



Policies & Procedures Advisory Committee  
Meeting Minutes – September 12, 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 3:06 p.m. Self-introductions were made for the benefit of new members.*

**II. Approval of Minutes**

A. Confirmation of Quorum

*Quorum was confirmed.*

B. Approval of Minutes from May 9, 2022

*Carmen Rodriguez made a motion to approve the May minutes, which Brandi Bailes seconded. There were no suggested revisions and the motion was passed.*

**III. Current Topics**

A. Policy & Procedures Advisory Committee Presentation

*Committee members received a presentation on committee processes and targets for the coming year. The PowerPoint will be forwarded to each member.*

B. Committee Organization

*Committee organization and parameters were presented for training and information.*

C. 2022-2023 Review List -- Estimated 120 P&Ps or 29%

*Committee members reviewed the Review List which is made up almost entirely of the backlog of legal updates. It was clarified that the Chapter Lead point persons would review the legal updates and make a recommendation to the committee, even if the recommendation was no change to the P&P. The Review List will become a living document and be updated throughout the year. An Excel version of the Review List will be sent to the committee members.*

*It was commented that the PPAC will focus on clearing the backlog of legal updates caused by the in-depth start up work from last year. After that, they should be able to return to the 10% review guidelines.*

*Christopher Crew made a motion to approve the Review List, which Enggie Ocampo seconded. The list was approved.*

D. Approval of Level 1 Review of Chapter Lead Recommendations (to Constituents and Chancellor's Council for information | BOT for first read)

*Davena made a motion, which was seconded by Carmen, to approve a Level 1 Review of the following items as part of the change of the DSPS department name to Student Accessibility Services (SAS).*

- *2712 Conflict of Interest Code*
- *5055 Enrollment Priorities*
- *5130 Financial Aid*
- *5140 Disabled Student Programs and Services*
- *6750 Parking*
- *7210 Academic Employees*

E. Approval of Level 2 Review of Chapter Lead Recommendations (to Constituents for feedback)

- *6305 Reserves*

*Jose explained that the changes were part of the conditions to meet the States requirements for inclusion in the Emergency Conditions Allowance. The language matches the Budget Directives already given by the BOT. Jose made a correction to the recommendation presented, striking the existing language.*

*Davena moved, and Carmen seconded, to approve the Level 2 Review for P&P 6305 Reserves, as amended. The motion was approved.*

**IV. Next Meeting Date & Adjournment**

- *Davena made a motion that P&P 2510 Participation in Local Decision Making be added to the Review List. Brandi seconded the motion, which was unanimously approved.*
- *Brandi made a motion to extend the meeting times to 4:30; Christopher seconded the motion, which was also unanimously approved.*

*The meeting adjourned shortly after 4 p.m. The next meeting is scheduled for October 10, from 3-4:30 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) One faculty member from each campus
- yes 3) Two persons from each site (CHC, SBVC, DSO)
- yes 4) Three of four constituent groups represented (faculty, classified, student, management)

1	Faculty, CHC (appointed by Academic Senate President)	Brandi Bailes	CHC	FAC	<i>present</i>
2	Latino Faculty, Staff, & Administrators Association	Carment Rodriguez	SBVC	CLA	<i>present</i>
3	CSEA (appointed by CSEA President)	Cassie Thomas	CHC	CLA	<i>present</i>
4	Management Association	Christopher Crew	DSO	MAN	<i>present</i>
5	ASG President or designee, SBVC	Dyami Ruiz-Martinez   Nelva Ruiz-Martinez	SBVC	STU	<i>present</i>
6	ASG President or designee, CHC	Enggie Ocampo	CHC	STU	<i>present</i>
7	Executive Vice Chancellor, Co-Chair	Jose Torres	DSO	MAN	<i>present</i>
8	Management, CHC (appointed by college president)	Keith Wurtz	CHC	MAN	<i>absent</i>
9	Confidential Group	Kelly Goodrich	DSO	CON	<i>present</i>
10	Classified, CHC (appointed by Classified Senate President)	Kevin Palkki	CHC	CLA	<i>absent</i>
11	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	DSO	MAN	<i>absent</i>
12	Faculty, SBVC (appointed by Academic Senate President)	Davena Burns-Peters	SBVC	FAC	<i>present</i>
13	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyearn	SBVC	CLA	<i>present</i>
14	Management, SBVC (appointed by college president)	Ray Carlos	SBVC	MAN	<i>present</i>
15	Asian Pacific Islanders Association	Rejice Chavira	CHC	MAN	<i>absent</i>
16	CTA (appointed by CTA)	Ryan Bartlett	CHC	FAC	<i>present</i>
17	Police Officer’s Association	Vacant			<i>n/a</i>
18	Black Faculty & Staff Association	Stephanie Lewis	SBVC	MAN	<i>present</i>