

**Board Policies and Administrative Procedures Committee (BPAP)**  
**Friday, October 6, 2023**  
**11am-12:30pm**  
**Zoom**

**Attendance:** Deneatrice, Linda, Daniel, Dean, Camila, Liz, Tara, Michael, Valdas, Paulmena, Kim, Scott, Christopher

- I. Quorum:yes
- II. Minutes Approval:
  - A. 09/01/2023 (Approved)
  - B. 09/15/2023 (Approved)
- III. Public Comment: *None*
- IV. Announcements: Happy Fall!
- V. Legal Update #42: For information only (Link to the Legal Updates that come from the league)
  - A. AP3435 Discrimination and Harassment Complaints Legal Updates And Investigations: The Service updated this procedure to reflect the new name of the California Civil Rights Department and to align with the updated Title 5 regulations (*reviewed*)
  - B. AP3540 Sexual and Other Assaults on Campus and in Campus Programs: The Service updated this procedure to set out options for victims including information about sexual assault and domestic violence counselors pursuant to changes in the Education Code. This procedure title has been updated to align with current law (*reviewed*)
    1. *Applies to study abroad with the exception of Title IX*
  - C. Question on the use of the pronouns *his/her/their*; changes taking place as we update the policies
- VI. Review and Discussion
  - A. **BP7341 Sabbatical Leaves / AP7341 Sabbatical Leaves:** (*to be sent to the Sabbatical Committee and Academic Senate for review*) -out for feedback and review to groups
    1. *Academic Senate recommends no changes to the BP at the moment-since it is in the contract*
    2. *AP-utilization of benefits and banked TLUs*
    3. *Has senate or sabbatical committee looked at this?-no; BPAP reviewing for consultation*
    4. *Look at the contract to know about sabbaticals*
      - a) *“For full details on Sabbatical leaves, please look at the FA Agreement.” (suggested language)*
    5. *Negotiated contract takes precedent; but has to be accordance with the law*
      - a) *Cannot do less than what the law requires*

6. *Define FTE? -Teaching load*
7. *Appeal-the option to meet and speak to the committee or send a written appeal*
8. *Do you get full benefits, not credit for retirement?*
  - a) *Allocation will change for benefits; pay the difference of the amount*
  - b) *Base load*

**B. BP7120 Recruitment and Selection /AP7120 Recruitment and Selection**

1. AP 7120B - Part-time Faculty Hiring(new)
2. AP 7120C - Classified Hiring
3. **AP 7120D - Educational Administrator and Classified Administrative**
4. **AP 7120E- Vice Presidents and Cabinet Positions (new)**
5. **AP 7120F- Interim Positions (new)** 6.
- 7120A - FT Faculty Hiring -

**C. AP7232 Classification Review:**

**D. BP7330 Communicable Disease/ AP7330 Communicable Disease**

**E. BP7400 Travel and Conference / AP7400 Travel and Conference** (continue discussion next time)

1. *BP most of the language is operational-move most of the details to the AP? Look at the template from the league.*
2. *Board approving their own travel over \$10k*
3. *Check in with Fiscal Services on grant funded travel*
4. *Do not name specific technology (ex: Concur) to travel and conference form*

VII. Coming Attractions:

- A. BP7365 Discipline-Classified Employees AP7365 Discipline and Dismissal Classified Employees
- B. BP7210 Academic Employees Faculty / AP7210 Academic Employees Faculty
- C. BP7240 Confidential Employees / AP 7240 Confidential Employees
- D. BP7250 Academic Employees: Educational Administrators / AP7250 Academic Employees: Educational Administrators
- E. BP7260 Classified Supervisors and Managers

VIII. Next time:

- A. **BP7400 Travel and Conference / AP7400 Travel and Conference** (continue discussion)

**Committee Chair** -Deneatrice Lewis\*

**Executive Committee** - Dean Nevins

**ALA** - Linda Esparza Dozer, Christopher Johnson, Michael Medel

**CSEA** - Liz Auchincloss, Scott Kennedy, Valdas Karalis

**Academic Senate** - Camila Acosta, Daniel Spitz, Kim Monda

**ASG** - Soph Kofoed

**Admin Support**- Diana Lopez\*

**FA-Donna Lewis\***  
\*non voting members