



Policies & Procedures Advisory Committee
Meeting Minutes – March 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 February 14, 2022

Stephanie made a motion to approve the February 14 minutes which Davena seconded. There was no discussion and the motion passed with Cyndie and Carmen abstaining.

III. Current Topics

A. Addition of Membership Role for Asian Pacific Islander Association (APIA)

Ray moved to approve the addition of a roster position for representation of the APIA, which Carmen seconded. The motion was unanimously approved.

B. PPAC Approval for Level 2 Review of Chapter Lead Recommendation & Solicit Constituent Feedback for Next Meeting

- BP 5030 Fees (no changes; FYI only)
- AP 5030 Fees

Jose advised that every year SBCCD receives guidance from the State on the allowable increase of certain fees. He went over the changes proposed in AP 5030 and noted that SBCCD proposed parking rates were below the State allowances.

Ray asked, and Jose confirmed, that the fee change amounts had been vetted with college staff.

PPAC members were requested to take this recommendation to their constituent groups and provide feedback through MS Teams. Please Note: The proposed AP 5030 being posted via MS Teams contains a change in the Student Health fee (for summer only), from \$19 to \$20. This is a correction to reflect a revision in the maximum State allowable amount ([link here](#)) published after the initial announcement.

Jose reviewed the different levels of review. Davena made the motion to approve the Level 2 review of P&P 5030 Fees, which Keith seconded. The motion was unanimously passed.

C. PPAC Review of Constituent Feedback & Approval to Forward to Chancellor's Council and BOT First Read

- BP 6320 Investments (no feedback received)
- AP 6320 Investments (no feedback received)

Ray moved to approve P&P 6320, as recommended, to the Chancellor's Council for information, and to the Board of Trustees for first read. Kristina seconded the motion, which was unanimously approved.

D. Review of Constituent Feedback and Approval of P&Ps Designated 10+1PPAC

Committee members went over a list of all SBCCD P&Ps, which showed the approval workflow designations as they currently exist in PolicyStat. Jose asked that members review with their constituent groups in order to identify the P&Ps that should appropriately be designated 10+1 (aka academic and professional). This document will be shared through teams.

It was noted that any questions regarding P&Ps between meetings can be forwarded to Kelly Goodrich, who will pass them on to the committee co-chairs and/or other appropriate persons.

Davena questioned, and Jose confirmed, that regardless of a 10+1 designation, the PPAC would have the opportunity to determine an appropriate review level for any recommended changes.

At Keith's suggested, it was decided that the existing approval flow column be left off the Excel document to avoid the impression that determinations had already been made.

Ray clarified that although the term Chapter Owner is used, no one actually "owns" any of the P&Ps, and that it might the committee may want to consider revising the wording at some point.

IV. Updates

A. Board Edits to AP 2410 Board Policies & Administrative Procedures

Committee members reviewed the minor edits that the BOT made to AP 2410, which were highlighted in yellow on page 37 of the meeting materials. Keith expressed appreciation for the information.

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

Kristina reported that good feedback from the SBVC senate had been received and she anticipates making a recommendation for review at the April PPAC meeting.

Kristina mentioned that AP 7211 would soon be reviewed, which is for equivalencies. Davena mentioned that several equivalency committee members are trying to get in place the CTE tool kit and wondered if there should be any coordination between that process and HR's.

Kristina commented that HR can work with both campus VPs and senates – whomever needs to be part of the conversation – so that all the merits of the toolkit are incorporated into the AP.

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

Nothing to report.

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

The meeting adjourned at 3:38 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.

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

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