



College Coordinating Council Meeting Via Zoom

April 22, 2020
A140 – President’s Conference
Room 9:30 a.m. – 10:30 a.m.
(Less than 10 people)

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

Committee Members:

Dr. Jessica Harper, Academic Senate
Jack Danielson, ASO
Bridget Cook, General Counsel
Pamela Ford & Wade Saari, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans
Dr. Scott Lee & Dr. Aurora Burd, Faculty Union
Dr. Les Uhazy, Interim Vice President of Academic
Jenn Burchett, Vice President of Human Resources
Dr. Erin Vines, Vice President of Student Services

MEETING

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of November 13, 2019 & April 8, 2020.	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. BP & AP 6300 – Fiscal Management	Diana	1 minute	Returned from November 13, 2019 meeting.
IV. NEW AP 6305 - Reserves	Diana	1 minute	Returned from November 13, 2019 meeting.
V. AP 6307 - Debt Issuance and Management	Diana	1 minute	Returned from November 13, 2019 meeting.
VI. AP 6310 – Accounting	Diana	1 minute	Returned from November 13, 2019 meeting.
VII. AP 6322 – Employee Indemnity Bonds	Diana	1 minute	Returned from November 13, 2019 meeting.
VIII. BP & AP 6340 – Bids and Contracts	Diana	1 minute	Returned from November 13, 2019 meeting.
IX. BP & AP 4100 – Graduation Requirements for Degrees and Certificates	Les	1 minute	Returned from November 13, 2019 meeting.

X.	BP & AP 7100 – Commitment to Diversity	Jenn	1 minute	
XI.	AP 7121 – Faculty Internship	Jenn	1 minute	
XII.	BP 7140 – Collective Bargaining	Jenn	1 minute	
XIII.	BP & AP 7370 – Employee Political Activity	Jenn	1 minute	
XIV.	BP & AP 2360 – Minutes	Bridget	1 minute	
XV.	AP 3750 – Use of Copyrighted Material for Educational Purposes	Bridget	1 minute	
XVI.	BP & AP 3820 – Gifts	Bridget	1 minute	
XVII.	AP 6750 – Parking	Bridget	1 minute	
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE: May 13, 2020				

Zoom Meeting Info

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Or Skype for Business (Lync):

<SIP:95507393791@lync.zoom.us>



College Coordinating Council Minutes

November 13, 2019
A124 – President’s Conference
Room 9:00 a.m. – 10:00 a.m.

Type of Meeting: Regular
Note Taker: Sheryl Williams
Please Review/Bring: Agenda, Minutes

Committee Members:
Van Rider, Academic Senate
Jack Danielson, Associated Student
Organization Ed Knudson, President - **ABSENT**
Pamela Ford & Wade Saari, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators – **ABSENT**
LaDonna Trimble, Deans
Dr. Scott Lee, Faculty Union
Dr. Les Uhazy, Interim Vice President of Academic
Affairs John Hutak, Interim Vice President of Human
Resources
Dr. Erin Vines, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of October 9, 2019.	All		Minutes were approved as presented.
II. Constituent Reports	All		Jack Danielson announced that Friendsgiving will be November 25 th . Held primarily in the cafeteria and Bookstore hallway. LaDonna Trimble requested that Michelle Hernandez be added to the Enrollment Management Committee because of her involvement with First and Second-Year Experience.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. EMC Membership Addition	LaDonna	1 minute	
IV. BP & AP 3100 – Organizational Structure	Ed	1 minute	Returned from constituent review and September 25, 2019 CCC meeting. BOT
V. BP & NEW AP 3280 – Grants	Ed	1 minute	Returned from constituent review and

			September 25, 2019 CCC meeting. Both should go out.
VI.	BP & AP 3300 - Public Records	Ed	1 minute BP-BOT. AP- "within 10 days" -- Pamela Ford could not find where that language originates. The union has the right to request info, and there's no time limit. She would like to see where that time limit is stated. Is this a District generated number? Government code? We need to provide the language before we agree to a limit.
VII.	BP & AP 3310 – Records Retention	Ed	1 minute BOT
VIII.	BP & AP 3410 – Nondiscrimination	Ed	1 minute Both should go out.
IX.	BP & AP 3420 – Equal Employment Opportunity	Ed	1 minute Both should go out. COMMENT: John Hutak confirmed the committee still exists, but HR needs to include more folks and include some training for them.
X.	BP & AP 3430 – Prohibition of Harassment	Ed	1 minute BOT
XI.	AP 3435 Discrimination & Harassment Complaints and Investigations	Ed	1 minute BOT COMMENT: Pamela Ford stated there's a highlighted correction on Page 13 we may want to keep in mind.
XII.	BP & AP 3440 Service Animals	Ed	1 minute BOT
XIII.	BP & AP 3500 – Campus Safety	Ed	1 minute BP-BOT AP- BOT after making spelling correction to "Los Angeles" in the second paragraph.
XIV.	BP & AP 3501 – Campus Security & Access	Ed	1 minute BOT
XV.	BP & AP 3504 – Minors on Campus	Ed	1 minute BOT COMMENT: Van Rider stated that the Library may propose their own recommendation to define "instructional area." The library is an instructional area but allows children, whereas the Learning Center doesn't allow children at all. Bears further conversation.
XVI.	BP & AP 3505 – Emergency Response Plan	Ed	1 minute BOT
XVII.	AP 3506 – Campus and Site Closures	Ed	1 minute BOT

XVIII.	BP & AP 3510 – Workplace Violence	Ed	1 minute	BOT
XIX.	BP & AP 3515 – Reporting of Crimes	Ed	1 minute	BP-BOT after ensuring that “sheriff’s department” terminology is inconsistent. AP-BOT after correcting Page 3, where it should be “Public Information Officer (POI)” instead of “Public Office of Information (POI).”
XX.	AP 3516 – Registered Sex Offender Information	Ed	1 minute	BOT
XXI.	BP & AP 3518 – Child Abuse Reporting	Ed	1 minute	BOT
XXII.	BP & AP 3520 – Local Law Enforcement	Ed	1 minute	Both should go out.
XXIII.	BP & AP 3530 – Weapons on Campus	Ed	1 minute	Both should go out.
XXIV.	BP & AP 3540- Sexual and Other Assaults on Campus	Ed	1 minute	Both should go out.
XXV.	BP & AP 3550 – Drug-Free Environment and Drug Prevention Program	Ed	1 minute	BOT
XXVI.	BP & AP 3560 – Alcoholic Beverages	Ed	1 minute	Both should go out.
XXVII.	NEW BP & AP 3570 – No Smoking and Tobacco-Free Environment	Ed	1 minute	Both should go out.
XXVIII.	BP & AP 3600 – Auxiliary Organizations	Ed	1 minute	BOT
XXIX.	BP & AP 3710 – Securing of Copyright for District Materials	Ed	1 minute	BOT
XXX.	BP & AP 3715 – Intellectual Property	Ed	1 minute	Both should go out
XXXI.	BP & AP 6100 – Delegation of Authority	Diana	1 minute	Both should go out. COMMENT: Approve date is 8/13/20?
XXXII.	BP & AP 6150 – Designation of Authorized Signatures	Diana	1 minute	BOT
XXXIII.	BP & AP 6200 – Budget Preparation	Diana	1 minute	Both should go out.
XXXIV.	BP & AP 6300 – Fiscal Management	Diana	1 minute	Both should go out
XXXV.	NEW AP 6305 - Reserves	Diana	1 minute	Should go out
XXXVI.	AP 6307 - Debt Issuance and Management	Diana	1 minute	Should go out
XXXVII.	AP 6310 – Accounting	Diana	1 minute	Should go out
XXXVIII.	AP 6315 – Warrants	Diana	1 minute	BOT

XXXIX.	BP & AP 6320 – Investments	Diana	1 minute	BOT
XL.	AP 6322 – Employee Indemnity Bonds	Diana	1 minute	Should go out
XLI.	BP & AP 6330 – Purchasing	Diana	1 minute	BOT after removing highlighting.
XLII.	BP & AP 6340 – Bids and Contracts	Diana	1 minute	Both should go out
XLIII.	BP & AP 6500 – Property Management	Diana	1 minute	BOT
XLIV.	BP & AP 6520 – Security for District Property	Diana	1 minute	BOT
XLV.	AP 5011 – Admission and Concurrent Enrollment of High School and Other Young Students	Erin	1 minute	Returned from constituent review and September 25, 2019 CCC meeting. BOT with LaDonna’s changes (wasn’t clear on whether she made MORE changes since it returned, or whether it went out with her changes).
XLVI.	AP 5013 – Students in the Military	Erin	1 minute	Returned from constituent review and September 25, 2019 CCC meeting. BOT
XLVII.	BP & AP 5015 – Residence Determination	Erin	1minute	Returned from constituent review and September 25, 2019 CCC meeting. BOT
XLVIII.	New AP 5017 – Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information	Erin	1 minute	Returned from constituent review and September 25, 2019 CCC meeting. BOT
XLIX.	BP & AP 5020 – Nonresident Tuition	Erin	1 minute	Returned from constituent review and September 25, 2019 CCC meeting. BOT
L.	BP & AP 5030 – Fees	Erin	1 minute	Returned from constituent review and September 25, 2019 CCC meeting. HOLD. Jack commented that the student “rec” fee is now \$2, but Dr. Vines will doublecheck when that begins.
LI.	AP 5075 – Course Adds and Drops	Erin	1 minute	Returned from constituent review and October 9, 2019 CCC meeting.

