



<h1 style="margin: 0;">College Coordinating Council Meeting</h1>	April 24, 2024 9:30 a.m. – 10:30 a.m. L201
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Type of Meeting: Regular
Note Taker: Patty McClure
Please Review/Bring: Agenda, Minutes

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

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

MEETING

Items	Person(s) Responsible	Time	Action
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APPROVAL OF AGENDA AND MINUTES:

I. Approval of Minutes of April 10, 2024.

RETURNING ITEMS:

I. Listserv Guidelines (IT Person to Explain Microsoft Teams)	Hal	10 minutes	
II. BP 2715 Code of Ethics - Revised	Bridget	5 minutes	

DISCUSSION/ACTION ITEMS:

I. BP/AP 2205 Internal Audit	Jennifer	5 minutes	
II. BP/AP 2360 Minutes	Jennifer	5 minutes	
III. BP/AP 3515 – Reporting Crimes	Jennifer	5 minutes	
IV. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program	Jennifer	5 minutes	
V. BP/AP 3560 – Alcoholic Beverages	Jennifer	5 minutes	
VI. End-of-Year Wrap-Up Conversation	Jennifer	5 minutes	

STANDING ITEMS:

I. Constituents Reports	All	10 minutes	
POLICIES OUT FOR CONSTITUENT REVIEW:			
I.			
POLICIES IN PROCESS			
I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta II. BP/AP 4010 – Academic Calendar III. Decision-Making Principle Document – Jennifer IV. BP/AP 4010 – Academic Calendar – Kathy V. BP/AP 4100 – Graduation Requirement – Idania VI. BP/AP 4400 – Community Services – Kathy VII. BP/AP 7130 – Compensation – Shami & Legal VIII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal			
NEXT MEETING DATE: May 8, 2024			



College Coordinating Council Minutes	April 10, 2024 9:30 a.m. – 10:30 a.m. L201
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Type of Meeting: Regular
Note Taker: Patty McClure
Please Review/Bring: Agenda, Minutes

Committee Members:
 Hal Huntsman, Academic Senate
 Steve Benitez, ASO
 Pamela Ford, Classified Union
 Ashley Hawkins, Confidential/Management/Supervisory/Administrators – **ABSENT – Sam Darby in as Proxy**
 LaDonna Trimble & Kathryn Mitchell, Deans
 Dr. Jason Bowen, Faculty Union

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

MINUTES

Items	Person(s) Responsible	Time	Action
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DISCUSSION/ACTION ITEMS:

I. Approval of Previous Minutes of February 14, 2024 & March 27, 2024.	All	5 minutes	The minutes were approved as presented.
II. BP/AP 2205 Internal Audit	Jennifer	5 minutes	Ran Out of Time.
III. BP/AP 2360 Minutes	Jennifer	5 minutes	Ran Out of Time.
IV. BP/AP 3515 – Reporting Crimes	Jennifer	5 minutes	Ran Out of Time.
V. BP/AP 3550 – Drug-Free Environment and Drug Prevention Program	Jennifer	5 minutes	Ran Out of Time.
VI. BP/AP 3560 – Alcoholic Beverages	Jennifer	5 minutes	Ran Out of Time.

RETURNING ITEMS:

I. Student Service Members Guideline – Revised	Hal	5 minutes	There was some discussion around the language of the “Grade” Contract, and all approved the changes. There was some discussion regarding placing this with the online catalog, veteran’s webpage, student handbook, and faculty handbook. Bridget suggested
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			putting a date on the document to better track revisions.
II. BP 2715 Code of Ethics	Bridget	5 minutes	There was some discussion around additional language from Glendale Community College. It was agreed to include the language as Option #4 and return it to the next CCC meeting for further review and discussion.
III. Listserv Guidelines (Michael Wilmes to Explain Microsoft Teams)	Hal	5 minutes	
STANDING ITEMS:			
I. Constituents Reports	All	10 minutes	<p>Hal announced the newly elected officers to the Academic Senate and that they are looking at the new GE requirements, and having it ready by the end of the semester.</p> <p>Pamela stated that there will be a rally in Sacramento in May, that she is hopeful that a few AVC Classified employees will be attending, and that it will be good to be recognized on the steps at the Capital.</p> <p>Sam stated that CMSA will hold its first general meeting next Thursday and that they are working on a Handbook. She stated that the new reclassification process is underway and that the window is open for accepting applications. She stated that CMSA is working on an onboarding canvas shell and a Confidential Award.</p> <p>Steve stated that ASO is working on their budget, upcoming elections, and Region VI training.</p> <p>Jennifer mentioned the tentative budget will be out in May, and that the Town Hall was recorded and will be on her webpage for those who missed it. She stated that on April 26th there will be an all-college Celebrate AVC 2024 event where there will be strategic planning and unit goals will be worked on.</p> <p>Jason thanked LaDonna for her years of service on the committee.</p> <p>Ladonna stated that the Chancellor's Office has a new reporting structure system, focusing on budget and getting students completed. She thanked everyone for the</p>

