



Policies & Procedures Advisory Committee Meeting Minutes – September 18, 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. The committee welcomed Cassie Thomas for the CSEA, James Quigley for the POA and Veada Benjamin representing the Black Faculty & Staff Association. Meridyth McLaren introduced herself as proxy for CHC Academic Senate representative Brandi Bailes.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from August 25, 2023

Keith Wurtz made a motion to approve the minutes, which James Quigley seconded. The motion passed by a majority vote with Carmen Rodriguez abstaining.

III. Items Continued from Last Month

A. Level 3 – Feedback from Constituent Groups & Input from Academic Senate First Review

- 5050 Student Success & Support Program
- 5070 Attendance Accounting
- 5700 Intercollegiate Athletics

Committee members went over feedback on the items above and Davena Burns-Peters reported that the SBVC Academic Senate had no issues with the changes. It was clarified that at this time SBCCD does not have an AP 5700 in place. BP 5700 is being presented to capture current legal updates. Once staff has had a chance to review the legally recommended AP 5700, a recommendation will be presented to PPAC accompanied by the updated BP. Meridyth made a motion which Carmen seconded to move these items through the system as presented and discussed. This motion was passed by consensus.

B. Level 3 – Input from Academic Senate Final Review

- 4010 Academic Calendar
- 5013 Students in Military

The committee discussed feedback from the Academic Senate and Chapter Lead. Carmen made a motion which Meridyth seconded to move them through the process as presented. This motion was passed by consensus.

IV. Brand New Items

A. Approval of Recommendations for Level 1 Review

- 2330 Quorum and Voting
- 2340 Agendas
- 2365 Recording
- 2712 Conflict of Interest Code
- 3300 Public Records
- 3410 Nondiscrimination
- 6250 Budget Management
- 6400 Financial Audits
- 6800 Occupational Safety

B. Approval of Recommendations for Level 3 Review

- 2410 Board Policies and Administrative Procedures

Committee members reviewed the items as presented and approved by consensus the review levels assigned.

V. Where are They Now?

- 2210 Officers
- 2725 Board Member Compensation

Committee members were reminded of these items, reviewed at the previous meeting, which would be appearing on the September BOT agenda for first read. There was no action.

VI. The Best is Yet to Come

A. Any suggestions to improve the process?

No suggestions were offered.

B. Any topics that need to be discussed?

Davina commented that while our current system provides adequate transparency and opportunity for constituent input, she is wondering if we have in place a means to be sure the APs are carried out. Kristina voiced her opinion that as Chapter Lead, she holds herself accountable for making sure that P&Ps are followed. Jose Torres and Nohemy Ornelas also commented and advised that any concerns should be brought to Chapter Leads for resolution.

C. Forward Momentum

- 2023-24 Annual Review List

There was no discussion on this item.

VII. See You Next Time

The next meeting of the PPAC is scheduled for Monday, October 9, at 3:00 p.m. The meeting adjourned at approximately 4:00 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.

<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	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	
13	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyean	<i>present</i>
14	Management, SBVC (appointed by college president)	Ray Carlos	
15	Asian Pacific Islanders Association	Rejoice Chavira	
16	CTA (appointed by CTA)	Ryan Bartlett	<i>present</i>
17	Black Faculty & Staff Association	Stephanie Lewis	
18	Police Officer’s Association	Vacant	