



Policies & Procedures Advisory Committee
Meeting Minutes – April 8, 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 Torres started the meeting shortly after 3:00 p.m. Aida Gil was in attendance representing LFSA as proxy for Carmen Rodriguez.

B. Approval of Minutes

1. Confirmation of Quorum

Quorum was confirmed.

2. Approval of Minutes from 3/11/2024

Keith Wurtz made a motion which Christopher Crew seconded to approve the minutes. The motion was passed by a majority vote.

C. Review of Constituent Feedback on Level 2 Items from 3/11/2024

1. 2712 Conflict of Interest Code

The PPAC members reviewed this P&P schedule and recommendation with no feedback. Christopher made a motion to advance this item through the process and Keith seconded. The motion was approved by a majority vote.

2. 7145 Personnel Files

The PPAC members reviewed this P&P schedule and recommendation with no feedback. Keith made a motion to move it through the process which Lisa Henkle seconded. The motion was approved by a majority vote.

D. Review of Constituent Feedback & Initial Academic Senate Input on Level 3 Items from 3/11/2024

Jose went over the schedule for these recommendations. PPAC is hearing feedback and initial Academic Senate input, but no committee action is required at this time.

1. 4225 Course Repetition

PPAC members reviewed the recommendation. There was no feedback. Jose reviewed the color key found on the recommendation (Initial Staff Recommended, Legal Changes, PPAC Constituent, Chapter Lead Feedback).

2. 4232 Pass-No Pass

Reviewed recommended changes. There was no feedback.

3. 4235 Credit for Prior Learning

PPAC members reviewed the recommendation. There was no feedback. Nohemy Ornelas commented that this P&P aligns with the State's Vision 2030 and some of the efforts that have been going along with ensuring that students are given credit for any prior experience or learning they have had.

4. 4236 Advanced Placement Credit

PPAC members reviewed the recommendation. There was no feedback.

5. 5015 Residence Determination

PPAC members reviewed the recommendation. The schedule for this recommendation reflected the March PPAC feedback that neither Academic Senate had reviewed it, so the Academic Senate first read was moved from March 6 to April 5. Davena Burns-Peters indicated that this item had received final approval at the SBVC Academic Senate meeting on April 5. There was no further feedback.

6. 5420 Associated Students Finance

PPAC members reviewed the recommendation. Ray Carlos advised his estimation that this P&P doesn't relate to 10+1 as much as it does to the student's SSCCC 9+1, which allows them feedback on things solely related to students. Ray provided a link referencing the basis of his comments (https://ssccc.org/file_download/inline/fe7a61ae-ba63-4ed3-aa2b-be981a01ccb0). After discussion, it was decided that the 10+1 designation could be removed from this item, which focuses on student finance, and the Review Level changed from a Level 3 to a Level 2. A motion was made by Davena to do this and to reflect this change on the Annual Review Schedule. Keith Wurtz seconded the motion which was approved by a majority vote.

7. 6200 Budget Preparation

PPAC members reviewed the recommendation. There was no feedback.

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

Committee members went over the proposed schedule for these items. Davena and Lisa reported to PPAC members that the SBVC Academic Senate had no feedback on these recommendations. It was explained that the SBVC Academic Senate had opted at the last meeting to table these P&Ps citing the fact that the recommendations did not reflect initial feedback provided to PPAC although it was confirmed through PPAC minutes that the input from both CHC and SBVC Academic Senates had been received and discussed at the March PPAC meeting.

1. 2510 Participation In Local Decision

PPAC members reviewed the recommendation. Lisa reported that before the SBVC Academic Senate tabled the P&Ps, it did review this item and had no feedback. Christopher made a motion to approve it through the process which Lisa seconded. The motion was approved by a majority vote.

2. 4015 District Course Enrollment Philosophy

PPAC members reviewed the recommendation and discussed the lack of time between the PPAC and Academic Senate meetings which had resulted in the perception that voices were not being heard. Jose pointed out the new practice of copying and pasting minutes in for each step in the process. Lisa reported that although the SBVC Academic Senate did not actually vote on this item, they had major concern over the word “can” in item 2.2 and thought it should be “shall.” She advised her opinion that if this word was changed, the recommendation could be moved along.

The committee discussed its process and the practice of appointing proxies. After careful deliberation, Davena made a motion to proceed with a vote on moving 4015 through the process with the change of the word “can” to “shall” in the first sentence of 2.2. This was seconded by Lisa. There were no further comments and the motion was approved by a majority vote with Ryan Bartlett voting no.

