



Policies & Procedures Advisory Committee  
Meeting Minutes – March 11, 2024, 3:00 p.m.

Via Zoom: <https://cccconfer.zoom.us/j/91470895848>  
Or Dial-In: 669-900-6833 | Meeting ID: 914 7089 5848

**A. Welcome & Introductions**

*Jose started the meeting shortly after 3:00 p.m.*

**B. Approval of Minutes**

1. Confirmation of Quorum

*Quorum was confirmed.*

2. Approval of Minutes from February 26, 2024

*Keith Wurtz made a motion, which Christopher Crew seconded, to approve the minutes. The motion was passed by a majority vote with Ryan Bartlett and Brandi Bailes abstaining.*

**C. Review of Constituent Feedback on Level 2 Items from 2/26/2024**

1. 3420 Equal Employment Opportunity

*This item was reviewed with no feedback provided. Christopher motioned to move it through the process and Keith seconded. The motion was approved by a majority vote.*

2. 7145 Personnel Files

*Committee members reviewed the item and discussed concerns over the timeline of the implementation of the system described in the first sentence of the new paragraph. Nohemy Ornelas confirmed that from a technology standpoint the system is in place but mentioned that perhaps clarification needed to be sought from HR. Brandi recommended a language change. In addition, Ray Carlos advised that he would like to see consistent use of the word employee rather than staff, faculty, or individual. Based on the conversation, the recommendation will be returned to Chapter Lead Kristina Hannon with the committee's feedback.*

*"The Chancellor shall notify campuses once a year as to the process implemented whereby an employee system by which staff and faculty can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon ~~the such request of a staff or faculty member~~, the District shall update any records for the individual-employee to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, employee identification cards, class rosters, transcripts, diplomas, certificates of completion of courses, or similar records."*

3. 7230 Classified Employees

*Committee members reviewed this recommendation. Ray advised he was curious about the matrix for rating "proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities." This comment will be passed to the Chapter Lead.*

**D. Review of Constituent Feedback & Initial Academic Senate Input on Level 3 Items from 2/26/2024**

1. 2510 Participation In Local Decision

*Committee members reviewed this recommendation. Brandi and Lisa Henkle advised there was no feedback from either Academic Senate on this recommendation.*

2. 4015 District Course Enrollment Philosophy

*Committee members reviewed this recommendation. Brandi and Lisa reported the following feedback from their Academic Senates.*

- *Change the language as follows:*

*“2.1. Each College of the San Bernardino Community College District shall determine the optimum class size for each course or subject area based on the ~~effectiveness of instruction and~~ efficiency of operation.” (SBVC)*

*“2.2. Each College’s Chief Instructional Officer or designee can confer with the Academic Senate and receive a recommendation on the optimum class size for courses not outlined in the CBA. The Chief Instructional Officer or designee will have the final decision of the optimum class size, and this will be posted on the office of instruction website.” (SBVC & CHC)*

- *The Academic Senate would like a clear definition of “3.1. d) combined courses meeting at the same hour with the same instructor.” (SBVC)*
- *2.1 treats each college individually; however, it is recommended that SBCCD start looking at enrollment districtwide rather than as individual colleges. (CHC)*
- *The Academic Senate questions what would the efficiency number be for each college and what is meant by “efficiency”?* (CHC)

3. 4105 Distance Education

*Nohemy recognized the hard work that went into the revision of this P&P and expressed her gratitude to the Academic Senates and faculty representatives that contributed. Brandi expressed a remaining question about language under Course Modality:*

- “1) All online and in-person synchronous meeting days/dates and times*
- 2) Any required asynchronous in-person activities”*

*Specifically, the language should be covering all field trips, but is there a hole in between 1) and 2) where a field trip can be added that is not in the schedule? Nohemy recalled that this had been vetted, but advised she will triple-check that this fell into the guidelines.*

#### 4. 4300 Field Trips and Excursions

*SBVC Senate did not review this item. Brandi reported that the CHC Senate had many questions.*

- *How can it be made clear in 4300 that a field trip can be conducted which isn't required for credit even if it is not reported prior to the semester as required in P&P 4105?*
- *Under A. Authorization in the AP, it states that, "any overnight trip in excess of \$500 total cost, or any trip involving cost for student meals must be approved by the college president." Do these parameters still make sense?*
- *Under B. Expenditure of Funds, it states that, "No student shall be prevented from making a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them." Does this refer to the Foundations? This seems inappropriate for inclusion in an AP and needs clarification.*
- *Keith commented that if students can't afford to go on a field trip, and there's a cost associated with it, 1) this should be included in the course schedule, and 2) an accommodation for the student other than the field trip should be made.*
- *Ray advised it would be helpful to add language differentiating between instructors and club directors.*
- *Veada Benjamin shared her recent experience with students being unable to afford entry into a college sporting event. Ray advised his willingness to discuss outside the PPAC meeting. Nohemy emphasized the importance of resolving these types of issues because one of the strategies for student retention is engagement outside of the classroom. She offered to share her input in the discussion and would suggest that all college students – and even high school students – get in free.*
- *Kelly Goodrich commented that there is monthly Board item based on a County rule requiring that any funds spent on behalf of students on a field trip receive Board approval. This will be confirmed with the AP team.*

