



Policies & Procedures Advisory Committee
Meeting Minutes – 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

Jose called the meeting to order at 3:04 p.m.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from October 11, 2021

Carmen made a motion to approve the minutes of October 11, 2021, which Meridyth seconded. There was no discussion and the minutes were unanimously approved.

III. Current Topics

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

BP 2510 contains no changes from what was approved by District Assembly last year.

Committee members reviewed AP 2510 and discussed the proposed changes. Brandi confirmed that the subcommittees reporting to the advisory committees would not appear on the AP. Jose responded that task forces or workgroups, if needed, will be unique and established by the respective advisory committee. The adding of smaller bodies reporting to the advisory committees will not cause the AP to be revised.

Since the process of approving BPs and APs under the new structure is still being developed, we are following the old process for the time being. Committee members were asked to take these items to their constituent groups and bring them back to the next PPAC meeting for review and approval.

The items for review and approval will be forwarded to the committee members via MS Teams as soon as possible to facilitate this process.

B. BP/AP 7340 Leaves

Kristina addressed the committee on BP/AP 7340 Leaves. There are various laws associated with different leaves. This revision, however, is specific to leaves not covered by a law or contract, and pertains to any employee asking the Board for a leave for any amount of time, for any reason. The Board requested that the BP be adjusted so that such requests are handled by the Chancellor's designee. She

reiterated that this change pertains only to leaves not already governed contractually or by law.

Kristina advised that the AP, which is being recommended for deletion at this time, will be developed after further research into current contracts and discussions with the CTA.

IV. Updates

AP 7210, 7210a and Handbook Subcommittee

Kristina reported that the subcommittee had a productive meeting. It has been decided not to rush the AP in time for spring but instead to allow enough time for the process to be thoroughly vetted, ensuring a comprehensive AP and handbook.

Kristina went on to report that the State has signed onto the requirement for students to be included in the academic recruitment process. Discussions on what this will look like will begin taking place.

Additionally, the DEIAC is planning to use the Biddle method to analyze all policies and procedures to determine if there's any adverse impact to recruitment. This may generate unscheduled items for PPAC review.

Brandi asked that this subcommittee update appear as a regular item on future agendas.

V. Future Topics

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

Jose mentioned that while we are getting a little behind on reviewing legal updates, he is confident we will catch up when we've had a chance to establish the revised approval process.

VI. Next Meeting Date & Adjournment

The meeting adjourned at 3:26 p.m.



Policies & Procedures Advisory Committee (PPAC)
Meeting Attendance – November 8, 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?	
<u>Yes</u>	50% + one of appointed* voting members (<i>8 members</i>)
<u>Yes</u>	Two persons from each site (CHC, SBVC, DSO)
<u>Yes</u>	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	
<i>Classified, CHC (appointed by Classified Senate President)</i>	<i>(pending appointment)</i>	<i>n/a</i>	<i>n/a</i>
7) Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyear	X	
<i>Classified, DSO (appointed by Classified Senate Presidents)</i>	<i>(pending appointment)</i>	<i>n/a</i>	<i>n/a</i>
8) ASG President or designee, CHC	Tiana McBride/Sasha Paago		X
9) ASG President or designee, SBVC	Paul Del Roasrio	X	
10) Confidential Group (appointed by Administrative Officer)	Stacey Nikac/Cyndie St. Jean	X	
<i>EEO Committee (appointed by EEO Committee)</i>	<i>Representation Declined</i>	<i>n/a</i>	<i>n/a</i>
11) CSEA (appointed by CSEA)	Ernest Guillen	X	
12) CTA (appointed by CTA)	Meridyth McLaren	X	
<i>POA (appointed by POA)</i>	<i>(pending appointment)</i>	<i>n/a</i>	<i>n/a</i>
13) Black Faculty & Staff	Stephanie Lewis	X	
14) Latino Faculty & Staff	Maria Del Carmen Rodriguez	X	