

**COLLEGE COUNCIL AGENDA  
WEDNESDAY, APRIL 22, 2015  
PCR**



**Superintendent/President ~ Roger Wagner  
Senior Staff ~ Peter Maphumulo, Trinda Best  
Academic Senate ~ Claude Oliver, Jessica Gibbs, Tracy Davis  
CSEA ~ Justin Gatewood, Ray Navarro, Kendra Ullger  
Classified Managers ~ Robert Sewell, Greta Moon, Deedee Orta  
AFT ~ Cheryl Elsmore  
CTA ~ Lisa Ellis, Gary Menser, David Gibbs  
Department Chair Representative ~ Diane Wollan  
ASB Representative ~ Amanda Monroy**

**Call to Order**

**1) Approval of the Minutes  
a) April 08, 2015**

**2) Accreditation Update ~ Peter Maphumulo**

**3) First read, AP 6332, Travel ~ Karen Hardy (Attachment)**

**Request to implement AP 6330, purchasing approval and document matrix. This is a revision of a portion of current policy. This item was presented and discussed during the April 8, 2015 College Council meeting. It was recommended by Peter Maphumulo to bring the item back as a first read for further discussion as Roger Wagner and faculty representation were not present.**

**Action:**

**4) First read, AP 4300, Field Trips and Excursions ~ Deedee Orta (Attachment)**

**Request to establish AP 4300 for student field trips and excursions. This item was presented and discussed during the April 8, 2015 College Council meeting. It was recommended by Peter Maphumulo to bring the item back as a first read for further discussion as Roger Wagner and faculty representation were not present.**

**Action:**

**5) First read, BP 4300, Field Trips and Excursions ~ Deedee Orta (Attachment)**

**Recommended revisions to update BP 4300, student field trips and excursions. This item was presented and discussed during the April 8, 2015 College Council meeting. It was recommended by Peter Maphumulo to bring the item back as a first read for further discussion as Roger Wagner and faculty representation were not present.**

**Action:**

- 6) Informational Item/Discussion, VAWA Policy Brochure ~ Leonard Knight (Attachment)**  
The brochure was initially submitted to College Council on February 11, 2015 as an informational item. The attached VAWA Policy Brochure is a revised copy. On the title page and page 5 of the document are the italicized revisions. The policy will be posted on the website. It was recommended by Peter Maphumulo to bring the item back as a first read for further discussion as Roger Wagner and faculty representation were not present.

**Action:**

- 7) Informational Item/Discussion, AP 1201 ~ Management Team**  
Recommended revisions made by the Management Team on April 7, 2015. 1<sup>st</sup> read approved at the February 25, 2015 College Council meeting. 2<sup>nd</sup> read approved as corrected by the Academic Senate on March 05, 2015. 2<sup>nd</sup> read presented to College Council on March 11, 2015, Roger Wagner requested that the item be brought back to the next meeting for further discussion. This item was presented and discussed during the April 8, 2015 College Council meeting whereas Deedee Orta presented the item; Rolando Regino expanded on the recommended changes. It was recommended by Peter Maphumulo to bring the item back as a first read for further discussion as Roger Wagner and faculty representation were not present.

**Action:**

**8) Committee Updates:**

- a) Accreditation Committee:
- b) Diversity Committee:
- c) Environmental Health & Safety Committee:
- d) Facilities Committee:
- e) Finance/Budget & Planning Committee:
- f) Employee Professional Development Committee:
- g) Student Success and Support Committee:
- h) Technology Committee:

**9) Other**

**Adjournment:**

**Next Regularly Scheduled College Council meeting: May 06, 2015**

## COLLEGE COUNCIL Request for Agenda Item

**Agenda item: Accreditation Update**

Submitted by: Roger Wagner/Peter Maphumulo

**Meeting Date:** Indefinite

**Approximate Time Needed:**

☒ Informational Item/Discussion    ☐ Quick Update

☐ First Reading                      ☐ Second Reading

***Items are to be presented to College Council as a first read prior to meeting with constituent groups regarding the topic.***

**Brief Description:** \_\_\_\_\_

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Please send this request for College Council agenda items with any backup material to Victoria Churgin prior to the College Council meeting. Please refer to calendared deadlines.

