



## Policies & Procedures Advisory Committee Meeting Minutes – March 13, 2023, 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 approximately 3:12 p.m. No introductions were necessary.*

### II. Approval of Minutes

#### A. Confirmation of Quorum

*Quorum was confirmed.*

#### B. Approval of Minutes from February 13, 2023

*Keith Wurtz made a motion to approve the minutes from February 13, which Christopher Crew seconded. The motion passed by a unanimous vote.*

### III. Approval of New Items for Level 1 | Info Only Review

- 2725 Board Member Compensation

*Jose reviewed the changes for the committee members. The committee decided to approve this item for a Level 1 only by consensus.*

### IV. Review of Level 2 | Constituent Feedback

- 5030 Fees (Annual Review in Response to State Guidance)

*Members reviewed the proposed changes. Nathan Yearyean mentioned that language previously approved for removal under A. Associated Student Discount Sticker regarding the charge of \$4, was still in the material presented at today's meeting. It is likely that today's materials did not reflect the change because they may have been prepared before the edit was incorporated into the final BOT document.*

*It was also suggested that there be a correction in spacing under M. Library Fines to move the \$0.25 for reserve books to the next line. This formatting change will be incorporated into the anticipated BOT Final Approval version going to the April Board.*

*(Post Meeting Update: Staff confirmed that the change adopted by PPAC and the BOT relating to the deletion of this charge is reflected in the current online version. It will be included in the 2<sup>nd</sup> Read and Final Approval going to the April Board, along with the formatting of M. Library Fines.)*

*Committee members had a brief conversation about voting "by consensus" and were comfortable with the process.*

## V. Level 3 | Constituent Feedback

- 4020 Program Curriculum & Course Development

*Committee members discussed the following feedback.*

**2023-03-13 HR Dept Feedback | Purple** – Feedback received from HR team to use current SBCCD acronym while the various new acronyms are being reviewed and discussed for possible adoption through the DEIA Committee.

- DEIA – Diversity, Equity, Inclusion, and Anti-Racism (Current Acronym)
- DEIAA – Diversity, Equity, Inclusion, Anti-Racism, and Accessibility
- IDEAA – Inclusion, Diversity, Equity, Anti-Racism, and Accessibility (Used by Academic Senate for California Community Colleges)
- IDEAAA – Inclusion, Diversity, Equity, Anti-Racism, Accessibility, and Accountability

**Third Round of SBVC Academic Senate Feedback | Brown** – Per 3/10/2023 Email from Davena, removal of term “Discipline/Instructional” because discipline and instructional were exclusive of non-instructional faculty (counselors) who do participate in the curriculum process, though at a lesser rate than instructional faculty. The Senate felt the term faculty was inclusive and sufficient.

*Kristina Hannon addressed the group and advised that that the various acronyms are a topic of consideration by the Diversity, Equity, & Inclusion Advisory Committee at its meeting tomorrow. Following some discussion, Davena made a motion that Keith seconded to adopt P&P 4020 reflecting the current District acronym of “DEIA,” and, further, to adopt any change in that acronym made by the DEIA Committee across all P&Ps without the need to re-vote on each individual P&P. This motion was unanimously passed.*

- 5035 Program Curriculum & Course Development

*The only feedback for this P&P was that the SBVC Academic Senate voted to support it as it stands, with no further changes recommended. Christopher made a motion to approve this item on to the BOT for first read, which Carmen seconded. The motion was unanimously approved.*

## VI. Updates

*The committee reviewed the list of P&Ps that went to BOT for first read on March 9. There was no discussion. There were no items to be final approved by the BOT in March.*

## VII. Future Topics

### A. Annual Review List

*Committee members looked briefly at the list of P&Ps marked for review during 2022-23. Jose mentioned that the chapter leads and staff will be working to get these processed and out to the PPAC for the next agenda. Davena cautioned that the SBVC Academic Senate will be meeting only three more times this year – 4/5, 4/19, and 5/3.*

B. CCCCCO Memo ESS 23-10 Emergency Withdrawal and Pass/No Pass

- P&P 4232 Pass/No Pass
- P&P 5075 Course Adds, Drops, and Withdrawals

*Kelly Goodrich reported that based on a request from Ray Carlos regarding notification from the CCCCCO of recent litigation, staff reached out to CCLC. The reply from The League is that if changes to the P&Ps are necessary, they will be addressed in a future Legal Update.*

**VIII. Next Meeting Date & Adjournment**

*The meeting adjourned at approximately 3:33 p.m. The next meeting is scheduled for April 10, 2023, 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	Latino Faculty, Staff, & Administrators Association	Carmen Rodriguez	present
2	CSEA (appointed by CSEA President)	Cassie Thomas	absent
3	Management Association	Christopher Crew	present
4	Faculty, SBVC (appointed by Academic Senate President)	Davena Burns-Peters	present
5	ASG President or designee, SBVC	Dyami Ruiz-Martinez   Nelva Ruiz-Martinez	present
6	ASG President or designee, CHC	Enggie Ocampo	present
7	Executive Vice Chancellor, Co-Chair	Jose Torres	present
8	Management, CHC (appointed by college president)	Keith Wurtz	absent
9	Confidential Group	Kelly Goodrich	present
10	Classified, CHC (appointed by Classified Senate President)	Kevin Palkki	absent
11	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	absent
12	Faculty, CHC (appointed by Academic Senate President)	Natalie Lopez	present
13	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyearn	present
14	Management, SBVC (appointed by college president)	Ray Carlos	present
15	Asian Pacific Islanders Association	Rejoice Chavira	present
16	CTA (appointed by CTA)	Ryan Bartlett	present
17	Police Officer’s Association	Vacant	n/a
18	Black Faculty & Staff Association	Stephanie Lewis	absent