Board Policies and Administrative Procedures Committee
Minutes – January 28, 2011
9:00 – 10:30 am

Membership: I. Alarcon, S. Broderick, A. Curtis, S. Ehrlich, L. Auchincloss, A. Jimenez, Dean Nevins, M. Spaventa
Support staff: J. Crawford
Absent: Ion Buga, C. Salazar

MS: Academic Policy
• BP/AP 4160 Adding, Eliminating, or Changing Instructional Programs – Andreea Serban is reviewing edits to the BP/AP and will send a response to SE when she is done.

SE/AC: Student Policies
• Reported that BP/AP 5075 Course Adds, Drops, & Withdrawals had been discussed at the recent Board Study Session. The policy (BP 5075) will be placed on the next regular Board meeting for approval. The procedures (AP 5075) are effective as presented at the Study Session. No changes were suggested.
• BP/AP 5120 Dual (Concurrent) Enrollment – AC stressed the need for the second section of the first page (with 1-5), in AP, to be approved. AC will review BP/AP with Gwyer Schuyler.

SE/SB: General Institution Policy
• SE reported that Ben Partee will take BP/AP 3700 Copyright to the Student Senate.
• SB reviewed edits that were made to the Non-Smoking policy. The Committee decided that it would work toward completing edits before passing on to consultation groups. It was recommended that the Student Senate should be first group to review this policy. There was a discussion on renaming the policy. DN will work on rewriting the introductory paragraph and bring it to the next meeting. SE will check with Wake/Schott groups for their input. The Committee also had an informative discussion on E-Cigarettes and other tobacco/smoking substances.

SE: Business Fiscal Affairs Policies
• Reported that the AP 6900 Bookstore was been discussed at the Board Study Session and that no modifications were suggested. It is effective as presented.

Rules & Regulations for Classified Employees
• SE reported that the Board has requested that all existing policy, whether or not reformatted or recently reviewed be posted on the SBCC website. Of particular challenge is the single document
“Rules and Regulations for Classified Employees”. Although sections of this document are currently used, the entire document has not been reviewed for legal currency or for consistency with the CSEA collective bargaining Agreement for many years. There was a lengthy discussion on pros and cons of posting as is.. SE suggested CS, LA, AJ meet with Pat English to review content. LA suggested just focusing on current policies as large amounts of the document are very outdated.

- It was determined that Liz Auchincloss and Pat English would give this priority for review with specific recommendations, section by section, for posting. Posting of incorrect or misleading information should be avoided if at all possible.

**Future Policies to be Discussed**
- SE asked the Committee to indicate that policies that would be next in line for review in their respective areas. AJ would like the Discipline policy discussed. IA will meet with Karolyn Hanna to see what polices she is currently working on.
- Committee discussed how time consuming but worthwhile the Committees efforts are in respecting the consultation process.
- AC suggested sending departments selected BP/APs & Rules and Regulations that are pertinent to their areas to spread the review and revision work around and help us remain timely with the review.
- SE stressed how important it is to have department backup at Board meetings to answer question that may arise regarding BP/APs on the agenda. She expressed appreciation to Allison and Ignacio for their presence at Study Sessions and Board meetings when policies and procedures are under consideration.

The next meeting: Friday, February 25, 2011 @ 9:00 – 10:30 am, SS240E (confirmed). If you have items you would like to add to the agenda please send to Jodie Crawford, crawford@sbcc.edu