			BOT after inserting local practice and changing back to 2 weeks instead of 4.
LII.	BP & AP 5130 – Financial Aid	Erin	1 minute Returned from constituent review and October 9, 2019 CCC meeting. BOT
LIII.	BP & AP 7110 – Delegation of Authority, Human Resources	John	1 minute BOT
LIV.	BP & AP 7120 – Recruitment and Hiring	John	1 minute BP-BOT AP-HOLD Page 18 #(11) – Working hours should be 8-4:30, not 5:30. 5:30 isn't in the CBA. For that to change, it needs to be bargained. Posting guidelines #(2)... "all positions not filled by transfer". CBA doesn't use the term "by transfer". Advertising... "if not filled by in-house transfer"...not in the CBA. Page 19- "no applications shall be accepted" and 4:30 is crossed out... not consistent with the CBA. Hiring Committee number 1 – "in the area of hiring" should be underlined, just as it is in the CBA Page 20 – preparation of interview packet - #7a is definitely not in the CBA. Pamela Ford will check if b, c and d are in the CBA. Pamela Ford and John Hutak will make sure it's accurate and bring it back before it goes forward.
LV.	AP 7121 – Faculty Internship	John	1 minute
LVI.	AP 7125 – Verification of Eligibility for Employment	John	1 minute

LVII.	AP 7126 – Applicant Background Checks	John	1 minute	
LVIII.	BP & AP 7130 – Compensation	John	1 minute	
LIX.	BP 7140 – Collective Bargaining	John	1 minute	
LX.	AP 7145 – Personnel Files	John	1 minute	
LXI.	AP 7150 – Evaluation	John	1 minute	
LXII.	BP & AP 7160 – Professional Development	John	1 minute	
LXIII.	BP & AP 4010 – Academic Calendar	Les	1 minute	
LXIV.	BP & AP 4050 – Articulation	Les	1 minute	
LXV.	BP & AP 4070 – Course Auditing and Auditing Fees	Les	1 minute	
LXVI.	BP & AP 4100 – Graduation Requirements for Degrees and Certificates	Les	1 minute	
LXVII.	BP & AP 4220 – Standards of Scholarship – Delegation	Les	1 minute	
LXVIII.	BP & AP 4226 – Multiple and Overlapping Enrollments	Les	1 minute	
LXIX.	BP & AP 4235 – Credit by Examination	Les	1 minute	
LXX.	BP & AP 4240 – Academic Renewal	Les	1 minute	
LXXI.	BP & AP 4260 – Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment	Les	1 minute	
LXXII.	BP & AP 4400 – Community Services Programs	Les	1 minute	At Scott Lee's request, it was decided that this will go out but with the understanding that it won't come back until March at the earliest, because AP&P can't look at it until the Spring.
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE: November 27, 2019				



College Coordinating Council MINUTES

April 8, 2020

A140 – President’s Conference
Room 9:30 a.m. – 10:30 a.m.
(Less than 10 people)

Type of Meeting: Regular Note

Taker: Patty McClure

Please Review/Bring: Agenda, Minutes

Committee Members:

- Dr. Jessica Harper, Academic Senate
- Jack Danielson, ASO - **ABSENT**
- Bridget Cook, General Counsel
- Pamela Ford & Wade Saari, Classified Union
- Michelle Hernandez, Confidential/Management/Supervisory/Administrators
- LaDonna Trimble, Deans
- Dr. Scott Lee & Dr. Aurora Burd, Faculty Union
- Dr. Les Uhazy, Interim Vice President of Academic
- Jenn Burchett, Vice President of Human Resources
- Dr. Erin Vines, Vice President of Student Services

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of March 11, 2020.	All		Minutes were approved as presented.
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. Legal Citations & Cross References	Bridget	2 minutes	Patty called the Community College League of California regarding abbreviations in citation references. They stated that it was in order to be concise.
IV. BP & NEW AP 3280 – Grants	Bridget	1 minute	It was agreed to go to the April 13, 2020 Board Meeting.
V. BP & AP 3410 – Nondiscrimination	Bridget	1 minute	There was a minor revision to consistency of language of “Military and Veteran status.” There was some discussion regarding possible change in gender identity language, but for now it was agreed to go to the April 13, 2020 Board Meeting.
VI. BP & AP 3420 – Equal Employment Opportunity	Bridget	1 minute	It was agreed to go to the April 13, 2020 Board Meeting.
VII. BP & AP 3520 – Local Law Enforcement	Bridget	1 minute	With minor revisions of strike-through of the first few paragraphs, as it was

			repeated and confirmation of a phone number of non-emergency matters, it was agreed to go to the April 13, 2020 Board Meeting.	
VIII.	BP & AP 3530 – Weapons on Campus	Bridget	1 minute	It was discussed and decided to add language “or facsimiles” to the Board Policy and agreed to go to the April 13, 2020 Board Meeting.
IX.	BP & AP 3540- Sexual and Other Assaults on Campus	Bridget	1 minute	It was agreed to go to the April 13, 2020 Board Meeting
X.	BP & AP 3560 – Alcoholic Beverages	Bridget	1 minute	It was agreed to go to the April 13, 2020 Board Meeting
XI.	NEW BP & AP 3570 – No Smoking and Tobacco-Free Environment	Bridget	1 minute	It was agreed to go to the April 13, 2020 Board Meeting
XII.	BP & AP 3715 – Intellectual Property	Bridget	1 minute	It was agreed to go to the April 13, 2020 Board Meeting
XIII.	BP & AP 6100 – Delegation of Authority	Diana	1 minute	It was agreed to go to the April 13, 2020 Board Meeting
XIV.	BP & AP 6200 – Budget Preparation	Diana	1 minute	It was agreed to go to the April 13, 2020 Board Meeting
XV.	BP & AP 6300 – Fiscal Management	Diana	1 minute	Ran out of Time – will continue the following items on the April 22 nd meeting agenda.
XVI.	NEW AP 6305 - Reserves	Diana	1 minute	
XVII.	AP 6307 - Debt Issuance and Management	Diana	1 minute	
XVIII.	AP 6310 – Accounting	Diana	1 minute	
XIX.	AP 6322 – Employee Indemnity Bonds	Diana	1 minute	
XX.	BP & AP 6340 – Bids and Contracts	Diana	1 minute	
XXI.	BP & AP 4100 – Graduation Requirements for Degrees and Certificates	Les	1 minute	
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE: April 22, 2020				

Zoom Meeting Info

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BP 6300 Fiscal Management

References:

Education Code Section 84040 **subdivision** (c);

Title 5 Section 58311;

ACGJC Accreditation Standard III.D

2 Code of Federal Regulations Parts 200.302 subdivision (b)(6)-(7), 200.305, and 200.400 et seq.

The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board of **Trustees** and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The Superintendent/President shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board of **Trustees** shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

Also see BP/AP 6200 Budget Preparation, BP/AP 6250 Budget Management, AP 6300 Fiscal Management, AP 6305 Reserves, AP 6310 Accounting, and AP 6315 Warrants.

Adopted: 5/8/06

Revised: 12/14/15



Revised: 12/9/19



AP 6300 Fiscal Management

References:

Education Code Section 84040 **subdivision** (c);
Title 5 Section 58311;
ACCJC Accreditation Standard III.D.9 (~~formerly III.D.2~~)

The **D**istrict uses the following minimum standards as principles for sound fiscal management in Title 5, to ensure that procedures comply with requirements. In addition, the **D**istrict shall use commonly accepted auditing standards as criteria for fiscal management procedures.

- Provide for responsible stewardship of available resources.
- Provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short- term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board **of Trustees** current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives and constraints to the **B**oard **of Trustees**, staff, and students.
- Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.
- Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.
- Provide both short term and long-term goals and objectives, and broad-based input coordinated with District educational planning.
- **Provide an annual review of the California Community College Sound Fiscal**



Management Self-assessment Checklist.

The California Community College's Budget and Accounting Manual shall be used by the District as the official accounting manual.

Also see BP/AP 6200 Budget Preparation, BP/AP 6250 Budget Management, BP 6300 Fiscal Management, AP 6305 Reserves, AP 6310 Accounting, and AP 6315 Warrants.

