

BPAP Meeting Minutes 04/18/2025 - Approved 5/16/2025

1. Members

Keller Magenau, Chair, non-voting (remote)
Dan Le Guen-Schmidt, Executive Committee
Paloma Arnold, Executive Committee
Liz Auchincloss, Classified Staff (remote)
Linda Esparza Dozer, Advancing Leadership Association
Christopher Johnson, Advancing Leadership Association
Valdas Karalis, Classified Staff (remote)
Paulmena Kelly, Confidential Staff
Michael Medel, Advancing Leadership Association (remote)
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

2. Approval of Minutes of April 4, 2025

a. Draft BPAP Minutes - 04/04/25

M/S/C (Monda/Le Guen-Schmidt) to approve the minutes of 04/04/25. 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.

b. Legal Update #46 has been received and will be shared with Chapter Leads.

c. Chair report

i. Dr. Magenau reported on positive feedback given by the Board and Superintendent/President on the progress made by this committee.

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 3510 Workplace Violence

ii. AP 4232 Pass/No Pass

iii. AP 4231 Grade Changes

M/S/C (Monda/Esparza Dozer) to recommend the above Administrative Procedures for approval by the Superintendent/President. The motion passed unanimously.

5. Discussion

a. 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This AP is out of date.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 agreed to incorporate all feedback and suggestions into the draft before voting on the marked-up changes.

Draft BP/AP Process Chart

The Board's Policy Subcommittee requests have been incorporated into the Board Policy process. The chart will return on a future meeting agenda.

Rita will prepare a summary of the year's action for presentation to the College Planning Council.

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 25 for May 2 vote.

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

Faculty members noted that there is no FSA Committee and asked to strike this from the AP. Dr. Monda requested that all feedback be dealt with before bringing this for a vote.

2. AP 2710 Conflict of Interest

Feedback Due May 9 for May 16 vote.

3. AP 6800 Health and Safety

7. **Scheduled Review**

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

Feedback Due April 25 for May 2 vote.

1. AP 4010 Academic Calendar

8. **Proposed Review**

The following policies and procedures have been proposed for revision outside of the continuous review cycle. **Feedback Due April 25 for May 2 vote.**

1. AP 3810 Claims Against the District

9. **Board Policies**

The following drafts have been to the Board of Trustees for a first read and are now presented for distribution to constituent groups before the Board's second read and vote.

Feedback Due May 9 for May 16 vote. (If approved these go to the Board on May 22).

a. BP 2110 Vacancies on the Board

b. BP 2315 Closed Session

c. BP 2340 Agendas

d. BP 2350 Speakers

Board Policies and Administrative Procedures Committee

Members discussed revisions to BP 2350 made by the Board and Policy Subcommittee. Suggestions for further revision included the following:

- Clarify that extended time to speak can be requested.
- Add reference to BP 2355 Decorum in Board Meetings.
- Implement an annual review of the Decorum policy.

Dr. Magenau noted that the Board is bound by a code of ethics and a responsibility to voters. Members agreed to collect formal constituent input before reporting recommendations to the Board.

- e. BP 3510 Workplace Violence
- f. BP 3810 Claims Against the District
- g. BP 4250 Notice, Pause, and Readmission

10. Returned to Chapter Leads

- 1. AP 3721 Email (ED of IT)

11. Report Out - Approval/Adoption

In Progress

- a. BP 3510 Workplace Violence
BP 3810 Claims Against the District
 - i. Policy Subcommittee recommended 04/07/2025
 - ii. Board first read 04/17/25
 - iii. Approved by BPAP
 - iv. Board second read and adoption 05/22/2025
 - 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 04/17/2025
 - v. Posted on the website ____
- c. BP 2430 Delegation of Authority to the Superintendent/President
 - i. Approved by BPAP 12/06/2024
 - ii. Policy Subcommittee recommended 02/18/2025
 - iii. Board first read 04/17/2025
 - iv. Board second read and adoption ____
 - v. Posted on the website ____
- d. BP 2110 Vacancies on the Board
BP 4250 Notice, Pause, and Readmission
 - i. Policy Subcommittee recommended 2/18/2025
 - ii. Board first read 03/20/2025
 - iii. Approved by BPAP
 - iv. Board second read and adoption 05/22/2025
 - v. Posted on the website ____

Board Policies and Administrative Procedures Committee

- e. BP 2350 Speakers
 - i. Policy Subcommittee recommended 2/18/2025
 - ii. Board first read 03/20/2025
 - iii. Returned to Policy Subcommittee 04/07/2025
 - iv. Approved by BPAP _____
 - v. Board second read and adoption 05/22/2025
 - vi. Posted on the website _____
- f. BP 2340 Agendas
 - i. Policy Subcommittee recommended 2/18/2025
 - ii. Board first read 03/20/2025
 - iii. Approved by BPAP _____
 - iv. Board second read and adoption 05/22/2025
 - v. Posted on the website _____
- g. BP 2315 Closed Session
 - i. Approved by BPAP 12/06/2024
 - ii. Policy Subcommittee recommended 2/18/2025
 - iii. Board first read 03/20/2025
 - iv. Board second read and adoption 05/22/2025
 - v. Posted on the website _____
- h. BP 2432 Superintendent/President Succession
BP 3250 Institutional Planning
BP 7160 Professional Development
 - i. Approved by BPAP 11/1/2024
 - ii. Policy Subcommittee recommended 2/18/2025
 - iii. Board first read 03/20/2025
 - iv. Board second read and adoption 05/22/2025
 - v. Posted on the website _____
BP 7340 Leaves
 - vi. Approved by BPAP 11/15/2024
 - vii. Policy Subcommittee recommended 02/18/2025
 - viii. Board first read 03/20/2025
 - ix. Board second read and adoption 05/22/2025
 - x. Posted on the website _____
- i. BP 3445 Animals on Campus
 - i. Approved by BPAP 02/21/2025
 - ii. Policy Subcommittee 04/07/2025
 - iii. Board first read 04/17/2025
 - iv. Board second read and adoption _____
 - v. Posted on the website _____

Completed

- j. Minor/Non-Substantive Legal Updates
 - i. Approved by BPAP 10/4/2024
 - ii. Updated on the website 10/28/2024

Board Policies and Administrative Procedures Committee

- k. 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
- l. 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
- m. 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
- n. 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
- o. BP 2015 Student Trustee
BP 2310 Regular Meetings of the Board
BP 2355 Decorum
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 03/21/2025
- p. AP 2110 Vacancies on the Board
- q. AP 4040 Library Services
 - i. Approved by BPAP 03/21/2025
 - ii. Approved by Superintendent/President 03/31/2025
 - iii. Posted on the website 03/31/2025

12. Items for Future Consideration

- a. BP 4100 Graduation Requirements for Degrees and Certificates
- b. BP 5010 Admissions and Dual (Concurrent) Enrollment

13. 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~~

Board Policies and Administrative Procedures Committee

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

14. Adjournment - 12:17 p.m.