

**BPAP Meeting Minutes 11/15/2024 - Approved 01/24/25**

- I. Call to Order - 11:12 p.m.
  - Keller Magenau, Chair, non-voting
  - Liz Auchincloss, Classified Staff (remote)
  - Valdas Karalis, Classified Staff (remote)
  - Jason Thornell, Classified Staff
  - Paulmena Kelly, Confidential Staff
  - Joshua Ramirez, Academic Senate
  - Kim Monda, Academic Senate (remote)
  - Daniel Spitz, Faculty Representative
  - Linda Esparza Dozer, Advancing Leadership Association
  - Christopher Johnson, Advancing Leadership Association
  - Michael Medel, Advancing Leadership Association
  - Bruce Tan, Associated Student Government
  - Cornelia Alsheimer-Barthel\*, Faculty Association, non-voting

Members Absent:

  - Dan Le Guen-Schmidt, Executive Committee
  - Dean Nevins, Executive Committee
  
- II. Approval of Minutes of November 1, 2024
  - a. BPAP Minutes - 11/1/2024
    - M/S/C (Medel/Ramirez)** to approve the minutes with two minor amendments.
    - The motion passed unanimously.
  
- III. Public Comment
  - Limited to 3 minutes per speaker and 15 minutes total
  
- IV. Information
  - a. **Attachments for review prior to meeting:**
    - i. See V. Action for approval (as a reminder, any member can pull an item from the consent agenda at the meeting).
  - b. 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.
  
- V. Action
  - a. The following policies and procedures contain **substantive legal updates** that have been reviewed by constituent groups and are proposed for a vote to recommend to the Superintendent/President and/or Board of Trustees.
    1. AP 3540 Sexual and Other Assaults on Campus
    2. BP 7340 Leaves

**M/S/C (Kelly/Ramirez)** to recommend AP 3540 to the Superintendent/President and BP 7340 to the Board of Trustees.

- b. Establish January 2025 meeting date: Jan. 17 or 24  
No action was taken

VI. Returned to Chapter Leads

- 3. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

VII. Discussion

- a. Clarify pathway for Board Policy updates
  - i. BP 2015 Student Trustee
  - ii. See also: XI. Out for Feedback  
Dr. Magenau suggested a more streamlined route for Board Policies so that drafts come from the Chapter Lead to the Policy Subcommittee before being reviewed by BPAP. There were no objections. Dr. Monda noted that policies and procedures with implications for working conditions or 10+1 may have a longer initial review process that involves governance group leaders in conjunction with Chapter Leads.
- b. **ADDED item: revision to AP 3721 Email (NEW)**  
Members discussed additional concerns, such as the policy for temporarily disabling accounts while staff is on leave and intellectual property rights within District email accounts. It was agreed to add comments and questions to the draft document no later than 11/26 and return it to the Chapter Lead. Kim Monda, Past President of the Academic Senate, noted that the next chance for constituent feedback from faculty will be the end of January 2025 once the Spring semester begins.

VIII. Substantive **Legal Updates**

The following drafts are presented for distribution to constituent groups. Relevant information for each draft is contained in the attached cover sheets.

- 1. None ready for BPAP

IX. **Scheduled Review**

The following drafts are presented as part of the scheduled review of Chapters 4 & 5.

- 1. None ready for BPAP.

X. **Proposed Review**

The following policies and procedures have been proposed for revision outside of the continuous review cycle. **Feedback Due 12/6/24 for email vote.**

- 1. AP 3721 Email (NEW)--**PULLED**
- 2. BP 3445 and AP 3445 Animals on Campus  
Members will distribute BP/AP 3445 for constituent feedback and submit any questions regarding content to the Chapter Lead.

Board Policies and Administrative Procedures Committee

XI. Out for Feedback

The following **substantive legal updates** are currently being reviewed by constituent groups and will return to BPAP once feedback has been collected and considered by Chapter Leads. **Feedback Due 11/22/24 for email vote.**

1. AP 2710 Conflict of Interest
2. BP 2430 Delegation of Authority to the Superintendent/President
3. BP 2432 Superintendent/President Succession
4. BP 3250 Institutional Planning
5. BP 7160 Professional Development

XII. Report Out - Approval/Adoption

- a. AP 5700 Intercollegiate Athletics
  - i. Approved by BPAP 11/1/2024
  - ii. Approved by Superintendent/President \_\_\_\_
  - iii. Posted on the website \_\_\_\_
- b. BP 2015 Student Trustee  
BP 2310 Regular Meetings of the Board  
BP 2315 Closed Session  
BP 2355 Decorum  
BP 3420 Equal Employment Opportunity  
BP 5050 Student Equity and Achievement Program  
BP 7120 Recruitment and Selection
  - i. Approved by BPAP 11/1/2024
  - ii. Policy Subcommittee 12/2/2024
  - iii. Board first reading \_\_\_\_
  - iv. Board second reading and adoption \_\_\_\_
  - v. Posted on the website \_\_\_\_

XIII. Items for Future Consideration

- a. AP 2410 Board Policies and Administrative Procedures

XIV. 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 17 - tentative*

Board Policies and Administrative Procedures Committee

February 7  
February 21  
March 7  
March 21  
April 4  
April 18  
May 2  
May 16

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

XV. Adjournment - 12:26 p.m.