



College Coordinating Council Meeting

Wednesday, October 10, 2018
 A124 – President’s Conference Room
 9:00 a.m. – 10:00 a.m.

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

Committee Members:

- Dr. Susan Lowry/Van Rider, Academic Senate
- Jorge Hernandez, Associated Student Organization
- Ed Knudson, President
- Pamela Ford, Classified Union
- Michelle Hernandez, Confidential/Management/Supervisory/Administrators
- LaDonna Trimble, Deans
- Dr. Scott Lee, Faculty Union
- Vacant, Vice President of Academic Affairs
- Mark Bryant, Vice President of Human Resources
- Dr. Erin Vines, Vice President of Student Services

AGENDA

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Approval of Previous Minutes of September 12, 2018.	All		
II. Constituent Reports	All		
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 6330 – Purchasing	Diana	2 minutes	Returned from July 25 th CCC Meeting.
IV. BP & AP 6340 – Bids and Contracts	Diana	2 minutes	Returned from July 25 th CCC Meeting.
V. BP & AP 6380 – Vendors	Diana	2 minutes	Returned from July 25 th CCC Meeting.
VI. AP 7360 – Discipline and Dismissal – Academic Employees	Mark	2 minutes	Returned from July 25 th CCC Meeting.
VII. Guided Pathways – Committee	Van	2 minutes	Returned from September 12, 2018 Meeting.
FUTURE AGENDA ITEMS:			
NEXT MEETING DATE:			
October 24, 2018			



College Coordinating Council Minutes

Wednesday, September 12, 2018

A124 – President’s Conference Room
9:30 a.m. – 10:30 a.m.

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

Committee Members:

Van Rider, Academic Senate
Jorge Hernandez, Associated Student Organization
Ed Knudson, President - **ABSENT**
Pamela Ford, Classified Union
Michelle Hernandez, Confidential/Management/Supervisory/Administrators
LaDonna Trimble, Deans - **ABSENT**
Dr. Scott Lee, Faculty Union
Vacant, Vice President of Academic Affairs
Mark Bryant, 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 July 25, 2018.	All		The minutes were approved as presented.
II. Constituent Reports	All		Michelle stated that she and a committee were working on the California College Promise Program, the composition and the implementation plan. She stated that Guided Pathways was a part of the Promise and both work in conjunction with each other.
INFORMATION/DISCUSSION/ACTION ITEMS:			
III. AP 5011 – Admission & Concurrent Enrollment	Erin	2 minutes	It was approved to go to the October 8, 2018 board meeting.
IV. AP 7230 – Classified Employees	Mark	2 minutes	It was approved to go to the October 8, 2018 board meeting.
V. AP 7365 – Discipline and Dismissal – Classified Employees	Mark	2 minutes	Pamela asked that she meet with Mark to over the AP in more detail and that it will be brought back to another meeting for final review. Scott stated that he would like to meet with Mark regarding AP 7360 – Discipline and Dismissal – Academic Employees.

VI.	HR Reorg	Mark	10 minutes	Mark handed out the HR Reorganization of HR and asked that if there are suggestions or input to email or call him.
VII.	Guided Pathways - Committee	Van	5 minutes	Van reviewed the committee information sheet with everyone and it was recommended to clarify which type of classified member was needed. Either Student Services or Academic Affairs or did it matter? Some discussion on the CMS member being an employee and possibly posing a conflict. There was some discussion on the role of the Superintendent/President in both the capacity of co-chair and ex-officio. Van stated that he would make revisions and bring back to the committee.
FUTURE AGENDA ITEMS:				
NEXT MEETING DATE: September 26, 2018				Meetings will be held at 9:00 a.m. The next meeting will be held on October 10, 2018.

AP 6330 Purchasing

Reference:

Education Code Sections 81656, et seq.;
Public Contracts Code Sections 20650, et seq.

The objective of the Purchasing Department is to obtain the maximum, cost-effective value in procuring goods and services, which supports the District's educational mission and goals. Purchasing activities shall be performed within the limitations prescribed by California law and in accordance with Board Policy 6330. To accomplish this result, the decisions on purchases shall be based on:

- Specifications which stress good quality within limitations of the budget;
- The lowest cost within adherence to the specifications;
- Consideration for the quality of service and track record of the vendor/supplier; and
- Promptness of delivery.

