



Policies & Procedures Advisory Committee (PPAC)  
**Meeting Agenda – October 11, 2021, 3:00 p.m.**

Via Zoom: <https://cccconfer.zoom.us/j/91470895848>  
Or Dial-In: 669-900-6833 | Meeting ID: 914 7089 5848

**I. Welcome & Introductions** – Kristina Hannon, Co-Chair

**II. Organization**

A. Change of Quorum per October 5, 2021 Chancellor's Council

- 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
- Three out of the four Constituent Groups represented (students, classified, faculty, management).

Subcommittee quorum structure (if needed, not mandatory) will be unique and established by the overriding advisory committee.

B. Outstanding PPAC Appointments

- Classified, CHC
- Classified, DSO
- Associate Student Government, CHC
- Associated Student Government, SBVC
- California Teachers Association
- Police Officers Association

**III. Approval of Minutes**

- A. Confirmation of Quorum at Today's Meeting  
B. Approval of Minutes from September 8, 2021

**IV. Current Topics**

- A. Number & Type of Approvals Required (PPAC, CC, BOT)  
B. Microsoft Teams  
C. Annual Schedule  
D. Legal Update 38  
E. Clarification of 10+1 Policies & Procedures

**V. Future Topics**

- A. AP 7210 Academic Employees  
B. AP 7210a Part Time Faculty Recruitment and Faculty Interns  
C. Formal Sub-Committee & Future Meeting Schedule

**VI. Next Meeting Date & Adjournment**

The next meeting is scheduled for Monday, November 8, 2021, at 3 p.m.



Policies & Procedures Advisory Committee (PPAC)  
**Meeting Attendance – October 11, 2021, 3:00 p.m.**

**QUORUM:** Definition of Quorum is established by Chancellor’s Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

Met?
_____ 50% + one of appointed* voting members (7 members)
_____ Two persons from each site (CHC, SBVC, DSO)
_____ Three of four constituent groups represented (faculty, classified, student, management)

Representation	Member	Present	Absent
1) Executive Vice Chancellor, Co-Chair	Jose Torres		
2) Vice Chancellor of HR & Police Services, Co-Chair	Kristina Hannon		
3) Management, CHC (appointed by College President)	Keith Wurtz		
4) Management, SBVC (appointed by College President)	Ray Carlos		
5) Faculty, CHC (appointed by Academic Senate President)	Brandi Bailes		
6) Faculty, SBVC (appointed by Academic Senate President)	Lucas Cuny		
Classified, CHC (appointed by Classified Senate President)	(pending appointment)		
7) Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyeen		
Classified, DSO (appointed by Classified Senate Presidents)	(pending appointment)		
ASG President or designee, CHC	(pending appointment)		
ASG President or designee, SBVC	(pending appointment)		
8) Confidential Group (appointed by Administrative Officer)	Cyndie St. Jean		
EEO Committee (appointed by EEO Committee)	Representation Declined		
9) CSEA (appointed by CSEA)	Ernest Guillen		
CTA (appointed by CTA)	(pending appointment)		
POA (appointed by POA)	(pending appointment)		
10) Black Faculty & Staff	Stephanie Lewis		
11) Latino Faculty & Staff	Maria Del Carmen Rodriguez		

\*50% +1 will be calculated using 50% of total appointed members (not 50% of appointed members plus vacancies).



