



Policies & Procedures Advisory Committee
Meeting Minutes – September 19, 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. Those that were new to the committee made self-introductions.

B. Approval of Minutes

1. Confirmation of Quorum

Quorum was confirmed.

2. 05/13/2024
3. 08/15/2024

Ray Carlos made a motion to approve both sets of minutes which Karen Peterson seconded. The minutes were approved by a majority vote with Carmen Rodriguez, Chris Olivera, and Jessie Lemieux abstaining.

C. 2024-25 Annual Review List

Members discussed the Annual Review List with 120 items. It was stated that the list is a “living” document which will update throughout the year to reflect the committee’s work. This item will go before the Board in October. Kelly Goodrich made a motion to approve the list which Carmen Rodriguez seconded. The motion was approved by a unanimous vote.

Jeff Demsky joined.

- 1. 7250 Educational Administrators and 7340 Leaves – Remove 10+1 Designation 2024-25 Annual Review List**

Kristina Hannon addressed the committee regarding the proposed removal of 10+1 designation from 7250 Educational Administrators and 7340 Leaves. She maintained that the 10+1 designation does align with two policies.

- *7340 speaks to Leaves, which are mandated by different regulations and negotiations. We can’t just decide to include or not.*
- *As far as the hiring process is concerned, we definitely want to continue to include the Senate voice, faculty voice, and honor the shared role of participating in the process. However, 7250 is beyond the hiring process, and speaks to personnel items like retreat rights. HR is tasked with making sure everyone’s personnel rights are observed in alignment with all regulations.*
- *It was commented that a large portion of 7250 has to do with the hiring of the administrators which makes it seem like, although there are other elements, it is related to 10+1.*

- Ray commented that 7250 sounds to him like it is very specific about hiring managers. The retreat rights are just to identify the rights, not necessarily the process for that, which is the big difference here.
- Andrea Hecht asked about the fact that educational administrators are overseeing faculty and felt that this may indicate 10+1.
- Kristina advised that the faculty voice is part of the process but the hiring process is not part of the AP. The process does need to be a collaborative effort, but it is not necessarily part of 7250.
- Committee members also discussed the fact that any changes to 7250 would still undergo a Level 2 review and that members of PPAC would see the changes and share with constituent groups.



Kristina made a motion that 7250 and 7340 be changed from Level 3 review to Level 2 review (thereby removing the 10+1 designation). Carmen Rodriguez seconded the motion which passed by a majority vote with Jessy abstaining.

D. Review of Final Input from Academic Senate - Level 3

1. 5500 Standards of Student Conduct

For the benefit of new members, Jose highlighted the date lists on the recommendations and the colors of the different changes, i.e. blue for legal, red for staff, etc. Since this item was on the 8/15/2024 agenda, but the PPAC didn't reach quorum, the dates were off by one month.

Ray had concerns about moving 5500 through the system since it contained a lot of changes, and the academic year is already underway. Chapter Lead Nohemy Ornelas felt that it was important to move the currently revised 5500 through the system as it had completed the process except for PPAC hearing any final input from the Academic Senate. She offered support to the campuses in getting the word out and posting to websites. It was confirmed that 5500 would become effective upon final approval by the Board of Trustees. After some discussion, Kristina made a motion to move 5500 through the process since there was no further feedback from Academic Senate. Jessie seconded the motion, which was approved by a majority vote with Ray voting no.

E. New Chapter Lead Recommendations

1. Level 1 (information only)
 - i. 2015 Student Trustees
 - ii. 2355 Decorum
 - iii. 2430 Delegation of Authority to the Chancellor
 - iv. 2715 Code of Ethics-Standards of Practice
 - v. 2731 Trustee Emeritus-Emerita-Emeriti

Committee members reviewed each item on this list. Carmen made a motion to approve the Level 1 review, which Kristina seconded. The motion passed with a unanimous vote.

2. Level 2 (minor review)
 - i. 5030 Fees
 - ii. 6925 Refreshments or Meals Served at Meetings and District Events
 - iii. Family of IT P&Ps
 - a. 3725 Information and Communications Technology Accessibility
 - b. 3726 Information Security: Data Classification
 - c. 3727 Information Security: Access Control
 - d. 3728 Information Security: Physical Security
 - e. 3729 Information Security: Logging and Monitoring
 - f. 3730 Information Security: Remote Access
 - g. 3731 Information Security: Internally Developed Systems Change Control
 - h. 3732 Information Security: Incident Response
 - i. 3733 Information Security: Secure Operations
 - j. 3734 Information Security: Network Security
 - k. 3735 Information Security: Disaster Recovery
 - l. 3736 Information Security: Cloud Storage
 - m. 3737 Information Security: Payment Card Industry Requirements

Committee members reviewed each item on this list. Luke Bixler spoke about the new family of IT security items. Kelly made a motion to approve the Level 2 review, which Carmen seconded. The motion passed with a unanimous vote.

3. Level 3 (extensive review)
 - i. 4300 Field Trips & Excursions

Kristina made a motion to approve 4300 for a Level 3 review, which Carmen seconded. The motion passed with a unanimous vote.

F. Adjournment & Next Meeting

Some members mentioned issues with accessing Govenda and advised they had not been added in Teams. Kelly will make sure that everyone has the access they need. For Govenda, no information was lost, as it is the same material distributed via email prior to the meeting.

The next PPAC meeting is scheduled for Thursday, October 17, 2024, at 3:00 p.m. The meeting adjourned at around 4:25 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	Carmen Rodriguez	<i>present</i>
2	CSEA (appointed by CSEA President)	Ernest Guillen	<i>present</i>
3	Faculty, CHC (appointed by Academic Senate President)	Chis Olivera	<i>present</i>
4	Management Association	Christopher Crew	
5	ASG President or designee, SBVC	Dyami Ruiz-Martinez	
6	Police Officer’s Association	James Quigley	
7	CTA (appointed by CTA)	Jeff Demsky	
8	Faculty, SBVC (appointed by Academic Senate President)	Jessy Lemieux	<i>present</i>
9	Executive Vice Chancellor, Co-Chair	Jose Torres	<i>present</i>
10	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	<i>present</i>
11	Management, CHC (appointed by college president)	Keith Wurtz	
12	Confidential Group	Kelly Goodrich	<i>present</i>
13	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	<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	
17	ASG President or designee, CHC	Vacant	
18	Black Faculty & Staff Association	Veada Benjamin	<i>present</i>