Board Policies and Administrative Procedures Committee
Minutes – April 15, 2009
1:00 – 2:30 pm


Support Staff: L. Browne, J. Crawford

Sue Ehrlich distributed 3 handouts:

1. BPAP – Agenda April 15, 2009 – See attached.

2. Draft – 4/15/2009 BPAP Flow Chart. Discussion proceeded and several changes were made on the flow chart. See attached revised Board Policies and Administrative Procedures.

   BPAP committee found the draft flow chart helpful in tracking the policy development and revision process. It emphasized the importance of dating policy milestones, including dates of Board approvals. Useful resources in finding dates – annual reports from the Academic Senate, monthly Board of Trustees Agenda.

3. BPAP Handout 4/15/09 – Section from the accreditation report regarding the scope of the BPAP Committee was reviewed to insure that the accreditation standard is consistent with its charge. Members were asked to review the three page handout, comments followed and revisions were made. See attached revised BPAP Handout.

4. Faculty Policies: Karolyn Hanna, Ignacio Alarcon and Susan Broderick have met twice for a several hours. The reasonable approach in proceeding would be to make recommendations and suggestions for further review and consultation. Sue Ehrlich agrees that BPAP is a “clearing house” and cannot impose policies. Policies must to through appropriate consultation and be Board approved. This task is daunting and the committee will need to know what resources are available to proceed. Ignacio mentioned that on his last meeting with the Academic Senate, members had asked for a clarification of BPAP’s function.

5. Classified Rules & Regulations: Liz Auchincloss worked with Leilani Browne & Cindy Salazar for a few hours on the Rules & Regulations and has come to the conclusion that the only way to proceed on this task is to start from scratch. It has been over 30 years since updates, revisions have been done. Various policies and procedures no longer apply or are inconsistent with prevailing practice, for example, the hiring procedures.

6. Other discussion:
   a. How are items brought to this (BPAP) group?
   b. Where does one go to or consults with, before it comes to BPAP Committee? - Check early on with the administrator/manager of the area. Bring to those who may help with the committee. As Allison Curtis has suggested before, a standing panel would assist in handling issues as they occur, which will make the process more efficient and expedient. Atty Garfinkle mentioned that the Student Senate has a student voice
advocate to deal with student issues, a process fair to students. Student Senate by-laws in effect imply panel for disciplinary hearing already exists.

- Orientation on how to handle disciplinary hearing inconsistencies need to be addressed. Issues should be handled consistently among all Deans.
- Susan Broderick – there should be regular policies cycle for review
- Liz Auchincloss – Tracking system/centralize system, BPAP to send to the appropriate administrator.
- Sue Ehrlich – Identify what should not be policy.
- Sue Ehrlich will review Standards IV and IIB to make sure it's consistent with BPAP charge.

The next meeting: **Wednesday, May 6, 2009 @1:00 – 2:30 pm, SS-240E.**

**Agenda:**