3. 4105 Distance Education

PPAC members reviewed the recommendation, including comments made at the March PPAC meeting. Christopher made a motion to approve it through the process, which Keith seconded. Davina commented that this item had been reviewed quite a bit and even though it may still have to come back at a later date regarding stronger language, she felt it was in a place where it could be moved forward. The motion was approved by a majority vote.

4. 5040 Student Records, Directory Information, and Privacy

PPAC members reviewed the recommendation. Lisa shared a constituent’s concern on requiring legal evidence necessary to make the name change. Nohemy responded that for preferred name, no documentation is necessary, but to change a legal name, there is. Jose highlighted the AP language on legal documentation, which is found under item J. Davena made a motion to approve this item through the process which Lisa seconded. The motion was approved by a majority vote.

5. 5300 Student Equity

PPAC members reviewed the recommendation. It was confirmed again that “justice-involved” referred to a student that was currently or formerly incarcerated, while “justice-impacted” could refer to a student or a student guardian. Lisa made a motion to approve this item through the process which Ryan seconded. The motion was approved by a majority vote.

6. 7120 Recruitment & Hiring

PPAC members reviewed the recommendation. It was confirmed that the highlighted text indicates that the CCLC is recommending an organization name be inserted.

The criteria and procedures for hiring classified employees shall be established after first affording the [classified organization] an opportunity to participate in the decisions under the Board’s policies regarding local decision making.

Kristina Hannon recommended using the term “classified professionals.” Ernest Guillen expressed support of this choice since it includes both the Classified Senate and CSEA. Lisa made a motion to move this item forward reflecting the addition of the phrase “classified professionals” to replace the highlighted text. Ernest seconded this motion which was approved by a majority vote.

7. 7210 Academic Employees

Committee members reviewed this recommendation. There was no feedback. Lisa made a motion to approve this item through the process which Keith seconded. The motion was approved by a majority vote.

8. 7216 Academic Employees - Grievance Procedure

PPAC members reviewed this recommendation. It was commented that the highlights in this item indicate optional CCLC legal update language which was approved by the Chapter Lead. Lisa made a motion to approve this item through the process which Christopher seconded. The motion was approved by a majority vote.

F. New Chapter Lead Recommendations – Level 1

1. 6330 Purchasing

Jose clarified that for this agenda item, PPAC is only reviewing the review level. Karen Peterson made a motion to approve the Level 1 review, which Keith seconded. The motion was approved by a majority vote.

G. New Chapter Lead Recommendations - Level 2

There were no items on the agenda in this category.

H. New Chapter Lead Recommendations - Level 3

1. 4100 Graduation Requirements for Degrees and Certificates
2. 5075 Course Adds, Drops and Withdrawals
3. 5500 Standards of Student Conduct

The committee decided to vote on these three recommendations as a group, since there is no higher level than 3. Keith made a motion which Lisa seconded to approve the Level 3 review. The motion was approved by a majority vote.

I. Change in Recommendation from BOT First Reading to Final Approval

1. 2430 Delegation of Authority to the Chancellor

Jose reported to the PPAC on the change that was made to this item between the BOT first read on March 14 and the final approval agenda item for April 11, which clarifies the need to notify trustees in a timely manner during an emergency or life-threatening situation.

J. Adjournment & Next Meeting

Prior to adjourning Jose echoed comments from Kristina about the desire of the SBCCD BOT to understand, support, and participate as appropriate in the P&P process, and shared that this was the topic of the Board's March 28 strategy session. Davena commented that in terms of accreditation, this is very important. Jose advised that the BOT has an ad-hoc committee that reviews P&P on behalf of the Board.

The meeting adjourned at approximately 4:09 p.m. The next meeting of the PPAC is scheduled for Monday, May 13, 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	Aida Gil (proxy)	<i>present</i>
2	Faculty, CHC (appointed by Academic Senate President)	Brandi Bailes	
3	Management Association	Christopher Crew	<i>present</i>
4	ASG President or designee, SBVC	Dyami Ruiz-Martinez Nelva Ruiz-Martinez	
5	ASG President or designee, CHC	Enggie Ocampo	<i>present</i>
6	CSEA (appointed by CSEA President)	Ernest Guillen	<i>present</i>
7	Police Officer’s Association	James Quigley Angelica Arechavaleta	
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	<i>present</i>
13	Faculty, SBVC (appointed by Academic Senate President)	Lisa Henkle	<i>present</i>
14	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyean	<i>present</i>
15	Management, SBVC (appointed by college president)	Ray Carlos	<i>present</i>
16	Asian Pacific Islanders Association	Rejoice Chavira	
17	CTA (appointed by CTA)	Ryan Bartlett	<i>present</i>
18	Black Faculty & Staff Association	Veada Benjamin	<i>present</i>