



Policies & Procedures Advisory Committee
Meeting Minutes – November 21, 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

Kristina Hannon started the meeting shortly after 3:00 p.m. No introductions were necessary.

B. Approval of Minutes

1. Confirmation of Quorum

Quorum was confirmed.

2. 10/17/2024

Keith Wurtz made a motion to approve the 10/17/2024 minutes which Jessy Lemieux seconded. The minutes were approved by a unanimous vote.

C. Review of Final Input from Academic Senate – Level 3

1. 4300 Field Trips and Excursions

Keith made a motion which Carmen Rodriguez seconded to move 4300 forward in the process.

- Nohemy shared that conversations are ongoing on the question of individuals that could potentially be considered as chaperones for field trips.*
- Jessy expressed the desire of the SBVC Academic Senate that our processes not become roadblocks for field trips, especially in courses for biology and geology. Nohemy commented that there may be process changes within the college structure outside of this policy that should be reviewed.*
- Carmen shared that LFSAA wanted to make sure the procedures were clear. It was commented that this would be accomplished by the newly added referral to AP 7400.*

The committee voted and approved the motion to move this item to the next step.

D. Review of Feedback from Constituents and Initial Input from Academic Senate – Level 3

1. 4010 Academic Calendar

This item was reviewed and the committee advised of the deletion of the word “traditional” from the first paragraph which was done after this meeting’s materials had been sent out. This deletion is due to SBCCD’s recent adoption of the compressed calendar.

2. 4020 Program, Curriculum, and Course Development

- It was suggested “Latinx” be changed to “Latine.” The “e” is a type of gender-neutral form for Latino/Latina. PPAC will send a recommendation to the HR- DEIAC asking for formalization of the appropriate term to be*

used districtwide. Once that designation has been received, PPAC can take steps to do a bulk change of all SBCCD policies and procedures.

- *CHC Academic Senate asked if there were legal implications for campuses that needed to write curriculum for one of the cultural groups but had no one of that cultural descent. How would SBCCD fulfill this mandate? Nohemy advised she will review this question and report at the next meeting.*

3. 4100 Graduation Requirements

- *In the first paragraph of the BP Keith asked the inclusion of information about non-credit certificates in addition to certificates of achievement and completion, i.e. Job Readiness Skills certificate. This issue was also noted for the AP. Nohemy will investigate incorporating language to this effect into both the BP and AP.*
- *Jessy reported input from the SBVC Academic Senate:*
 - *Recommend consistent use of "Associate in Arts and Associate in Science (AA/AS)" in both AP and BP. This will be revised.*
 - *From Counselor Erica Begg on the first bullet of the AP, how is "Demonstrate competence" defined? Should it be defined in the AP?*
 - *The 5th bullet of the AP beginning "Complete a minimum of general education..." appears to be unfinished and requires editing.*
 - *The requirements listed were a little vague and could perhaps benefit from a more definition under each of the bullet points.*

Nohemy noted this feedback and advised she will review, follow up, and revise the AP as necessary.

4. 4230 Grading and Academic Record Symbols

- *Joe Cabrales confirmed that the SP grade, which Keith had commented on at the last meeting, has always been on the AP, it had just been misaligned. Keith had no further concerns.*
- *On the AP under the heading, "CPL – Credit for Prior Learning," items A.-D. apply to incomplete grades and will be moved under the first I-Incomplete.*

5. 5012 International Students

No comments on 5012.

6. 5035 Withholding of Student Records

PPAC advised the need for easier readability. Bullet points will be added to promote clarity.

7. 5055 Enrollment Priorities

Jessy shared that there is duplicative language that needs to be stricken from the AP section on Appeal of Loss of Enrollment Priority. This will be done.

8. 5530 Student Rights and Grievances

- *Carmen provided the following feedback:*
 - *Staff was requested to correct misspelling of “viled” to filed. This will be done.*
 - *From the Chat - Can a contact phone number or email be added to the 3rd bullet on the first page of the AP?*
 - *Under Informal Resolution, does the term “Deans of Student Services” include Associate Deans? Kristina advised she will research and clarify if Associate Deans can serve in the capacity of “Grievance Officer.”*
- *Jessy shared feedback from the Senate:*
 - *On the 2nd bullet of the AP regarding Non-Academic Grievances, free speech and protest should be addressed.*
 - *Regarding the new language under Appeals that says, “The decision of the Chancellor shall be final.” It was suggested that there should also be an additional higher-level committee instead of just the Chancellor if the Grievance Hearing Committee cannot come to a consensus, particularly if the issue is related to free speech or politics. The higher-level committee might include students and faculty. Christopher Crew offered his input that a committee of students and faculty might be impacted by the power dynamic, causing an even larger impediment to consensus. Committee members discussed this feedback from different viewpoints. It is anticipated that there will be further Academic Senate input at the next meeting.*

These items will be sent via teams for final Academic Senate sharing and input at the next meeting. PPAC members were encouraged to submit feedback via email to assist staff with accurately capturing recommendations and input.

E. Feedback from Constituents and Academic Senate - Level 2

Keith made a motion to approve these items for a Level 1 review which Christopher seconded.