Every transaction between a buyer or seller and the District shall be by purchase order or formal contract signed by the Superintendent/President, Executive Director of Business Services or his/her designee. When deemed advisable to obtain the best pricing or when required by law, the District shall adhere to competitive, well-advertised and well noticed purchasing processes to ensure that the District receives advantageous pricing for proper and necessary goods and services. The Executive Director of Business Services or Purchasing Director or designee shall establish administrative procedures for purchasing, and contract awards and management.

The District shall not conduct business (including purchasing from, or selling to) with any District employee or Board member. (see AP 2710 titled Conflict of Interest and AP 2712 titled Conflict of Interest Code)

The Chief Business Officer shall approve all purchase orders which are prepared within the line-staff organization of the College, or District operations including reasonable expenditures of District funds to;

- (1) purchase food and beverages as refreshments for attendees at District sponsored events which further the legitimate purposes of the District,
- (2) purchase commemorative awards and gifts in recognition of service to the District by non-employees when the purpose is to promote services to the District; and
- (3) purchase awards for students, excluding gift cards. Gift cards are considered to be the equivalent of cash and therefore are not allowed to be used as awards or payments for goods or services.

Please contact the purchasing department for specific procedures relating to the following:

- **Required Approvals**
- **Purchase Requisition and Purchase Orders**
- **Pre-Payment**
- **Reimbursements**
- **Unauthorized Purchases**
- **Procurement Card Program**
- **District Credit Cards**
- **Department of Industrial Relations (DIR)**

- Public Works
- Change Orders

June 2018

BP 6340 Bids and Contracts

Reference:

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

The Board 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.
- 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.
- When bids are required according to Public Contracts Code Section 20651, the Board 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 requires, or reject all bids.

On July 11, 2016, the Board of Trustees elected by resolution #16-17/3 to be subject to the California Uniform Public Construction Cost Accounting Act ("CUPCCAA" or "Informal Bid Act") and use informal bidding procedures to award public works, repair and maintenance projects for contracts valued at less than \$175,000 as described in Public Contract Code 22000 et seq. In addition, the Board of Trustees passed resolution #16/-17/1 which will also allow the District authorization to award public works contracts procured via Public Contract Code 20655. (See AP 6345)

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.

The delegation to enter into contracts as mentioned above only pertains to contracts that do not exceed five (5) years and with total contract in amounts less than the current bid threshold set forth in Public Contract Code Section 20651(a), as adjusted by the California Community Colleges pursuant to Public Contract Code section 20651(d), or Public Contract Code section 22032(a) or (b), as applicable to the type of contract. Contracts entered into and expenditures made pursuant to this delegation must comply with Public Contract Code.

Consistent with the Board's general delegation of authority and state and federal law, and subject to any reporting and ratification requirements, the Superintendent/President and his/her designees are specifically empowered to execute orders that change or alter a contract entered into by the District pursuant to Public Contract Code Section 20651 and authorize the contractor to proceed with performance without securing bids, if the agreed upon cost does not exceed the maximum allowed by Public Contract Code Section 20659 or ten percent of the original contract price, whichever is greater. Changes exceeding the amounts specified above are subject to Board approval.

Notices of Completion and Acceptance of Work shall be approved in advance by the Board.

The District does not recognize and shall not be bound by verbal agreements. Similarly, the District does not recognize and shall not be bound by written agreements signed on behalf of the District by an individual not authorized to bind, encumber, or contract for the District with regard to the subject of the contract or agreement.

See Administrative Procedures #6340, #6345, #6370

5/8/06

Updated June 2018

AP 6340 Bids and Contracts

Reference:

Education Code Section 81641 et seq.; Public Contracts Code Sections 20103.7, 20112 and 20650 et seq., 22000 et seq.; Labor Code 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 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.

When utilizing a "Piggyback" or Cooperative Contract per PCC 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 Purchasing Website.** <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.

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(d); The current bid minimum can be found at <http://www.cde.ca.gov/gf/ac/co/>.

Information on the following items may be found at <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 years.

Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid

Unlawful to Split Bids

5/8/06
1/8/07
Revised June 2018

Revised: 9/10/07

BP 6380 Vendors

Reference:

Education Code Section 81656; Public Contracts Code Section 20650; Federal Register 2 OMB CFR Section 200.318

Authority

The Executive Director of Business Services or his/her designated shall establish administrative procedures that affirm the District's commitment to increase the opportunities for and participation of small and disadvantaged businesses, including veteran, women-owned and minority-owned businesses, in its procurement of goods and services.

Additionally, all foods sold or catered on District property potentially expose Antelope Valley College to a variety of general liability issues. Because of concerns that some staff members, students, or other members of the public could potentially become ill due to unsafe food handling, the following guidelines should be followed:

1. Under no circumstance can food prepared in a private residence be sold on campus.
2. Non-campus sources of food services (restaurants and caterers) must be in possession of all currently required health and food handler permits and must provide a \$1,000,000 certificate of insurance naming the Antelope Valley Community College District as additional insured.
3. Food provided for sale by District organizations (e.g. clubs, athletic teams, etc.) Requires either, 1) a Health Permit Waiver for the event, which must be obtained through the County of Los Angeles Health Care Agency; or 2) the sign-off by the District's contract food service provider.

June 2018

AP 6380 Vendors

Reference:

Education Code Section 81656; Public Contracts Code Section 20650; Federal Register 2 OMB CFR Section 200.318

Authority

The Executive Director of Business Services or his/her designated is responsible for administering these regulations and is the authority to amend these regulations.

Definition

(A) A vendor is defined as any outside entity wanting to do business with the District. Vendors may provide good and/or services. Vendors must be identified and prequalified as deemed for all District procurements and contracts.

(B) These regulations describe the rules and procedures for setting up new vendors for the District.

Responsibilities

(A) The pre-qualification of vendors for any procurement purpose will be the responsibility of the Purchasing Office.

(B) The Accounts Payable Department is responsible for the set up of new vendors and the maintenance of all approved vendors in the District Vendor Master List. Accounts Payable is also responsible for reporting vendor taxable income in compliance with IRS Form 1099 (1099).

(C) The Master Bidder's List is the responsibility of the Purchasing Office. Any Vendor may request to be placed on the bidder's list for future inclusion in the district bid process. The bidder's list will be organized by commodity and vendors will be included in bid processes as placed within the bidder's list. Vendors may request to be placed on the bidder's list by sending a letter to the Purchasing Office listing all commodities that are provided.

(D) Initiators of Purchase Requisitions and Requests for Contracts are responsible for providing the full vendor information (address, phone and fax numbers)

Unauthorized Purchases

Any purchases made by unauthorized College personnel may become the financial responsibility of the unauthorized purchaser. Only the Superintendent/President, Executive Director of Business Services or their designee(s) may authorize district funds for any purchase. It is the responsibility of the vendor to ensure that they are dealing with the appropriate personnel prior to fulfilling orders for the District.

Unauthorized Shipments Received

Any shipment received from a vendor without benefit of a purchase order or authorization of the Purchasing office representative will be accepted by the District as a gift. The District is not financially responsible for merchandise sent without prior approval of the Purchasing Office.

Changes to Authorized Orders/Contracts

All changes to authorized orders and contract must go through the Purchasing Office. All vendors must

contact the originating procurement officer to state changes. An official change order will be created for any authorized change. Unauthorized personnel may not make changes to any authorized purchase order or contract. Changes made by unauthorized personnel may become the financial responsibility of the unauthorized user or the vendor. College

Purchasing Policy

In accordance with purchasing policy (AP 6330), the College will conduct procurement services with an open, competitive atmosphere that is beneficial to the buyer and the seller. The Purchasing Office buys on the basis of quality of product and service, competitive price and delivery. The District also considers goods of the local community and minority spending.

Supplier Diversity

The District will attempt maximum utilization of its diverse supplier community and will encourage the use of minority and women-owned businesses according to College goals. The District will seek active participation through advertisement, invitations to bid and requests for proposals for purchasing activities, and by providing information to minority and women-owned business about the plans, specifications and requirements of contracts and projects at the College.