Adopted: 5/8/06
Revised: 11/9/15
Revised: 12/9/19

AP 6305 Reserves

Reference:

Budget and Accounting Manual, Chapter 5; Appendix A

The District shall have as a high budget priority the appropriation in the final budget of an uncommitted reserve in the unrestricted general fund. The Board of Trustees recognizes the need for cash-flow management and the necessity of considering financial uncertainties in the development of the District budget. To this end, the following reserve accounts shall be included in the final budget:

General Reserves

The final budget shall include an unappropriated reserve to ensure that the District will be in a positive cash position at the end of the fiscal year. This reserve shall be (at a minimum) fifteen percent (15%) of unrestricted general fund revenues and beginning fund balance and shall not be available for appropriations during the fiscal year.

Reserve for Emergencies

The District budget shall also include an appropriation for reserve for economic uncertainties to cover:

1. unanticipated emergencies;
2. unanticipated declines in property tax revenues or other sources of funds;
3. additional program development activities not considered prior to budget adoption. This reserve shall be (at a minimum) three percent (3%) of total unrestricted general fund revenues and beginning fund balance.

The Superintendent/President is authorized to utilize funds from the emergency fund for urgent situation upon verbal notification to the President of the Board of Trustees or, if he/she cannot be reached, any other member of the Board. Any such use of the reserve shall be reported to the Board of Trustees in the next regularly scheduled open session.

Approved: 12/9/19

AP 6307 Debt Issuance and Management

References:

Government Code Section 8855;
Title 4 Sections 6000 et seq.

No later than thirty (30) days prior to the sale of any debt issue, the District shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission through the Commission's online submittal system. The report of the proposed debt issuance shall include a certification by the District that it has adopted local debt policies concerning the use of debt and that the contemplated debt issuance is consistent with those local debt policies.

No later than twenty-one (21) days after the sale of the debt, the District shall submit a report of final sale to the California Debt and Investment Advisory Commission through the Commission's online submittal system. A copy of the final official statement for the issue shall accompany the report of final sale. If there is no official statement, the District shall provide each of the following documents, if they exist, along with the report of final sale:

- Other disclosure document.
- Indenture.
- Installment sales agreement.
- Loan agreement.
- Promissory note.
- Bond purchase contract.
- Resolution authorizing the issue.
- Bond specimen.

The District shall submit an annual report for any issue of debt for which it has submitted a report of final sale on or after January 21, 2017. The annual report shall cover a reporting period from July 1 to June 30, inclusive, and shall be submitted no later than seven months after the end of the reporting period. The annual report shall consist of the following information:

- Debt authorized during the reporting period, which shall include the following: (1) Debt authorized at the beginning of the reporting period; (2) Debt authorized and issued during the reporting period; (3) Debt authorized but not issued at the end of the reporting period; and (4) Debt authority that has lapsed during the reporting period.

- Debt outstanding during the reporting period, which shall include the following: (1) Principal balance at the beginning of the reporting period; (2) Principal paid during the reporting period; and (3) Principal outstanding at the end of the reporting period.

The use of proceeds of issued debt during the reporting period, which shall include the following: (1) Debt proceeds available at the beginning of the reporting period; (2) Proceeds spent during the reporting period and the purposes for which it was spent; and (3) Debt proceeds remaining at the end of the reporting period.

~~The Executive Director of Business Services, Chief Business Official, Chief Business Officer (CBO) shall establish procedures to ensure District is professionally managing its debt and fulfills its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.~~

Article I Purpose and Goals

~~This Policy procedure provides a framework for debt management and capital planning by the District. This Policy procedure has been developed to meet the following goals:~~

- ~~1. Identifying the purposes for which the debt proceeds may be used.~~
- ~~2. Identifying the types of debt that may be issued.~~
- ~~3. Describing the relationship of the debt to, and integration with, the District's capital improvement program.~~
- ~~4. Establishing policy goals related to the District's planning goals and objectives.~~
- ~~5. Implementing internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use upon completion of the issuance.~~

Article II Purposes for Which Debt Proceeds May be Used

Section 2.01. Authority and Purposes of the Issuance of Debt

~~The laws of the State of California (the "State") authorize the District to incur debt to make lease payments, contract debt, borrow money, and issue bonds for school improvement projects. The District is authorized to contract debt to acquire, construct, reconstruct, rehabilitate, replace, improve, extend, enlarge, and equip such projects; to refund existing debt; or to provide for cash flow needs.~~

Section 2.02. State Law

~~Section 18 of Article XVI of the State Constitution contains the "debt limitation" formula~~

applicable to the District.

~~There are a number of State laws that govern the issuance of general obligation bonds (“GO Bonds”) by community college districts. Sections 1(b)(2) (Proposition 46) and 1(b)(3) of Article XIII A (Proposition 39) of the State Constitution allow the District to issue GO Bonds. The statutory authority for issuing GO Bonds is contained in Education Code Section 15000 et seq. Additional provisions applicable only to Proposition 39 GO Bonds are contained in Education Code Sections 15264 et seq. An alternative procedure for issuing GO Bonds is also available in Government Code Sections 53506 et seq.~~

~~The statutory authority for issuing Tax and Revenue Anticipation Notes (“TRANS”) is contained in Government Code Sections 53850 et seq. Authority for lease financings is found in Education Code Sections 17455 et seq. and additional authority is contained in Education Code Sections 17400 et seq., 17430 et seq. and 17450 et seq. The District may also issue Mello-Roos bonds pursuant to Government Code Sections 53311 et seq.~~

Section 2.03. Debt Issued to Finance Operating Costs

~~The District may deem it necessary to finance cash flow requirements under certain conditions. Such cash flow borrowing must be payable from taxes, income, revenue, cash receipts and other moneys attributable to the fiscal year in which the debt is issued.~~

~~General operating costs include, but are not limited to, those items normally funded in the District’s annual operating budget.~~

~~The District’s Superintendent/President, or CBO Executive Director of Business Services, Chief Business Official (“CBO”), will review potential financing methods to determine which method is most prudent for the District. Potential financing sources include tax and revenue anticipation notes, temporary borrowing from the Los Angeles County Treasurer and Tax Collector, and internal temporary interfund borrowing.~~

Article III Types of Debt That May be Issued

Section 3.01. Types of Debt Authorized to be Issued

- ~~A. **Short-Term:** The District may issue fixed-rate and/or variable rate short-term debt, which may include TRANS, when such instruments allow the District to meet its cash flow requirements. The District may also issue bond anticipation notes (“BANs”) to provide interim financing for bond projects that will ultimately be paid from GO Bonds.~~
- ~~B. **Long-Term:** Debt issues may be used to finance essential capital facilities, projects and certain equipment where it is appropriate to spread the cost of the projects over more than one budget year. Long term debt should not be used to fund District~~

operations.

~~Long term debt in the form of GO Bonds may be issued under Article XIII A of the State Constitution, either under Proposition 46, which requires approval by at least a two-thirds (66.67%) majority of voters, or Proposition 39, which requires approval by at least 55% of voters, subject to certain accountability requirements and additional restrictions.~~

~~The District may also enter into long term leases and/or COPs for public facilities, property, and equipment.~~

~~C. **Lease Financing:** Lease purchase obligations are a routine and appropriate means of financing capital equipment and certain capital facilities. However, lease obligations may impact on budget flexibility.~~

~~D. **Use of General Obligation Bonds:** A significant portion of the District's capital projects are projected to be funded by GO Bond proceeds. Projects financed by the GO Bonds will be determined by the constraints of applicable law and the project list approved by voters.~~

~~**Article IV Relationship of Debt to and Integration with District's Capital Improvement Program or Budget**~~

~~**Section 4.01. Impact on Operating Budget and District Debt Burden**~~

~~In evaluating financing options for capital projects, both short and long term debt amortization will be evaluated when considering a debt issuance, along with the potential impact of debt service, and additional costs associated with new projects on the operating budget of the District. The cost of debt issued for major capital repairs or replacements may be judged against the potential cost of delaying such repairs.~~

~~**Section 4.02. Capital Improvement Program**~~

~~The CBO and the facilities staff have responsibility for the planning and management of the District's capital improvement program subject to review and approval by the Board of Trustees. Staff will, as appropriate, supplement and revise any applicable Facilities Master Plan in keeping with the District's current needs for the acquisition, development and/or improvement of District's real estate and facilities. Such plans may include a summary of the estimated cost of each project, schedules for the projects, the expected quarterly cash requirements, and annual appropriations, in order for the projects to be completed.~~

