



Policies & Procedures Advisory Committee Meeting Minutes – February 14, 2022, 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 and Jose called the meeting to order at 3:05 p.m.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from December 13, 2021

Brandi made a motion to approve the December 13 minutes which Kristina seconded. There was no discussion and the motion unanimously passed.

III. Current Topics

A. PPAC Review of Constituent Feedback and Approval to Forward to Chancellor’s Council and BOT First Read

- BP 2410 Board Policies and Administrative Procedures

There were no comments or suggested changes to the BP.

- AP 2410 Board Policies and Administrative Procedures

Committee members discussed constituent feedback, changed the language of one bullet point, and were notified that the designation of 10+1 status would be discussed in depth at the next meeting.

2. CHAPTER LEAD REVIEW & RECOMMENDATION

Chapter Leads are the responsible “owners” of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed in the Definitions section of AP 2410.

- Chapter Leads receive requests to review P&Ps, and/or suggestions to revise P&Ps, from the Chancellor’s designee.
- **For P&Ps designated 10+1**, Chapter Leads are encouraged to **work collaborate** with **Academic Senate Presidents appropriate constituent groups before making a recommendation to PPAC**. **All P&Ps designated 10+1 will use Academic Senate as the primary recommending body.**
- Chapter Leads return a recommendation to the Chancellor’s designee based on the outcome of the review (i.e., reviewed with no change, reviewed with minor revisions, reviewed with content change, suggested deletion, etc.)
- The Chancellor’s designee assigns the recommendation a rating of **Level 1 | Info Only**, **Level 2 | Minor Review (Non 10+1)**, or **Level 3 | Extensive Review** and includes item on the PPAC agenda. All levels will be shared out at PPAC?

BD Burns-Peters, Davena D.
Chapter Leads shall work with Academic Senate Presidents. (If left as encouraged, it appears to be an option. 10+1 IS Academic Senate)

BD Burns-Peters, Davena D.
All levels will be shared with PPAC regardless?

3. CONSTITUENT FEEDBACK TO FINAL APPROVAL

Goodrich, Kelly
Jose Torres advised committee members that this was accurate.

Level 2 | Minor Review (Non 10+1)

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
 - Existing P&Ps which are simple and non-controversial.
 - New P&Ps that are simple and non-controversial.

Burns-Peters, Davena D.
This will be predetermined?

Goodrich, Kelly
PPAC members will be receiving a spreadsheet to review and prepare for discussion at the March 10 meeting for pre-designation of P&Ps that are 10+1.

B. Level 3 | Extensive Review

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
 - Existing P&Ps with substantial changes and/or subject to 10+1
 - New P&Ps that are controversial, complex and/or subject to 10+1

- If consensus cannot be achieved on P&Ps falling under 10+1, Chancellor's Council will be informed, and the issue referred to Chancellor's Cabinet to make a determination.

- All items deemed appropriately placed in *Level 3 | Extensive Review* by PPAC members begin the following review process.

Constituent review, especially for the Academic Senate, may take up to two sessions or four weeks. Constituent representatives should keep PPAC members updated as to the work of their constituent groups on these items.

Burns-Peters, Davena D.
Is there a way pre-determine and identify 10+1? I am unsure of how or why this should be determined by consensus on the regular? Maybe an example?

Goodrich, Kelly
PPAC members will be receiving a spreadsheet to review and prepare for discussion at the March 10 meeting for pre-designation of P&Ps that are 10+1.

Stephanie made a motion, which Davena seconded, to forward P&P 2410 to Chancellor's Council and BOT First Read as revised. The motion passed unanimously.

B. Request PPAC Approval for Level 2 Review of Chapter Lead Recommendation and Solicit Constituent

- BP 6320 Investments
- AP 6320 Investments

Jose commented that the redlined material presented to the committee reflects a movement of operating procedures from the Board Policy into the Administrative Procedure. He advised that none of the detail has been removed, just reordered. PPAC members were asked for comments. Hearing none, it was stated that the material would be posted in Teams so that PPAC members could gather constituent feedback for the next meeting. The committee approved this item by consensus for a Level 2 review.

IV. Updates

A. Status of Chapter Lead Recommendation - P&P 7340 Leaves

Kristina reported that there had been some legal changes to these items and they were still under review.

B. Status of Subcommittee Work on AP 7210, 7210a, and Handbook

There will be forums in the coming weeks on 7210a. This is still being reviewed but it is hoped to have final approval in time for fall. Davena asked that a draft 7210 document be provided in the meantime. Kristina advised this will be done.

V. Future Topics (to be addressed upon establishment of P&P 2410 Board Policies & Administrative Procedures)

Committee members will address the following once P&P 2410 is approved.

- Annual Schedule
- Legal Update 38
- Legal Update 39

VI. Next Meeting Date & Adjournment

Jose commented that next month PPAC will review feedback on P&P 6320 as well as the determination of 10+1.

The meeting adjourned at 3:42 p.m.



Policies & Procedures Advisory Committee (PPAC)
 Meeting Attendance – February 14, 2022, 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.

- yes 1) 50% + one of appointed voting members (not 50% of members plus vacancies).
- yes 2) Two persons from each site (CHC, SBVC, DSO)
- yes 3) Three of four constituent groups represented (faculty, classified, student, management)

	Representation	Member Name or Vacant	Site	Rep	Present or Absent?
1	Executive Vice Chancellor, Co-Chair	Jose Torres	DSO	MAN	<i>Present</i>
2	Vice Chancellor of HR & Police Services, Co-Chair	Kristina Hannon	DSO	MAN	<i>Present</i>
3	Management, CHC (<i>appointed by college president</i>)	Van Muse	CHC	MAN	<i>Present</i>
4	Management, SBVC (<i>appointed by college president</i>)	Ray Carlos	SBVC	MAN	<i>Present</i>
5	Faculty, CHC (<i>appointed by Academic Senate President</i>)	Brandi Bailes	CHC	FAC	<i>Present</i>
6	Faculty, SBVC (<i>appointed by Academic Senate President</i>)	Davena Burns-Peters	SBVC	FAC	<i>Present</i>
7	Classified, CHC (<i>appointed by Classified Senate President</i>)	Vacant	CHC	CLA	<i>n/a</i>
8	Classified, SBVC (<i>appointed by Classified Senate President</i>)	Nathan Yearyearn	SBVC	CLA	<i>Present</i>
9	Classified, DSO (<i>appointed by Classified Senate Presidents</i>)	Vacant	DSO	CLA	<i>n/a</i>
10	ASG President or designee, CHC	Tiana McBride/Sasha Paago	CHC	STU	<i>Present</i>
11	ASG President or designee, SBVC	Paul Del Rosario	SBVC	STU	<i>Absent</i>
12	Confidential Group (<i>appointed by Administrative Officer</i>)	Stacey Nikac/Cyndie St. Jean	CHC		<i>Absent</i>
13	EEO Committee Representative (<i>appointed by EEO Committee</i>)	Vacant			<i>n/a</i>
14	CSEA (<i>appointed by CSEA</i>)	Ernest Guillen	SBVC	CLA	<i>Present</i>
15	CTA (<i>appointed by CTA</i>)	Meridyth McLaren	CHC	FAC	<i>Absent</i>
16	POA (<i>appointed by POA</i>)	Vacant		CLA	<i>n/a</i>
17	Black Faculty & Staff Association	Stephanie Lewis	SBVC	FAC	<i>Present</i>
18	Latino Faculty, Staff & Administrator Association	Maria Del Carmen Rodriguez	SBVC	FAC	<i>Present</i>