Board Policies and Administrative Procedures Committee
Minutes – March 6, 2009
8:30 – 10:00 am

Membership: I. Alarcon, L. Auchincloss, S. Broderick, A. Curtis, S. Ehrlich, E. Endrijonas, A. Garfinkel (Student), K. Hanna, A. Jimenez, C. Salazar

Support Staff: L. Browne, J. Crawford

Binders were distributed to each member. The following were discussed:

- Committee charge
- Critical Policies and Procedures for consideration were distributed
- Overview of Model Policy – Community College League Resource
  - CCLC – revisions done twice a year and we can use are reference.
  - Legally required
  - Accreditation standard required
  - Legally recommended
- Overview of existing District Policies on our website
  - Review policies on the website
  - Shift format
  - Cross referencing – fill in the gaps
  - Help us identify missing policies
  - Distinction between Policy and Procedure
  - Organic and flexible
  - Numbering system not overlapping
- Policy posting for Accreditation: Classified Rules and Regulations, Student Policies

COMMITTEE TASKS:
- Committee as a clearing house who sees the big picture, communicates with the departments whose policies and procedures are being updated, changed before the policies goes for approval to the Board of Trustees.
- Committee will collaborate with faculty, staff, student re: policies and procedures.
- Policy and Procedure linked – consultation
- Student Discipline – Sue & Allison are currently working on this policy and the end of this semester is the target date for Board approval.
- Students, staff, faculty and deans are welcome to go to the committee for consultation on policy and procedure issues.
- Long range goal:
  - Have a complete array of legally required policies, consistently formatted
  - Automatic review in 3 years

Suggestions:
- Hotlink for easy search
Committee should be in communication with the areas whose policies and procedures are being updated, changed.

Best way for BPAP to operate is by meeting ones a month and have sub groups.

Bring questions to committee, such as using “business practice” rather than use the terms “Policy” or “Procedure”. Do not use “Policy” or “Procedure” if they are not.

Get examples of Policies from other community colleges that are in compliance.

Next meeting: March 20, 2009, 8:30 – 10:00 am, SS-240E. Agenda to follow.