

BPAP Meeting Minutes 11/1/2024 - Approved 11/15/24

I. Call to Order - 11:04 a.m.

Members Present:

Keller Magenau, Chair, non-voting

Dean Nevins, Executive Committee

Dan Le Guen-Schmidt, Executive Committee

Liz Auchincloss, Classified Staff

Jason Thornell, Classified Staff

Valdas Karalis, Classified Staff (remote)

Paulmena Kelly, Confidential Staff

Joshua Ramirez, Academic Senate

Kim Monda, Academic Senate (remote)

Daniel Spitz, Faculty Representative

Linda Esparza Dozer, Advancing Leadership Association

Michael Medel, Advancing Leadership Association (remote)

Bruce Tan, Associated Student Government

Cornelia Alsheimer-Barthel*, Faculty Association, non-voting (remote)

Members Absent:

Christopher Johnson, Advancing Leadership Association

II. Approval of Minutes of October 18, 2024

a. BPAP Minutes - 10/18/2024

M/S/C (Kelly/Auchincloss) to approve the minutes with one amendment. The motion passed unanimously.

III. Public Comment

Limited to 3 minutes per speaker and 15 minutes total

Dan Le Guen-Schmidt made a public comment.

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).

Dr. Kim Monda, Past President of the Academic Senate, requested that agendas be posted sooner to allow time to review the attachments if there are items that require a substantive amount of time to review in advance of 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.

c. Resources provided to students per AP 3415 Immigration Enforcement Activities

- i. Legal Resources & Information for Dreamers and Undocumented Students
- V. Action (**Note:** deadline for recommended BPs to make the next Board agenda is Nov. 8)
- 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. BP 2015 Student Trustee
 - 2. BP 2310 Regular Meetings of the Board
 - a. Questions by Classified staff members regarding public comments at Board meetings were answered by Liz Auchincloss, CSEA President.
 - 3. BP 2315 Closed Session
 - 4. BP 2355 Decorum
 - 5. BP 3420 Equal Employment Opportunity
 - 6. BP 5050 Student Equity and Achievement Program
 - 7. AP 5700 Intercollegiate Athletics
 - 8. BP 7120 Recruitment and Selection
 - a. The Advancing Leadership Association (ALA) asked for clarification on required minimum qualifications for Academic employees as described in BP 7120 vs. AP 7211.
 - b. Members discussed whether to pull this BP from the consent agenda until the question is answered or move forward with the legal update. Dan Le Guen-Schmidt, Vice President of Human Resources, responded to the question to confirm that the requirements in AP 7211 do not supersede the minimum qualifications referred to in BP 7120.
 - c. **M/S/C (Kelly/Esparza Dozer)** to recommend items 1-8 to the Superintendent/President and Board of Trustees for approval. The motion passed unanimously.
 - d. AP 5700 will go to Dr. Endrijonas for final approval, while the BPs will go to the Board via the President's Office. Dr. Magenau noted that the Policy Subcommittee is not addressed in any Board policies and has been inconsistent in how it functions. Dr. Endrijonas will advise on the next steps for these BPs.
 - b. The December 6 BPAP meeting now conflicts with an employee holiday event. The meeting is proposed to be rescheduled to Friday, December 13 from 11:00-12:30 p.m.
 - i. Members discussed conflicts with the proposed date and also noted that faculty are off contract during the 1/17/25 meeting. Faculty representatives will discuss their ability to meet before the semester begins and will report back.

- ii. **M/S/C (Auchincloss/Esparza Dozer)** to cancel the 12/6/24 BPAP meeting. The motion passed with one abstention.

VI. Discussion

- a.

VII. Substantive **Legal Updates**

- a. The following drafts are presented for distribution to constituent groups. Relevant information for each draft is contained in the attached cover sheets. **Feedback Due 11/22/24 for 12/6/24 BPAP Meeting.**
 - i. Dr. Magenau confirmed that the due date will remain 11/22/24 and a summary of recommended changes will be sent to members in lieu of the 12/6/24 meeting. An asynchronous vote may be called for any items that do not require discussion.
 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

VIII. **Scheduled Review**

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

1. None ready for BPAP.

IX. **Proposed Review**

The following policies and procedures have been proposed for revision outside of the continuous review cycle. **Feedback Due 11/22/24 for 12/6/24 BPAP Meeting.**

1. AP 3721 Email (NEW) - drafted by the Chapter Lead and reviewed by the Executive Committee
 - a. Dr. Dean Nevins, Executive Director of IT, introduced a proposed email procedure that has been reviewed by the Executive Committee and District Technology Committee. This AP establishes that District email belongs to the College, and outlines procedures for emeritus accounts and proxy access.
 - b. Dr. Cornelia Alsheimer-Barthel, representing the Faculty Association, suggested that the statement regarding public access to personal devices was too broad and questioned its accuracy. Dr. Nevins confirmed that personal devices are subject to public access when messages relate to College business.
 - i. Members agreed to bring suggestions to the 11/15/24 meeting to clarify that statement before distributing an updated draft to constituents.

X. Out for Feedback

Board Policies and Administrative Procedures Committee

The following drafts are currently being reviewed by constituent groups and will return to BPAP once feedback has been collected and considered by Chapter Leads. **Feedback Due 11/8/24 for 11/15/24 BPAP Meeting.**

1. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies
2. AP 3540 Sexual and Other Assaults on Campus
3. BP 7340 Leaves
 - a. There is currently no AP 7340 to establish procedures related to leaves.

XI. Approval/Adoption

- a. Minor/Non-Substantive Legal Updates
 - i. Approved by BPAP 10/4/2024
 - ii. Updated on the website 10/28/2024
 - iii. To be agendized as information at CPC 11/19/2024
- b. 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

XII. Items for Future Consideration

- a. BP 2410 Board Policies and Administrative Procedures
- b. AP 2410 Board Policies and Administrative Procedures

XIII. 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

Fall Legal Update to be completed by December

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

January 17 - *tentative*

February 7

February 21

March 7

March 21

April 4

April 18

May 2

May 16

Board Policies and Administrative Procedures Committee

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

XIV. Adjournment - 12:15 p.m.