## Policies & Procedures Advisory Committee (PPAC) Committee Roster

September 2021-August 2022

Representation	Member
1) Executive Vice Chancellor, Co-Chair	Jose Torres
2) Vice Chancellor of HR & Police Services, Co-Chair	Kristina Hannon
3) Management, CHC ( <i>appointed by college president</i> )	Keith Wurtz
4) Management, SBVC ( <i>appointed by college president</i> )	Ray Carlos
5) Faculty, CHC ( <i>appointed by Academic Senate President</i> )	Brandi Bailes
6) Faculty, SBVC ( <i>appointed by Academic Senate President</i> )	Lucas Cuny
7) Classified, CHC ( <i>appointed by Classified Senate President</i> )	( <i>pending appointment</i> )
8) Classified, SBVC ( <i>appointed by Classified Senate President</i> )	Nathan Yearyea
9) Classified, DSO ( <i>appointed by Classified Senate Presidents</i> )	( <i>pending appointment</i> )
10) ASG President or designee, CHC	( <i>pending appointment</i> )
11) ASG President or designee, SBVC	( <i>pending appointment</i> )
12) Confidential Group ( <i>appointed by Administrative Officer</i> )	Cyndie St. Jean
13) EEO Committee Representative ( <i>appointed by EEO Committee</i> )	( <i>appointment declined</i> )
14) CSEA ( <i>appointed by CSEA</i> )	Ernest Guillen
15) CTA ( <i>appointed by CTA</i> )	( <i>pending appointment</i> )
16) POA ( <i>appointed by POA</i> )	( <i>pending appointment</i> )
17) Black Faculty & Staff	Stephanie Lewis
18) Latino Faculty & Staff	Maria Del Carmen Rodriguez

Committee Support:  
Kelly Goodrich (kgoodric@sbccd.edu)  
Brooke Quinones (brquinones@sbccd.edu)

October 2021



Policies & Procedures Advisory Committee (PPAC)  
**Meeting Attendance – October 11, 2021, 3:00 p.m.**

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Met?

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\_\_\_\_\_ Two persons from each site (CHC, SBVC, DSO)

\_\_\_\_\_ Three of four constituent groups represented (faculty, classified, student, management)

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1) Executive Vice Chancellor, Co-Chair	Jose Torres		
2) Vice Chancellor of HR & Police Services, Co-Chair	Kristina Hannon		
3) Management, CHC (appointed by College President)	Keith Wurtz		
4) Management, SBVC (appointed by College President)	Ray Carlos		
5) Faculty, CHC (appointed by Academic Senate President)	Brandi Bailes		
6) Faculty, SBVC (appointed by Academic Senate President)	Lucas Cuny		
Classified, CHC (appointed by Classified Senate President)	(pending appointment)		
7) Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyeon		
Classified, DSO (appointed by Classified Senate Presidents)	(pending appointment)		
ASG President or designee, CHC	(pending appointment)		
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EEO Committee (appointed by EEO Committee)	Representation Declined		
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10) Black Faculty & Staff	Stephanie Lewis		
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\*50% +1 will be calculated using 50% of total appointed members (not 50% of appointed members plus vacancies).



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 Yearyear	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*