1. 3250 Institutional Planning

Nohemy commented that some of the language in red was taken from the CCLC. There were no further comments and the motion was approved.

F. New Chapter Lead Recommendations

1. Level 1 (information only)
 - i. 2110 Vacancies
 - ii. 2315 Closed Sessions
 - iii. 2325 Teleconferenced Meetings
 - iv. 2710 Conflict of Interest
 - v. 2740 Board Education

There was no further discussion and the motion was approved by a unanimous vote.

2. Level 2 (minor review)

Keith made a motion to approve these items for a Level 2 review which Carmen seconded.

i. 3100 Organizational Structure

Kristina drew committee member attention to the fact that AP 3100 is brand new as there have been discussions on when something like this would materialize.

- ii. 3505 Emergency Response Procedures
- iii. 3510 Workplace Violence
- iv. 3720 Computer and Network Use

PPAC members were advised that the following section had been added to AP 3720 after the materials had been sent out.

TRAINING

All employees must complete annual cybersecurity training to ensure compliance with security protocols and safeguard the district's digital assets.

- v. 6520 Security for District Property
- vi. 6620 Naming of Buildings
- vii. 6700 Civic Center & Other Facilities Use
- viii. 7232 Classification Review

Kristina pointed out the additional definitions in AP 7232.

ix. 7600 District Police

There was no further discussion and the motion was approved by a unanimous vote.

3. Level 3 (extensive review)

- i. 4227 Repeatable Courses
- ii. 5020 Nonresident Tuition
- iii. 5070 Attendance Accounting
- iv. 7150 Evaluation

Keith asked if evaluating managers in DEIA should be included in this AP as it is now part of Ed Code. After some discussion, it was decided that the following language will be added under the Evaluation Report section:

9. An assessment of how the manager has shown a sensitivity to and responsiveness to the needs of diverse populations.

These items were approved by consensus for a Level 3 review.

G. Changes from BOT 1st Read to Final Approval

1. 2510 Participation in Local Decision-Making

- Committee members were advised of the changes made to BP 2510 after it was pulled from BOT first read in May. The additional header and two sentences reinforce the role of the Board; all other language remains intact. The edits were made after researching other APs throughout the state, as well as statewide Academic Senate language and the green language is similar to what was in other documents.*
- Jessy asked where the Senate could address the changes if desired. Kristina advised that if it is the Senate's will, the opportunity would be at the December Board meeting where 2510 will appear as a first read. [Note: Today's meeting materials indicate a 12/13/2024 final approval of 2510, but this will be updated to reflect a 12/13/2024 repeat first read.]*

Board of Trustees

The Board of Trustees shall comply with Title 5 §53200 (d) and shall develop policies on academic and professional matters.

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for action under which the District is governed and administered. *The Governing Board has the final say and is never prohibited from taking action on matters.*

H. On the November 14, 2024 BOT Agenda

1. BOT 1st Read

~~-3720 Computer and Network Use~~

-3725 Information and Communications Technology Accessibility & Acceptable Use

-3726 Information Security Data Classification

-3727 Information Security Access Control

-3728 Information Security Physical Security

-3729 Information Security Logging & Monitoring

-3730 Information Security Remote Access

-3731 Information Security Internally Developed Systems Change Control

-3732 Information Security: Security Incident Response

-3733 Information Security: Security Secure Operations

-3734 Information Security: Network Security

-3735 Information Security Disaster Recovery

-3736 Information Security Cloud Storage

-3737 Information Security Payment Card Industry Requirements

-5030 Fees

-5075 Course Adds, Drops, and Withdrawals

-6925 Refreshments or Meals Served at Meetings and District Events

2. BOT Final Approval

-2015 Student Trustees

-2355 Decorum

-2430 Delegation of Authority to the Chancellor

-2715 Code of Ethics/Standards of Practice

-2731 Trustee Emeritus

- 5500 Standards of Student Conduct

There was no discussion of this information.

I. Adjournment & Next Meeting

It was decided to move the next PPAC meeting from its originally scheduled date to occur one week earlier on Thursday, 12/12/2024 at 3:00 p.m. The meeting adjourned at approximately 4:45 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	present
2	CSEA (appointed by CSEA President)	Cassandra Windhausen	present
3	Faculty, CHC (appointed by Academic Senate President)	Chis Olivera	present
4	Management Association	Christopher Crew	present
5	ASG President or designee, SBVC	Dyami Ruiz-Martinez	
6	Police Officer's Association	James Quigley	
7	CTA (appointed by CTA)	Jeff Demsky	present
8	Faculty, SBVC (appointed by Academic Senate President)	Jessy Lemieux	present
9	Executive Vice Chancellor, Co-Chair	Jose Torres	present
10	Management, CHC (appointed by college president)	Keith Wurtz	present
11	Confidential Group	Kelly Goodrich	present
12	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	present
13	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyearn	present
14	Management, SBVC (appointed by college president)	Ray Carlos	
15	Asian Pacific Islanders Association	Rejoice Chavira	
16	Black Faculty & Staff Association	Veada Benjamin	present
17	ASG President or designee, CHC	Thalia Radillo	
18	Classified, CHC (appointed by Classified Senate President)	Veronica Arrowood (proxy)	present