



Policies & Procedures Advisory Committee (PPAC)  
**Meeting Agenda – November 8, 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** – Jose Torres & Kristina Hannon, Co-Chairs

**II. Approval of Minutes**

- A. Confirmation of Quorum
- B. Approval of Minutes from October 11, 2021

**III. Current Topics**

- A. BP/AP 2510 Participation in Local Decision Making
- B. BP/AP 7340 Leaves

**IV. Updates**

AP 7210, 7210a and Handbook Subcommittee

**V. Future Topics**

- A. Annual Schedule
- B. Legal Update 38
- C. Legal Update 39

**VI. Next Meeting Date & Adjournment**

The next meeting is scheduled for Monday, December 6, 2021, at 3 p.m.



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

Via Zoom: <https://cccconfer.zoom.us/j/91470895848>  
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## 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.*

Not Yet Approved



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)	Jody 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 Yearyeen	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).

**Notes:**

*No changes being proposed from the version approved by District Assembly in February 2021.*

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for action under which the District is governed and administered.

**Academic Senate(s)** (Title 5 Sections 53200-53206)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

**Staff** (Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified Senate and Management Association will be given every reasonable consideration.

**Students** (Title 5 Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of Board policies and administrative procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

**References:**

Education Code Section 70902(b)(7)

**Notes:**

*Districts should insert their current procedures for participation in local decision-making (participatory governance) for the academic senate, associated students, and staff. Accreditation standards require regular evaluation of the structures and processes, and communication of the results of the evaluation.*

- *Chancellor' Council*
- *Advisory Committees*
- *College Specific Processes*

**Overview**

Participation in local decision-making is a process involving faculty, staff, students, and administrators in discussions regarding specific day-to-day and long-range planning and policies for the colleges and the District. These discussions lead to recommendations to the Chancellor. The Chancellor ultimately carries the recommendations to the Board of Trustees for discussion and potential final approval.

The governance structure and practices embrace SBCCD's values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making; promoting mutual respect and trust through open communication and actions; and fostering integrity. The Governing Board is the final authority for governance at SBCCD. The Governing Board delegates authority to the Chancellor who in turn solicits and receives input through the shared governance decision-making process.

**Governance Process**

The Chancellor's Council is the primary districtwide, participatory governance leadership team that advises the Chancellor on institutional planning, budgeting, and governance policies and procedures affecting SBCCD educational programs and services. Chancellor's Council members serve as a conduit for cross-district communication on these issues, soliciting feedback from, and disseminating reports and updates to, constituency groups.

Members of the Chancellor's Council advise and make recommendations to the Chancellor regarding District goals and priorities that are of major importance in providing opportunity and promoting quality, integrity, accountability, and sustainability in carrying out SBCCD's mission.

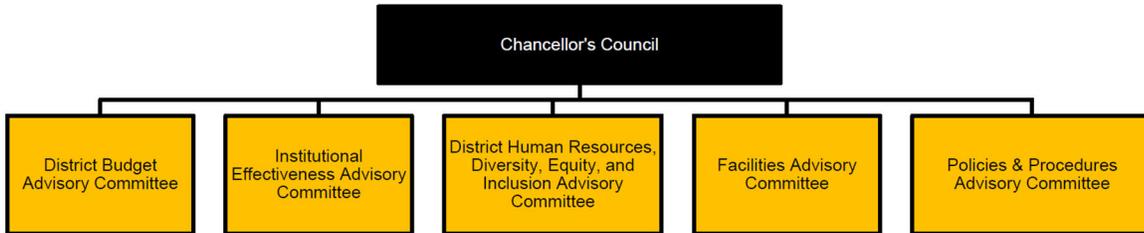
**Organization**

The membership of Chancellor's Council shall be made up of the individuals (or their respective designees) whose position in the collegiate structure of the District makes their presence on the Council essential to the successful completion of its goals.

To promote additional participation in local decision-making and efficacy, five advisory committees have been created which make recommendations to Chancellor's Council. Subcommittees/task force/workgroup's structure for each advisory committee (if needed, not

**AP 2510: PARTICIPATION IN LOCAL DECISION-MAKING | Proposed (Clean)**

mandatory) will be unique and established by the respective advisory committee. Advisory committees can adjust as they see fit to promote participation and efficacy.



**References**

Education Code Section 70902(b)(7);  
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;  
ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5)

## AP 2510: PARTICIPATION IN LOCAL DECISION-MAKING | Proposed (redlined)\*

### Overview

Participation in local decision-making is a process involving faculty, staff, students, and administrators in discussions regarding specific day-to-day and long-range planning and policies for the colleges and the District. These discussions lead to recommendations to the Chancellor. ~~The which the~~ Chancellor ~~ultimately,~~ carries ~~to the~~ Board of Trustees, with his/her recommendations to the Board of Trustees for discussion and potential final approval.-

The governance structure and practices embrace SBCCD's values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making; promoting mutual respect and trust through open communication and actions; and fostering integrity. The Governing Board is the final authority for governance at SBCCD. The Governing Board delegates authority to the Chancellor who in turn solicits and receives input through the shared governance decision-making process.