**COLLEGE COUNCIL  
Request for Agenda Item**

Agenda item: AP 6332, Travel  
 Submitted by: Karen Hardy  
 Meeting Date: April 22, 2015  
 Approximate Time Needed: 15 minutes

☐ Informational Item/Discussion    ☐ Quick Update  
☒ First Reading    ☐ Second Reading

*Items are to be presented to College Council as a first read prior to meeting with constituent groups regarding the topic.*

Brief Description: This is a revision of a portion of current policy  
AP 6330, Purchasing Approval and Document Matrix

Please send this request for College Council agenda items with any backup material to Victoria Churgin prior to the College Council meeting. Please refer to calendared deadlines.

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE**

**BUSINESS AND FISCAL AFFAIRS**

**CHAPTER 6**

**TRAVEL**

**AP 6332**

The following guidelines are standard for the District and are intended to assist faculty, staff, student workers, and board members who travel on official District business. Employees will not be disbursed funds in excess of the limits of this policy, regardless of the source of funds.

**A TRAVEL AUTHORIZATION FORM IS REQUIRED REGARDLESS OF WHETHER OR NOT THE EMPLOYEE IS REQUESTING REIMBURSEMENT.**

- I. **Travel Authorization** - To obtain authorization to travel, an individual is required to complete a Travel Authorization/Reimbursement Form.\* The authorization form must be submitted for approval prior to the date of travel for prior authorization to use a District credit card for any travel expenses. For out of the country travel, Board approval is required prior to traveling. The traveler must sign the form and obtain the signature of their dean, director or immediate supervisor. This form serves to approve the travel, to verify the account number and budget availability, and to submit for reimbursement, if needed, once the trip is complete. Additionally, in the event that District faculty, staff or administrators are off-campus and there is an untoward incident, this form acts as evidence for potential need of workers compensation coverage.
- II. **Credit Cards** - District credit cards are available to cover various costs of travel, such as airfare, registration, hotel and meals.
- III. **Receipts** - Itemized receipts showing the District credit card charges are required to be sent to Fiscal Services. All prepaid charges prior to travel dates must be sent to Fiscal Services within five (5) business days of date charged on the card. Upon return of travel, all receipts must be submitted to Fiscal Services within five (5) business days. If any receipts cannot be obtained within these guidelines, travelers must submit a completed "Lost Receipt Form" \* to Fiscal Services.

*It is suggested that individuals who are authorized for reimbursement on an ongoing basis request reimbursement monthly. Complete a Travel Authorization/Reimbursement Form and attach a trip itinerary showing dates, destinations, and individual mileage directions.*

**IV. Reimbursable Travel Expenses**

**A. Transportation**

1. Commercial Transportation - travelers must use the most economical mode of available transportation that is consistent with the purpose of the trip. Whenever possible, travelers should take advantage of excursion rates or other airline discounts. If a traveler prefers to use a higher class than the one authorized for reimbursement, the traveler must pay the incremental cost of the airfare. When a travel class other than the most economical is

\*Forms are available at: [http://www.vvc.edu/offices/fiscal\\_services](http://www.vvc.edu/offices/fiscal_services)

used, an explanation must be attached to the Travel Authorization/Reimbursement Form. In the absence of an explanatory statement, reimbursement will be reduced to the coach or standard fare for the service used.

- a. Air and train travel other than coach class will be reimbursed only when:
  - 1) it is the only service offered between two points;
  - 2) space is unavailable and reasonable efforts to obtain coach service have been made;
  - 3) first class night fare is no more costly than the day coach fare; or,
  - 4) schedules, routing changes, or cancellation of service make such travel necessary
- b. If additional insurance is desired by the traveler, coverage may be purchased at no cost to the District.