Vendor Performance & Savings

As good purchasing practice, vendors are periodically evaluated on the basis of actual delivery performance compared to promise delivery dates, ability to meet emergency requirements, unauthorized partial deliveries, number of items rejected due to poor quality, and adherence to purchase order terms and conditions. The ability to provide competitive prices consistent with quality and service requirements is of great importance to vendor selection.

Vendor Contract and Sales Calls

All sales calls on any College campus or College site will be coordinated through the Purchasing Office (with the exception of Auxiliary Services vendors). Textbook vendors and publishers are required to coordinate with Auxiliary Services prior contacting faculty, staff or students. Any vendor soliciting the District offices prior to contacting the Purchasing Office may be asked to leave. All contacts must go through the Purchasing Office prior to any other type of sales call. The District Office is also instructed to go through the Purchasing Office prior to having any vendor on-campus for a sales visit. Vendors must make appointments with the Purchasing Office prior to coming to campus. Cold calls cannot be accommodated.

Food Truck Vendors

All food service requests must be coordinated with Auxiliary Services prior to the event. In no instance will a food service provider be authorized to provide service if they have a health code rating below an "A". Upon request from a staff member or student representative, the Auxiliary Services Manager will review the request for hosting a food truck on campus with the Supervisor of Campus Events and Operations to ensure that all of the necessary documents are verified. The District allows food truck vendors on campus as long as the following conditions are met.

1. The requesting College department will contact Campus Events to schedule the food truck.
2. The College department contacts the Primary Food Service Provider for a quotation or consultation for the upcoming event.

3. If the department determines that the Primary Food Service Provider will not be utilized for the upcoming event, the department will then need a written right of refusal from the Primary Food Service Provider.
4. The department will then contact the food truck operator and complete the Food Truck Request form.
5. A Facility Use Request Application must be submitted at least two weeks prior to the event to be considered. The Auxiliary Services Manager will determine if the food truck can be utilized for the specified event in conjunction with the Campus Events and Operations Supervisor and Food Service Operator.
6. The Food Truck operator:
 - a. Hold a current Business License for the City of Lancaster. A copy of the permit must be submitted to the Auxiliary Services Office.
 - b. Hold a Mobile Food Facility Permit to operate a mobile food dispensing vehicle in the state of California. A copy of the permit must be submitted to the Auxiliary Services Office.
 - c. Hold a current Health Permit. A copy of the permit must be submitted to the Auxiliary Services Office.
 - d. Hold a current Food Safety Certification. A copy of the permit must be submitted to the Auxiliary Services Office.
 - e. Hold a current Food Handler Permit(s). A copy of the permit(s) must be submitted to the Auxiliary Services Office.
 - f. Provide proof of insurance – Minimum coverage limits for policies of insurance the Contractor is required to maintain during the event are as follows. This must go to Campus Events.
 - i. **Workers Compensation** – In accordance with Laws
 - ii. **Employer’s Liability Insurance** – One Million Dollars (\$1,000,000.00)~~z0~~
 - iii. **Commercial General Liability and Property Insurance** –
 - a) Per Occurrence: One Million Dollars (\$1,000,000.00)
 - b) Aggregate: Two Million Dollars (\$2,000,000.00)
 - iv. **Automobile Liability Insurance** – One Million Dollars (\$1,000,000.00)~~z0~~
 - g. Provide a copy of most recent inspection.

Antelope Valley College Business Services/Contract department is requiring specific wording in the description box on the face page of the certificate, or on the additional insured page. Wording is below:

Antelope Valley Community College District, its Board of Trustees, Agents, Employees, and Volunteers are additionally insured on all policies except Workers Compensation Insurance.

The address for the Certificate Holder is **3041 West Avenue K, Lancaster, CA 93536.**

7. Food Trucks on campus must be completely self-contained and require no use of electric, water or other utilities or facilities belonging to Antelope Valley College.
8. Vendors must be located Antelope Valley College property, not on public streets, in a location approved by Facilities and Security.
9. Pepsi and their entire family of beverages are the exclusive pourer on all College property. Organizations or their contracted catering provider may not serve any competitors’ brand.
10. Groups working with external caterers or local take-out restaurants are responsible for ensuring that all food preparation safety standards are followed. Groups are also responsible for all cleanup and trash/recycling removal. Any charges for excess clean-up or facility damage (stains, broken equipment, etc.) are the financial responsibility of the organization sponsoring the event.
11. Any food truck that is providing services to the campus through a negotiated contract and paid directly by the District, the Vendor Cost for the day will be waived. If the food truck sells directly

to community members, a Vendor Cost of \$125.00 per day will be assessed to the food truck operators.

