



Policies & Procedures Advisory Committee
Meeting Minutes – December 13, 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

Kristina called the meeting to order at 3:03 p.m.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from November 8, 2021

Keith made a motion to approve the minutes of November 8, 2021, which Jose seconded. There was no discussion and the minutes were unanimously approved.

III. Current Topics

A. **Constituent Feedback**

1. BP/AP 2510 Participation in Local Decision Making

Ray made a motion to approve BP/AP2510 as there was no constituent feedback. Keith seconded the motion. Jose advised the BP/AP would now go to Chancellor's Council and the Board of Trustees for a first read. Brandi asked how feedback from Chancellor's Council would be handled. Jose advised that he anticipates very little discussion at that level because the PPAC is doing all the heavy lifting. If there was feedback, however, it would be recommended at Chancellor's Council that the feedback be sent to PPAC for review. The motion was unanimously approved.

2. BP/AP 7340 Leaves

Constituent feedback on BP/AP 7340 was discussed. Kristina clarified that the change was only for leaves that were not already mandated or structured. It was felt that the suggested changes would reduce transparency. Jose suggested that an information item could be sent on any leaves that the Chancellor approved. After further discussion, it was decided that BP/AP 7340 would go back to Human Resources for further clarification of the language to address the committee's concerns.

B. BP/AP 2410 Board Policies & Administrative Procedures

PPAC reviewed a graphic representation outlining the approval path under the new Chancellor's Council structure. Jose touched on each of the steps in the process. These items will be sent to the members via MS Teams for review with constituent groups. Feedback will be reviewed at the February PPAC meeting.

IV. Updates

AP 7210, 7210a and Handbook Subcommittee

Kristina reported that she had made presentations at the SBVC Chairs and Dean's meeting, and that review of recruitment BP/APs was discussed at the EEO Committee. They are now gathering feedback for subcommittee review. After the break they will continue the process of reviewing language to make sure nothing is overlooked or contradictory. An update will be provided at PPAC in February.

V. Future Topics

It was mentioned that these topics were not necessarily on the agenda for discussion today, but rather placed here to be revisited once BP/AP 2410 was approved and the revised process agreed upon.

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

VI. Next Meeting Date & Adjournment

The meeting adjourned at 3:44 p.m.



Policies & Procedures Advisory Committee (PPAC)
 Meeting Attendance – December 13, 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?	
Yes	50% + one of appointed* voting members (<i>8 members</i>)
Yes	Two persons from each site (CHC, SBVC, DSO)
Yes	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)	Brandi Bailes	X	
6) Faculty, SBVC (appointed by Academic Senate President)	Davina Burns-Peters (3:15)	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 Yearyeen	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	<i>n/a</i>	<i>n/a</i>
10) Confidential Group (appointed by Administrative Officer)	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	