~~**Section 4.03. Refunding and Restructuring Policy**~~

A. Considerations for Refunding.

- ~~1. **District's Best Interest.** Whenever deemed to be in the best interest of the District, the District shall consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility.~~
- ~~2. **Net Present Value Analysis.** The CBO shall review a net present value analysis of any proposed refunding in order to make a determination regarding the cost-effectiveness of the proposed refunding.~~
- ~~3. **Maximization of Expected Net Savings.** Another consideration in deciding which debt to refinance and the timing of the refinancing shall be maximization of the District's expected net savings over the life of the bonds.~~
- ~~4. **Comply with Existing Legal Requirements.** The refunding of any existing debt shall comply with all applicable State and Federal laws governing such issuance.~~

~~**Article V Policy Goals Related to District's Planning Goals and Objectives**~~

~~In following this Policy procedure and the related policy (BP 6307 Debt Issuance and Management), the District shall pursue the following goals:~~

- ~~1. The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.~~
- ~~2. The District shall endeavor to attain the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements.~~
- ~~3. The District shall take all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues.~~
- ~~4. The District shall, with respect to GO Bonds, remain mindful of its statutory debt limit in relation to assessed value growth within the school district and the tax burden needed to meet long-term capital requirements.~~
- ~~5. The District shall consider market conditions and District cash flows when timing the issuance of debt.~~

- ~~6. The District shall determine the amortization (maturity) schedule which will fit best within the overall debt structure of the District at the time the new debt is issued.~~
- ~~7. The District shall match the term of the issue to the useful lives of assets funded by that issue whenever practicable and economic, while considering repair and replacement costs of those assets to be incurred in future.~~
- ~~8. The District shall, when planning for the issuance of new debt, consider the impact of such new debt on overlapping debt of local, state and other governments that overlap with the District.~~
- ~~9. The District shall, when issuing debt, assess financial alternatives to include new and innovative financing approaches, including whenever feasible, categorical grants, revolving loans or other State/federal aid, so as to minimize the encroachment on the District's General Fund.~~
- ~~10. The District shall, when planning for the sizing and timing of debt issuance, consider its ability to expend the funds obtained in a timely, efficient and economical manner.~~

~~**Article VI**~~
~~**Internal Control Procedures for Issuance of Debt**~~
~~**to Ensure Intended Use of Proceeds**~~

~~**Section 6.01. Structure of Debt Issues**~~

~~**A. Maturity of Debt:** The duration of a debt issue shall be consistent, to the extent possible, with the economic or useful life of the improvement or asset that the issue is financing. Accordingly, the average life of the financing shall not exceed one hundred twenty percent (120%) of the average life of the assets being financed. In addition, the District shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.~~

~~**B. Debt Structure:**~~

~~**1. GO Bonds:**~~

~~**a. New Money Bond Issuances:** For new money bond issuances, the District shall size the bond issuance consistent with the "spend-down" requirements of the Internal Revenue Code and within any limits approved by the District's voters. To the extent possible, the District will also consider credit issues, market factors (e.g. bank qualification) and tax law when sizing the District's bond issuance.~~

~~**b. Refunding Bond Issuances:** The sizing of refunding bonds will be determined by the amount of money that will be required to cover the principal of, accrued interest~~

~~(if any) on, and redemption premium for the bonds to be defeased on the call date and to cover appropriate financing costs.~~

~~c. **Maximum Maturity:** All bonds issued by the District shall mature within the limits set forth in applicable provisions of the Education Code or the Government Code. The final maturity of bonds will also be limited to the average useful life of the assets financed or as otherwise required by tax law.~~

~~2. **Lease Purchase Obligations:** The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed.~~

~~C. **Debt Service Structure:** The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, provide flexibility, and, as practical, to recapture or maximize its debt capacity for future use.~~

Section 6.02. Use of Proceeds

~~The District shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred. In furtherance of the policy this procedure, and in connection with the issuance of all GO Bonds:~~

~~1. As required by Government Code Section 53410, the District shall only use GO Bond proceeds for the purposes approved by the District's voters; and~~

~~2. The CBO shall have the responsibility, no less often than annually, to provide to the District's Board of Trustees a written report which shall contain at least the following information:~~

~~i. The amount of the debt proceeds received and expended during the applicable reporting period; and~~

~~ii. The status of the acquisition, construction, or financing of the school facility projects, as identified in any applicable bond measure, with the proceeds of the debt.~~

~~These reports may be combined with other periodic reports which include the same information, including but not limited to, periodic reports made to the California Debt and Investment Advisory Commission, or continuing disclosure reports or other reports made in connection with the debt. These requirements shall apply only until the earliest of the following: (i) all the debt is redeemed or defeased, but if the debt is refunded, such provisions shall apply until all such refunding bonds are redeemed or defeased, or (ii) all proceeds of the debt, or any investment earnings thereon, are fully expended.~~

~~3. The District shall post on the District website the Annual Report of the District's~~

~~Independent Bond Oversight Committee which has been given the responsibility to review the expenditure of GO Bond proceeds to assure the community that all GO Bond funds have been used for the construction, renovation, repair, furnishing and equipping of school facilities, and not used for teacher or administrator salaries or other operating expenses.~~

- ~~4. The District shall hire an independent auditor to perform an annual independent financial and performance audit of the expenditure of GO Bond proceeds, and to post such audits on the District website.~~

Adopted **Approved:** 7/10/17
Revised: 1/13/20

AP 6310 Accounting

Reference:

Budget and Accounting Manual, Chapters 3 and 4

The Budget and Accounting Manual (BAM) published by the California Community Colleges Chancellor's Office shall be used by the District as the official accounting manual.

Approved: 5/8/06
Reviewed: 8/13/18
Revised: 12/9/19

AP 6322 Employee Indemnity Bonds

Reference:

Title 5 Section 58318

Each employee of the District whose duty it is to handle District funds shall be bonded under a suitable bond indemnifying the District against loss.

At the discretion of the Chief Business Official, employees of the District whose duty it is to handle district property may be required to be bonded to indemnify the District against loss.

Approved: 12/9/19

BP 6340 Bids and Contracts

References:

Education Code Sections 81641, et seq.;
Public Contracts Code Sections 20650, et seq.;
Government Code Section 53060;
Accreditation Standard III.D.16;
2 Code of Federal Regulations Part 200.318

The Board of Trustees delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board of Trustees.
- Contracts for work to be done, services to be performed or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board of Trustees.
- When bids are required according to Public Contracts Code Section 20651, the Board of Trustees shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board of Trustees requires, or reject all bids.
- When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value in accordance with AP 6340 Bids and Contracts. The bidder shall give such security as the Board requires and may reject all bids.

If the Superintendent/President concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

See Administrative Procedures #6340 Also see AP 6340 Bids and Contracts.

Adopted: 5/8/06
Revised: 1/13/20

AP 6340 Bids and Contracts

References:

Education Code Sections 81641 et seq.;

Public Contracts Code Sections 20103.7, 20112, and 20650 et seq., and 22000 et seq.;

Labor Code Sections 1770 et seq.;

Government Code Section 53060;

ACCJC Accreditation Standard III.D.16.;

2 Code of Federal Regulations Part 200.318

Contracts or purchase orders that exceed the Public Contracts Code bid limits will not be issued without required competitive bids and notifications unless an emergency, as defined in Public Contract Code Section 20654 exists.

When bids are required according to Public Contracts Code Section 20651, the Board shall award contracts to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board of Trustees requires, or the District shall reject all bids.

The Superintendent/President or his/her designees are empowered to execute and file a "Notice of Completion and Acceptance of Work" on behalf of the District. Such notices shall be approved in advance by the Board of Trustees.

When utilizing a "Piggyback" or Cooperative Contract per PGC Public Contract Code Section 20652, the District shall communicate via Consent Item to the Board of Trustees when the dollar amount is between \$25,000 and the bid limit. The District shall communicate via Formal Action when the dollar amount is over the bid limit.

Limits

Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the limits set by the Board of Governors as required by the Public Contracts Code will require documented quotes as noted on the District's Purchasing Website (located from the Business Services link). <https://www.avc.edu/administration/busserv/Purchasing>
- Purchase of goods or services in excess of the limits set by the Board of Governors as required by the Public Contracts Code will require formal advertised bids.

In securing bids or quotations, the District will avoid acquisition of unnecessary or duplicative items. Contracts involving expenditures that require competitive bidding require approval by

the Board of Trustees prior to award.

Note: The bid minimums are subject to adjustment each year by the Board of Governors as required by Public Contracts Code Section 20651 subdivision (d); The current bid minimum can be found with the California Department of Education website. at <http://www.cde.ca.gov/gf/ac/co/>. (~~<https://www.cde.ca.gov/gf/ac/co/bidthreshold2019.asp>~~)

Bid Specifications

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

Notice Calling for Formal Advertised Bids

The District shall publish at least once a week for two weeks in a newspaper of general circulation published within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on the District's web site or through an electronic portal, a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened. The District may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by ~~the~~ Purchasing and Contract Services. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Chief Business Official shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.

~~The~~ Purchasing and Contract Services shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and materiel personnel may examine the specifications and drawings.