June 2018

AP 7360 Discipline and Dismissal - Academic Employees

Reference:

Education Code Section 87623, 87669, and 87732

Causes for Discipline and Dismissal

A regular employee or academic employee may be dismissed or penalized for one or more of the following causes:

- Immoral or unprofessional conduct.
- Dishonesty.
- Unsatisfactory performance.
- Evident unfitness for service.
- Physical or mental condition that makes him or her unfit to instruct or associate with students.
- Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the community colleges by the Board of governors or by the governing board of the district
- Conviction of a felony or of any crime involving moral turpitude.
- Conduct specified in Section 1028 of the Government Code. (i.e., knowing membership in the Communist Party or of any organization which advocates the overthrow of the government of the United States by force or violence.)

Placement on Involuntary Paid Administrative Leave Pending Investigation of Misconduct

An academic employee who is placed on involuntary paid administrative leave and is subject to accusations of misconduct is entitled to be provided with the general nature of the accusations made against him/her at least two business days before the employee is placed on leave. At least two business days before he/she is placed on involuntary paid administrative leave, the employee shall be notified in writing of the general nature of the allegation or allegations of misconduct upon which the decision to place the employee on leave is based.

The two business day advance notice requirement does not apply in the event of a serious risk of physical danger or other necessity arising from the specific allegations, and the employee may immediately be placed on involuntary paid administrative leave. The employee shall be provided with, at minimum, the general nature of the accusations made against him/her within five business days of the employee being placed on leave.

Within 90 days of placing an employee on involuntary paid administrative leave, the District shall complete its investigation of the accused misconduct and initiate disciplinary proceedings against, or reinstate, the employee.

5/8/06

Revised: 6/18



*College Coordinating Council
Committee Information Sheet*

Guided Pathways Coordinating Committee 2018-2024

	Appointed by	Member	Term	Expiration
Co-Chair	Academic Senate (AS) President or Designee	Van Rider	Standing Appointment	
Co-Chair	VP of Academic Affairs or Designee	Duane Rumsey	Standing Appointment	
Member	Academic Affairs	Rocio Heasley	Standing Appointment	
Ex-Officio	Superintendent/President	Edward Knudson	Ex-Officio	
Member	AS: Non-Instructional Faculty	Vacant		
Member	AS: Instructional Faculty	Vacant		
Member	AS: CTE Faculty	Vacant		
Member	AS: Counseling Faculty	Jessica Eaton		
Member	AS: Adjunct Faculty	Nate Dillon		
Member	ASO: Student	Vacant		
Member	Classified: Student Services	Vacant		
Member	Classified: Academic Affairs	Vacant		
Member	CMS	Vacant		
Member	Institutional Research - Dean of IERP or Designee	Vacant		

Type of Committee/Authority:

Participatory Governance

Purpose:

The Guided Pathways Coordinating Committee (GPCC) is a participatory governance committee, through thoughtful inquiry and cross campus collaboration, provides information and makes recommendations to college governance bodies regarding the approaches, strategies, evaluation, implementation, and improvement of current structures and practices in regard to the Guided Pathways Reform principles and best practices. The GPCC will also generate reports/documents, budgets, presentations to cabinet and senate, and set Guided Pathways Team meetings and agendas.

Membership may also include the formation of subcommittees, task forces, or workgroups to facilitate the work of determining an integrated approach and implementation of Guided Pathways.

Committee Recommendations Submitted:

Recommendations are submitted to the Superintendent/President and college governance committees.

Product:

Composition:

See chart on page 1.

Terms:

Permanent

Meetings:

Meetings are held monthly; times and places TBD

Minutes/Records:

Minutes are posted to the public AVC website and retained by the recorder:

<https://www.avc.edu/academics/gps>

Operations:

N/A