS? ASK MARTY MARAUDER" and "QUESTIONS? FOR MYELLA KYRYSIDES".

Financial & Fiscal Services

Tammara Steffes, Director of Financial & Fiscal Services
Wendy Dumas, Director of Budget, Reporting & Compliance



[Class Schedule](#)

[Quicklinks](#) ▼

[English](#) ▼



[APPLY NOW](#)

[COVID-19](#)

[Academics](#)

[Admissions](#)

[Students](#)

[About](#)



Administration

[Academic Affairs](#)

[Administrative Services](#)

[Auxiliary Services](#)

[Financial & Fiscal Services](#)

[Information Technology Services](#)

[Institutional Effectiveness, Research and Planning \(IERP\)](#)

[Internal Audit Services](#)

Campus & Community

[AV Symphony Orchestra & Master Chorale](#)

[AVC Cafe](#)

[AVC Sheriff's Office](#)

[Art Gallery](#)

[California Aerospace Technologies Institute of Excellence \(CATIE\)](#)

[Construction](#)

[Facilities Services](#)



Resources at your Fingertips

Budget Queries & Transfers Instructions

Chart of Accounts Listing (FOAP Descriptions)

Processes, Procedures and Forms

Cashier Services – parking permits, bus cards, payment plans, etc.

Budget, Audits, and Financial Reports

General Grant Guidance



TERMS TO KNOW



Banner
AVC's Enterprise
System

Fund Source
Org Dept/Project/Grant
Account Expenditure Type
Program Program Benefitted
Banner's name for an account string



SSB – Self Service Banner
user interface to monitor budgets,
enter requisitions and time/leave



FTE
Full Time Equivalent Student



Unrestricted and Restricted Funds
Restricted = Categorical or Grant Funds



Chancellor



Deadline



AVC Foundation

Dianne Knippel,
Executive Director
661.722.6598
dianne.knippel@avc.edu

Emily Moulton
Foundation Specialist
661.722.6300, ext. 6996
emily.moulton@avc.edu

Lisa O'Leary
Foundation Coordinator
661.722.6300, ext. 6055
lisa.oleary@avc.edu

Samantha MacConnell
Administrative Assistant
661.722.6300, ext. 6111
samantha.macconnell@avc.edu



www.avc.edu/foundation

Get Involved with the AVC Foundation



Volunteer to Review Scholarships

- About 5 hours at your convenience between March 3 – April 12, 2025
- At the comfort of your own computer
- Contact Emily:
 - emily.moulton@avc.edu
 - 661.722.6300, ext. 6996



Annual Wine Walk Fundraiser

- Annually in April
- Enjoy an evening with wine/beer tastings, delicious food, silent auction
- Supports the Community Students' Endowment providing grants for faculty
- Visit www.avc.edu/winewalk

Risk Management

- Workers' Compensation
 - Call Company Nurse for Injury at Work
 - Pre-designate Physician or use Pro-Active
- Environmental Safety
 - Training
 - Emergency Drills
 - Evacuation Procedures



AVC RAVE Emergency Alert System

- Sends emails, text messages, and/or voice messages in the event of a critical campus incident
- Any student, staff, faculty, or AVC community member can subscribe
 - Faculty, staff, and students can enroll from the Rave Channel on myAVC
 - Community members can register using the Rave registration site (<https://www.getrave.com/login/avc>)
- Employees username is is your AVC email and password