The Purchasing and Contract Services shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room.

When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contracts

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the District.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
- Selection and Award to Lowest Responsible Bidder:
 - Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications.
- Selection and Award Based on Best Value:
 - For the purposes of bid evaluation and selection when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value.
 - "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.
 - The District will consider all of the following in a best value selection and award:
 - Price and service level proposals that reduce the District's overall operating costs, including end-of-life expenditures and impact.
 - Equipment, services, supplies, and materials standards that support the District's strategic acquisition and management program direction.
 - A procedure for protest and resolution in the request for proposal.
 - The District may also consider any of the following in a best value selection and award:

- The total cost to of its purchase, use, and consumption of equipment, supplies, and materials.
 - The operational cost or benefit incurred by the District.
 - The added value to the District, as defined in the request for proposal, of vendor-added services.
 - The quality and effectiveness of equipment, supplies, materials, and services.
 - The reliability of delivery and installation schedules.
 - The terms and conditions of product warranties and vendor guarantees.
 - The financial stability of the vendor.
 - The vendor's quality assurance program.
 - The vendor's experience with the provisions of equipment, supplies, materials, and services within the institutional marketplace.
 - The consistency of the vendor's proposed equipment, supplies, materials, and services with the District's overall supplies and materials procurement program.
 - The economic benefits to the local community, including, but not limited to, job creation and retention.
 - The environmental benefits to the local community.
- The District will award a contract to the lowest responsible bidder, whose proposal offers the best value to the District based solely on the criterial set forth in the request for proposal. The District shall document its determination in writing.
 - The District shall issue a written notice of intent to award supporting its contract award and stating in detail the basis of the award. The notice of the intent to award and the contract file must be sufficient to satisfy an external audit.
 - The District shall publicly announce its award, identifying the bidder to which the award is made, the price proposal of the contractor awarded the contract, and the overall combined rating on the request for proposal evaluation factors. The announcement shall also include the ranking of the contractor awarded the contract in relation to all other responsive bidders and their respective price proposals and summary of the rationale for the contract award.
 - The District shall ensure that all businesses have a fair and equitable opportunity to compete for, and participate in, district contracts and shall also ensure that discrimination on the basis of sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, or sexual orientation, does not occur in the award and performance of contracts.

Purchase without Advertising for Bids

The Chief Business Official is authorized to make purchases from firms holding public agency contracts without calling for bids where it appears advantageous to do so.

The Chief Business Official may, without advertising for bids within the same district, purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Chief Business Official may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

The Chief Business Official is authorized to make purchases with a value between \$5,000 and \$250,000 from a certified small business, microbusiness, or disabled veteran business enterprise.

Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Superintendent/President or designee may make a contract in behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.

Unlawful to Split Bids

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

Record Retention

The District will retain records sufficient to detail the history of procurement. These records include: rationale for the method of procurement, selection of contract type, contractor selection and rejection, and the basis for the contract price.

- Industrial Relations or any successor agency that is responsible for the oversight of employee wage and work hour laws.

Information on the following items may be found ~~at~~ on the District's Purchasing Webpage under the Business Services link:
<https://www.avc.edu/administration/busserv/purchasing>:

- Bid Specifications
- Notice Calling for Formal Advertised Bids Awarding of Bids and Contracts Awards

Purchase without Advertising for Bids

- Continuing contracts for work or services furnished to the District are not to exceed five (5) years. Contracts for materials and supplies are not to exceed three (3) years.

Emergency Repair Contracts without Bid

Unlawful to Split Bids

Also see BP/AP 6330 Purchasing, AP 6345 Bids and Contracts Under the UPCCAA, AP 6350 Contracts – Construction, AP 6355 Contracts – Job Order Contracts, AP 6360 Contracts – Electronic Systems and Materials, AP 6365 Contracts – Accessibility of Information Technology, AP 6370 Contracts – Personal Services, and AP 6380 Vendors.

Approved: 5/8/06
Revised: 1/8/07
Revised: 9/10/07
Revised: 11/13/18
Revised: 1/13/20

BP 4100 Graduation Requirements for Degrees and Certificates

References:

Education Code Section 70902 ~~subdivision~~ (b)(3); -
Title 5, Sections 55060, et seq.

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed ~~the subject requirements at least 18 semester units or of study in a major or area of emphasis~~ for graduation and who have maintained a cumulative 2.0 average in subjects attempted. Students must also complete the general education, residency, and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of ~~18 sixteen~~ (16) or more semester units of degree-applicable coursework designed as a pattern of learning experiences ~~intended~~ designed to develop certain capabilities that may be oriented to career or general education.

In addition, ~~pursuant to Title 5 Section 55070 subdivision (c), the a D~~district may ~~award a certificate of achievement for submit~~ any sequence of courses consisting of ~~12 eight~~ (8) or more semester units of degree-applicable credit coursework if approved by the ~~CCC~~ Chancellor of the California Community Colleges and request that it be approved as a program leading to a certificate of achievement. The Chancellor of the California Community Colleges may approve such a program if he/she determines that it satisfies the requirements of Title 5 Section 55070 subdivision (a) despite requiring fewer than ~~18 sixteen~~ (16) semester units of degree-applicable credit coursework.

The ~~College~~ President/Superintendent shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the ~~D~~district's catalog(s) and included in other resources that are convenient for students. As specified in BP 2510 ~~Participation in Local Decision-Making~~, the Board of Trustees agrees to "rely primarily" on the Academic Senate regarding the following Academic and Professional Matters which include Graduation Requirements for Degrees and Certificates:

- (1) Curriculum, including establishing prerequisites.
- (2) Degree and certificate requirements.
- (3) Grading policies.
- (4) Education program development.
- (5) Standards or policies regarding student preparation and success.
- (8) Policies for faculty professional development activities.

~~See Administrative Procedure #4100~~ Also see AP 4100 Graduation Requirements for Degrees and Certificates.

Adopted: 2/6/06
Revised: 3/10/08
Revised: 5/12/08
Reviewed: 12/11/17
Revised: 12/9/19

AP 4100 Graduation Requirements for Degrees and Certificates

References:

Title 5, Sections 55060 et seq.

Associate Degree Requirements (Title 5, Section 55806)

Graduation from Antelope Valley College with the associate in arts or associate in science degree requires that students demonstrate competency in reading, writing, and mathematics and complete a minimum of **sixty (60)** semester units, including requirements 1 through 6 listed below.

1. General Education Requirements

A minimum of 21 units, including a minimum of 3 semester units in, in Areas A, B, C, D1, D2, E and F. Courses meeting general education and major requirements can be found in the Graduation/Associate Degree Requirements section of the college catalog.

Area A* - Natural Sciences (Select at least **three (3)** semester units)

Courses in the Natural Sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the GE requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage the understanding of the relationships between science and other human activities.

Area B* - Social & Behavioral Sciences (Select at least **three (3)** semester units)

Courses in the Social and Behavioral Sciences are those which focus on people as members of society. To satisfy the GE requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate.

Area C* - Humanities (Select at least **three (3)** semester units)

Courses in the Humanities are those which study the cultural activities and artistic expression of human beings. To satisfy the GE requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments.

Area D -Language & Rationality [Select **three (3)** semester units from (1) and select 3 units from (2)]

Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

1. Academic Composition

Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

2. Communication and Analytical Thinking

Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

Area E -Additional Breadth (Select at least **three (3)** semester units)

Courses in this area are designed to expand the acquisition and utilization of knowledge in GE and/or self understanding. Courses must be taken from a discipline not previously selected.

Area F -Diversity Studies (Select at least **three (3)** semester units)

The primary focus of courses meeting the Diversity Studies requirement will deal, in depth, with non- dominant groups in the State of California and the United States. These groups of people are defined as African-American, Hispanic, Asian-Pacific Islander, Native American and Women. Courses meeting the Diversity Studies requirement will deal with more than one group. Courses will deal with one non-dominant group in comparison to the dominant group or other non-dominant group(s). Issues of racism and sexism will be explicitly covered.

2. Proficiency Requirements

Proficiency requirements exist for the areas of Reading, Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

- A. **READING** Eligibility for College Level Reading (AVC assessment) or completion of READ 099 with a minimum grade of "P" (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.
- B. **WRITING** Completion of ENGL 101 with a minimum grade of "C."
- C. **MATHEMATICS** Completion of MATH 102 or higher or CIS 121 with a minimum grade of "C." or placement by AVC assessment into a math course higher than MATH 102.

3. Major or Area of Emphasis Requirements

Major or area of emphasis requirements may be satisfied by:

Completing at least **eighteen (18)** semester units of study in a specific major or area of emphasis as outlined in the specific degree requirements listed in the AVC catalog, with a grade of “C” or better in all required core course and the specific courses listed as program electives.

