

BPAP Meeting Minutes 3/21/2025 - Approved 04/04/2025

1. Call to Order 11:03 a.m.

Members Present:

Dan Le Guen-Schmidt, Executive Committee

Liz Auchincloss, Classified Staff

Linda Esparza Dozer, Advancing Leadership Association

Paulmena Kelly, Confidential Staff

Michael Medel, Advancing Leadership Association

Kim Monda, Academic Senate

Joshua Ramirez, Academic Senate

Daniel Spitz, Faculty Representative

Members Absent:

Keller Magenau, Chair, non-voting

Paloma Arnold, Executive Committee

Christopher Johnson, Advancing Leadership Association

Valdas Karalis, Classified Staff

Jason Thornell, Classified Staff

Bruce Tan, Associated Student Government

Cornelia Alsheimer-Barthel*, Faculty Association, non-voting

2. Approval of Minutes of February 21, 2025

a. Draft BPAP Minutes - 02/21/25

M/S/C (Esparza Dozer/Medel) to approve the minutes of February 21, 2025.

3. Information

a. Feedback on Revisions Form

- i. This form is a tool to summarize and submit feedback from constituent groups. Submissions will come to BPAP for discussion.

4. **Action**

- a. The following policies and procedures contain revisions that have been reviewed by constituent groups and are proposed for a vote to recommend to the Board of Trustees and/or Superintendent/President.

- i. AP 2110 Vacancies on the Board
- ii. AP 4040 Library Services
- iii. AP 7126 Background Checks
- iv. AP 7127 Restrictions Governing the Employment of Applicants with Criminal Records (NEW)

M/S/C (Monda/Esparza Dozer) to recommend AP 2110 and AP 4040 to the Superintendent/President for approval. AP 7126 and AP 7127 were held back for further review by the Chapter Lead and will return for action at the next meeting.

Board Policies and Administrative Procedures Committee

5. Discussion

a. Draft BP/AP Process Chart

Liz Auchincloss, representing Classified staff, asked that constituent groups be notified of any significant revisions made by the Superintendent/President before approving an AP.

b. AP 2410 Board Policies and Administrative Procedures

This AP is out of date. We need to revise in order to codify new practice. There are draft/proposed changes here for discussion and decision about how best to proceed. This is a priority item in order to ratify the processes of this committee. The corresponding BP is being reviewed by the Board's Policy Subcommittee. Members will review the suggested revision and discuss recommendations at a future meeting.

c. Review membership for 2025-2026 to finalize by May.

6. **Legal Updates**

The following drafts are presented for distribution to constituent groups. Relevant information for each draft is contained in the attached cover sheets. **Feedback Due April 11 for April 18 vote.**

1. AP 3510 Workplace Violence / BP 3510 Workplace Violence

7. **Scheduled Review**

The following drafts are presented as part of the scheduled review of Chapters 4 & 5. **Feedback Due April 11 for April 18 vote.**

1. AP 4010 Academic Calendar - This item was held for the next meeting to allow for introduction by the Chapter Lead.

2. AP 4232 Pass/No Pass

3. AP 4231 Grade Changes

8. **Proposed Review**

The following policies and procedures have been proposed for revision outside of the continuous review cycle.

1. None ready for BPAP.

9. Returned to Chapter Leads

1. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

2. AP 3721 Email

3. AP 2710 Conflict of Interest

10. Report Out - Approval/Adoption

In Progress

a. BP 2015 Student Trustee

BP 2310 Regular Meetings of the Board

BP 2355 Decorum

Board Policies and Administrative Procedures Committee

- BP 3420 Equal Employment Opportunity
- BP 7120 Recruitment and Selection
 - i. Approved by BPAP 11/1/2024
 - ii. Policy Subcommittee 12/02/2024
 - iii. Board first read 02/20/2025
 - iv. Board second read and adoption 03/20/2025
 - v. Posted on the website ____
- b. BP 5050 Student Equity and Achievement Program
 - i. Approved by BPAP 11/1/2024
 - ii. Policy Subcommittee 12/02/2024
 - iii. Board first read 02/20/2025
 - iv. Board second read and adoption ____ (sent back to PS)
 - v. Posted on the website ____
- c. BP 2430 Delegation of Authority to the Superintendent/President
 - i. Policy Subcommittee did not take action 02/18/2025
 - ii. Board first read ____
 - iii. Board second read and adoption ____
 - iv. Posted on the website ____
- d. BP 2110 Vacancies on the Board
BP 2350 Speakers
BP 2315 Closed Session
BP 2432 Superintendent/President Succession
BP 3250 Institutional Planning
BP 4250 Notice, Pause, and Readmission
BP 7160 Professional Development
BP 7340 Leaves
 - i. Policy Subcommittee recommended 2/18/2025
 - ii. Board first read 03/20/2025
 - iii. BPAP review and feedback ____
 - iv. Board second read and adoption ____
 - v. Posted on the website ____
- e. BP 3445 Animals on Campus
 - i. Approved by BPAP 02/21/2025
 - ii. Policy Subcommittee 04/07/2025
 - iii. Board first read ____
 - iv. Board second read and adoption ____
 - v. Posted on the website ____

Completed

- f. Minor/Non-Substantive Legal Updates
 - i. Approved by BPAP 10/4/2024
 - ii. Updated on the website 10/28/2024
 - iii. Agendized as information at CPC ____
- g. AP 3415 Immigration Enforcement Activities

Board Policies and Administrative Procedures Committee

- i. Approved by BPAP 10/18/2024
 - ii. Approved by Superintendent/President 10/31/2024
 - iii. Posted on the website 11/1/2024
 - iv. Agendized as information at CPC ____
- h. AP 5700 Intercollegiate Athletics
 - i. Approved by BPAP 11/1/2024
 - ii. Approved by Superintendent/President 03/19/2025
 - iii. Posted on the website 03/19/2025
 - iv. Agendized as information at CPC ____
- i. AP 3540 Sexual and Other Assaults on Campus
 - i. Approved by BPAP 11/15/2024
 - ii. Approved by Superintendent/President 11/25/2024
 - iii. Posted on the website 11/25/2024
 - iv. Agendized as information at CPC ____
- j. AP 3445 Animals on Campus
 - i. Approved by BPAP 02/21/2025
 - ii. Approved by Superintendent/President 03/19/2025
 - iii. Posted on the website 03/19/2025
 - iv. Agendized as information at CPC ____

11. Items for Future Consideration

- a. AP 2410 Board Policies and Administrative Procedures
- b. BP 4100 Graduation Requirements for Degrees and Certificates
- c. BP 5010 Admissions and Dual (Concurrent) Enrollment

12. Meeting Schedule

Fall 2024: 1st and 3rd Fridays, 11:00am-12:30pm

~~September 20: Organizational Meeting~~

~~October 4~~

~~October 18~~

~~November 1~~

~~November 15~~

~~December 6 – canceled due to schedule conflict~~

Fall Legal Update #45 received November 2024

Spring 2025: 1st and 3rd Fridays, 11:00am-12:30pm

~~January 24~~

~~February 7 – cancelled~~

~~February 21~~

~~March 7 – cancelled~~

March 21

April 4

April 18

Board Policies and Administrative Procedures Committee

May 2

May 16

Review membership for 2025-2026 to finalize by May
Spring Legal Update to be completed by June

13. Adjournment

The meeting was adjourned at 11:27 p.m.