



Policies & Procedures Advisory Committee  
**Meeting Minutes – December 12, 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. Written comments from the SBVC Academic Senate were shared with the group via Zoom Chat.*

**B. Approval of Minutes**

1. Confirmation of Quorum

*Quorum was confirmed.*

2. 11/21/2024

*Chris Olivera made a motion to approve the 11/21/2024 minutes which Keith Wurtz seconded. The motion was approved by a unanimous vote.*

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

1. ~~4010 Academic Calendar \*~~
2. ~~4020 Program, Curriculum, and Course Development \*~~
3. 4100 Graduation Requirements for Degrees and Certificates
4. 4230 Grading Academic Record Symbols
5. 5012 International Students
6. 5035 Withholding of Student Records
7. 5055 Enrollment Priorities
8. 5530 Student Rights and Grievances

*Chris O. and Jessy Lemieux confirmed that neither Academic Senate had any further feedback on these items. Keith made a motioned which Carmen Rodriguez seconded to move all items forward in the process. The vote was unanimously approved.*

*\*Note to committee – further chapter lead review occurred based on feedback from the prior meeting that had not yet been incorporated. 4010 and 4020 will return next year with those changes for a final PPAC review.*

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

1. 4227 Repeatable Courses
2. 5020 Nonresident Tuition
3. 5070 Attendance Accounting
4. 7150 Evaluation

*There was no initial feedback on these items. They will return to the PPAC agenda on 2/20/2024 at which time the committee will hear final input from the Academic Senates.*

**E. Feedback from Constituents and Academic Senate - Level 2**

1. 3100 Organizational Structure
2. 3505 Emergency Response Procedures
3. 3510 Workplace Violence
4. 3720 Computer and Network Use
5. 6320 Investments
6. 6520 Security for District Property
7. 6620 Naming of Buildings
8. 6700 Civic Center & Other Facilities Use
9. 7232 Classification Review
10. 7600 District Police

*The SBVC Academic Senate made a request to extend the Level 2 review until the next meeting since this month's PPAC meeting was moved up one week. Based on committee discussion as to the urgency of each item, a motion was made by Kelly Goodrich to table items 1-8 until the February 2025 meeting, but to move forward items 7232 Classification Review and 7600 District Police through the process. To answer an SBVC Academic Senate question about 7600 District Police and the term "Military Equipment," it was explained that the equipment being referenced was already in use by the campuses, but that regulatory changes were now requiring the items be classified as "Military Equipment" and regularly reported on. In addition, any future purchases of such equipment requires Board approval. Chris O. and Jessy felt comfortable that their Academic Senates had no further concerns with 7600. The motion was passed by a unanimous vote.*

#### **F. New Chapter Lead Recommendations**

1. Level 1 (information only)  
  
None
2. Level 2 (minor review)
  - i. 7340 Leaves
  - ii. 7346 Employees Called to Military Duty

*Jessy made a motion to approve these items for a Level 2 review which Carmen seconded. The motion passed by a unanimous vote.*

3. Level 3 (extensive review)
  - i. 4222 Remedial Courses
  - ii. 5130 Financial Aid
  - iii. 5220 Shower Facilities for Homeless Students
  - iv. 5510 Off-Campus Student Organizations

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

#### **Additional Agenda Item – 2510 Participation in Decision Making**

*Kristina introduced this topic even though it was not on the agenda since it was a subject of concern touched on in the SBVC Academic Senate Report. She recalled for the committee that this AP had been through the AP2410/PPAC process but had been pulled from the BOT first read on May 9 in open session.*

*SBVC Academic Senate felt the language incorporated by the BPPAC on 11/13/2024 (shown in green), which was shared with the PPAC on 11/21/2024 was not consistent with the “spirit of shared (participatory) government,” and would like the item pulled from the 12/13/2024 Board agenda so that it could have a second read at the Academic Senate before final Board approval.*

*Davena Burns-Peters commented as a guest at the meeting from a faculty perspective. While the BOT does have a responsibility and a role, the proposed wording of the new language might be construed to negate all the additional language being added (shown in red). She commented that the role and responsibility could be stated in less authoritative language that indicates the trustees have the final decision and will act in good faith in the participatory governance process.*

*Kristina verified that the language was researched and meant to provide definition of the Board’s role; it was not meant to be harsh. This is language that is in Title 5.*

*The timing of the changes made, along with the move of the PPAC from December 19 to December 12 did not allow enough time for proper Senate review and feedback.*

*Various other language was discussed. Ray Carlos commented on the difference between policy and value statements – from his perspective, simple language can often provide more clarity.*

*Kristina accepted a motion from Jessy to recommend to the BOT that 2510 be pulled from the December 13 Board agenda and sent back through the PPAC process. Carmen seconded the motion, which was unanimously approved by a roll call vote.*

*Kristina thanked the committee for their work and conversation and advised she will communicate this recommendation to the Chancellor.*

#### **G. Adjournment & Next Meeting**

*Blake Bonnet joined the meeting and gave further details as to the equipment being referenced as military equipment – it includes Colt Semiautomatic Patrol Rifles and Remington 870 Bena Bag Shotguns.*

*The next scheduled meeting of PPAC is Thursday, 02/20/2024 at 3:00 p.m. The meeting adjourned at approximately 4:15 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	absent
6	Police Officer's Association	James Quigley	absent
7	CTA (appointed by CTA)	Jeff Demsky	present
8	Faculty, SBVC (appointed by Academic Senate President)	Jessy Lemieux	present
1	Executive Vice Chancellor, Co-Chair	Jose Torres	absent
2	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	present
3	Management, CHC (appointed by college president)	Keith Wurtz	present
4	Confidential Group	Kelly Goodrich	present
5	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	present
6	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyean	present
7	Management, SBVC (appointed by college president)	Ray Carlos	present
8	Asian Pacific Islanders Association	Rejoice Chavira	absent
9	Black Faculty & Staff Association	Veada Benjamin	present
10	ASG President or designee, CHC	Thalia Radillo	absent