4. Electives

Sixty **(60)** semester units are required for an associate degree. In addition to the general education and major requirements, the remaining number of units needed to complete an associate degree is considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major or area of emphasis, cannot be used as an elective.

5. Grade Point Average Requirement

A cumulative grade point average of 2.0 (“C” average) is required.

6. Residence Requirement

Of the required **sixty (60)** units, “at least **twelve (12)** semester units must be completed in residence at the college granting the degree” as stated in Title 5, Sections 54000 et seq.

7. Requirements for Two or More Associate Degrees

To be eligible for multiple associate degrees, a student must have completed all of the graduation requirements for each degree.

Antelope Valley College awards the associate arts and associate science degree to students who pursue majors or designated areas of emphasis listed in the college catalog. In the course description section of this catalog, all courses that apply to the associate degree or certificates are designated as (AVC).

The completion of an associate in arts or an associate in science degree does not ensure that a student can transfer directly to a four-year college or university. Students interested in transferring should refer to the Transfer Requirements section in the college catalog.

Certificate of Achievement Requirements:

- For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of ~~48~~ **sixteen (16)** or more semester units of degree-applicable credit coursework. The certificate of achievement shall be

designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

- A student may also be awarded a certificate of achievement for a sequence of courses consisting of **twelve (12)** or more semester units if approved by the **CCC California Community Colleges Chancellor's Office**.
- Shorter credit programs that lead to a certificate may be established by the District, but **they** cannot be listed on the student's transcript.
- Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Antelope Valley College, meet a demonstrated need, are feasible, and adhere to guidelines on academic integrity.
- Certificates for which **CCC California Community Colleges Chancellor's Office** approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

Application for Graduation

Antelope Valley College awards degrees three times, annually—in December following the fall semester, in June following the spring semester, and in August. An application for graduation must be filed in the Admissions and Records Office. After submitting the application, students will receive a formal evaluation of progress toward the degree. Students will receive information on participating in the annual graduation ceremony. While participation in the graduation ceremony is encouraged, it is not mandatory to attend to receive a degree. Early filing of the graduation application is highly recommended.

Credit Courses Not Transferable/Applicable to the Associate Degree and Certificate Programs

Effective Fall 1988, selected credit courses shall not apply to the associate degree and certificate programs.

Students who enroll in credit courses not applicable to the degree can use these credits for eligibility purposes, i.e., full-time status, intercollegiate athletic status and financial aid status. In the course description section of the college catalog, these courses are designated as: Credit course not applicable to the associate degree and certificate programs. Grades will not count in calculating the GPA when received in credit courses not applicable to the associate degree and certificate programs. All courses that do apply to the associate degree or certificates are designated as **“(AVC).”**

The list of credit courses not applicable to the associate degree and certificate programs are listed in the college catalog under **“Credit Courses Not Transferrable/Not Applicable to the Associate Degree and Certificate Programs.”**

Note: Courses which emphasize occupational competency do not meet General Education (GE) objectives; and, no course may be counted as meeting both a GE requirement and a major requirement in any District degree.

College Work Applicable to the Associate Degree and Certificate Programs

College work acceptable toward the associate degree includes those courses that have been properly approved pursuant to Title 5, Section 55002 **subdivision** (a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov>.

Also see BP 4100 Graduation Requirements for Degrees and Certificates.

Approved: 2/6/06
Revised: 3/10/08
Revised: 7/9/12
Revised: 12/11/17
Revised: 12/9/19

BP 7100 Commitment to Diversity

References:

Education Code Sections 87100 et seq.;
Title 5, Sections 53000, et seq.

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board of Trustees is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

~~Refer to Chapter 3, AP 3420 for Equal Employment Opportunity practices. Also see AP 7100 Commitment to Diversity and BP/AP 3420 Equal Employment Opportunity.~~

Adopted: 5/8/06

Revised:

AP 7100 Commitment to Diversity

References:

Education Code Sections 87100 et seq.
Title 5 Sections 53000 et seq.

The District demonstrates its commitment to diversity by complying with all federal, state, and local laws and regulations regarding equal employment and nondiscrimination in employment, and by maintaining an Equal Employment Opportunity Plan. It also maintains a Student Equity Plan that addresses issues related to the student's access to educational opportunities and their academic environment.

Also see BP/AP 3410 Nondiscrimination, BP/AP 3420 Equal Employment Opportunity, and AP 3435 Discrimination and Harassment Complaints and Investigations.

Approved:

~~AP 7121 Faculty Internship (Suspended 11/14/11)~~

~~ANTELOPE VALLEY COLLEGE FACULTY INTERNSHIP PROGRAM~~

~~The Faculty Internship Program at Antelope Valley College offers the opportunity to increase the recruitment of new instructors and also enhance efforts to build a diverse and representative faculty. The program introduces a faculty intern to the community college campus environment through a partnership with a tenured faculty member who acts as a mentor, providing a positive learning experience for the development of a faculty intern. During an academic year, the program offers faculty interns the full range of faculty activities and experiences necessary to acquire the tools to become a successful community college instructor, counselor, librarian, or other faculty assignment.~~

~~California Code of Regulations (Subchapter 5) states that the governing board of any community college district may establish a faculty internship program pursuant to the provisions of the Subchapter and Section 87487 of the Education Code. In accordance, governing boards may employ, as faculty interns within the program, graduate students enrolled in the California State University, the University of California, or any other accredited institution of higher education or in vocational and technical fields where a master's degree is not generally expected or available, persons who are within one year of meeting the regular faculty minimum qualifications. Persons who meet the regular faculty minimum qualifications but who lack teaching, counseling, library, or other community college faculty experience may also be included in the internship program. The purpose is to enhance community college efforts toward building a diverse and representative faculty. In order to accomplish this, the internship program shall place special emphasis on locating and attracting qualified graduate students who are members of underrepresented groups.~~

~~A person employed as a faculty intern shall be employed as a temporary faculty member under Section 87482.5 of the Education Code and shall meet the minimum qualifications specified in Section 53502 of Title 5. A faculty intern shall be limited to two years of participation in the program.~~

~~For purposes of this Subchapter, the term "faculty intern" does not include any person, no matter how designated, who only assists in a class taught by a regularly qualified member, and who has no independent responsibility for instruction or supervision of students. Such a person may be termed an "intern," and may serve as a volunteer or receive a stipend according to policies established by the district.~~

~~Those individuals interested in being considered for the faculty internship program will obtain an application from the Human Resource and Employee Relations Office. The applicant will provide the number of units required for their current university degree/vocational program and evidence (i.e. transcripts) to demonstrate that they are at least mid-way toward meeting the minimum qualifications for a full-time faculty member. The faculty intern hiring process will include faculty from the discipline area, division/area dean, and one member from the Faculty Internship Steering Committee.~~

~~The Steering Committee, comprised of faculty and administrators, will oversee the program. With the leadership of a faculty coordinator, the committee will provide campus activities, train mentors, train faculty interns, and match faculty mentors with faculty interns. The overall responsibility of the Steering Committee is as follows:~~

- ~~• Recruit and select mentors from different disciplines~~
- ~~• Participate in the review and selection of faculty intern applications~~
- ~~• Inform mentors and interns on program requirements and responsibilities~~
- ~~• Organize and host campus activities; train mentors and faculty interns~~
- ~~• Maintain the current status of each faculty intern's progress~~
- ~~• Advise faculty interns on job application procedures to AVC and other community colleges~~
- ~~• Advocate the Faculty Internship Program to local higher education institutions~~

~~At the start of their internship, newly selected faculty interns will be given information and training to begin their teaching, counseling, or other faculty assignment. Faculty interns and mentors will meet and begin reviewing their intern assignment and determine which of the mentor's college responsibilities the faculty intern can participate in during an academic year. (The Faculty Internship Program does not operate during the summer months or intersession.) A tenured faculty mentor is assigned one faculty intern per academic year. In turn, faculty interns are limited to one teaching, counseling, or other faculty assignment per semester.~~

- ~~• Faculty interns who have not had teaching experience in their educational programs must begin their internship at AVC with the first semester activities.~~
- ~~• Faculty interns who have had teaching experience within their educational programs, may be permitted by the Steering Committee to start their internship at AVC with the second semester activities. (Documentation of teaching is required.)~~

~~Academic Year Activities~~

~~First Semester~~

~~During the *first half of the semester*, faculty interns observe mentors in their classrooms, counseling offices, or other faculty assignments. Faculty interns observe teaching, classroom management, or counseling techniques, etc., review course outlines of record, syllabi, handouts, or other instructor/counselor/faculty materials. Faculty interns are expected to attend college meetings, FLEX activities, area/division meetings, and other college responsibilities of their mentors as agreed upon.~~

~~During the *second half of the semester*, the mentor and faculty intern agree to a specific unit that the intern is responsible to instruct/counsel, etc. Mentors provide immediate feedback once the activity is completed. Additional faculty activities can be performed if the mentor determines that the faculty intern is able and agrees.~~

