

Board Policies and Administrative Procedures Committee (BPAP)
Friday, October 20, 2023
11am-12:30pm
Zoom

Attendance: Deneatrice, Dean, Kim, Daniel, Liz, Tara, Linda, Valdas, Camila, Scott, Christopher, Cornelia (in for Donna)

- I. Quorum
 - A. yes
- II. Minutes Approval
 - A. 10/06/2023 (*approve*)
- III. Public Comment: *none*
- IV. Announcements:
 - A. Processes for sharing policies with groups
 1. *Policies and or procedures to be shared to groups for feedback-PDFs will be sent the Friday or the Monday following the meeting with the due dates due back to the committee*
- V. Continued Review and Discussion
 - A. **BP7400 Travel and Conference / AP7400 Travel and Conference** (continue discussion-*will bring back once Fiscal Services provides review*)
 1. LBCC - AP 7400 - Example
 2. Mt. Sac - AP 7400- Example
 3. Allan Hancock - AP 7400 - Example
 4. *This procedure has been shared with fiscal services for review*
 5. *Per diems are not just limited to meals per the revenue code?*
 - a) *No need for receipts for meals but responsible if you go over the amount.*
- VI. For Review and Discussion
 - A. **AP7232 Classification Review:**
 1. *Liz and Deneatrice to discuss offline*
 - B. **BP7120 Recruitment and Selection/AP7120 Recruitment and Selection** (*the AP is separated by sections*)
 1. *Incumbent language universal*
 2. *Meetings, screening, number of candidates, training, final interview (universal language)*
 - C. AP 7120B - Part-time Faculty Hiring(new)
 1. *Separate credit and non credit part time faculty?*
 - CI. AP 7120C - Classified Hiring
 1. *Letting the incumbent be part of the hiring committee? Would they have a higher weight on the decision? Incumbent leaving the college versus still at the college*
 2. *Bring in specialized expertise*

- a) *Bring other individuals from other colleges (language for the general procedure)*
 - b) *Subject matter expert?*
 - 3. *Previous incumbent (ex: did the job 3 years ago)*
 - 4. *Training (language to be part of the general policy that goes across to all)*
 - 5. *Consultation with Human Resources*
 - E. AP 7120D - Educational Administrator and Classified Administrative
 - F. AP 7120E- Vice Presidents and Cabinet Positions (new)
 - G. **AP 7120F- Interim Positions (new)**
 - 1. Management positions only
 - 2. Internal process for classified hiring internal positions
 - H. FT Faculty Hiring -
- VII. Out for feedback from groups
- 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 (due 11/3)*
- VIII. Coming Soon for Discussion
- 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
- IX. Next time:

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