		opportunity to serve on the committee over the years.
POLICIES OUT FOR CONSTITUENT REVIEW:		
I.		
POLICIES IN PROCESS		
I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta II. BP/AP 4010 – Academic Calendar III. Decision-Making Principle Document – Jennifer IV. BP/AP 4010 – Academic Calendar – Kathy V. BP/AP 4100 – Graduation Requirement – Idania VI. BP/AP 4400 – Community Services – Kathy VII. BP/AP 7130 – Compensation – Shami & Legal VIII. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal		
NEXT MEETING DATE: April 24, 2024		



BP 2715 Board Code of Ethics/Standards of Practice

Reference:

Accreditation Standard IV.C.11

The Board of Trustees maintains high standards of ethical conduct for its members. Members of the Board of Trustees are responsible for:

- Acting only in the best interests of the entire community.
- Ensuring public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Preventing conflicts of interest and the perception of conflicts of interest.
- Exercising authority only as a board.
- Using appropriate channels of communication.
- Respecting others; acting with civility.
- Being informed about the District, educational issues, and responsibilities of trusteeship.
- Devoting adequate time to board work.
- Maintaining confidentiality of closed sessions.

If a trustee violates or thinks he/ or she has violated any provision of the Code of Ethics/Standards of Practice, or if a trustee observes, learns of, or in good faith believes it is possible that another trustee has violated any such provision, that trustee must immediately report the actual or suspected violation to the Board of Trustees as a whole. The Board of Trustees has an obligation to investigate and address within a mutually agreed upon time frame all reported violations of this Code of Ethics/Standards of Practice.

The Board of Trustees will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

Option 1*

The Superintendent/President and Governing Board President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the Governing Board's Policy 2715 (Code of Ethics) may be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Governing Board President may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Governing Board officers and may include a recommendation to the Governing Board to censure the Board member. If the President of the Governing Board is perceived to have

violated the code, the Vice President of the Governing Board is authorized to pursue resolution.

Option 2*

Charges by any person that a Governing Board member has violated laws and regulations Governing Board behavior or the Board's Code of Ethics shall be directed to the Governing Board President or the Governing Board itself. The Governing Board President may establish an ad hoc committee to examine the charges and recommend further courses of action to the Board. Possible courses of action include:

- If alleged behavior violates laws Governing Board behavior, legal counsel may be sought and the violations referred to the District Attorney or Attorney General as provided for in law.
- If the alleged behavior violates Board Policy on ethical conduct, the President of the Governing Board shall alert the Board member in question regarding the violation of policy, the Governing Board may discuss the violation at a Board Meeting and affirm its policy expectation, and/or the Board may move to censure the trustee.

Option 3

All Governing Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Governing Board will be prepared to investigate the factual basis behind any charge or complaint of Board member misconduct. A Board member may be subject to a resolution of censure by the Governing Board should it be determine that Board member misconduct has occurred. Censure is an official expression of disapproval passed by the Governing Board.

A complaint of Board member misconduct will be referred to an ad hoc committee composed of two Board members not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Code of Ethics as defined in Board Policy. The Board member subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Governing Board for action.

Option 4

The Board of Trustees will promptly address any violation of the Board's Code of Ethics by a member or members of the Board. Violation of the Board's Code of Ethics will be addressed by the Board President, who will first discuss the violation with the board member in an effort to seek to reach a resolution. If resolution is not achieved and further action is deemed necessary by the Board President, the Board President may appoint an ad hoc committee composed only of two board members to examine the matter and recommend further courses of action to the Board.

Sanctions, if deemed necessary, will be determined by the entire Board and may include a recommendation to the Board to censure the board member. All sanctions will be in accordance with state and federal laws and education codes. If the President of the Board is perceived to have violated the Code of Ethics, the Vice President of the Board is authorized to pursue resolution. Motions calling for the adoption of a censure resolution may only be

brought at the Board's regularly scheduled meetings, or at a special meeting. Censure resolutions shall only be heard in public. A censure resolution shall describe in sufficient detail the conduct of said board member or members, as to allow the member or members to prepare a response to the allegations.