### Governance Process

The ~~District Assembly~~ Chancellor's Council is the primary, ~~body ensuring that the appropriate constituent group participates in the decision-making process. Members of the District Assembly advise and make recommendations to the Chancellor.~~ participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting SBCCD educational programs and services. Chancellor's Council members serve as a conduit for cross-district communication on these issues, soliciting feedback from, and disseminating reports and updates to, constituency groups.

Members of the Chancellor's Council advise and make recommendations to the Chancellor regarding District goals and priorities that are of major importance in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out SBCCD's mission.

### Organization

The membership of Chancellor's Council shall be made up of the individuals (or their respective designees) whose position in the collegiate structure of the District makes their presence on the Council essential to the successful completion of its goals.

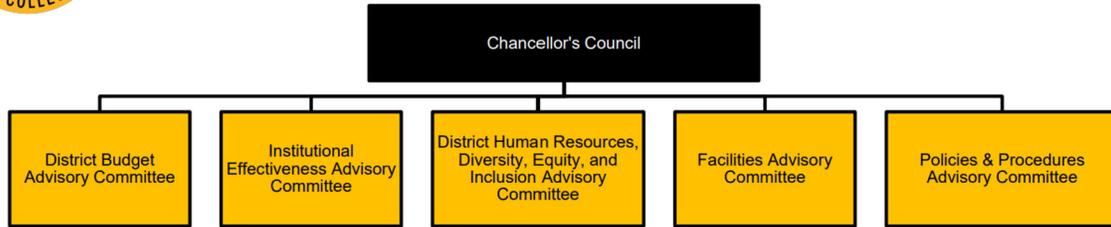
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[v.2021-11-04.p.1]2

*\*Showing changes from version that was finally approved at February 2021 District Assembly and accepted for first read at March 2021 BOT then put on hold pending formation of Chancellor's Council and advisory committees.*



Chancellor's Council  
Advisory Committee Structure  
As of October 2021



**DISTRICT ASSEMBLY MEMBERS**

- A. Chancellor
- B. Faculty Senate Presidents of Crafton Hills College and San Bernardino Valley College
- C. Classified Senate Presidents of Crafton Hills College and San Bernardino Valley College
- D. Student Senate Presidents of Crafton Hills College and San Bernardino Valley College
- E. CTA Representative
- F. CSEA Representative
- G. Management Association Representative

See the District website for additional web links regarding participation in local decision-making [http://www.sbccd.org/District\\_Faculty\\_a\\_Staff\\_Information\\_Forms/District\\_Committee\\_Minutes](http://www.sbccd.org/District_Faculty_a_Staff_Information_Forms/District_Committee_Minutes)

See the Crafton Hills College organizational handbook and college website for additional web links regarding participation in local decision-making [http://www.craftonhills.edu/faculty\\_and\\_staff/committees/index.php](http://www.craftonhills.edu/faculty_and_staff/committees/index.php)

See the San Bernardino Valley College organizational handbook and college website for additional web links regarding participation in local decision-making <https://www.valleycollege.edu/about-sbvc/campus-committees/index.php>

**References:**

- Education Code Section 70902(b)(7);
- Title 5 Sections 53200 et seq., 51023.5, and 51023.7;
- ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5)

*\*Showing changes from version that was finally approved at February 2021 District Assembly and accepted for first read at March 2021 BOT then put on hold pending formation of Chancellor's Council and advisory committees.*

## BP 7340: LEAVES | Proposed (redlined)

### Notes:

*Per the request, changed the power to grant leaves designee to the Chancellor.*

*B. Quinones*

(Replaces current SBCCD BP 7340)

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness leaves for all classes of permanent employees;
- vacation leave for members of the classified service, administrators, supervisors, and managers;
- leave for service as an elected official or steward of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated; Education Code Sections 87768.5; and 88210; Government Code Section 3558.8
- leave of absence to serve as an elected member of the legislature; Education Code Section 87701;
- pregnancy leave; Education Code Sections 87766; and 88193; Government Code Section 12945;
- use of illness leave for personal necessity; Education Code Sections 87784; and 88207;
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court; Education Code Section 87036; and 87037;
- military service; Education Code Section 87700;
- sabbatical leaves for permanent faculty; academic employees, administrators, and managers.

Vacation leave for members of the confidential service, educational administrators, and classified supervisors and managers shall not accumulate beyond 48 days (384 hours) of paid. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the ~~Board~~ Chancellor or designee retains the power to grant leaves with or without pay for other purposes or for other periods of time.

### References:

Education Code Sections 87763 et seq. and 88190 et seq. and additional cites above

## AP 7340: LEAVES | Proposed Deletion

**Notes:**

*Per VC of Human Resources and Police Services, this AP can be deleted for now.  
B. Quinones*

~~(Replaces current SBCCD BP 7340)~~

~~NOTE: This procedure is optional. Local practice may be inserted. Leave procedures are a mandatory subject of bargaining for employees that are represented by an exclusive representative. Procedures as to other employees are at District discretion, and include the leaves provided for in BP 7340 titled Leaves.~~