



Policies & Procedures Advisory Committee
Meeting Minutes – November 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 opened the meeting at 3:04 p.m.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from October 10, 2022

Davena Burns-Peters made a motion to approve the minutes from October 10, which Brandi seconded. The motion passed with Carmen Rodriguez, Christopher Crew and April Dale-Carter abstaining.

III. Level 1 | Info Only (*approval of items for BOT 1st Read and constituent FYI with notification to Chancellor's Council*)

- 2712 Conflict of Interest
- 3225 Institutional Effectiveness
- 7700 Whistleblower Protection

Brandi Bailes made a motion to approve all three items for a Level 1 review. Carmen seconded the motion and discussion followed. On 7700 Whistleblower Protection, it was clarified that the only change to the language that appeared crossed out and added back was that it was being changed from bold to normal. It was also clarified that the removal of the reporting phone number was advised by CCLC and no replacement number given. Discussion ended and the motion was unanimously approved.

IV. Level 2 | Minor Review (*approval of items for constituent review and anticipated feedback of no changes or minor edits*)

No items presented.

V. Level 2 | Constituent Feedback

- 2350 Speakers

PPAC members were advised of a correction to the agenda; the feedback received on this item was from SBVC Classified Senate and not the SBVC Academic Senate. Davena shared that the SBVC Academic Senate had the following feedback:

“The SBVC Academic Senate felt strongly that the decrease in time for public comment from 5 minutes to 3 per person and from 20 minutes to 12 total sends a message that the BOT does not wish to hear from the public. It is believed the space

for public comment should be preserved and respected as it is one of the only spaces many have to access communication with the BOT. Reducing the total time for comments from 20 to 12 minutes may not seem like a lot, but is significant in terms of how it is viewed from this side of the table. Based on the feedback of the body, the SBVC Academic Senate would like to ask that the total time allowed for public comment remain at 20 minutes. We support the reduction from 5 to 3 minutes per person if the intent is to allow more access overall rather than reduced access.”

Brandi advised that CHC Academic Senate took the same position. Jose advised the committee that based on the prior meeting minutes, as well as the SBVC Classified Senate feedback, he had communicated with the Board along these same lines and had been advised that the Board intention was to allow more speakers per the same time limit. Therefore, the BP changes should read that each individual will be able to speak only 3 minutes, but that the time per topic would remain 20 minutes, thereby allowing for additional speakers.

Christopher pointed out that there was another occurrence of “five minutes” in the BP that needed to be changed to three minutes.

Brandi made a motion to continue the Level 2 review process with the modification of leaving 20 minutes as is, and the additional correction noted by Christopher. Carmen seconded the motion which was unanimously approved.

- 5030 Fees

Davena shared the following from the SBVC Academic Senate:

“The SBVC Academic Senate had a robust discussion regarding the fee change for TB tests administered by the Student Health Center. The change to “at cost” is of concern as it allows for an increase in cost to be applied without additional review or feedback. While it is unlikely that the increase will be significant, it is possible. At the very least, the SBVC Academic Senate would like to see language that provides for a cap on cost i.e., TB Skin Test – at cost or no more than \$25.00, whichever is less. The conversation moved into one of equity and barriers for students. While these costs are nominal by our standards (meaning those making and upholding policy) they can be prohibitive for our students. TB test are a requirement for MANY programs on campus and the cost of \$15-25.00 for a test may be the one thing that prevents them from entering programs, internships, externships, etc. One recommendation was to consider waiving the fee for students who require it as part of their program and/or qualify for certain levels of financial aid.”

Brandi advised that “no feedback” from Student Senate was concerning. After some discussion, it was agreed that PPAC members should single out any P&P changes that have an immediate impact on students, such as an increase in fees. PPAC Campus Management appointees Keith Wurtz and Ray Carlos would then be tasked with following up with Student Senates to be sure students understood the changes and the ways in which they could provide feedback. Proxies Mike Strong and April advised they will pass this information on. In addition, Jose tasked himself to meet with the students in order to explain the process.

Brandi made a motion to continue the Level 2 Review Contingency Feedback process for one more month on 5030 Fees in order to ensure students have the opportunity to be heard. Carmen seconded the motion, which was unanimously approved.

VI. Level 3 | Extensive Review (*approval of items to be sent to constituent groups for review and 10+1 Academic Senate process*)

- 4020 Program, Curriculum & Course Development (subject to 10+1)

Brandi asked the reason for changing this section. She clarified that both the language and its inclusion were optional changes from the CCLC. Brandi made a motion to approve this item for a Level 3 review which Davena seconded. The motion was unanimously passed.

VII. Level 3 | Constituent & Academic Senate Feedback

No items presented.

VIII. BOT 2nd Read & Final Approval (*no action required; item attached only if changes were made by BOT during 1st Read*)

- 2220 Committees of the Board
- 2345 Public Participation at Board
- 2720 Communications Among Board Members
- 2725 Board Member Compensation
- 6305 Reserves
- 6370 Contracts - Personal Services

There was no discussion on these items.

IX. Future Agenda Items

- A. Updated 2022-23 Review Schedule
- B. Any PPAC member requests for next agenda?

Brandi would like to review AP 7150. This item will be added to the review list and sent to Chapter Lead Kristina Hannon.

X. Next Meeting Date & Adjournment

The meeting adjourned shortly at 3:45 p.m. The next meeting is scheduled for December 12, 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.

- 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	Management, SBVC (appointed by college president)	April Dale-Carter (proxy)	<i>present</i>
2	Faculty, CHC (appointed by Academic Senate President)	Brandi Bailes	<i>present</i>
3	CSEA (appointed by CSEA President)	Cassie Thomas	<i>present</i>
4	Management Association	Christopher Crew	<i>present</i>
5	Faculty, SBVC (appointed by Academic Senate President)	Davena Burns-Peters	<i>present</i>
6	ASG President or designee, SBVC	Nelva Ruiz-Martinez	<i>present</i>
7	ASG President or designee, CHC	Enggie Ocampo	<i>present</i>
8	Latino Faculty, Staff, & Administrators Association	Carmen Rodriguez	<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	Executive Vice Chancellor, Co-Chair	Jose Torres	<i>present</i>
13	Management, CHC (appointed by college president)	Mike Strong (proxy)	<i>present</i>
14	Police Officer’s Association	n/a	<i>n/a</i>
15	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyearn	<i>present</i>
16	Asian Pacific Islanders Association	Rejoice Chavira	<i>present</i>
17	CTA (appointed by CTA)	Ryan Bartlett	<i>present</i>
18	Black Faculty & Staff Association	Stephanie Lewis	<i>present</i>