Also see BP 2200 Board Duties and Responsibilities, BP 2310 Regular Meetings of the Board, BP 2315 Closed Sessions, BP/AP 2710 Board Conflict of Interest, AP 2712 Conflict of Interest Code, BP 2716 Board Political Activity, BP 2717 Personal Use of Public Resources – Board, BP 2740 Board Education, AP 3050 Institutional Code of Ethics, BP/AP 3410 Nondiscrimination and BP/AP 7700 Whistleblower.

Adopted: 7/5/05
Revised: 11/7/05
Reviewed: 9/12/16
Revised: 9/9/19
Revised:

*Executive Council recommends Option 1 or 2 for consideration by CCC.(10/02/2023)

BP 2205 Internal Audit

References:

Education Code Section [84040](#); 85237.5,85266.5

ACCJC Accreditation Standard ~~III-D-5,8~~ [3.6](#), [3.10](#)

Board of Governors Standards for Approval of District Applications for Independent Warrant Authority

To protect the District's value to its community, it is the commitment of the Board of Trustees to foster proactive improvement and accountability in the effectiveness, efficiency and integrity of operations.

In support of this effort and the District's fiscal independence, the Board of Trustees shall establish an [internal audit function that assures adequate internal controls](#). ~~Internal Audit Department to provide independent, objective appraisals, advice and insight to reduce risk and improve operations. The Internal Auditor shall report functionally to the Board of Trustees and administratively to the Superintendent/President.~~

Also see AP 2205 Internal Audit and BP/AP 6400 Audits.

Adopted: 11/9/20

Revised:

[CCLC Recommended Language](#)

[AVC Recommended Language](#)

AP 2205 Internal Audit

References:

Education Code Section ~~84040~~, 85237.5, 85266.5
ACCJC Accreditation Standard ~~III-D.5,8~~ 3.6, 3.10
Board of Governors Standards for Approval of District Applications for Independent Warrant Authority

~~ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT INTERNAL AUDIT SERVICES CHARTER~~

Purpose

~~Internal Audit Services' mission is to strengthen and protect the District's value by providing independent, objective appraisals, advice and insight to reduce risk and improve operations. Internal Audit Services supports the District in the achievement of its objectives by promoting pro active risk assessments and providing independent examinations of procedures and processes to evaluate the extent to which:~~

~~The internal audit function supports the District in the achievement of its objectives by providing advice and insight to reduce risk and improve operations. Internal audit is a control that evaluates the extent to which:~~

- ~~• Internal controls are consistently and effectively applied;~~
- ~~• Financial, property and informational assets are safeguarded;~~
- ~~• Resources are utilized in a prudent, efficient and cost effective manner;~~
- ~~• Reported information is timely, accurate and reliable;~~
- ~~• Policies, plans, procedures, laws and regulations are followed;~~
- ~~• Operational and program results achieved are consistent with the District's objectives.~~

Authority & Responsibility

~~The Internal Auditor will serve the District in a manner consistent with the mandatory guidance prescribed by the Institute of Internal Auditors (IIA), including the Standards for Professional Practice of Internal Auditors, its Core Principles, Code of Ethics and definition of Internal Auditing.~~

~~The Internal Auditor reports functionally to the Board of Trustees and administratively to the Superintendent/President. This reporting relationship provides independence from operations and promotes comprehensive consideration of audit areas.~~

~~In fulfilling its responsibilities the Internal Auditor's activities will include:~~

Internal audit activities will include:

- Assisting management in pro-active risk assessment;
- Developing ~~and implementing flexible risk based~~ audit ~~plans and~~ programs;
- Providing reports and memoranda to communicate audit results and cost effective recommendations;
- Suggesting policies and procedures where appropriate;
- ~~Assisting management in the coordination of~~ Coordinating external audits, serving as a liaison to external auditors;
- Facilitating the resolution of audit issues with administrators who have the most direct involvement and accountability;
- ~~Providing t~~Training to help educate District staff on fraud prevention and internal controls;
- ~~Assisting in Investigating allegations~~ investigations involving theft or misuse of District's assets;
- ~~Maintaining a quality and assurance improvement program, consistent with IIA's Standards, to ensure the effectiveness and quality of the internal audit effort.~~

To effectively carry out its duties, the ~~Internal Auditor~~ internal audit designee is authorized full and complete access to all District records, properties and personnel relevant to the performance of reviews and investigations. ~~The responsibility of the Internal Auditor is to handle d~~Documents and information obtained during a review will be handled in the same prudent manner required of those employees normally responsible for them. Activities under review shall not relieve others of their responsibilities.