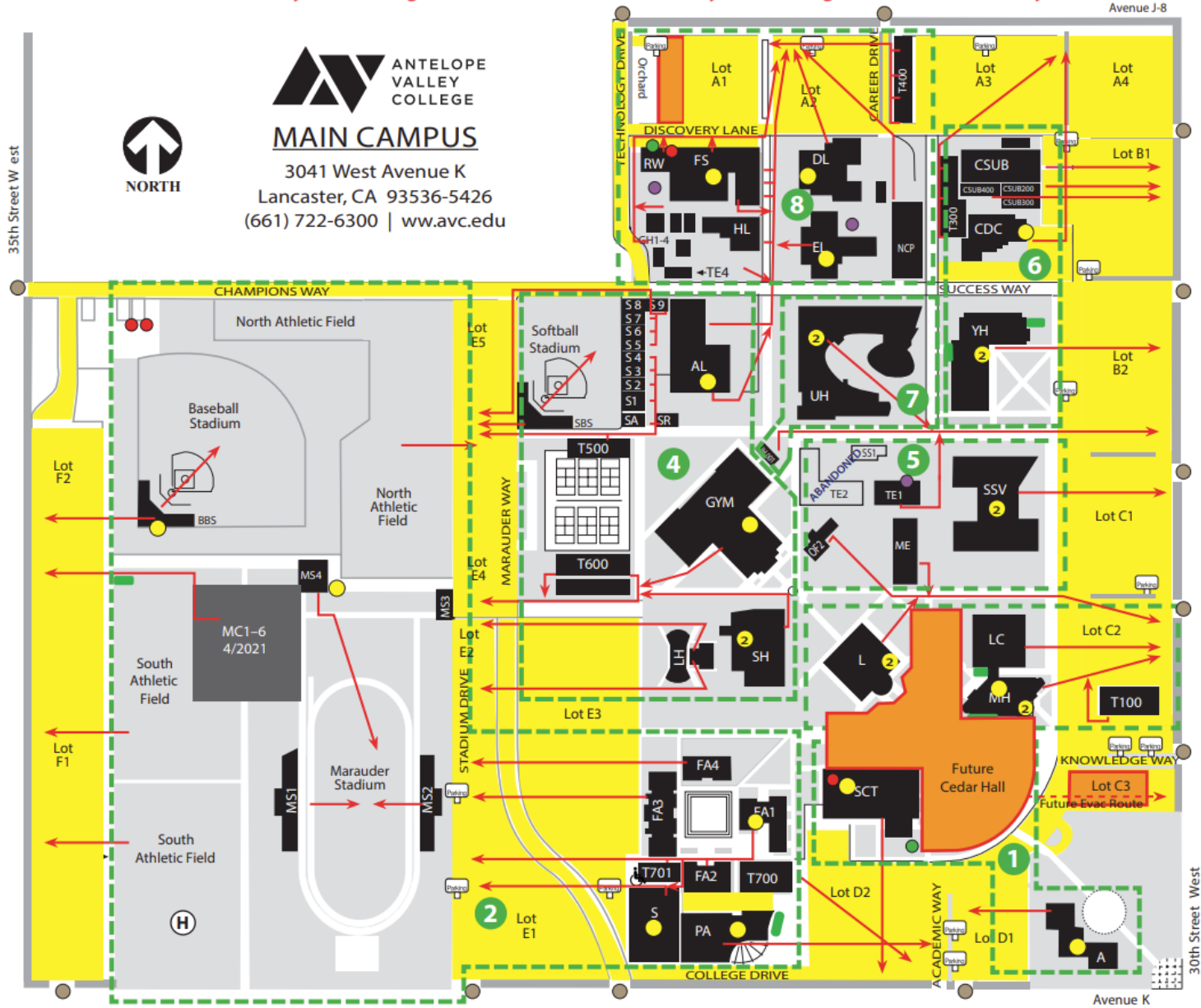
Emergency Procedures

- Posted in each classroom and common space at the Main Campus, Palmdale Center/Palmdale Technical Center, and Fox Field Site.
- Includes written Building Evacuation procedure that directs employees to Evacuation Assembly Areas a safe distance away from our buildings.
- This procedure is applicable to evacuations in the event of fires and bomb threats, as well as earthquakes.



AREA EVACUATION MAP

NOTE: Evacuate your building via the shortest safest route to your building's evacuation assembly area.



