



Policies & Procedures Advisory Committee
Meeting Minutes – September 8, 2021, 1:00 p.m.
Via Zoom

Members	Present	Absent	Members	Present	Absent
Jose Torres, Co-Chair	X		Brandi Bailes	X	
Kristina Hannon, Co-Chair	X		Stacey Nikac		X
Keith Wurtz		X	Ernest Guillen	X	
Ray Carlos	X		Meridyth McLaren		X
Lucas Cuny	X		Maria Del Carmen Rodriguez		X
Nathan Yearyea	X				

I. Welcome & Introductions

Jose called the meeting to order at 1:10 p.m. Self-introductions were made and attendees shared a little about themselves.

II. Annual Organizational Meeting

A. Chancellor’s Council & Advisory Committee Structure

The table of committees was reviewed. The PPAC reports to the Chancellor’s Council.

B. Committee Organization

The meeting materials were reviewed and committee members discussed the organization, including charge, meetings, representation, membership and quorum.

1. Charge
2. Meetings
3. Representation
4. Membership
5. Quorum

Jose recalled that the Chancellor’s Council committee structure was designed to be transparent and inclusive. It is also important that the committees are able to conduct business.

Attendees shared that the day and time of the PPAC meeting conflicted with the CHC Ed Tech meeting. It was decided that a Doodle Poll would be sent out to establish a new day and to meet.

Kristina advised that EEO Committee representation on the PPAC would be problematic as there were not enough members to serve on all the committees. She suggested that since the EEO Committee does not have a constituent group and was not necessary for quorum, it would be enough to bring in a member to act as an EEO matter expert when necessary. The members present did not oppose this, however, no vote was taken to remove this position from the roster due to the lack of a quorum. Kristina will advise the Administrative Officer that the EEO Committee will decline to have representation on

PPAC and, once a PPAC quorum is established, the removal of the position from the roster can be voted upon.

Brandi confirmed she will represent the CHC Academic Senate herself.

Committee members had concerns about the quorum and asked that language be added to the roster to promote clarity. In addition, PPAC members need to be specific if and when they assign a proxy. Jose reminded the group that this committee structure is new and we are all in a learning curve. Issues with membership and structure will be reported back to Chancellor's Council.

For reporting purposes, the committee recorder will provide an email that communicates meeting highlights which the PPAC members can use to inform their constituents. Approximately one week after members receive the email, the communication will be sent out districtwide by the recorder.

III. Current Topics

A. Discussion of Policies & Procedures Background

The committee viewed a brief PowerPoint that outlined the existing process for approving Policies and Procedures. Committee members had concerns about the chapter ownership for Academic Affairs and Student Services. In addition, there is a lack of clarity as to which APs and BPs qualify as 10+1. It was decided that this topic should be added to a future agenda.

B. Initial Tasks

1. BP 7210 Academic Employees
2. AP 7210 Academic Employees
3. AP 7210a Part Time Faculty Recruitment and Faculty Interns

Kristina addressed the committee on AP 7210 and 7210a (which specifically addresses adjunct faculty). Brandi commented that AP 7210a would cause a big impact on current operations. These will be sent to Brandi and Davena for review with the Academic Senates and solicitation of recommendations.

IV. Next Meeting Date & Adjournment

The next meeting of the Policies & Procedures Advisory Committee is scheduled for ~~Wednesday, October 13, 2021, at 1:00 p.m.~~

A Doodle Poll will be sent out to determine a different day/time for the committee to meet.