



## Policies & Procedures Advisory Committee Meeting Minutes – May 8, 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

*As proxy for Kristina Hannon, Nohemy Ornelas opened the meeting at approximately 3:05 p.m. Also serving as proxies were Mike Strong for Keith Wurtz and Ernest Guillen for Cassie Thomas.*

### II. Committee Self-Evaluations

*Committee members were asked to take the PPAC self-evaluation survey.*

### III. Approval of Minutes

#### A. Confirmation of Quorum

*Quorum was confirmed.*

#### B. Approval of Minutes from April 10, 2023

*Carmen Rodriguez made a motion to approve the minutes from April 10, which Ryan Bartlett seconded. The motion passed by a majority vote with Nohemy and Mike abstaining.*

### IV. Approval of Chapter Recommendations for Review

*No new items were presented.*

### V. Review of Constituent Feedback

#### A. Level 3 | Extensive Review (Round 1 of 2)

*No feedback was received through Microsoft Teams.*

- 4010 Academic Calendar (10+1)

*Committee members discussed the change from 170 to 175 days. It was confirmed that “175 scheduled days of instruction and evaluation” is a legal requirement and is also the number of days reflected in the CTA bargaining agreement. The term “evaluation” refers to evaluation of students, not faculty.*

- 5013 Students in the Military (10+1)

*There was no discussion of this item.*

### I. BOT Approval Status

#### A. First Read

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

- B. Second Read & Final Approval
  - 4020 Program Curriculum & Course Development
  - 5035 Withholding of Student Records

*Members viewed the list of items scheduled for the May 11 Board. There were no comments.*

## II. Future Topics

- A. Annual Review List

*Items remaining on the review list will be carried over to the following year.*

## III. Next Meeting Date & Adjournment

*The meeting adjourned at approximately 3:24 p.m. Committee members chose to move the first meeting of next year to August 21 at 3 p.m., since the 2<sup>nd</sup> Monday falls on the first day of the semester.*

**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)	Ernest Guillen (Proxy)	<i>present</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 and 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>absent</i>
8	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	<i>present</i>
9	Confidential Group	Kelly Goodrich	<i>present</i>
10	Faculty, CHC (appointed by Academic Senate President)	Meridyth McLaren/Natalie Lopez	<i>present</i>
11	Management, CHC (appointed by college president)	Mike Strong (Proxy)	<i>present</i>
12	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyearn	<i>present</i>
13	Vice Chancellor, Human Resources & Police Services	Nohemy Ornelas (Proxy)	<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	<i>Vacant</i>	<i>n/a</i>
18	Black Faculty & Staff Association	Stephanie Lewis	<i>present</i>