



Policies & Procedures Advisory Committee
Meeting Minutes – April 11, 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 3:11 p.m.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from March 14, 2022

Keith Wurtz made a motion to approve the March 14 minutes which Ray Carlos seconded. There was no discussion and the motion unanimously passed.

III. Current Topics

A. Review of Constituent Feedback and Vote for Approval to Forward to Chancellor's Council and BOT First Read

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

Keith Wurtz made a motion to approve this item to move P&P 5030 to Chancellor's Council for information and the BOT for first read. No feedback was received through Teams on the changes to the AP. Brandi mentioned that there was conversation on her campus as to why we were charging the maximum allowable. Mike Strong addressed the committee and confirmed that the recommended parking fee is not at the maximum state allowance. He further advised that the recommended health fee, although at the maximum allowable, still does not cover all the cost of providing this service. SBCCD has historically followed the State guidance for health fees.

There was no further discussion and the motion unanimously passed.

B. Review of Constituent Feedback of P&P's Designated 10+1

Keith led the discussion on this topic, commenting that while the Academic Senate should have input into all P&Ps, the intention of this agenda item is to determine who should lead the effort of moving each of the P&Ps forward. Davena expressed concern that the review of P&Ps be broad and consistent.

Brandi clarified that conferring with Academic Senate President is not the same thing as going through the Academic Senate. To meet the criteria for a 10+1 Academic Senate review, P&Ps have a two-meeting process.

The committee members discussed development of tools to document and standardize positions responsible for reviewing/recommending changes. It was suggested that it might be efficient for some of the P&Ps to go through Academic Senate first.

PPAC admin support will forward to the committee for review:

- *Initial P&P designations developed by Keith.*
- *A recommendation cover form with a place to summarize suggested changes and track who has done what, as well as meeting dates for item review.*

C. New Form to Request PPAC Review of P&Ps (for information only)

This form will be revised per discussion and submitted to the PPAC members at their next meeting. Ray has questions on several P&Ps and will test the new request for review form.

IV. Updates

A. P&P 7210 Academic Employees (currently under Chapter Lead Review)

Kristina reported that Human Resources is awaiting feedback from Academic Senate. They are hoping to get the P&P done in time for the Fall semester, but the priority will be to get it done right.

There was no discussion on the following items.

B. P&Ps Scheduled for April 14, 2022 BOT (for information only)

- P&P 6320 Investments (first read)
- P&P 2410 Board Policies & Administrative Procedures (final approval)

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

- Annual Schedule
- Legal Update 38
- Legal Update 39

VI. Next Meeting Date & Adjournment

The next meeting is scheduled for Monday, May 9, 2022, at 3 p.m. 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.

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	Present or Absent?
1	Executive Vice Chancellor, Co-Chair	Jose Torres	<i>Present</i>
2	Vice Chancellor of HR & Police Services, Co-Chair	Kristina Hannon	<i>Present</i>
3	Management, CHC (<i>appointed by college president</i>)	Keith Wurtz	<i>Present</i>
4	Management, SBVC (<i>appointed by college president</i>)	Ray Carlos	<i>Present</i>
5	Faculty, CHC (<i>appointed by Academic Senate President</i>)	Brandi Bailes	<i>Present</i>
6	Faculty, SBVC (<i>appointed by Academic Senate President</i>)	Davena Burns-Peters	<i>Present</i>
7	Classified, CHC (<i>appointed by Classified Senate President</i>)	Vacant	<i>n/a</i>
8	Classified, SBVC (<i>appointed by Classified Senate President</i>)	Nathan Yearyeen	<i>Present</i>
9	Classified, DSO (<i>appointed by Classified Senate Presidents</i>)	Vacant	<i>n/a</i>
10	ASG President or designee, CHC	Tiana McBride	<i>Absent</i>
11	ASG President or designee, SBVC	Paul Del Rosario	<i>Present</i>
12	Confidential Group (<i>appointed by Administrative Officer</i>)	Cyndie St. Jean	<i>Present</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	<i>Present</i>
15	CTA (<i>appointed by CTA</i>)	Meridyth McLaren	<i>Absent</i>
16	POA (<i>appointed by POA</i>)	Vacant	<i>n/a</i>
17	Black Faculty & Staff	Stephanie Lewis	<i>Absent</i>
18	Asian Pacific Islander Association	Rejoice Chavira	<i>Present</i>
19	Latino Faculty & Staff	Maria Del Carmen Rodriguez	<i>Present</i>