

**BPAP Meeting Minutes 4/4/2025 - Approved 04/18/2025**

1. Members Present:

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 (remote)  
Valdas Karalis, Classified Staff (remote)  
Michael Medel, Advancing Leadership Association  
Kim Monda, Academic Senate  
Joshua Ramirez, Academic Senate  
Daniel Spitz, Faculty Representative  
Jason Thornell, Classified Staff  
Cornelia Alsheimer-Barthel\*, Faculty Association, non-voting  
Members Absent:  
Paulmena Kelly, Confidential Staff  
Bruce Tan, Associated Student Government

2. Approval of Minutes of March 21, 2025

a. Draft BPAP Minutes - 03/21/25

**M/S/C (Monda/Medel)** to approve the minutes of 03/21/2025. 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. AP 7126 Background Checks
- ii. AP 7127 Restrictions Governing the Employment of Applicants with Criminal Records (NEW)

**M/S/C (Esparza Dozer/Thornell)** to recommend AP 7126 and 7127 to the Superintendent/President for approval. 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This AP is out of date.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.

Recommendations for improvement to the draft included:

- Continue to include specific years in the cyclical review chart for efficient reference and use.
- BPAP should receive a list of the requests for revision that are currently considered by the Office of the President in consultation with Chapter Leads.
- While there is an option offered to follow up on the requests for Board Policy revision, a similar process for Administrative Procedures should be considered.
- Return the final paragraph to the draft to include constituent groups in the review process.
- The current language refers to a "60-day" timeframe, but there was a recommendation to clarify that it applies only during primary terms, since the summer term doesn't count toward that timeline.
- The original version included a clause about legal consultation, allowing Chapter Leads to request it with the Superintendent/President's approval, which was removed in the newer draft. It was suggested to reconsider including it.

Committee members were invited to submit any additional comments on the AP document before the next meeting.

### Draft BP/AP Process Chart

Recommendations to revise the process chart included:

- Revise the chart language to state that BPAP reviews and provides input beyond just distributing drafts for revisions.
- Clarify that members are expected to consult with and gather feedback from their constituent groups and not submit only individual opinions.
- Add the Faculty Association (FA) to the process flowchart to ensure proper representation.
- Remove or replace the term "significant revisions" with clearer language such as "content changes" or "substantive revisions" and add a section in the AP for definitions of key terms.
- Define which types of revisions require re-review by constituent groups (e.g., content vs. typographical).
- Insert a clear step in the chart and procedure indicating that any content revisions made after initial review be returned to BPAP and constituent groups for reconsideration.

Board Policies and Administrative Procedures Committee

- Ensure consistency between definitions used in the AP and those represented in the chart. Align chart steps and terminology with the procedural language in the AP and add “Pursuant to AP 2410” note.
- Propose a holding period after the Superintendent/President’s final approval but before posting to the website, allowing time for objections or additional review.
- Update the AP document to explicitly reference the process flowchart as a visual guide, while clarifying that the AP itself is the authoritative process.
- Amend the section stating that the Superintendent/President may make final revisions to also require that any content changes trigger a review and feedback step, rather than only written notification.
- Add a section between steps 5 and 6 of The Review Process in AP 2410 to note that if content changes are made, the draft will be sent back to BPAP.

Members should come to the next meeting prepared to continue this discussion, particularly with additional feedback on the AP and the chart.

- b. Review membership for 2025-2026 to finalize by May.  
ACE will need a new member in place of the current retiring member.  
The new Academic Senate President Elect will serve in place of the Past President.

**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 11 for April 18 vote.**

1. AP 3510 Workplace Violence / BP 3510 Workplace Violence

**Feedback Due April 25 for May 2 vote.**

2. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies  
**Kim - No FSA committee. Ask Maria for explanation and see if necessary.**
3. AP 2710 Conflict of Interest

**7. Scheduled Review**

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

**Feedback Due April 11 for April 18 vote.**

1. AP 4232 Pass/No Pass
2. AP 4231 Grade Changes

**Feedback Due April 25 for May 2 vote.**

3. AP 4010 Academic Calendar (held for 4/4 meeting)

**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.**

Board Policies and Administrative Procedures Committee

1. AP 3810 Claims Against the District / BP 3810 Claims Against the District
  
9. Returned to Chapter Leads
  1. AP 3721 Email
  
10. Report Out - Approval/Adoption  
**In Progress**
  - a. 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 \_\_\_\_ (returned to PS)
    - v. Posted on the website \_\_\_\_
  - b. BP 2430 Delegation of Authority to the Superintendent/President
    - i. Policy Subcommittee did not take action 02/18/2025
    - ii. Board first read \_\_\_\_
    - iii. Board second read and adoption \_\_\_\_
    - iv. Posted on the website \_\_\_\_
  - c. BP 2110 Vacancies on the Board  
BP 2350 Speakers (returned to PS)  
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 03/20/2025
    - iii. BPAP review and feedback \_\_\_\_
    - iv. Board second read and adoption \_\_\_\_
    - v. Posted on the website \_\_\_\_
  - d. BP 3445 Animals on Campus
    - i. Approved by BPAP 02/21/2025
    - ii. Policy Subcommittee 04/07/2025
    - iii. Board first read \_\_\_\_
    - iv. Board second read and adoption \_\_\_\_
    - v. Posted on the website \_\_\_\_

**Completed**

- e. 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 \_\_\_\_
- f. AP 3415 Immigration Enforcement Activities

Board Policies and Administrative Procedures Committee

- 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 \_\_\_\_
- g. 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
  - iv. Agendized as information at CPC \_\_\_\_
- h. 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
  - iv. Agendized as information at CPC \_\_\_\_
- i. 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
  - iv. Agendized as information at CPC \_\_\_\_
- j. 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
- k. AP 2110 Vacancies on the Board
- l. 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
  - 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~~

Board Policies and Administrative Procedures Committee

~~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.