Kelly Goodrich, Recorder

*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.*

### FALL 2021 AP/BP Schedule of Review

AP/BP Number	Title	Reason for Review	Nature of Change	Sep 2021	Oct 2021	Nov 2021	Dec 2021
BP 6620	Naming of Buildings	FYI Only	No Changes	CC 1st Read	BOT Info	---	---
AP 6620	Naming of Buildings	Chapter Owner Initiated	Reviewed; Change of Content	CC 1st Read	BOT Info	---	---
BP 5500	Standards of Student Conduct	CCLC Legal Update - Existing	Legal Update Requiring Review	---	---	---	---
AP 5500	Standards of Student Conduct	CCLC Legal Update - Existing	Legal Update Requiring Review	---	---	---	---
AP 5520	Student Discipline Procedures	CCLC Legal Update - Existing	Legal Update Requiring Review	---	---	---	---
BP 5700	Intercollegiate Athletics	FYI Only	No Changes	---	---	---	---
AP 5700	Intercollegiate Athletics	CCLC Legal Update - Existing	Legal Update Requiring Review	---	---	---	---
BP 2410	Board Polices & Procedures (No Changes)	FYI Only	No Changes	---	---	---	---
AP 2410	Board Policies & Procedures	Chapter Owner Initiated	Reviewed; Change of Content	---	---	---	---
BP 2510	Collegial Consultation [Participation in Local Decision-Making]	2020-21 Schedule	Under Review	---	---	---	---
AP 2510	Collegial Consultation [Participation in Local Decision-Making]	2020-21 Schedule	Under Review	---	---	---	---
BP 3420	Equal Employment Opportunity	FYI Only	No Changes	---	---	---	---
AP 3420	Equal Employment Opportunity	CCLC Legal Update - Existing	Legal Update Requiring Review	---	---	---	---
AP 3434	Responding to Harassment Based on Sex under Title IX	CCLC Legal Update - Existing	Legal Update Requiring Review	---	---	---	---
BP 4010	Academic Calendar (No Changes)	FYI Only	No Changes	---	---	---	---
AP 4010	Academic Calendar	Chapter Owner Initiated	Reviewed; Change of Content	---	---	---	---
BP 5210	Communicable Disease, Students	2020-21 Schedule	Currently Under Review	---	---	---	---
AP 5210	Communicable Disease, Students	2020-21 Schedule	Currently Under Review	---	---	---	---
BP 7210	Academic Employees	FYI Only	No Changes	---	---	---	---
AP 7210	Academic Employees	2020-21 Schedule	Currently Under Review	---	---	---	---
AP 7210a	Academic Employees Academic Rank	2020-21 Schedule	Currently Under Review	---	---	---	---
BP 7250	Educational Administrators	Reviewed Prior Year	Under Review	---	---	---	---
AP 7250	Educational Administrators	Reviewed Prior Year	Under Review	---	---	---	---
AP 3721	Social Media Policy	Chapter Owner Initiated	Reviewed; Change of Content	---	---	---	---



### Legal Update 38 Schedule of Review

AP/BP	Number	Title	Reason for Review	Nature of Change	Sep 2021	Oct 2021	Nov 2021	Dec 2021
BP	1200	District Mission	CCLC Legal Update - Existing	Simple Legal Update (Info Only)	---	---	CC Info	---
BP	2200	Board Duties and Responsibilities	CCLC Legal Update - Existing	Legal Update Requiring Review	---	Pending	---	---
BP	2220	Committees of the Board	CCLC Legal Update - Existing	No Changes	Pulled	---	---	---
BP	2345	Public Participation at Board Meetings	CCLC Legal Update - Existing	No Changes	Pulled	---	---	---
BP	2435	Evaluation of the Chancellor	CCLC Legal Update - Existing	Legal Update Requiring Review	---	Pending	---	---
AP	2435	Evaluation of the Chancellor	CCLC Legal Update - Existing	Legal Update Requiring Review	---	Pending	---	---
BP	2720	Communications Among Board Members	CCLC Legal Update - Existing	Legal Update Requiring Review	---	Pending	---	---
BP	2745	Board Self-Evaluation	CCLC Legal Update - Existing	Legal Update Requiring Review	---	Pending	---	---
BP	3225	Institutional Effectiveness	CCLC Legal Update - Existing	Legal Update Requiring Review	---	Pending	---	---
AP	3225	Institutional Effectiveness	CCLC Legal Update - Existing	Legal Update Requiring Review	---	Pending	---	---
BP	3420	Equal Employment Opportunity	CCLC Legal Update - Existing	Legal Update Requiring Review	---	Pending	---	---
AP	3420	Equal Employment Opportunity	CCLC Legal Update - Existing	Legal Update Requiring Review	---	Pending	---	---
AP	3434	Responding to Harassment Based on Sex under Title IX	CCLC Legal Update - Existing	Legal Update Requiring Review	---	Pending	---	---
AP	3435	Discrimination and Harassment Complaints and Investigations	CCLC Legal Update - Existing	Legal Update Requiring Review	---	Pending	---	---
BP	3550	Drug Free Environment and Drug Prevention Program	CCLC Legal Update - Existing	Simple Legal Update (Info Only)	---	---	CC Info	---
AP	3550	Drug Free Environment and Drug Prevention Program	FYI Only	No Changes	---	---	CC Info	---
BP	3725	Info & Communications Technology Accessibility & Acceptable Use Policy	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	3725	Info & Communications Technology Accessibility & Acceptable Use Policy	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
BP	4020	Program, Curriculum, and Course Development	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	4020	Program, Curriculum, and Course Development	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
BP	4106	Nursing Programs	CCLC Legal Update - Existing	Recommend Deletion or Not to Adopt	Pending	Pending	---	---
AP	4106	Nursing Programs (the AP is not active for SBCCD)			---	---	---	---
BP	4250	Probation, Dismissal, and Readmission	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	4250	Probation, Dismissal, and Readmission	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	5015	Residence Determination	CCLC Legal Update - Existing	No Changes	Pulled	---	---	---
BP	5020	Nonresident Tuition	FYI Only	No Changes	---	---	---	---
AP	5020	Nonresident Tuition	CCLC Legal Update - Existing	Simple Legal Update (Info Only)	---	---	CC Info	---
BP	5030	Fees	FYI Only	No Changes	---	---	CC Info	---
AP	5030	Fees	CCLC Legal Update - Existing	Simple Legal Update (Info Only)	---	---	CC Info	---
BP	5035	Withholding of Student Records	CCLC Legal Update - Existing	Simple Legal Update (Info Only)	---	---	CC Info	---



