



Policies & Procedures Advisory Committee (PPAC)  
**Meeting Minutes – 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 called the meeting to order at 3:04 p.m. She thanked those that were in attendance and advised that Jose Torres would not be able to join today. Meridyth McLaren advised she would be serving on behalf of the CTA, at least for the time being.*

## 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.

*Kristina shared with the group that the advisory committee quorum requirements had been discussed and revised at the October Chancellor's Council. The end result is that PPAC will be adopting a quorum of 50% plus one of appointed voting members, with two members from each site, and three out of the four constituency groups present.*

- B. Outstanding PPAC Appointments
- Classified, CHC
  - Classified, DSO
  - Associate Student Government, CHC
  - Associated Student Government, SBVC
  - ~~California Teachers Association~~
  - Police Officers Association

*50% plus one will be determined based on the total of appointed members. This committee still has a lot of vacancies.*

## I. Approval of Minutes

- A. Confirmation of Quorum at Today's Meeting

*Quorum was not confirmed since neither the CSEA, nor the students were represented.*

B. Approval of Minutes from September 8, 2021

*Minutes could not be approved due to a lack of quorum.*

**II. Current Topics**

A. Number & Type of Approvals Required (PPAC, CC, BOT)

*Kristina advised that internal discussions are occurring as to the number and type of approvals necessary for the various APs/BPs (i.e. which ones will have to go through Academic Senate approval, and which ones will go through a separate process). Those that have to go through Academic Senates could potentially take up to two reads before they come back to this group, and then be sent them to Chancellor's Council.*

*The annual list presented at today's meeting contains only items left over from last fall. In order to really review all of these and have them go through a true cycle, we definitely have to be able to start taking action by November.*

*If we have items with substantive changes, we can send them to Chancellor's Council but we can't really get to work until we can meet quorum and agree on the process.*

*Kristina spoke about the importance of continuing the work begun last fall on AP 7210 and AP 7210a since District Assembly has already voted to do so and the existing AP 7210 is in a somewhat dysfunctional state. We need to start the process of hiring for spring so it is important for everything to be in place by January.*

B. Microsoft Teams

*After some discussion, it was informally decided that the PPAC would, at least initially, use Microsoft Teams to collaborate on APs and BPs, rather than emailing versions back and forth. Nathan Yearyear shared that the TESS staff at his campus has advised of coming changes in SharePoint and Teams, so committee members may need to pivot if such changes becomes disruptive.*

C. Annual Schedule

*As mentioned earlier, the Annual Schedule at today's meeting contains only items left over from last year's District Assembly work.*

D. Legal Update 38

*Kristina mentioned the challenge of reviewing these updates and the need for collaboration between BP/AP chapter owners and student services. Some changes are required by law, some have a legal deadline, and some are optional. For the recommended changes, we need to make sure it is going to meet the needs of SBCCD. We want to have a balance between meeting the legal updates while still reviewing the changes so there is no contradictory information.*

E. Clarification of 10+1 Policies & Procedures

*This is underway and will remain on the agenda until there is a clear understanding of which BPs and APs fall under 10+1, and which others that, even if they do not fall under 10+1, still require input from the Academic Senates. At that point, we will be able to reaffirm our process for achieving faculty feedback being mindful of the two Senate meetings held each month, the return of input back to PPAC, the recommendation process to Chancellor's Council and then, finally sending items to the full Board as an informational item. This could be a four-month process.*

*Once the work is done, a suggested process will be brought back to this group for discussion and approval. It is not until after this that we will realistically be able to set a timeline for how many policies and procedures we're going to be able to get through this year.*

*Not being able to officially vote due to lack of quorum is causing a backlog, but the solution will be if we cannot achieve quorum, then we're going to have to either have discussion and/or the Chancellor's Council will have to approve anything that needs to move forward to the Board. Kristina is hopeful that we will soon be able to take action.*

III. Future Topics

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

*Kristina reiterated that committee work could commence on AP 7210 and AP7210a given last year's vote. She mentioned that procedures need to be viewed from three different perspectives – the HR (legal) perspective, the Academic Senate (10+1) perspective, and the VPI/VPSS perspective as to how to incorporate changes that meet the needs of the campus.*

*One suggestion to facilitate these various perspectives is to form a subcommittee which could meet to review these APs. Kristina asked the members if they would be comfortable with the formation of such a subcommittee to look at just AP 7210 and AP 7210a.*

*She anticipates the resultant procedures to be given to the Academic Senates for approval, be returned to PPAC for its approval, go to Chancellor's Council as an informational item, and then be presented at the December Board meeting. This is an approximate timeframe of five-weeks.*

*Brandi Bailes voiced concern with having AP 7210a approved in December for immediate implementation for the spring semester, since it is a new AP which requires a lot of changes to the current infrastructure. Kristina agreed that the timeline for AP 7210a would not have to be the same as for AP 7210, as adjunct faculty are hired throughout the year, rather than per semester.*

*The work group will also review the handbook, which will contain information not in the AP. This handbook will then be reviewed by PPAC members and become part of the Policies and Procedures website, once it is approved. The handbook will contain much of the material originally in the AP, but not material considered to be the letter of the law. The management handbook and the confidential group handbook are handled in this same manner.*

*Kristina advised that the handbook and any future changes that are made in the handbook would still need to go through this committee for approval, and then would be sent through Chancellor's Council and to the Board as an informational item.*

*Meridyth mentioned that she did not have the version of the AP 7210 and 7210a being discussed. This will be remedied once the MS Team is seat up and the documents shared for collaboration.*

#### **IV. Next Meeting Date & Adjournment**

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

*The meeting adjourned at 3:47 p.m.*



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

Although it was deemed at the time of the meeting that quorum had not been met, it actually had since there is no stipulation that constituent group representation cannot be met by one person from a group rather than two as in the site stipulation.

**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?	
Yes	50% + one of appointed* voting members (7 members)
Yes	Two persons from each site (CHC, SBVC, DSO)
Yes	
No	Three of four constituent groups represented (faculty, classified, student, management)

Representation	Member	Present	Absent
1) Executive Vice Chancellor, Co-Chair	Jose Torres		X
2) Vice Chancellor of HR & Police Services, Co-Chair	Kristina Hannon	X	
3) Management, CHC (appointed by College President)	Keith Wurtz	X	
4) Management, SBVC (appointed by College President)	Ray Carlos	X	
5) Faculty, CHC (appointed by Academic Senate President)	Jodi Hanley	X	
6) Faculty, SBVC (appointed by Academic Senate President)	Lucas Cuny	X	
Classified, CHC (appointed by Classified Senate President)	(pending appointment)	--	--
7) Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyea	X	
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)	Stacey Nikac (for Cyndie St. Jean)	X	
EEO Committee (appointed by EEO Committee)	Representation Declined	--	--
9) CSEA (appointed by CSEA)	Ernest Guillen		X
10) CTA (appointed by CTA)	Meridyth McLaren	X	
POA (appointed by POA)	(pending appointment)	--	--
11) Black Faculty & Staff	Stephanie Lewis	X	
12) Latino Faculty & Staff	Maria Del Carmen Rodriguez	X	

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