

BPAP Meeting Minutes 10/4/2024 - Approved 10/18/24

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

Members in Attendance:

Keller Magenau, Chair (non-voting)

Dean Nevins, Executive Committee

Dan Le Guen-Schmidt, Executive Committee

Liz Auchincloss, Classified Staff (remote)

Jason Thornell, Classified Staff

Valdas Karalis, Classified Staff

Paulmena Kelly, Confidential Staff

Joshua Ramirez, Academic Senate

Kim Monda, Academic Senate (remote)

Daniel Spitz, Faculty Representative

Christopher Johnson, Advancing Leadership Association

Linda Esparza Dozer, Advancing Leadership Association

Michael Medel, Advancing Leadership Association (remote)

Jamie Campbell, Faculty Association (non-voting, sub. for Cornelia Alsheimer-Barthel)

Members Absent:

Bruce Tan, Associated Student Government

II. Approval of Minutes of September 20, 2024

a. BPAP Minutes - 9/20/2024 Organizational Meeting

i. M/S/C (Kelly/Esparza Dozer) to approve the minutes of September 20, 2024. The motion passed unanimously.

III. Public Comment

Limited to 3 minutes per speaker and 15 minutes total

There were no public comments.

IV. Overview/Goals

a. Meeting structure and process: Review membership, action and voting, deadlines

i. Dr. Magenau reopened discussion on the committee's preference for meeting modality and to what extent members can vote when attending remotely. The consensus was to hold meetings in person as default with the flexibility of a remote option. Each constituent group is expected to make a concerted effort to have at least one voting member in person.

ii. M/S/C (Esparza Dozer/Ramirez) to allow voting members to cast their vote via Zoom. The motion passed unanimously.

o Voting by proxy is also allowed as long as the Chair is notified.

o Attendance in person is encouraged to promote collaboration and productivity.

- iii. M/S/C (Le Guen-Schmidt/Thornell) to provide a hybrid option for attendance during the Fall 2024 semester. The motion passed unanimously.
 - o The efficacy of hybrid meetings will be revisited in the Spring 2025 semester.
- b. FYI re: Chair remote dates (Oct. 18 & Nov. 1)
 - i. Dr. Magenau will be out for medical leave and will either Chair these meetings remotely or identify a substitute.

V. Information

a. AP 2712 Conflict of Interest Code

The District is required to submit a biennial update with Board-approved edits to the County Board of Supervisors by 10/1. This updated and Board-approved version (as of 9/12/24) has been submitted to the County Supervisors.

- In the future this procedure will come to BPAP as part of the biennial review before going to the Board. If the County has suggested changes they can send it back to us for editing.
- Dr. Dean Nevins, Executive Director of IT, pointed out that his position is mistakenly omitted from the list of Designated Positions.
- Redlined edits to this procedure appear on the version that is attached to the September Board Meeting agenda.
- If further revision is desired, follow the request process via the Suggest a Policy or Procedure Review button on the Board Policies and Administrative Procedures webpage.

b. Attachments for review prior to meeting:

1. Consent items - The following is an action item on the agenda for approval (as a reminder, any member can pull an item from the consent agenda at the meeting): Minor/Non-Substantive Legal Updates
 - o Dr. Magenau asked for feedback on the process of reviewing minor legal updates. Members noted that this review of a large volume of items was manageable and expedited the process.
 - o A distinction was noted between the legal updates that contain substantive content changes vs. those updates which are minor/non-substantive and have no effect on content, such as accreditation standard numbering.
 - o Substantive changes will be presented for representatives to distribute to their constituents. A deadline for feedback will be decided and adhered to unless the group votes to extend the date.
 - o A vote to approve is a vote on the legal updates only, not the full content of the policy or procedure. Chapter Leads can initiate a full review of the content if necessary but BPAP can move forward with the legal updates.

Board Policies and Administrative Procedures Committee

- More substantive updates will be reviewed, distributed to constituents, and returned to BPAP with the opportunity to vote on moving forward or returning the drafts to Chapter Leads.

VI. Action

a. Consent Agenda/Minor Updates

The following are legally required, have been reviewed by Chapter Leads and are proposed to be passed by consent of BPAP voting members

1. Minor/Non-Substantive Legal Updates

- a. M/S/C (Nevins/Le Guen-Schmidt) to approve the minor legal updates with two exceptions: AP 7145, BP 2510
- b. The VP of HR will work with the CSEA President to revise AP 7145 and bring an updated draft to BPAP within 4 weeks.

b. The following policies and procedures have been reviewed by constituent groups and are proposed for a vote to recommend to the Superintendent/President.

1. None ready for BPAP

VII. 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. Feedback is due to BPAP by **[Due Date 10/25]**.

- A. BP 2015 Student Trustee
- B. BP 2310 Regular Meetings of the Board
- C. BP 2315 Closed Session
- D. BP 2355 Decorum
- E. BP 3420 Equal Employment Opportunity
- F. BP 5050 Student Equity and Achievement Program
- G. AP 5700 Intercollegiate Athletics
- H. BP 7120 Recruitment and Selection
- I. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

VIII. **Scheduled Review**

The following drafts are presented for distribution to constituent groups. Feedback is due to BPAP by **[Deadline Date]**.

1. None ready for BPAP

IX. **Proposed Review**

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

1. None ready for BPAP

X. Out for Feedback

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.

Board Policies and Administrative Procedures Committee

1. None

XI. Items for Future Consideration

a. Review committee experience with substantive legal updates

XII. Meeting Schedule

Fall 2024

September 20: Organizational Meeting

October - December: *1st and 3rd Fridays, 11:00am-12:30pm*

October: Fall Legal Update to be completed by December

Spring 2025

January - May: *1st and 3rd Fridays, 11:00am-12:30pm*

March: Review membership for 2025-2026 to finalize by May

April: Spring Legal Update to be completed by June

XIII. Adjournment