### Legal Update 38 Schedule of Review

AP/BP	Number	Title	Reason for Review	Nature of Change	Sep 2021	Oct 2021	Nov 2021	Dec 2021
AP	5035	Withholding of Student Records	CCLC Legal Update - Existing	Simple Legal Update (Info Only)	---	---	CC Info	---
BP	5050	Student Success and Support Program	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	5050	Student Success and Support Program	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	5520	Student Discipline Procedures	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
BP	5530	Students Rights and Grievances	FYI Only	No Changes	---	---	CC Info	---
AP	5530	Student Rights and Grievances	CCLC Legal Update - Existing	Simple Legal Update (Info Only)	---	---	CC Info	---
BP	6340	Bids and Contracts	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	6340	Bids and Contracts	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	6370	Contracts - Personal Services	CCLC Legal Update - Existing	Simple Legal Update (Info Only)	---	---	CC Info	---
BP	6540	Insurance	FYI Only	No Changes	---	---	---	---
AP	6540	Insurance	CCLC Legal Update - Existing	Legal Update Requiring Review	---	---	CC Info	---
BP	6910	Housing	CCLC Optional - New	Legal Update Requiring Review	Pending	Pending	---	---
AP	6910	Housing	CCLC Optional - New	Legal Update Requiring Review	Pending	Pending	---	---
BP	7100	Commitment to Diversity	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	7100	Commitment to Diversity	FYI Only	No Changes	Pending	Pending	---	---
BP	7120	Recruitment and Hiring	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	7120	Recruitment and Hiring	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
BP	7130	Compensation	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
BP	7160	Professional Development	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	7160	Professional Development	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
BP	7250	Educational Administrators	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	7250	Educational Administrators	Chapter Owner Initiated	Reviewed; Change of Content	Pending	Pending	---	---
BP	7345	Catastrophic Leave Program	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	7345	Catastrophic Leave Program (Not currently an SBCCD AP)			Pulled	---	---	---
AP	7347	Paid Family Leave	CCLC Optional - New	Legal Update Requiring Review	Pending	Pending	---	---
BP	7350	Resignations	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	7350	Resignations (Not currently an SBCCD AP)			Pulled	---	---	---
BP	7600	District Police Department	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---
AP	7600	District Police Department	CCLC Legal Update - Existing	Legal Update Requiring Review	Pending	Pending	---	---

### Legal Update 38 Schedule of Review

AP/BP	Number	Title	Reason for Review	Nature of Change	Sep 2021	Oct 2021	Nov 2021	Dec 2021
BP	7700	Whistleblower Protection	FYI Only	No Changes	---	---	CC Info	---
AP	7700	Whistleblower Protection	CCLC Legal Update - Existing	Simple Legal Update (Info Only)	---	---	CC Info	---