



Policies & Procedures Advisory Committee  
**Meeting Minutes – September 25, 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**

*The meeting was called to order at approximately 3:05 p.m.*

**II. Approval of Minutes**

A. Confirmation of Quorum

*Quorum was confirmed.*

B. Approval of Minutes from May 8, 2023

*Christopher Crew made a motion to approve the minutes from May 8, which Karen Peterson seconded. The motion passed by a unanimous vote.*

**III. PPAC Orientation & Review**

A. PPAC Annual Orientation

*The committee received a refresher presentation which touched on the following:*

- *The committee charge, meeting format, representation duties, and quorum.*
- *The nature of Board Policies and Administrative Procedures and SBCCD's process for approving them.*
- *The new BOT Policies & Procedures Ad Hoc Committee, which acts as Lead for non-10+1 Chapters 1 and 2 P&Ps.*

*Members were encouraged to share this information with constituent groups and to reach out to the committee co-chairs to facilitate a training, if it would be helpful.*

B. 2023-08-21 Annual Review List

*Committee members reviewed the review list for 2023-24 and discussed the steps for processing. This list, which will also be presented to the BOT in October, is a living document which will be updated throughout the year to track the process. The information is available as an Excel file for those members that feel it would be helpful.*

C. Recommendations, Tracking & Teams

*The committee went over the new recommendation format which contains the approval steps and revised formatting. Feedback on the process and forms is always welcome.*

D. Level 1 Review (Carryover from 2022-23)

1. 2210 Officers
2. 2725 Board Member Compensation

*These two items, which started the process in 2022-23, were briefly reviewed and will appear on the September BOT agenda as a first read.*

E. Level 3 Review - Initial AS Review

1. 5050 Student Success and Support Program
2. 5070 Attendance Accounting
3. 5700 Intercollegiate Athletics

*These three recommendations are coming to the committee for the first time as a Level 3 review. PPAC members will be asked to share with their constituent groups, and Academic Senate Presidents will be requested to start their review process.*

F. Level 3 Review - Second AS Review

1. 4010 Academic Calendar
2. 5013 Students in the Military

*These two recommendations went through most of the process in 2022-23 and the Academic Senates are now being asked to finalize their review with the hope that any final feedback can be part of the September PPAC agenda and sent to the October BOT for first read.*

**IV. Future Topics**

*There were no specific items added to the agenda for next month, however, Ernest Guillén mentioned a potential problem with out-of-date guidelines/materials for conferences and refreshments. Ernest was invited to email Jose as Chapter Lead for Business & Fiscal P&Ps so this can be addressed and resolved.*

**V. Next Meeting Date & Adjournment**

*The meeting adjourned at approximately 4:15 p.m. The next meeting is scheduled for Monday, September 11 at 3:00 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	Latino Faculty, Staff, & Administrators Association	Ernest Guillen (Proxy)	<i>present</i>
2	CSEA (appointed by CSEA President)	Cassie Thomas	<i>present</i>
3	Management Association	Christopher Crew	<i>present</i>
4	ASG President or designee, SBVC	Dyami Ruiz-Martinez   Nelva Ruiz-Martinez	<i>present</i>
5	ASG President or designee, CHC	Enggie Ocampo	<i>present</i>
6	Executive Vice Chancellor, Co-Chair	Jose Torres	<i>present</i>
7	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	<i>present</i>
8	Management, CHC (appointed by college president)	Keith Wurtz	<i>present</i>
9	Confidential Group	Kelly Goodrich	<i>present</i>
10	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	<i>present</i>
11	Faculty, SBVC (appointed by Academic Senate President)	Davena Burns-Peters	<i>present</i>
12	Faculty, CHC (appointed by Academic Senate President)	Brandi Bailes	<i>absent</i>
13	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyea	<i>present</i>
14	Management, SBVC (appointed by college president)	Ray Carlos	<i>absent</i>
15	Asian Pacific Islanders Association	Rejoice Chavira	<i>absent</i>
16	CTA (appointed by CTA)	Ryan Bartlett	<i>present</i>
17	Black Faculty & Staff Association	Stephanie Lewis	<i>absent</i>
18	Police Officer’s Association	Vacant	<i>absent</i>