~~At the end of the semester, the mentor writes a summary of the faculty intern's development and makes one of the following recommendations to the Steering Committee: (1) The intern can be offered a course/or other faculty assignment for the next semester (depending on the availability of assignment); (2) The intern can be assigned additional direct mentoring for the next semester, in which the first semester activities are repeated.~~

Second Semester

~~During the semester, when the faculty intern has been assigned a class as the faculty member of record, he/she will review the course outline of record and create a syllabus, develop handouts, exams, and all materials related to that class assignment with assistance from the mentor. When the faculty intern has been assigned counseling duties or another faculty assignment, he/she will assemble materials to conduct workshops, counsel and advise students, refer students to appropriate services, administer assessments, assist students with planning and decision-making, and/or refer students to relevant informational resources. In both instances, the mentor will observe the faculty intern at least four times during the semester. Feedback will be offered both orally and in writing. The mentor will be available to discuss any work performance concerns with the faculty intern.~~

~~At the end of the semester, the mentor writes an evaluation of the faculty intern's development, including what he/she has mastered in understanding the role of teaching, counseling, and other faculty duties in the community college environment. The evaluation will be forwarded to the Steering Committee.~~

~~Once the faculty intern successfully completes the second semester activities of the AVG Internship Program and meets the minimum qualifications for the discipline, he/she may apply for an adjunct faculty position.~~

FACULTY INTERNSHIP TERMS AND CONDITIONS

Faculty Intern Agreement

Faculty interns will be expected to:

- ~~1. Meet with the mentor at regularly scheduled times.~~
- ~~2. Attend regularly scheduled class, counseling, or other faculty duty hours.~~
- ~~3. Call upon the mentor as needed with respect to his/her schedule~~
- ~~4. Carry out specific assignments made by the mentor~~
- ~~5. Meet with and assist students during office hours, as directed by the mentor~~
- ~~6. Share ideas with mentor~~
- ~~7. Receive and discuss appropriate criticism~~
- ~~8. Discuss needs/ideas with the mentor to help with success as an intern.~~
- ~~9. Develop sample course or faculty assignment materials~~

10. ~~Seek out advice from Steering Committee~~
11. ~~Participate in the activities, workshops, training, area/division meetings, FLEX activities, and overall college activities as agreed with mentor.~~
12. ~~Develop appropriate course/counseling/other faculty assignment materials and methods that include a multicultural perspective.~~
13. ~~Participate in the evaluation of the AVC Internship Program~~

~~I certify that I have read and understand the terms and conditions of this agreement and agree to abide by them.~~

~~Faculty Intern~~ _____ ~~Date~~ _____

~~Steering Committee Chair~~ _____ ~~Date~~ _____

~~FACULTY INTERSHIP PROGRAM~~

~~Faculty Mentor Agreement~~

~~The faculty mentor assigned to a faculty intern is expected to:~~

1. ~~Provide the intern with a campus tour identifying~~
 - ~~Division/Area offices and staff~~
 - ~~Mailroom~~
 - ~~Duplication~~
 - ~~Location of equipment and supplies~~
 - ~~Academic Senate Office~~
 - ~~Student Support Services, IMC, and Library~~
2. ~~Meet the faculty intern prior to the beginning of the semester to set up the following~~
 - ~~Regular meeting times~~
 - ~~Review of text(s) and related teaching/counseling/other faculty assignment materials~~
 - ~~Review of Course Outline of Record and course syllabus~~
 - ~~Discuss absence reporting and support personnel~~
 - ~~Discuss campus safety~~

- ~~Discuss Student Code of Conduct~~
 - ~~Discuss Faculty Code of Ethics, Academic Freedom Policy~~
3. ~~Meet with the faculty intern regularly; visit classroom, counseling, or other faculty assignment at least four times during the semester~~
 4. ~~Respond promptly to the faculty intern's questions or concerns~~
 5. ~~Introduce the faculty intern to other faculty and staff~~
 6. ~~Define the faculty intern's role in faculty office hours~~
 7. ~~Assist the faculty intern when he/she develops course material, syllabi, assignments, exams, handouts and workshop, assessment and other faculty materials.~~
 8. ~~Share counseling, teaching and other faculty responsibility by allowing the faculty intern to take an active role in evaluations, classroom presentations, workshops, advisement, etc. when the faculty intern is ready.~~
 9. ~~Provide learning experiences for the faculty intern (being sure not to overextend responsibilities)~~
 10. ~~Help the faculty intern understand faculty responsibilities beyond the classroom or primary faculty assignment by discussing shared governance, tenure and evaluation, faculty development, division/area meetings, service to the college, etc.~~
 11. ~~Provide and receive appropriate criticism~~
 12. ~~Conduct evaluation of faculty intern's development~~
 13. ~~Provide assistance in job seeking skills~~
 14. ~~Assist the faculty intern in developing curriculum and approaches for teaching, counseling, and other faculty assignments that include diversity and multicultural perspectives.~~
 15. ~~Participate in the evaluation of the AVC Faculty Internship Program~~

Faculty Mentor

Date

Steering Committee Chair

Date

Faculty Coordinator, Faculty Mentor, and Faculty Intern will receive some compensation, per faculty union and administrative agreement.

5/8/06

Suspended: ~~11/14/11~~

BP 7140 Collective Bargaining

References:

Government Code Sections 3540, et seq.

If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Sections 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

Academic personnel (faculty) are subject to terms and conditions as outlined in the current academic collective bargaining agreement.

Classified Service personnel are subject to terms and conditions as outlined in the current classified collective bargaining agreement.

[Also see BP/AP 2610 Presentation of Initial Collective Bargaining Proposals.](#)

Adopted: 5/8/06

Revised:

BP 7370 **Employee Political Activity**

References:

Education Code Sections 7054, and 7056;
Government Code Section 8314

Employees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the **governing Board of Trustees**. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

Refer to Antelope Valley College Faculty collective bargaining agreement, Article VII.

~~See Administrative Procedure #7370~~ Also see BP 2716 Board Political Activity and AP 7370 Employee Political Activity.

~~Adopted:~~ **Approved:** 5/8/06
Revised:

AP 7370 **Employee** Political Activity

References:

Education Code Sections 7050 ~~through~~ - 7058 et seq.

No restriction shall be placed on the political activities of any employee of the District except as provided in ~~board policy~~ BP 7370 Political Activity and these procedures.

No District funds, services, supplies, or equipment may be used to urge the support or defeat of any ballot measure or candidate, including but not limited to any candidate for election to the ~~governing~~ Board of Trustees.

District resources may be used to provide information to the public about the possible effects of a bond issue or other ballot measure if both the following conditions are met:

- The informational activities are otherwise authorized by the Constitution or laws of the State of California; and
- The information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

Any administrator or board member may appear before a citizens' group that requests the appearance to discuss the reasons why the Board of Trustees called an election to submit to the voters a proposition for the issuance of bonds, and to respond to inquiries from the citizens' group.

An officer or employee of the District may solicit or receive political funds or contributions to promote the support or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of officers or employees of the District. Such activities are prohibited during working hours, and entry into buildings and grounds of the District during working hours is prohibited. Such activities are permitted during nonworking time. "Nonworking time" means time outside an employees' working hours, whether before or after the work-day or during the employees' lunch period or other breaks during the day.

Also see BP 2716 Board Political Activity and BP 7370 Political Activity.

Approved: 5/8/06

Revised:

BP 2360 Minutes

References:

Education Code Section 72121(a);
Government Code Section 54957.5

The Superintendent/President shall cause minutes to be taken of all meetings of the Board of Trustees. The minutes shall record all actions taken by the Board of Trustees. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The Superintendent/President, acting in his/her capacity as Secretary to the Board of Trustees, shall be responsible for keeping minutes of all meetings of the Board of Trustees.

The minutes shall also record motions or resolutions as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All matters transacted by the Board of Trustees shall be recorded in the official minutes in the form of a complete resolution, together with the accompanying vote. Minutes are to be concise, clear and accurate.

Also see BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, AP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 7/5/05
Revised: 11/7/05
Reviewed: 8/8/16
Revised: 5/11/20



AP 2360 Minutes

Reference:

Education Code Section 72121(a)

The President's Office is responsible for maintaining minutes of Board meetings according to current law and the provisions of the Brown Open Meetings Act. The minutes shall be written to include only actions proposed and/or approved by the Board of Trustees.

Public comments will be summarized in the Board meeting minutes. Upon request by a speaker who is addressing the Board, a "for-the-record" statement shall be included in the Board Meeting Supplemental Minutes, with the understanding that the speaker will provide a written copy of the statement at the time it is presented.

