BPAP
Friday, September 1, 2023
11AM-12:15PM
Zoom

Attendance: Deneatrice, Liz, Kim, Daniel, Linda, Scott, Donna, Camila, Christopher, Michael
Not present -Dean, Valdas, Soph.

I.   Quorum
    A. *Achieved*
II.   Minutes Approval:
    A. 05/19/2023 (approved)
III.   Public Comment: *None*
IV.   Announcements: *Kim Monda to be the new Academic Senate President to finish Melanie's term. Congratulations Kim!*
V.   Process and timeline for reviewing policies (a flowchart): this is to ensure that we move on review and approval of policies so we can close a chapter and begin on the next
VI.   For Review and information
    A. AP4250 Probation *(from Academic Senate)*
    B. AP4255 Dismissal and Readmission *(from Academic Senate)*
        1. *Name change from Academic Probation to Academic Notice, Progress Notice (AP/BP)*
        2. *Name Change from Academic Dismissal to Required Academic*
        3. *1.75 GPA and 3 semesters before being dismissed. Title V (AP/BP)*
        4. *When a student who is on academic probation or dismissal completes (3) or more units and earns a GPA of 2.0 or higher for the current semester (for purposes of this exception, "Pass" is calculated as a "C" grade for the current semester only), the student will be automatically permitted to re-enroll for each additional semester in which he/she satisfies the exception criteria or until the student returns to academic good standing. During the exception period, the student will retain academic dismissal exception status and may be subject to unit, course and/or other conditions deemed appropriate by the office of the Dean, Educational Programs-Student Support Services.*
        5. *Certified Letter be sent along with email letter (BP/AP)***Psychologically attuned language in letter that is positive and action oriented with student voices. Focus on Implicit and Explicit Language*
VII.   Wrap up on the following-Moving for Board and S/P review and approval -for information
    A. BP7700 Whistleblower Protection / AP7700 Whistleblower Protection
        1. Information is made available as appropriate
        2. VPHR or designee language
    B. **AP7371 Personal Use of Public Resources**
        1. Government Code definition: *"Personal purpose" means those activities the purpose of which is for personal enjoyment, private gain or*

advantage, or an outside endeavor not related to state business.
"Personal purpose" does not include the incidental and minimal use of
public resources, such as equipment or office space, for personal
purposes, including an occasional telephone call. (list the language in the
policy?) -add the language on the policies
- a) Agree on whether or not to add the aforementioned language
- b) Adding the gov code-continuing practice; gov codes
2. **BP/AP3720 Computer and Network Use**

C. **AP7344 Notifying the District of Illness**
1. Refer to contracts or collective bargaining agreements
2. *When do you report? Notifying as soon as feasible? Impact of the department-limited staff*

CI. **BP7341 Sabbatical Leaves / AP7341 Sabbatical Leaves:**
1. Discretion more objective than responsibility
2. Suggestion that people be able to speak with committee if the report is unsatisfactory (comment from the Academic Senate)

CII. **BP7345 Catastrophic Leave Program**
1. Does this cover bereavement? Bereavement leave is different than catastrophic
2. Medical or other diagnosis that requires a great deal of recovering time
3. Bereavement is under the Leaves Policies and contracts
4. Bring back for discussion

CIII. **AP7336 Certification of Freedom from Tuberculosis**

CIV. **BP7350 Resignations or Retirements:**
1. Is there a way for people (faculty) to file an early version that they are retiring? To give dept chairs time to plan;
2. Disaggregated Resignation Information: Feedback received was problematic; confidential information
3. Report not currently designated (on exit interviews)

CV. **BP7236 Substitute and Short Term Employees** AP7236 Substitute and Short Term Employees
1. Substitutes: shall not extend beyond 75% of the Academic year

VIII. Legal Update #42 (for information only)
A. BP3410 Nondiscrimination / AP3410 Nondiscrimination: The service updated this procedure to add anti discrimination provisions related to a person's use of cannabis off the job and away from the workplace pursuant to changes in government code
B. BP3420 Equal Employment Opportunity/AP3420 Equal Employment Opportunity:The Service updated this policy to align with updated Title 5 regulations.
C. AP5300 Student Equity:The Service Updated this procedure to correct a reference on foundational skills
D. BP 5500 Standards of Student Conduct The Service updated this policy to add legal citations.

E. More to come as Chapter Leads complete their review

IX. Discussion:
   A. 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
         a) Steering committee and academic senate input coming for this AP
X. Coming Attractions:
   A. AP7232 Classification Review:
   B. BP7330 Communicable Disease/ AP7330 Communicable Disease
   C. BP7400 Travel and Conference / AP7400 Travel and Conference
   D. BP7365 Discipline-Classified Employees AP7365 Discipline and Dismissal
      Classified Employees
   E. BP7210 Academic Employees Faculty / AP7210 Academic Employees Faculty
   F. BP7240 Confidential Employees / AP 7240 Confidential Employees
   G. BP7250 Academic Employees: Educational Administrators / AP7250 Academic
      Employees: Educational Administrators
   H. BP7260 Classified Supervisors and Managers
XI. Next time:
   A. Best practices for sharing policies with groups

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*
*non voting members

SBCC Santa Barbara City College
Process for Reviewing Board Policies
and Administrative Procedures

The flowchart below illustrates the steps taken to modify existing board policies and adminis-trative procedures. The same steps apply when new policies or procedures are developed. Any governance group or BPAP representative may propose changes for consideration at any stage of the process,even after approval.

Recommendations for revision or new documents
From: CCLC, Board of Trustees,
BPAP Constituent Group Reps, Superintenent/President

Chapter Leads
Check Reccomedations for Operational
Applicability and Feasibility

BPAP
Reviews Chapter Leads reccomendations
and creates/modifies drafts

Constituent Groups
Review BPAP reccomendations and
provide feedback within 30 calendar days

If content changes were made,
BP/AP returns to Groups

BPAP
Reviews Constituent Group
reccomendations and makes final edits

If content changes were
made, BP returns to BPAP

If content changes were
made, AP returns to BPAP

Board Policies

Administrative Procedures

Board of Trustees
Board must have 2 readings prior to
adoption (See BP 2410)

Superintendent/President
Informs the Board of Trustees if there
are any substantive changes

**Board Policy
Approved**

**Administrative Procedure
Approved**