



Policies & Procedures Advisory Committee
Meeting Minutes – October 10, 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

Acting as proxy for Jose Torres, Larry Strong opened the meeting at approximately 3:05 p.m.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from September 12, 2022

Kelly Goodrich advised committee members of two errors in the minutes:

- *Under III.D., item 2712 Academic Employees was erroneously omitted from the list of items approved for a Level 1 review; and should be added back.*
- *The header on pages 2-3 should reflect the correct meeting date of September 12, 2022, and not May 9, 2022.*

Brandi Bailes made a motion to approve the minutes with the changes outlined. Davena Burns-Peters seconded the motion which was then approved by a majority vote.

III. Level 1 | Info Only

- 2220 Committees of the Board
- 2345 Public Participation at Board Meetings
- 2350 Speakers
- 2720 Communications Among Board Members
- 2725 Board Member Compensation
- 5030 Fees
- 6370 Contracts

Committee members considered approval of the list of P&P recommendations as Level 1 review, which would result in a November BOT 1st Read and constituent FYI with a notification to Chancellor's Council.

Kevin Palkki made a motion to approve these items in bulk for a Level 1 review. Cassie Thomas seconded the motion. Discussion ensued, and members voiced concern with the changes recommended for P&P 2350 Speakers reducing the timeframe for members of the public to address the BOT.

- *Davena commented that, although the amount of time reduction appears small, the change is a statement about public voice and input, which would be negatively perceived as reducing the opportunity for representation.*

- *Cassie agreed that this change will be perceived as a reaction to comments made during recent BOT actions. Stephanie Lewis and Ryan Bartlett also voiced agreement.*

Kevin amended his motion to remove P&P 2350 Speakers from the list of items and approve the other items as Level 1 review, and Stephanie seconded the amended motion.

- *Dyami Ruiz-Martinez confirmed that student representatives do have a vote at PPAC and voiced his agreement with the previous comments about reducing the opportunity to address the BOT.*
- *Brandi asked for further information regarding the actual cost of the TB test in relation to the change in P&P 5030 for Fees.*
- *It was pointed out that P&P 6370 Contracts was not presented with the meeting materials. However, after viewing the legal reference change only onscreen, members agreed to keep on it the list of those under consideration for Level 1 review.*
- *Dynami asked for clarification of the change in cost for the TB skin test.*
- *Cassie commented that she had reached out to a fellow classified member of the Student Health team and informed PPAC members that while the cost of the test doesn't fluctuate much, it was going up to \$15, which is why they are asking for the change to "At cost."*
- *Brandi suggested that all changes to 5030 Student Fees go as Level 2 so that the students can provide feedback prior to BOT 1st Read and raise awareness of the changes.*

The amended motion was put to vote and was not approved. Brandi made a new motion to approve:

*2220 Committees of the Board,
2345 Public Participation at Board Meetings,
2720 Communications Among Board Members,
2725 Board Member Compensation, and
6370 Contracts*

as a Level 1 review; and

*2350 Speakers, and
5030 Fees*

as a Level 2 review. Cassie seconded the motion, which was approved by a majority vote.

IV. Level 2 | Constituent Feedback

- **6305 Reserves (with minor edits from constituent feedback)**

PPAC members reviewed this item, which reflects constituent feedback. Davena and Brandi both reported that the Academic Senates support this item. There was no concern with the highlighted language.

V. Updates

A. P&Ps Currently on BOT Agenda for 1st Read

PPAC viewed items that were previously approved and would appear on this month's BOT agenda. This item is for information only and reflects items moving through the process.

Davena clarified that the only change for 7210 Academic Employees was to the BP to reflect the name change of Disabled Student Programs and Services to Student Accessibility Services. The extensive changes made to AP 7210 last year were already Board approved.

B. 2022-23 P&P Review List as of October 2022

This list will be updated to track PPAC activity and presented as part of the meeting materials each month. It will also be posted on line, as indicated in AP 2410. There was no discussion about this item.

VI. Future Topics

Davena and Brandi suggested including information on the recommendations that would allow their constituents to better understand the process and why they might see a P&P change in the Board agenda that hadn't previously been on their radar.

Staff will try to implement these suggestions for further clarity and the PPAC will improve and refine the process going forward.

VII. Next Meeting Date & Adjournment

The meeting adjourned shortly after 4 p.m. The next meeting is scheduled for November 14, 2022, at 3 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) One faculty member from each campus
<u>yes</u>	3) Two persons from each site (CHC, SBVC, DSO)
<u>yes</u>	4) Three of four constituent groups represented (faculty, classified, student, management)
1	Faculty, CHC (appointed by Academic Senate President) Brandi Bailes <i>present</i>
2	Latino Faculty, Staff, & Administrators Association Ernest Guillen <i>present</i>
3	CSEA (appointed by CSEA President) Cassie Thomas <i>present</i>
4	Management Association Christopher Crew <i>absent</i>
5	ASG President or designee, SBVC Dyami Ruiz-Martinez <i>present</i>
6	ASG President or designee, CHC Enggie Ocampo <i>absent</i>
7	Executive Vice Chancellor, Co-Chair Larry Strong <i>present</i>
8	Management, CHC (appointed by college president) Keith Wurtz <i>present</i>
9	Confidential Group Kelly Goodrich <i>present</i>
10	Classified, CHC (appointed by Classified Senate President) Kevin Palkki <i>present</i>
11	Vice Chancellor, Human Resources & Police Services Kristina Hannon <i>absent</i>
12	Faculty, SBVC (appointed by Academic Senate President) Davena Burns-Peters <i>present</i>
13	Classified, SBVC (appointed by Classified Senate President) Nathan Yearyearn <i>present</i>
14	Management, SBVC (appointed by college president) Ray Carlos <i>absent</i>
15	Asian Pacific Islanders Association Rejoice Chavira <i>present</i>
16	CTA (appointed by CTA) Ryan Bartlett <i>present</i>
17	Police Officer’s Association <i>n/a</i>
18	Black Faculty & Staff Association Stephanie Lewis <i>present</i>