2. Private Automobiles

- a. The District will reimburse the vehicle's owner by applying the standard Internal Revenue Service (IRS) rate per mile to the actual driving distance by the most direct route **between the District or the traveler's residence and the conference site, whichever is less.** The effective mileage reimbursement rate is set by the IRS annually, January 1<sup>st</sup>.
  - b. Travelers are required to provide directions via Google, MapQuest or other online service. If the traveler chooses to stay at a location other than that closest to the conference, no reimbursement will be made for the additional mileage. This mileage allowance covers all transportation and operating costs. Tolls and reasonable parking charges will be reimbursed, but repairs to the vehicle and other similar costs, whether they result from the traveler's acts or the acts of others, will not be reimbursed.
  - c. Travelers who use their own automobiles for which air travel is more cost-effective will be reimbursed at the lesser rate of the two.
3. Automobile Rental – upon arrival to their destination, travelers are encouraged to use cost-effective public transportation when available, but are authorized to rent automobiles when necessary. Reimbursement for expenses incurred when traveling by a rented automobile include: the daily rental fee, mileage fee, gasoline charges and tolls. Additional insurance is not required to be purchased. The District is self-insured and has auto insurance that covers all vehicles rented. When a district credit card is used, additional primary car rental insurance may be provided, but the traveler must be listed with the Department of Motor Vehicles Employer Pull Notice Program through the District's Human Resources Department.
4. Miscellaneous Transportation Expenses - reasonable transportation fares will be paid for taxis/public transportation should the traveler require traveling between the airport and hotel, meetings, appointments, conferences, etc. It is recommended that attempts be made to reserve hotels close to the conference area when possible.

**B. Meals**

1. Outside of the District, meals will be reimbursed for travel departure, arrival and conference dates at the maximum General Services Administration (GSA) rates. Please refer to: <http://www.gsa.gov/portal/content/101518> for the U.S. General Services Administration website. For example, the current standard daily rate for a San Bernardino location is \$56.00, which includes: breakfast - \$9.00, lunch - \$13.00, dinner -

\*Forms are available at: [http://www.vvc.edu/offices/fiscal\\_services](http://www.vvc.edu/offices/fiscal_services)

\$29.00 and \$5.00 for incidentals. **Itemized receipts are required and must be attached to the Travel Authorization/Reimbursement form.**

2. The traveler is responsible to pay for all costs charged to the hotel room. Room service will be covered up to the amount of the meal reimbursement. Receipts are required and must list the itemized purchase(s).

**C. Lodging**

1. Hotel bills must be submitted to Fiscal Services within five (5) business days after travel for reimbursement of lodging expenses. The hotel bill must display a "zero" balance.

**V. Miscellaneous Travel Expenses**

- A.** Registration Fees will be paid directly to the sponsoring organization upon submission of a properly completed Travel Authorization / Reimbursement form. A copy of the meeting/conference brochure/agenda must be attached. These fees must be listed on the form. If registration fees are not prepaid, the District will reimburse travelers for registration fees and conference materials when receipts are submitted with the Travel Authorization/Reimbursement form. If a receipt cannot be obtained, travelers must submit a "Lost Receipt Form" with the conference brochure(s) listing costs or other documentation for the expenditure.

**B. Combined Expenses:**

1. If a group of persons traveling together for the District incurs joint expenses to be reimbursed from the same source, some or all of the joint expenses may be paid on one credit card, and reported on each travelers reimbursement form.
2. If the travel is eligible for outside source reimbursement, the funds will be credited to the District.

- C.** Expenses in Foreign Currencies: Fluctuating exchange rates will be handled in U.S. dollars according to the exchange rate at the time of travel.

**D. Travel expenditures not reimbursable include:**

1. alcoholic beverages,
2. entertainment expenses,
3. costs incurred by unreasonable failures to cancel transportation or hotel reservations,
4. fines,
5. replacement costs associated with lost or stolen tickets, cash, or property,
6. personal vehicle repairs,
7. accident insurance premiums,
8. in-room movies/games, snacks,
9. shuttle service between the District or residence and the airport (reimbursement will be made for mileage only),
10. theatre/movies,
11. mileage expenses between home and work,
12. individual membership fees,
13. expenses not directly related to, or necessary for, the performance of the travel assignment.

**E. Reimbursable travel expenses may include:**

1. tips, reimbursable up to 15%,
2. telephone calls to obtain transportation and hotel reservations,

\*Forms are available at: [http://www.vvc.edu/offices/fiscal\\_services](http://www.vvc.edu/offices/fiscal_services)



3. telephone calls (using the most economical method of calling) allowing travelers to stay in reasonable contact with their workplace or family,
4. expenses for baggage handling and, if necessary, storage;
5. required clerical services and/or internet services,
6. necessary laundry expenses (emergency situations for long-term stays),
7. tolls and parking charges,
8. institutional membership fees.

