

# Policies & Procedures Advisory Committee

## Charge

The Policies and Procedures Advisory Committee is an advisory committee to the Chancellor's Council. The committee is charged with updating, creating, developing, and systematically reviewing Administrative Procedures (AP) and Board Policies (BP). The workgroup will ensure a continuous evaluation of the APs and BPs, will create taskforces and invite subject matter experts, including students, when appropriate for input in the process. The committee forwards recommendations for changes to APs/BPs to the Chancellor's Council.

## Meetings

2<sup>nd</sup> Monday, 3 p.m. via Zoom, Non-Brown Act

Members will:

- Honor agenda and be prepared to participate in the entire meeting.
- Keep discussions focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Encourage full and open participation by all PPAC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

## Representation

Members will:

- Maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Represent constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Communicate a clear understanding of the issues and any PPAC recommendations to their constituency.
- Solicit input from and disseminate information to their respective constituency group.
- Base interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the PPAC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

## Quorum

- 50%+1 of appointed voting members (not 50% of appointed members plus vacancies), and
- Two members from each site (CHC, SBVC, and DSO members), and
- One faculty member from each site (CHC and SBVC), and
- Three out of the four Constituent Groups represented (students, classified, faculty, management).

Subcommittees quorum structure (if needed, not mandatory) will be unique and established by the overriding advisory committee. Advisory committees can adjust as they see fit.

## Membership

- Executive Vice Chancellor, Co-Chair
- Vice Chancellor of HR & Police Services, Co-Chair
- Management Representative from each campus, appointed by College Presidents
- Faculty Representative from each campus appointed by Academic Senate Presidents
- Classified Representative from each campus appointed by Classified Senate Presidents
- Associated Student Government President or designee from each campus
- Black Faculty & Staff Association Representative
- Latino Faculty, Staff & Administrators Association
- CTA Representative
- CSEA Representative
- Management Association Representative
- Confidential Group Representative appointed by Administrative Officer
- POA Representative
- Asian Pacific Islanders Association