ANTELOPE VALLEY COLLEGE
MAIN CAMPUS
 3041 West Avenue K
 Lancaster, CA 93536-5426
 (661) 722-6300 | www.avc.edu



LEGEND	
A	Administration Bldg.
AL	Auto Lab
BBS	Baseball Stadium
CDC	Child Development Center
CSUB	CSU Bakersfield-Antelope Valley
DL	Discovery Lab
EL	Enterprise Lab
FA1	Fine Arts (Art & Gallery)
FA2	Fine Arts (Black Box)
FA3	Fine Arts (Music & Offices)
FA4	Fine Arts
FS	Facilities Services
GH1-4	Greenhouses
GYM	Gymnasium (PE & Offices)
HL	Horticulture Lab
L	Library
LC	Learning Center
LH	Lecture Halls
MC1-6	Marauder Complex
MS1-2	Marauder Stadium
ME	Math/Engineering
MH	Mesquite Hall
MS3	Marauder Stadium Ticket Booth
MS4	Marauder Stadium Concessions/Restrooms
NCP	North Central Plant
OF2	Offices: PE
PA	Performing Arts Theatre
RW	Receiving/Warehouse
S	LASD-AVC Unit (Sheriff's Office, Lost & Found)
SA	Soar High School Administration
S1-9	Soar High School
SBS	Softball Stadium
SCT	Student Center (Bookstore, Cafeteria)
SH	Sage Hall
SR	Soar High School Restrooms
SSV	Student Services & Information
T100	Student Life/Basic Needs
T300-400	Classrooms
T500-600	Classrooms/Services
T700	Offices
T701	Classrooms
TE1	Photo Dark Room
TE4	Equipment Building
UH	Uhazy Hall of Health & Sciences
UH 001	Health & Sciences Greenhouse
YH	Yoshida Hall
	Construction Zone
	Automated External Defibrillator (AED)
	First Aid Supplies/Emergency Equipment
	Access and Exit Points
	Hazardous Waste
	Loading Areas
	Helicopter Landing Zone

DRILL ZONES: 1 A, SCT 2 S, FA1-FA4, PA, NO. & SO. ATHLETIC FIELDS, MC 1-6, MS1-4, T700-1 3 MH, L, LC, T100 4 LH, SH, GYM, T500, T600, SA, S1-59, SR, SBS, AL 5 ME, OF2, SSV, TE1 6 YH, CDC, CSUB, T300 7 UH, UH001 8 FS, GH1-4, RW, T400, HL, TE4, EL, DL, NCP
DRILL MONTH: 1 NOVEMBER 2 FEBRUARY 3 NOVEMBER 4 FEBRUARY 5 APRIL 6 SEPTEMBER 7 APRIL 8 SEPTEMBER



Los Angeles County Sheriff's Department at Antelope Valley College

Campus Safety



Identifying Sheriff Personnel On Campus

There are three (3) different uniforms and two (3) types of Sheriff vehicles you may encounter on campus:

UNIFORMS

- Green pants and tan shirts with LA County Sheriff patches on shoulders (Deputy Sheriffs)
- Green pants and white shirts with Sheriff security patches on the shoulders (Sheriff Security Officers)
- Black pants and grey shirts with AVC cadet patches on the shoulders (AVC Cadets)

VEHICLES

- All white Sheriff patrol vehicles
- Black and white standard patrol vehicles with clear markings



SHERIFF SECURITY OFFICER PATROL VEHICLE DURING LOCKDOWN AT ANTELOPE VALLEY COLLEGE (HEALTH SCIENCE BUILDING)

How To Contact The AVC Sheriff's Department

Campus Sheriff's Office

Hours: 24/7 365 DAYS A YEAR

Location: Behind (west of) the Performing Arts Theatre
on the south side of the campus

Phone: 661.722.6399 (from a cell phone or off campus)

Phone Extension: 4444 OR 6399 (from a campus phone)

Emergency blue phones: Located throughout the campus

- Dials directly to the AVC Sheriff's Office
- Blue phones are for emergency situations only
- When you use these phones it's just like calling 911

If there is no other option during an emergency, call 911

Lancaster Sheriff's Station - 661.948.8466



Other Sheriff's Department Services



Courtesy Phone
and Lobby



Lost and Found



Vehicle Assistance
Program



Campus Safety
Escort Program

Be Prepared

- Be vigilant
- Know the emergency plans for any AVC campus you visit
- If you don't know something, ask
- Sign up for AVC campus alerts with RAVE
- Follow the directions of Sheriff personnel and staff during an emergency
- Your safety and education is our number one priority

EMERGENCY RESPONSE: What to do When

Knowing the appropriate response to an emergency situation could save your life!