## **VI. Forms**

- A. Travel Authorization/Reimbursement Form: to be used for all travel. Registration, mileage, hotel, parking and other such costs can be claimed on this form.
- B. Lost Receipt Form: to be used when a receipt is lost or destroyed.
- C. Revolving Cash Request Form: is only used when deadlines cannot be met.
- D. Student Travel: please reference AP 4300, Student Field Trips and Excursions

## **References;**

California Education Code 87032  
California Government Code Sec. 89506  
AP 6330, Purchasing Approval and Document Matrix  
AP 6530, District Vehicle Usage

\*Forms are available at: [http://www.vvc.edu/offices/fiscal\\_services](http://www.vvc.edu/offices/fiscal_services)



## COLLEGE COUNCIL

Agenda item: Field Trips and Excursions - AP4300

Submitted by: Deedee Orta

Meeting Date: April 22, 2015

Approximate Time Needed: \_\_\_\_\_

 Informational Item/Discussion       Quick Update

☒ First Reading ☐ Second Reading

*Items are to be presented to College Council as a first read prior to meeting with constituent groups regarding the topic.*

**Brief Description:** Establish AP for Student Field Trips and Excursions.

Please send this request for College Council agenda items with any backup material to Victoria Churgin prior to the College Council meeting. Please refer to calendared deadlines.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

INSTRUCTION

Chapter 4

Field Trips and Excursions

AP 4300

The District may conduct field trips and excursions with students in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country.

The District shall, at the discretion of the Superintendent/President or designee, transport students, instructors, supervisors or other personnel by use of district equipment, contract to provide transportation, or arrange transportation by the use of other equipment. When district equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

All student field trips and excursions must have a supervising district instructor or staff member accompanying the field trip or excursion. Therefore, the District shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District. The District may pay travel expenses of instructors and other personnel participating in a field trip or excursion.

Expenses of students participating in a field trip or excursion authorized by this section may not be paid with public funds, except where funds from a state or federal grant or categorical program are used consistent with the statutory, regulatory or contractual conditions applicable to the expenditure of such funds. Funds of an auxiliary organization duly established pursuant to education Code section 72670 et seq. shall not be considered to be public funds.

No student shall be prevented from taking a field trip or excursion which is integral to the completion of the course due to lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

Out-of-state field trips or Study Abroad trips must have prior approval of the Board of Trustees. Completed travel forms must be submitted to the Risk Management Department at least 10 days prior to the date of the regular scheduled Board of Trustees meeting.

Approved by College Council \_\_\_\_\_

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

INSTRUCTION

Chapter 4

**Field Trips and Excursions**

**AP 4300**

Completed travel forms for in-state trips must be submitted to the Risk Management Department at least two weeks prior to the date of departure to establish the proposed travel as a college sponsored activity and ensure insurance coverage for staff, students and the District. All staff members traveling must also submit a Travel Authorization/Reimbursement Form. Copies of all forms must be in the possession of the instructor/staff traveling with students.

Forms are available at <http://www.vvc.edu/offices/admin-services/risk-management.shtml>.

Reference:

Title 5, Sections 55220  
BP 4300

Approved by College Council \_\_\_\_\_

## COLLEGE COUNCIL

Agenda item:

Submitted by:

Meeting Date

**Approximate Time Needed:**



### Informational Item/Discussion



## Quick Update



## First Reading



## Second Reading

*Items are to be presented to College Council as a first read prior to meeting with constituent groups regarding the topic.*

### Brief Description:

## Update BP for student Field Trips and

# Excursions.

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VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

INSTRUCTIONACADEMIC AFFAIRS

Chapter 4

**Field Trips and Excursions**

**BP 4300**

The Superintendent/President shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

No District funds shall be used to support student expenses for out-of-state field trips or excursions. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperons, and other personnel traveling with students may be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Reference:

Title 5, Section 5545055220

Board Revised \_\_\_\_\_  
Forwarded by College Council \_\_\_\_\_  
Board Adopted 09/11/2001  
Board Reviewed/Approved 11/10/09

**COLLEGE COUNCIL  
Request for Agenda Item**

Agenda item: VAWA

Submitted by: Leonard Knight, Campus Police Department \_\_\_\_\_

Meeting Date: April ~~22~~ 2015 \_\_\_\_\_

Approximate Time Needed: 5 Minutes \_\_\_\_\_

☒ Informational Item/Discussion    ☐ Quick Update

☐ First Reading                                      ☐ Second Reading

*Items are to be presented to College Council as a first read prior to meeting with constituent groups regarding the topic.*

