

**BPAP Meeting Minutes 10/18/2024 - Approved 11/1/24**

**I. Call to Order - 11:05 a.m.**

Members Present:

Keller Magenau, Chair, non-voting (remote)

Dean Nevins, Executive Committee

Dan Le Guen-Schmidt, Executive Committee

Liz Auchincloss, Classified Staff

Jason Thornell, Classified Staff

Valdas Karalis, Classified Staff (remote)

Joshua Ramirez, Academic Senate

Kim Monda, Academic Senate

Daniel Spitz, Faculty Representative

Christopher Johnson, Advancing Leadership Association

Michael Medel, Advancing Leadership Association (remote)

Bruce Tan, Associated Student Government

Cornelia Alsheimer-Barthel\*, Faculty Association, non-voting

Members Absent:

Linda Esparza Dozer, Advancing Leadership Association

Paulmena Kelly, Confidential Staff

**II. Approval of Minutes of October 4, 2024**

a. BPAP Minutes - 10/4/2024

- i. **M/S/C (Monda/Auchincloss)** to approve the minutes of October 4, 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. Review progress and status of policies and procedures

**V. Information**

**a. Attachments for review prior to meeting:**

1. See VI. Action for Minor/Non-Substantive legal updates on the agenda 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.
1. Members are expected to use this form to submit feedback in order to keep a record of constituent input. If the form is not

submitted, its absence indicates to the Chair that a constituent group has no input.

2. Members may submit documents such as marked-up drafts or further commentary by email in addition to the feedback form.

## **VI. Action**

### **a. Consent Agenda/Minor Updates**

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

1. AP 7145 Personnel Files
2. BP 2510 Participation in Governance and Local Decision-Making
3. BP 5500 Standards of Student Conduct
  - a. M/S/C (Auchincloss/Le Guen-Schmidt) to approve the above minor legal updates, with eight in favor and one abstention.
    - i. Discussion ensued on processes to ensure that all changes are reflected on the draft documents and what gets posted on the website
    - ii. Dr. Magenau noted that in the process of reconciling document versions, every effort will be made to identify and highlight changes prior to bringing a policy or procedure to BPAP. The process for comparing content is evolving in partnership with Chapter Leads.
    - iii. When Board Policies are approved by BPAP they will then go to the Policy Subcommittee or to the Board of Trustees.
- 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. Discussion**

### **a. Feedback on reviewing Substantive Legal Updates**

- i. Effectiveness of cover sheets
- ii. Distribution of marked-up drafts
  1. Members agreed that PDF versions of draft documents that capture edits and comments without individuals' names were helpful in sending out to constituents for feedback.
- iii. Submitting feedback
  1. Dr. Magenau confirmed that attachments or marked up documents may be submitted as long as the feedback form is completed in order to keep accurate records of submissions.
  2. Academic Senate representatives requested an extension to the feedback deadline for AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies. Discussion ensued on the process for extending deadlines, incorporating suggestions, and determining final language. Action was taken on item XI. 9.

- b. Prioritizing requests for revision
  - i. Emergency preparedness, safety, security, or health
    - 1. Dr. Magenau introduced the need to prioritize requests for policy and procedure revision or development and opened discussion on what that process might be.
    - 2. If a request is submitted by someone other than the Chapter Lead, we will send it to the Chapter Lead for priority determination.
    - 3. Recommendations to the Board include legal updates and scheduled review as priorities. If they wish to address a policy outside of those priorities, then those concerning safety, security, health, and substantial legal liability will be considered priorities.
    - 4. Requests submitted through the online form will receive an automatic response describing priorities and directions to view BPAP meeting agendas and minutes.

**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. Feedback is due to BPAP by **11/8/24 for approval 11/15/24**.

- A. AP 3540 Sexual and Other Assaults on Campus
- B. BP 7340 Leaves
  - 1. Highlighted lines show where the draft document differs from the version on our website. In the future, notes will be added to explain the significance.
  - 2. There will be more opportunities to guide Chapter Leads about new processes so that drafts coming to BPAP are fully reviewed and recommended edits are finalized.

**IX. Scheduled Review**

The following drafts are presented as part of the scheduled review of Chapter 4.

- 1. AP 4232 Pass/No Pass - This draft will not be distributed until all Chapter Leads have reviewed and confirmed the draft content.

**X. Proposed Review**

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

- 1. AP 3415 Immigration Enforcement Activities - previously approved and implemented but not posted on the website.
  - a. Members agreed to add a standing item to the agenda to track approvals. Once final drafts are approved or adopted and posted to the website, BPAP will receive confirmation on the following meeting's agenda.
  - b. **M/S/C (Monda/Auchincloss)** to recommend AP 3415 Immigration Enforcement Activities to the Superintendent/President for approval. The motion passed unanimously.

- c. Constituents will be notified of this action and if there are any requests for revision, they should be submitted through the request form.

**XI. 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. **Feedback due 10/25/24 for 11/1/24 BPAP Meeting.**

Motion - Liz/Christopher, unanimous 11 yes

1. BP 2015 Student Trustee
2. BP 2310 Regular Meetings of the Board
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
9. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies
  - a. Dr. Kim Monda and Dr. Joshua Ramirez, representing the Academic Senate, requested an extension to the deadline for AP 7211 so that it can be reviewed at the next Senate meeting which falls after the feedback deadline. Feedback for this item will now be due 11/8/24 for action at the 11/15/24 BPAP Meeting.

**XII. Items for Future Consideration**

**XIII. 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

**Specific dates will be added to future agendas.**

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

**XIV. Adjournment - 12:25 p.m.**