Also see BP 2220 Committees of the Board, BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, BP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 11/12/19

Revised: 5/11/20

AP 3750 Use of Copyrighted Material for Educational Purposes

References:

Education Code Sections 32360 and 67302
U. S. Code Title 17, Copyright Act of 1976

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the “fair use” doctrine.

Fair Use

Reference:

Copyright Act, Section 107

The “fair use” doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship. In some instances, copyright may be required for works that fall within “fair use.”

Note: *The following is excerpted from the legislative history of the 1976 Copyright Act, which established congressionally endorsed guidelines related to classroom copying for educational use.*

I. Single Copying for Teachers

Single copy may be made of any of the following by or for a teacher at his/~~er~~ her individual request for his/~~er~~ her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book
- B. An article from a periodical or newspaper
- C. A short story, short essay or short poem, whether or not from a collective work
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and

- B. Meets the cumulative effect test as defined below; and
- C. Each copy includes a notice of copyright

Definitions

Brevity:

- i. **Poetry:** (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- ii. **Prose:** (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
- iii. **Illustration:** One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv. **"Special" works:** Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "i" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity:

- i. The copying is at the instance and inspiration of the individual teacher; and
- ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:

- i. The copying of the material is for only one course in the school in which the copies are made.
- ii. Not more than one short poem, article, story, essay or two (2) excerpts may be copied from the same author, nor more than three (3) from the same collective work or periodical volume during one (1) class term.
- iii. There shall not be more than nine (9) instances of such multiple copying for one (1) course during one (1) class term. (The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

III. Prohibitions

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there-from are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
 - i. substitute for the purchase of books, publisher's reprints or periodicals
 - ii. be directed by higher authority
 - iii. be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

MATERIALS PLACED ON RESERVE

General Guidelines

Policies for placing materials on reserve in the library are based on "fair use" guidelines (17 ~~USC~~ U.S. Code Section 107).

The amount of materials placed on reserve should be reasonable and not have adverse impact on the market for such materials. Reserve materials should make up only a small portion of the instructional materials used in the class.

What can be put on reserve?

- An article from a journal (3-6 copies of the article if class size warrants)
- A chapter from a book (3-6 copies of the chapter if class size warrants)
- A short story, essay or poem (3-6 copies of the material if class size warrants)
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper (3-6 copies of the material if class size warrants)
- Materials from the library collections including government publications
- Student papers
- Exams
- Lecture notes

What cannot be put on reserve?

- Interlibrary loan books
- Course packs
- Consumables (workbooks, exercises, standardized tests, test booklets, answer sheets, etc.)

How long can materials remain on reserve?

- Materials may only be placed on reserve for one semester.
- At the end of the semester, library materials will be re-shelved.
- Items owned by instructors will be returned to those instructors.

When is copyright permission needed?

- If the same material will be used by the same instructor for the same class for more than one semester
- If more than one article from a particular journal is needed for one particular course
- If more than one chapter of a book is needed for one particular course
- If an out of print book is to be used Copyright Notice
- A notice of copyright must appear on all reserve materials.

Faculty Responsibility

- Materials on reserve are to be used for solely educational purposes.
- The faculty member placing the item on reserve must have legal possession of said item.
- The responsibility for legally possessing an item lies with the faculty member.
- A signed reserve request form is required wherein the faculty member acknowledges responsibility for compliance with copyright laws.
- If the faculty member wishes to place materials on reserve in excess of one semester, permission must be obtained from the copyright holder.

Compilations

Reference:

Basic Books, Inc. v. Kinko's Graphics Corp. (S.D.N.Y. 1991) 758 F.Supp. 1522; and Princeton University Press v. Michigan Document Services, Inc. (6th Cir. 1996) F.3d 1381-

Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or “course packs,” even if the excerpts fall under the definitions in the “fair use” doctrine.

HOW TO OBTAIN COPYRIGHT PERMISSION

Permission to use copyright-protected materials, when required, should be obtained prior to using those materials. It is best to obtain permission in writing (including e-mail) and to ensure that the Copyright Officer has a copy of each permission form or letter.

The time to obtain permission may vary and, where possible, it is recommended to start the permissions procedure at least six months prior to the time that you wish to use the materials. If you need a quicker permission, let the copyright owner know this and he/she may be able to get back to you more quickly. Often, Copyright Clearance Center is your quickest one-stop resource for obtaining copyright permission.

Fact Finding Questions

Once you have identified the materials you want to use and determined that copyright permission is required, you must locate the copyright holder. If the copyright holder is not listed on the work, locating the appropriate person or entity to grant permission may take some investigative and creative work.

The Copyright Office of the Library of Congress (www.loc.gov) may be of assistance in locating a copyright owner if the work is registered. Note, however, that copyright is automatically granted to all works upon their being written down and that registration with the Copyright Office is not required.

There are two primary options for obtaining permission to use the work. You may contact the copyright holder directly or you may contact Copyright Clearance Center. Check with your department manager to determine if your institution already has an established process for obtaining copyright permission through Copyright Clearance Center. If your department or campus does not have a centralized location or process for obtaining copyright permission, you may create an account with Copyright Clearance Center at www.copyright.com.

Information in your Permission Request

The copyright holder or its agent will require the following information in order to provide you with permission:

- Title of the material
- Creator/author of the material
- Publisher of the material
- Description of material

- ISBN or ISSN, if applicable
- Date of publication, if applicable
- Purpose for which you wish to reproduce the item (research, commercial, educational, etc.)
- How the material is to be reproduced (e.g., photocopied, digitized)
- Where the reproduced material will be used or will appear and for how long

(Note: This area will be drafted after the Distance Education Task Force makes its recommendations.)

Online Courses

Reference:

The TEACH (Technology, Education and Copyright Harmonization) Act,
~~USC~~ **U.S. Code** 17, Copyright Act, Sections 110(2) and 112

The Teach Act provides instructors greater flexibility to use third party copyrighted works in online courses. An individual assessment will be required to determine whether a given use is protected under the Act. The following criteria are generally required:

- The online instruction is mediated by an instructor.
- The transmission of the material is limited to receipt by students enrolled in the course.
- Technical safeguards are used to prevent retention of the transmission for longer than the class session.
- The performance is either of a non-dramatic work or a “reasonable and limited portion” of any other work that is comparable to that displayed in a live classroom session.
- The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education.
- The **De**istrict does not know, or have reason to know, that the copy of the work was not lawfully made or acquired.
- The **De**istrict notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

Also see BP/AP 3710 Securing of Copyright, BP/AP 3715 Intellectual Property, and BP/AP 3720 Computer and Network Use.

Approved: 11/7/05

Revised: 5/11/20

BP 3820 Gifts

Reference:

Education Code Section ~~72122~~ 72205

The Internal Revenue Code 170(c)(1) includes within its list of qualified donees for charitable deduction purposes "a state, a possession of the United States, or any of the political subdivisions thereof." Therefore, the Antelope Valley Community College District qualifies as a donee because it is a subdivision of the state. Consequently, a gift can be donated directly to the District rather than the Antelope Valley College Foundation.

The Board of Trustees requires that gifts, donations, and bequests be made to the Antelope Valley College Foundation and that the Foundation's policies and procedures be followed, except gifts that the Superintendent/President determines should be accepted directly by the District. **The Board of Trustees shall consider all gifts, donations, and bequests made to the District.** The Board of Trustees reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

The District and the Antelope Valley College Foundation shall assume no responsibility for appraising the value of gifts made to the District.

All fundraising activities shall be coordinated by the Antelope Valley College Foundation and approved by the Superintendent/President.

Solicitation of gifts, funds, or property shall not be made by anyone in the name of or for any benefit for Antelope Valley College without communication with and approval of the Foundation.

In the case of fundraising activities sponsored by the Associate Students Organization or by other student groups, prior approval of the Dean of Student Services is required as well as notification to the Foundation.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, ~~veteran status~~, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, **military or veteran status**, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

~~See Administrative Procedure #3820~~ Also see AP 3820 Gifts.

Adopted: 11/7/05
Revised: 8/13/12
Revised: 5/9/16
Reviewed: 3/13/17
Revised: 5/11/20

AP 3820 Gifts

Reference:

Education Code Section 72122

Anyone who wishes to give a gift, develop a fundraising program, or solicit a gift on behalf of the college must first consult with the Antelope Valley College Foundation, to determine the appropriate procedures and necessary forms. Exceptions for gifting directly to the District must be approved by the Superintendent/President.

Also see BP 3820 Gifts.

Approved: 11/7/05

Revised: 3/13/17

Revised: 5/11/20

AP 6750 Parking

References:

Education Code Section 72330 and 76360;
Vehicle Code Sections 21113 and 40220

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with California Vehicle Code Section 21113, the District will enforce these procedures by issuing citations.

Also refer to ~~Antelope Valley College Parking Regulations~~
<https://www.avc.edu/administration/police>. ~~which can be obtained from the Director of Campus Security.~~

Approved: 5/8/06
Revised: 5/11/20