Brief Description: The VAWA Policy Brochure was initially submitted to College Council in February 2015 as an informational item. The attached VAWA Policy Brochure is a revised copy. On the title page and page 5 of the document are the revisions which are in italicize letters. The policy will be posted on the website. \_\_

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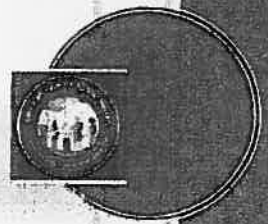


# · VIOLENCE AGAINST · WOMEN ACT (VAWA)

## *Program and Policies*

· "The Violence Against Women Act (VAWA) is a United States Federal Law signed by President Bill Clinton on September 13, 1994 and renewed in 2005 and again in 2013. It was passed in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking (<http://www.justice.gov/ovw/about-office>)."  
· *Victor Valley College has created this Program and Policies in an effort to comply with the Violence Against Women Act and federal law in combating and reducing violence against women in many different areas.*

· VAWA Committee  
· Fall 2014





# VIOLENCE AGAINST WOMEN ACT (VAWA)

## *Program and Policies*

VVC recognizes that sexual assault is a serious issue, and will not tolerate acts of that nature on campus. The college will investigate all allegations of sexual assault and take appropriate disciplinary, criminal, or legal action, with prior consent of the victim.

The College Police, with the victim's consent, will immediately conduct a criminal investigation of a reported sexual assault. All complaints will be investigated to the fullest extent to ensure that the college makes an appropriate response. Disciplinary actions may be imposed on recognized individual students, student organizations, and/or college faculty and staff found responsible for a sexual assault. College sanctions following campus disciplinary procedures depend on the outcome and may range from suspension to expulsion. According to Federal Crime Reporting Laws, all such crimes shall be included in the public College Crime Statistics and will appear in the Campus Safety Report published every October. Remember that College Police can only protect the community from threats they are aware of, so help protect everyone by reporting crimes to the Police Department.

Victor Valley College is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware that the college prohibits sexual assault, sexual harassment, domestic violence, dating violence, stalking, and retaliation; such behaviors violates both law and college policy. The District will respond promptly and effectively to reports of sexual assault, sexual harassment, domestic violence, dating violence, stalking, and retaliation; it will take appropriate action to prevent, to correct and, when necessary, to discipline behavior that violates these policies. Suspected violators may also be subjected to arrest and prosecution through the criminal justice system.

The college is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 1998 (Clery Act), and the Violence Against Women Act 2013 (VAWA). The Clery Act adds requirements of the college to campus victims of sexual assault, dating violence, domestic violence, stalking and sexual harassment. Any person who is the target of sexual assault, sexual harassment, domestic violence, dating violence, stalking, and/or retaliation should immediately consult the Title IX Officer for advice, options, and information. In addition, all reports and complaints of sexual assault, dating violence, domestic violence, stalking or sexual harassment made to any college official or Campus Security Authority must be also reported immediately to the Title IX Officer by the person receiving the report. The Title IX Officer for the District is the Senior Human Resources Analyst, 760-245-4271, ext. 2232. The victims are encouraged to immediately contact Campus Police Department (760-245-4271, ext. 2329) or the Victorville Police Department (760-245-2911). For victims of crimes, it is critical that the crime is reported immediately to the Campus Police Department for care, counseling and evidentiary purposes.

## DEFINITIONS

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1. DOMESTIC VIOLENCE is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.
2. DATING VIOLENCE is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
3. STALKING is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety, the safety of others or suffers substantial emotional distress.
4. SEXUAL HARASSMENT is defined as unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). Victor Valley College will respond to reports of any such conduct in accordance with District Policy on Sexual Harassment.

- a. Unwanted sexual misconduct which may lead to a complaint of sexual harassment:

- Electronically recording, photographing, or transmitting intimate or sexual utterance, sounds or images of another person
- Falsifying a posting on an electronic site involving sex or sexual activity.