#### 5. 5015 Residence Determination

*Both Lisa and Brandi reported that their Academic Senate was unable to review this at their meeting. There was no other feedback.*

#### 6. 5040 Student Records, Directory Information, and Privacy

- *Lisa reported no feedback from SBVC Academic Senate.*
- *Brandi reported that the CHC Academic Senate inquired what the directories are and how they can be accessed.*

- *In addition, they would like clarification of the information CCCAA is requesting for student athletes. Ray advised that the parameters depend on the sport. Keith recommended that we include language that SBCCD will comply with CCCAA.*
- *In answer to the CHC Academic Senate request that info for weight and height be stricken, Nohemy recalled that there are certain sports that require the directory to include weight and height. She will confirm this recollection and added that the P&P may also need to align with FRPA. She will research and circle back.*

#### 7. 5300 Student Equity

- *Lisa advised that the SBVC Academic Senate had no feedback on this item.*
- *Rejoice Chavira advised that the APIA had requested the Chapter Lead confirm racial and ethnic categories listed on the AP under C.5.b. and C.5.e. match those being used by the US Census Bureau. [Note to file – the terms are correct per the US Census Bureau.]*
- *Brandi requested that C.6. Homeless students be changed to “Unhoused students,” and that the term “food-insecure” be added.*
- *It was also requested that and that that the catch-all category listed under 8. be moved to follow the new category of “justice-involved” listed as 9.*
- *Committee members discussed the term “justice-involved” vs “justice-impacted.” Christopher advised that justice-impacted is a broader term encompassing not only justice-involved individuals (those that are now spending or have spent time incarcerated), but also those individuals that are simply impacted by another person, such as a parent or guardian, who is now spending or has spent time incarcerated.*

#### 8. 7120 Recruitment & Hiring

*Lisa advised that she had nothing to report on behalf of the SBVC Academic Senate while Brandi advised that the CHC Academic Senate had been unable to review this one. There was no other feedback.*

#### 9. 7210 Academic Employees

*SBVC Academic Senate had not had the opportunity to review this recommendation. Ryan commented that they did not either.*

#### 10. 7216 Academic Employees - Grievance Procedure

*SBVC Academic Senate had no feedback while Ryan and Brandi shared that their constituents did not have the time to review this recommendation.*

## **E. Review of Input from Academic Senate Final Review of Level 3 Items**

### **1. 2410 Board Policies & Administrative Procedures**

*Lisa reported that SBVC Academic Senate reported that it could not vote this recommendation through unless the following sentence was removed from the BP: "Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote per the AP 2410 approved process." Furthermore, they are still having an issue with the language "urgent circumstances." Jose advised that the Board is required to approve Board Policies, including revising, adding, or amending them. He shared the process that any changes that would be made are always brought back to PPAC.*

*Jose went on to advise that the decision of the SBVC Academic Senate will be shared with the Chancellor and Chancellor's Council. Keith made a motion to move this recommendation through the process which Kelly seconded. The motion was approved by a majority vote with Brandi and Ryan abstaining.*

### **2. 5050 Student Success and Support Program**

*Lisa reported that SBVC passed this item without any further feedback. Brandi reported that the CHC Academic Senate asked to remove the following language.*

- Diligently attend class and complete assigned coursework*
- Complete courses and maintain progress toward an educational goal"*

*Nohemy reiterated that the language had been found to be necessary by the deans and counseling faculty who are responsible for the educational plans. Jose advised that this item would be move forward to Chancellor and Chancellor's Council reflecting the CHC Academic Senate comments. Lisa made a motion to approve this item through the process which Keith seconded. The motion was approved by a majority vote with Brandi voting no and Ryan abstaining.*

## **F. New Chapter Lead Recommendations - Level 1**

### **1. 2712 Conflict of Interest Code**

*Committee members discussed the recommendation and asked that a sentence be added stating, "A list of positions subject to filing a Form 700 will be maintained and posted online alongside this AP as a separate document." The approval of this recommendation will increase SBCCD efficiencies by not requiring the list to go through the AP 2410 process every time a job title is created or changed. Brandi made a motion to change this recommendation review to a Level 2 with the edits mentioned. Ryan seconded the motion which was approved by a majority vote.*

**G. New Chapter Lead Recommendations - Level 2**

1. 6200 Budget Preparation

*Brandi made a motion to change the review level on this recommendation to a Level 3 which Ryan seconded. There was no discussion, and the motion was approved by a majority vote.*

**H. New Chapter Lead Recommendations - Level 3**

1. 4225 Course Repetition
2. 4232 Pass-No Pass
3. 4235 Credit for Prior Learning
4. 4236 Advanced Placement Credit
5. 5420 Associated Students Finance

*Brandi motioned to approve these five items as a Level 3 review. This was seconded by Lisa and approved by a majority vote.*

**I. Adjournment & Next Meeting**

*Prior to adjourning the meeting, Brandi passed on to the PPAC the request from her Academic Senate for a Chapter Lead review of 4260 Prerequisites and Co-Requisites. Specifically, there is a desire to change the five-day timeframe in which to resolve challenges to a ten-day time frame, and to define what working days mean for faculty.*

*Jose mentioned that a survey was sent to committee members regarding possibly moving all DSO-led advisory committees to Thursdays to ease in scheduling. He asked that everyone respond as quickly as possible.*

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

Not