



Policies & Procedures Advisory Committee
Meeting Minutes – February 20, 2025, 3:00 p.m.
Via Zoom: <https://sbccd-edu.zoom.us/j/84099644793>
Or Dial-In: 669-900-6833 | Meeting ID: 840 996 447 93

I. Welcome & Introductions

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

II. Confirmation of Quorum

1. Confirmation of Quorum

III. Approval of the Minutes – 12/12/2024

Christopher Crew made a motion to approve the 12/12/2024 minutes which Jessy Lemieux seconded. The motion was approved by a unanimous vote.

A. New Chapter Lead Recommendations

1. Level 1 - Information Only
 - i. 2015 Student Trustees
 - ii. 2340 Agendas
2. Level 2
 - i. 3430 Prohibition of Harassment
 - ii. 3501 Campus Security and Access
 - iii. 3530 Weapons on Campus
 - iv. 6610 Local, Minority, Women, and Veteran Owned Enterprise Program
 - v. 7240 Confidential Employees
3. Level 3
 - i. 5500 Standards of Student Conduct
 - ii. 5075 Course Adds, Drops, and Withdrawals

Brandi Bailes voiced concerns about the level 2 review schedule and non 10+1 designation regarding 3430 Prohibition of Harassment. The concern regarded the extensive amount of deletions to language that was previously reviewed in 2020. Kristina explained that changes to 3430 were made based on changes to Title IX on a Federal level that SBCCD has to comply with and 3430 is an overarching item that impacts all employees, it would not necessarily be designated as a 10+1 item. Discussion took place to take additional time to review the policy, due to Spring Break, and to designate 3430 Prohibition of Harassment as a 10+1 item.

Brandi Bailes made a motion to move 3430 Prohibition of Harassment to a level 3 review schedule from a level 2 review schedule, which Jessy Lemieux seconded. The motion did not pass with a vote of 6 to 5.

Yes – Brandi Bailes, Ernest Guillen, Jessy Lemieux, Karen Peterson, and Keith Wurtz

No – Ray Carlos, Christopher Crew, Kristina Hannon, Stephanie Lewis, Carmen Rodriguez, and Nathan Yearyean
Abstentions - Raquel Perez

Kristina added that since 3430 Prohibition of Harassment will remain on a level 2 review schedule, the constituency groups are welcome to provide feedback after the next PPAC meeting if more time is needed to review this item.

Additionally, the Office of Human Resources can participate in consistency group meetings to further answer questions and clarify language.

A regular vote took place to affirm the review levels of items A.1.-A.3. and to continue moving all items through the review process. Keith Wurtz made a motion to affirm review levels and continue moving A.1. -A.3. through the review process which was seconded by Carmen Rodriguez. The motion was approved by majority vote.

B. Information Only – Level 1

None

C. 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. 7340 Leaves
10. 7346 Employees Called to Military Duty

Christopher Crew made a motion to approve the review of feedback and continue to move items C.1-10 through the review process. The motion was seconded by Keith Wurtz. The motion was approved by majority vote.

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

1. 4222 Remedial Coursework
2. 5130 Financial Aid
3. 5220 Shower Facilities for Homeless Students
4. 5510 Off-Campus Student Organizations

Items D.1-4 will be reviewed by Academic Senate for initial input and discussion of that input will take place at the next PPAC meeting.

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

1. 2510 Local Decision Making
2. 4020 Program, Curriculum, and Course Development
3. 4100 Graduation Requirements for Degrees and Certificates
4. 4227 Repeatable Courses
5. 5070 Attendance

PPAC received feedback supported by both Academic Senates for Item E.1, 2510 Local Decision on 2/20/25. The feedback will be reviewed, incorporated, and discussed at the next

PPAC meeting. Item E.1 will be pulled from the vote for the Academic Senate feedback to be incorporated.

Keith Wurtz made a motion to approve the review of feedback and move items E. 2-5 on through the review process. The motion was seconded by Christopher Crew. These items were approved by consensus.

F. Adjournment & Next Meeting

Due to concerns of the next scheduled PPAC meeting being held during Spring Break, the committee will vote on the best date to meet in March.

The meeting adjourned at approximately 4:20 p.m.

Not Approved

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 Ernest Guillen	present
3	Faculty, CHC (appointed by Academic Senate President)	Brandi Bailes	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	
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	Raquel Perez	present
12	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	present
13	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyean Sarah Yearyean	present
14	Management, SBVC (appointed by college president)	Ray Carlos	present
15	Asian Pacific Islanders Association	Bethany Tasaka	
16	Black Faculty & Staff Association	Stephanie Lewis Veada Benjamin	present
17	ASG President or designee, CHC	Thalia Radillo	
18	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	present
13			

Guests:

Blake Bonnet

Veada Benjamin

Nohemy Ornelas

Tiffany Guevara

Not Approved