## 5. SEXUAL ASSAULTS

- a. Rape is an act of sexual intercourse accomplished against a person's will by means of force, violence, duress, menace or fear. Also, where a person is prevented from resisting by any intoxicating or controlled substances or when a person is unconscious.
- b. Sexual battery is unsolicited and unwanted touching of an intimate part (sexual organ, anus, groin, buttocks, and breast of a female) or another person's body. This includes situations where the victim is unable to resist due to alcohol or drug use.
- c. Forcible sodomy is oral or anal sexual intercourse with another person, by force or fear, and against their will. Also when the person is incapable of giving consent because of age or mental or physical incapacity.
- d. Sexual assault with an object is the use of an object or instrument to unlawfully penetrate, however slight, the genital or anal opening of another person, forcibly and against their will or where the victim is incapable of giving consent because of his/her youth or temporary or permanent mental or physical incapacity.

## 6. CONSENT

- a. Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.
- b. Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.
- c. Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.
- d. Consent cannot be given when a person is incapacitated. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

## VICTIM CONFIDENTIALITY

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VVC always considers and is committing to maintaining the privacy of the parties involved. However, because there may be circumstances when the college determines it is necessary to investigate and take action even though the victim has requested confidentiality and/or request that no action be taken against the offender, confidentiality cannot be assured.

## REPORTING

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The victims of sexual assaults, domestic and dating violence, stalking and sexual harassment are not required to only report these offenses to the Campus Police Department, the victim may report their incident to any CSA who will ensure an internal investigation is initiated by the college. Additionally, any victim reporting a violation of policy or crime of the aforementioned areas as stated in this policy will be given information about the resources available for them and will receive assistance in notifying law enforcement. However, the victims have the right to decline to notify any such authorities. Reporting an incident to a CSA does not commit the victim to further legal action. During the investigative or assistance phase of these incidences, Victor Valley College will inform the victims of their rights to have, and the procedures for obtaining an order of protection, a no contact order, restraining order or similar lawful order issued by criminal or civil courts to prevent furthering of behavior mentioned in this policy.

## BYSTANDER INTERVENTION

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As an employee of the college or as a student, the possibility of you being present and the witness during a domestic and dating violence incident, a sexual assault, a stalking or a sexual harassment incident is a reality. Intervene in these situations only if you believe it is safe and immediately contact a CSA or the campus police department for assistance.

## RETALIATION

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Victor Valley College prohibits any retaliation against any individual who report incidents of sexual assault, domestic violence, dating violence, and stalking; or who assists or is involved in the process of responding to or investigating such allegations or crimes. Retaliation is a serious violation of this policy and should be reported immediately to the Title IX Coordinator.

## DISCIPLINARY ACTIONS

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Disciplinary action initiated against faculty, staff member or students by the college will be applied fairly and impartially, and decided on a case-by-case basis. At the conclusion of any investigation or proceeding, the complainant and the accused will receive written notification of the resolution of the investigation as well as any disciplinary action(s) taken by the college.

During a disciplinary proceeding involving cases of domestic violence, dating violence, sexual assaults, or stalking, VVC will ensure the officials overseeing, involved in and/or conducting the hearing receive annual webinar training on the issues related to domestic and dating violence, sexual assaults and stalking and that they receive annual training on how to conduct an investigation and hearing that protect the safety of the victims and promotes accountability. During such proceedings, the victim and the accused are entitled to have a support person/advisor of their choice at the proceeding or related meetings.

Additionally, the victim(s) and the accused are to be simultaneously informed in writing of the allegations, appeal procedures, changes that may occur in the proceeding, outcomes and when the proceeding results are final. Written information will also be given to the victims on how the college protects their confidentiality and how the public record keeping aspect of the college will be accomplished without identifying the confidentiality of the victim. The victims will receive a written notice of the counseling service, legal assistance and other support service available regardless if the victim reports the crime to the campus police department. Finally, when a student, or employee of the college report they have been a victim of domestic and dating violence, sexual assault and stalking whether on or off campus, they shall be provided a written explanation of their rights.