~~To maintain objectivity, the Internal Auditor should have no direct authority or responsibility over the activities under review and his or her review shall not relieve others of their responsibilities. Furthermore, in order to avoid compromising independence, the Internal Auditor should not develop or implement policies or procedures, prepare records or engage in activities that would normally be reviewed as part of the audit function.~~

~~The Internal Auditor's role in various District meetings and committees should be limited to rendering advice and staying abreast of strategic, governance, and risk issues.~~

Also see BP 2205 Internal Audit and BP/AP 6400 Audits.

Approved: 10/12/20

Revised:

CCLC Recommended Language
AVC Recommended Language



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/**their** capacity as Secretary to the Board of Trustees, shall be responsible for **keeping archiving** 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: 7/13/20
Revised:

***CCLC Recommended Language**

****AVC Recommended Language**



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.~~

The meeting minutes shall contain, at minimum, the following information:

- Meeting details, such as date, time, location, and meeting type
- Accounting of Board members present and absent
- The nature of all motions including the names of Board members making and seconding such motions and disposition
- Name and subject of public speakers
- Time of adjournment

~~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.

The meeting minutes shall be written to include only actions proposed and/or approved by the Board, **without a summary of discussions**, except as stated below:

- When a report is of great importance or should be recorded to show the legislative history of a measure, the Board can order it “to be entered in the minutes,” in which case the secretary copies it in full in the minutes.

After approval by the Governing Board (normally at the following Board meeting), the approved minutes shall be maintained in the President’s office and posted on the District’s website.

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: 6/8//20

[Revised:](#)

*CCLC Recommended Language

**AVC Recommended Language



BP 3515 Reporting of Crimes

Reference:

Education Code Section 67380

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

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

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

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

***CCLC Recommended Language**

****AVC Recommended Language**



AP 3515 Reporting of Crimes

References:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

To Report a Crime:

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

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

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

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

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

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

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

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

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

Required Reports to Local Law Enforcement Agency

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

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

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

- Arson;

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

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

~~To Report a Crime:~~

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

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

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

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

Required Reports to Local Law Enforcement Agency

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

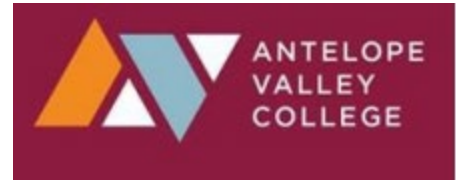
- The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and 31
- The immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

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

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

*CCLC Recommended Language

**AVC Recommended Language



BP 3550 Drug-Free Environment and Drug Prevention Program

References:

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

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

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

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

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

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

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

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

Alcohol

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

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

Marijuana

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

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

Cocaine and Crack

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

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

Barbiturates

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

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

Amphetamines

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

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

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

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

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

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

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

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

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

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

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

Adopted: 11/7/05

Revised: 1/11/10

Revised: 5/9/16

Revised: 1/13/20

Revised: __/__/23

*CCLC Recommended Language

**AVC Recommended Language



AP 3550 Drug-Free Environment and Drug Prevention Program

References:

~~Drug Free Schools and Communities Act Amendment of 1989;
20 U.S. Code Section 1011i;
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Education Code Section 67384;
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The District is committed to providing its employees and students with a drug-free workplace and campus environment. It emphasizes prevention and intervention through education.

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

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

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

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Opioid Overdose

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

Prohibition of Drugs

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

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

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

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

Approved: 11/7/05

Revised: 12/14/09

Revised: 4/11/16

Revised: 12/9/19

Revised: __/__/23

*CCLC Recommended Language

**AVC Recommended Language



BP 3560 Alcoholic Beverages

References:

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

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

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

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

*CCLC Recommended Language

**AVC Recommended Language



AP 3560 Alcoholic Beverages

References:

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

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

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

Alcoholic beverages on campus are permitted if:

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

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

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

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

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

Revised: 5/14/12

Revised: 7/9/12

Revised: 4/11/16

Revised: 12/12/16

Revised: 4/13/20

Revised: __/__/23

*CCLC Recommended Language

**AVC Recommended Language