



## Policies & Procedures Advisory Committee Meeting Minutes – May 9, 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, Co-Chair

*Jose Torres 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 April 11, 2022

*Keith Wurtz made a motion to approve the April minutes, which Carmen Rodriguez seconded. There were no suggested revisions and the motion was passed.*

### III. Current Topics

#### A. Review of Constituent Feedback and Approve P&P's Designated

*Committee members discussed the designation of 10+1. There was no shared feedback on the list since the prior meeting, however, members offered several revisions during today's meeting, including the following:*

- *Designation of the following as 10+1: 7150, 7160, 7210, 7210a, 7120, 7250, 7340, and 7341.*
- *Remove of 10+1 designation for the following: 5410, 5570*

*The list will be updated and sent via email to PPAC members for review and further discussion in 2022-23.*

#### B. Approval of Level 1 Review of Chapter Lead Recommendations (Level 1 : To Constituents for Info | To Chancellor's Council | To BOT)

- BP 1200 District Mission Statement (No AP)
- BP 2200 Board Duties & Responsibilities (No AP)
- BP|AP 3250 Institutional Planning
- AP 2712 Conflict of Interest Code (No BP)

*Jose advised committee members that the first three items were a result of the new Board approved Strategic Plan. AP 2712 has to do with SBCCD title changes. Committee members remarked that the new form was helpful to the process. Keith made a motion to approve the Level 1 review of all items listed under III.B., which Carmen seconded. There was no further discussion and the motion was unanimously approved.*

C. Final Approval of BP|AP 7210 and AP 7210A Using Expedited Processing  
(To Constituents for Info | To Chancellor's Council | To BOT for 1<sup>st</sup> Read)

*Karla Zaragoza addressed the committee on these items, as a proxy for Kristina Hannon.*

- BP|AP 7210 Academic Employees, Non-Management (Hiring of Full-Time Faculty)

*Initially too prescriptive, AP 7210 has been reviewed over a period of several months with the Academic Senates and other constituent groups.*

*Committee members discussed comments made on the draft included with today's meeting materials to identify any major concerns with the language.*

*The reference to equivalencies is being removed and kept in its own section. Brandi Bailes commented that there were questions about the timelines and making sure the equivalency committee has enough time. Karla acknowledged that Human Resources will work to train everyone on this issue and communicate. It was decided that the following changes should be made to the draft and sent to PPAC members.*

- *Application Procedure*
  - #2 Add "and/or selection committee"
- *Establishing Minimum and Desirable Qualifications*
  - #1 Change "currently teaches" to "is employed in"
- *Position Announcement*
  - #2d Add "and"
  - #2k Change third bullet to read "A reasonable accommodation notice will be included in each job announcement."
- *Screening Committee*
  - *Membership*
    - 4<sup>th</sup> bullet Change from "Senate" to "unit"
    - Move language from Second-Level Interview Procedures to Membership as that is where it applies.

*Keith made a motion to approve this item with the changes discussed and with the understanding that the PPAC members will be sent the draft for information purposes before the Board sees it. Brandi seconded the motion, which was unanimously approved.*

- AP 7210A Part Time Faculty Recruitment and Faculty Interns

*PPAC members discussed AP 7210A and it was determined that this document was not ready for a final determination. This item will be returned to the Chapter Lead to be resubmitted next year.*

#### **IV. Preparing for 2022-23**

##### **A. Membership Roster**

*It was determined that no term limits would be defined. Committee members did discuss the need for training new members. Staff will develop some material over the summer and the August meeting will be used for onboarding new appointees.*

##### **B. Committee Self-Evaluation Results**

*The committee members found the results favorable.*

##### **C. Schedule of Review**

1. Legal Update 38
2. Legal Update 39
3. Legal Update 40

*These items will be presented for PPAC review early next year.*

#### **V. Updates**

*Committee members were updated with the progress of items voted on at their prior committee meeting.*

P&Ps Scheduled for May 12, 2022 BOT (No PPAC Action Required)

- P&P 6320 Investments (final approval)
- P&P 5030 Fees (first read)

#### **VI. Next Meeting Date & Adjournment**

*The next meeting is scheduled for Monday, August 11, 2022, at 3 p.m. and will be used for training and/or retraining appointees*

*The meeting adjourned at approximately 4:00 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.

<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	Site	Rep	Present or Absent?
1	Faculty, CHC ( <i>appointed by Academic Senate President</i> )	Brandi Bailes	CHC	FAC	Present
2	Confidential Group ( <i>appointed by Administrative Officer</i> )	Cyndie St. Jean	CHC	CON	Present
3	CSEA ( <i>appointed by CSEA</i> )	Ernest Guillen	SBVC	CLA	Absent
4	Executive Vice Chancellor, Co-Chair	Jose Torres	DSO	MAN	Present
5	Vice Chancellor of HR & Police Services, Co-Chair	Karla Zaragosa (proxy)	DSO	MAN	Present
6	Management, CHC ( <i>appointed by college president</i> )	Keith Wurtz	CHC	MAN	Present
7	Faculty, SBVC ( <i>appointed by Academic Senate President</i> )	Lucas Cuny	SBVC	FAC	Present
8	Latino Faculty & Staff	Maria Del Carmen Rodriguez	SBVC	MAN	Absent
9	CTA ( <i>appointed by CTA</i> )	Meridyth McLaren	CHC	FAC	Absent
10	Classified, SBVC ( <i>appointed by Classified Senate President</i> )	Nathan Yearyean	SBVC	CLA	Present
11	ASG President or designee, SBVC	Paul Del Rosario	SBVC	STU	Absent
12	Management, SBVC ( <i>appointed by college president</i> )	Ray Carlos	SBVC	MAN	Present
13	Asian Pacific Islander Association	Rejoice Chavira	CHC	MAN	Present
14	Black Faculty & Staff	Stephanie Lewis	SBVC	FAC	Absent
15	ASG President or designee, CHC	Tiana McBride/Sasha Paago	CHC	STU	Absent
16	Classified, CHC ( <i>appointed by Classified Senate President</i> )	Vacant	CHC	CLA	Absent
17	Classified, DSO ( <i>appointed by Classified Senate Presidents</i> )	Vacant	DSO	CLA	Absent
18	EEO Committee Representative ( <i>appointed by EEO Committee</i> )	Vacant			Absent
19	POA ( <i>appointed by POA</i> )	Vacant			Absent