## PREVENTION PROGRAMS AND STRATEGIES

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To reduce the potential incidents of sexual assaults, domestic violence, dating violence and stalking on campus, annual webinar training will be *made available* to all the students, faculty and staff of Victor Valley College. The design of the training is based on prevention and education which offers practical guidance for risk reduction, violence prevention, and bystander intervention as well as a portion of the training in which there will be a discussion on the College's policies regarding Violence Against Women Act (VAWA), Title IX, and the Clery Act. *Additionally, the VAWA Policy is provided to new faculty and staff during their hiring orientation. Students also receive the policy during students' orientation and academic advisement.*

### SAFETY STRATEGIES

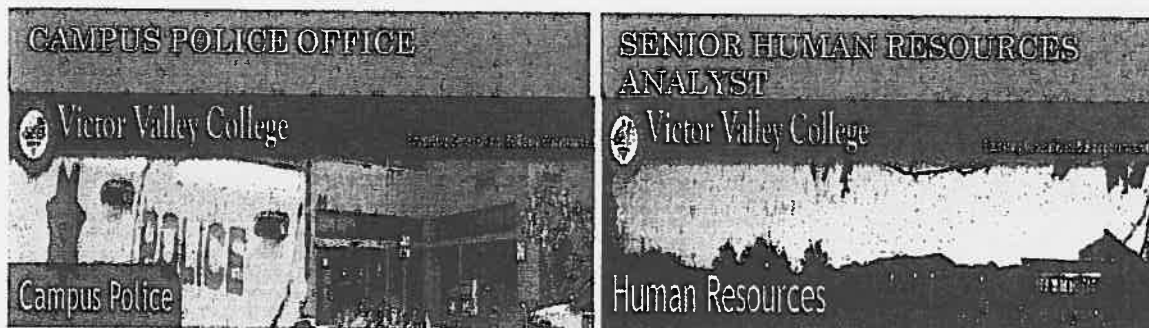
1. Avoid excessive use of drugs, alcohol and any other substances that interfere with your ability to think clearly and communicate effectively.
2. Be aware of your surroundings! Stay away from isolated areas, day or night.
3. If you are being followed, walk or run to a crowded area as fast as you can. If you are driving, drive to a lighted, populated place, police or fire station.
4. Lock all doors to your car.
5. Communicate with friends/family so they know when to expect you and where you are supposed to be.
6. Campus Escorts are available at all times and especially during evening hours to assure your safety on campus and in parking lots. Call Campus Safety at 760-245-4271, ext. 2555.
7. Emergency phones are located throughout the campus and parking lots for you to access Campus Safety immediately should you need assistance with any emergency occurrence.

### ASSISTANCE TO VICTIMS

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Victor Valley College is committed to ensuring that the faculty, staff, students, and visitors are treated with sensitivity, dignity and confidentiality. Victims will be provided with counseling services and resource information to support the victim. Every effort is made to ensure that our educational environment promotes and assists prompt reporting and compassionate support services. This service is provided to both men and women. Counseling services and community references are available at the Campus Police Department and the Counseling Department. A community resource list is also available on the Campus Police Department website and at the Campus Police Department station. Harassment/Discrimination complaints can be made to the Senior Human Resources Analyst, 760-245-4271, ext. 2232.

## CONTACT INFORMATION



Office Tel: 760.245.4271 ext. 2329

Tel: 760.245.4271 ext. 2232

After Hours and Weekends Tel:  
760.245.4271 ext. 2555

## COLLEGE INFORMATION

**Victor Valley College**  
18422 Bear Valley Road  
Victorville, CA 92395

Tel 760.245.4271 [www.vvc.edu](http://www.vvc.edu)



## COLLEGE COUNCIL Request for Agenda Item

Agenda item: AP 1201

Submitted by: Management Team

Meeting Date: April 22, 2015

Approximate Time Needed: 30 minutes

☒ Informational Item/Discussion      ☐ Quick Update

☐ First Reading      ☐ Second Reading

*Items are to be presented to College Council as a first read prior to meeting with constituent groups regarding the topic.*

Brief Description: As recommended by the Management Team on April 7, 2015:

1. Remove Institutional Effectiveness and Enrollment Management Committees  
from this draft. Allow the President to re-charge these committees as he sees  
fit according to AP 1201 procedures for "Establishing Committees" (page 4).
2. AP 1201 Paragraph 1 states "This governance structure does not address or  
interfere with department organization or the management structure of the District."  
It is the recommendation of the Management Team that some of the language  
in the "Charge" of some committees has the potential of interfering with the  
department organization or management structure of the district.
3. The Team recommends that Dr. Wagner take this opportunity to revise AP 1201  
to reflect a shared governance system that supports his vision for the district  
and complements his leadership style.

Please send this request for College Council agenda items with any backup material to Victoria Churgin prior to the College Council meeting. Please refer to calendared deadlines.