

**BPAP Meeting Minutes 9/20/2024 - Approved 10/4/24**

**I. Call to Order**

Members in Attendance:

Keller Magenau, Chair (non-voting)

Dan Le Guen-Schmidt, Executive Committee

Liz Auchincloss, Classified Staff

Jason Thornell, Classified Staff

Paulmena Kelly, Confidential Staff

Joshua Ramirez, Academic Senate

Kim Monda, Academic Senate

Daniel Spitz, Faculty Representative

Christopher Johnson, Advancing Leadership Association

Bruce Tan, Associated Student Government

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

Members Absent:

Linda Esparza Dozer, Advancing Leadership Association

Valdas Karalis, Classified Staff

Michael Medel, Advancing Leadership Association

Dean Nevins, Executive Committee

**II. Public Comment**

Limited to 3 minutes per speaker and 15 minutes total

There were no public comments.

**III. Overview - K. Magenau**

Dr. Magenau asked the committee to allow recording of the meeting to assist with minutes. Members agreed to record for that purpose only and to not make the recording publicly available. A discussion on the use of Zoom in future meetings was tabled for later in the meeting.

a. State of BPAP: scheduled review status

- i. According to AP 2410, the District is behind on scheduled review of policies and procedures. The next Accreditation cycle begins Fall 2028 and progress must be made to get back on schedule.
- ii. In addition to scheduled review, the review process of any policy or procedure can be initiated by twice-yearly legal updates or by requests for review submitted by anyone in the College community.

b. Input from summer listening sessions

- i. Dr. Magenau collected input on how BPAP has functioned, reporting that collaboration and the inclusion of multiple voices are considered essential. There was also reported inefficiency and need for improvement of the process.

## Board Policies and Administrative Procedures Committee

- c. Purpose of BPAP and role of members
  - i. Chapter Leads initiate the development of procedures and own the content related to operations.
  - ii. Procedures that affect working conditions must be developed in consultation with bargaining groups.
  - iii. Dr. Magenau recommended that BPAP work to deal with simple items quickly and give more attention to complex and substantive issues.
  - iv. There are conflicts within AP 2410 that need clarification.
- d. Meeting structure and process: Review membership, action and voting, deadlines

### IV. Walk Through of Tools

- a. New Draft BPAP Agenda Template
  - i. Minor or straightforward items will be proposed for approval by consent.
    - 1. Voting members can pull items from the consent agenda.
  - ii. There was a request to note within the agenda which legal updates are required vs. optional language. Many legal updates contain both required and suggested language
  - iii. Approved policies and procedures will come back to BPAP once signed off by S/P with confirmation that they are updated on the website.
- b. Cover sheets for recommended revisions
  - i. Ex. Draft BP 2015 Student Trustee
- c. CCLC Legal Update tracking sheets
  - i. Minor vs. Substantive changes
- d. Draft Request to Revise form
  - i. This form is available on the website for anyone in the College community to request the revision of a policy or procedure.
- e. Draft Feedback on Revisions form
  - i. BPAP members will collect and summarize feedback from constituent groups. This form is a tool to submit feedback that will come back to BPAP for discussion.

### V. Discussion & Questions

- a. Meeting schedule
  - i. Members discussed options for future meetings, with the preferred modality to be in person along with a standing Zoom link for those needing to join remotely. It was generally agreed that at least one voting member from each constituent group should attend in person.
- b. Committee charge
  - i. This item was not discussed due to time constraints.

### 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

Board Policies and Administrative Procedures Committee

- i. Minor changes from CCLC Legal Update 44
  1. This item was not addressed due to time constraints. It will reappear for action at the subsequent meeting. A clean list will be provided to contain only those updates that are approved by Chapter Leads.

VII. Tentative 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

VIII. Adjournment

The meeting was adjourned at 12:30 p.m.