Elevated Awareness

Situations when there is NO IMMEDIATE threat to your location, such as:

- Dangerous incident in the surrounding neighborhood with high potential to become a danger on campus
- Any situation where remaining inside is the safest alternative

Monitor notification systems:

- Rave MOBILE SAFETY cell phone text alerts
- Alertus on campus computer monitors

Be prepared to Evacuate or Lock Down at a moment's notice.

Evacuate

Situations when there is threat to your building, such as:

- Fire or after an earthquake
- Any situation where moving outside is the safest alternative

Evacuation considerations:

- When the building alarm sounds, or you are asked to evacuate by emergency personnel, walk quickly and calmly to the nearest exit.
- When possible, evacuate via the shortest, safest route to your building's evacuation assembly area noted on the Area Evacuation Map. Emergency personnel may direct you to an alternate area.
- Use stairs, not elevators.
- Ask persons who may be disabled if they require assistance. Provide reasonable aid. Station disabled persons in the stairway landing, if unable to safely evacuate, and immediately notify emergency personnel of their location.

Lock Down

Situations when there is IMMEDIATE threat to your location, such as:

- Dangerous incident on campus, such as an active shooter, or a situation projected to present an imminent threat on campus
- Any situation where lock, barricade, and hide is the safest alternative

Lock Down: Prepare to RUN, HIDE, FIGHT

- **RUN:** If outside a room or building and you hear gunfire, move away.
- **HIDE:** Lock the door from the inside (if possible), turn off all light sources and quickly cover the windows. If locking is not an option, create a stronghold. Conceal yourself behind large items. Silence your cell phone and remain quiet. Move away from doors and windows.
- **FIGHT:** Arm yourself with available items and mentally prepare yourself, as a last alternative if confronted.

Register for approved Antelope Valley College emergency communications and other important information via text message (Rave MOBILE SAFETY) with **Campus Alerts** in **myAVC**.

ACTIVE SHOOTER RESPONSE

LEARN HOW TO SURVIVE A SHOOTING EVENT



RUN



HIDE



FIGHT

CALL 911 ONLY WHEN IT'S SAFE TO DO SO

Campus Safety Starts With All of Us!

A Safe School is a Happy Place!



THANK YOU!



Los Angeles County
Sheriff's Department

The Los Angeles County Sheriff's Department at Antelope Valley College would like to acknowledge how proud we are of all your hard work and accomplishments thus far. We look forward to a great and very safe year – We want to see you all succeed in your educational endeavors.



See an Issue on Campus? Report It!

- Find a broken link on an AVC website?
- Notice something out of date?
- Have a concern?

Send an email to fixthis@avc.edu!

Emails go directly to the Administration for immediate response!



Thank you for attending!

You can find a copy of this presentation on the following webpages:

- People, Culture, and Talent: [People, Culture and Talent \(Human Resources - HR\) | Antelope Valley College \(avc.edu\)](https://www.avc.edu/People-Culture-and-Talent)
- myAVC > Employee tab



Union Representatives Contact Information

AVCFCE – Classified Union

Pamela Ford, President: pamela.ford@avc.edu

AVCFT – Faculty Union

Jason Bowen, President: jason.bowen@avc.edu

CBA Agreements: [Collective Bargaining Agreements | Antelope Valley College \(avc.edu\)](#)

Also on this page: Holiday Schedule, Academic Calendar
and more

