

BPAP Meeting Minutes 2/21/2025 - Approved 03/21/2025

1. Call to Order - 11:03 a.m.
 - Keller Magenau, Chair, non-voting
 - Dan Le Guen-Schmidt, Executive Committee
 - Paloma Arnold, 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
 - Jason Thornell, Classified Staff
 - Bruce Tan, Associated Student Government
 - Cornelia Alsheimer-Barthel*, Faculty Association, non-voting

Members Absent:

 - Christopher Johnson, Advancing Leadership Association
 - Valdas Karalis, Classified Staff
2. Approval of Minutes of January 24, 2025
 - a. Draft BPAP Minutes - 1/24/25
M/S/C (Esparza Dozer/Kelly) to approve the minutes of 1/24/2025. The motion passed unanimously.
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. BP 3445 Animals on Campus
 - ii. AP 3445 Animals on Campus
M/S/C (Le Guen-Schmidt/Esparza Dozer) to recommend BP 3445 Animals on Campus to the Board of Trustees and AP 3445 Animals on Campus to the Superintendent/President. The motion passed unanimously.
5. Discussion
 - a. AP 2410 Board Policies and Administrative Procedures

Board Policies and Administrative Procedures Committee

This AP is out of date.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.

Dr. Magenau introduced the need to update both BP and AP 2410 to reflect current and improved practices. The draft shared here is in progress and open for consideration by members of the committee. Members discussed some guiding principles for revising the procedure and outlined which areas need further development.

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 March 14 for March 21 vote**

1. AP 2110 Vacancies on the Board

Dr. Magenau noted one change in addition to the legal update, requiring that an applicant for a vacancy must be a resident in the Trustee area of the vacancy.

7. Scheduled Review

The following drafts are presented as part of the scheduled review of Chapters 4 & 5. **Feedback Due March 14 for March 21 vote**

1. AP 4040 Library Services

Ellen Carey, Library Department Chair, presented draft revisions to AP 4040 and answered questions from members regarding philosophies behind the changes. Minor edits were suggested to call out the procedure's alignment with professional standards.

8. Proposed Review

The following policies and procedures have been proposed for revision outside of the continuous review cycle. **Feedback Due March 14 for March 21 vote**

1. AP 7126 Background Checks

2. AP 7127 Restrictions Governing the Employment of Applicants with Criminal Records (NEW - no previous version or template)

9. Returned to Chapter Leads

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

2. AP 3721 Email (NEW)

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

Board Policies and Administrative Procedures Committee

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 read 2/20/2025
 - iv. Board second read and adoption ____
 - v. Posted on the website ____
- b. BP 2430 Delegation of Authority to the Superintendent/President
- i. Policy Subcommittee forwarded to full Board for discussion/first read
 - ii. Board first read March
 - iii. Board second read and adoption ____
 - iv. Posted on the website ____
- c. BP 2210 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 March
 - iii. BPAP review and feedback ____
 - iv. Board second read and adoption ____
 - v. Posted on the website ____

Completed

- d. 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 ____
- di. AP 3415 Immigration Enforcement Activities
- 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 ____
- dii. AP 5700 Intercollegiate Athletics
- i. Approved by BPAP 11/1/2024
 - ii. Approved by Superintendent/President ____
 - iii. Posted on the website ____
 - iv. Agendized as information at CPC ____
- diii. AP 3540 Sexual and Other Assaults on Campus

Board Policies and Administrative Procedures Committee

- 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 ____

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

May 2

May 16

Review membership for 2025-2026 to finalize by May

Spring Legal Update to be completed by June

13. Adjournment - 12:09 p.m.