



Policies & Procedures Advisory Committee Meeting Minutes – April 10, 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 3:10 p.m. It was noted that Karen Peterson was joining the committee in place of Kevin Palkki as representative for the Crafton Academic Senate for the remainder of this fiscal year.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from March 13, 2023

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

III. Approval of Chapter Recommendations for Review

A. Level 1 | FYI Only

- 3310 Public Records
- 6535 Use of District Equipment
- 6540 Insurance

Members reviewed the proposed changes. Keith made a motion to approve the review levels assigned, which Christopher seconded.

Valuation of lost equipment was discussed for example, Chromebooks lose value very quickly, whereas musical instruments do not. Nathan Yearyean referenced a lending form and commented that it did not address valuation. It was decided that a communication would be sent to the appropriate persons with a recommendation from PPAC that the valuation of any equipment being loaned out should be addressed in the process so that the person borrowing the equipment is aware of potential liability.

The members voted and the motion was unanimously approved.

B. Level 2 | Minor Review

There were no items to review.

C. Level 3 | Extensive Review

- 4010 Academic Calendar (10+1)
- 5013 Students in the Military (10+1)

Members reviewed the proposed changes. Christopher advised that AP 4010 should read “175” and not “170” days. Keith made a motion to approve a Level 3 review of these P&Ps, inclusive of the change of days in 4010. The motion was unanimously approved.

IV. Review of Constituent Feedback

- A. Level 2 Constituent Feedback
- B. Level 3 Constituent Feedback (Rounds 1 or 2)

No items were presented for discussion.

V. BOT Approval Status

- A. First Read
 - 4020 Program Curriculum & Course Development
 - 5035 Withholding of Student Records
- B. Second Read & Final Approval
 - 3420 Equal Employment Opportunity
 - 3430 Prohibition of Harassment
 - 3433 Prohibition of Sexual Harassment Under Title IX
 - 3434 Responding to Harassment Based on Sex Under Title IX
 - 3435 Discrimination and Harassment Resolution Procedures
 - 5030 Fees (corrected from 3/9/2023 BOT First Read)

Members viewed the list of items scheduled for the April 13 Board. There were no comments.

VI. Future Topics

- A. Committee Self-Evaluation

Members were advised that they would be sent a link to participate in a PPAC self-evaluation. Results will be reviewed at the May meeting.

- B. Annual Review List

There was no discussion regarding the review list.

Davena addressed the committee regarding AP 4105 Distance Education with the concern that the procedure does not have any language regarding preparation for distance education instruction. To address this concern, a formal request will be sent to Nohemy Ornelas as chapter lead, as well as Kristina Hannon, to collaborate on responding to this need.

VII. Next Meeting Date & Adjournment

The meeting adjourned at approximately 3:40 p.m. The next meeting is scheduled for May 8, 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	<i>present</i>
2	CSEA (appointed by CSEA President)	Cassie Thomas	<i>absent</i>
3	Management Association	Christopher Crew	<i>present</i>
4	Faculty, SBVC (appointed by Academic Senate President)	Davena Burns-Peters	<i>present</i>
5	ASG President or designee, SBVC	Dyami Ruiz-Martinez Nelva Ruiz-Martinez	<i>present</i>
6	ASG President or designee, CHC	Enggie Ocampo	<i>present</i>
7	Executive Vice Chancellor, Co-Chair	Jose Torres	<i>present</i>
8	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	<i>present</i>
9	Management, CHC (appointed by college president)	Keith Wurtz	<i>present</i>
10	Confidential Group	Kelly Goodrich	<i>present</i>
11	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	<i>present</i>
12	Faculty, CHC (appointed by Academic Senate President)	Natalie Lopez	<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>present</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	Stephanie Babino Vacant	<i>n/a</i>
18	Black Faculty & Staff Association	Stephanie Lewis	<i>present</i>