

Board Policies and Administrative Procedures Committee (BPAP)

Friday, February 2, 2024

11am-12:15pm

Zoom

Attendance: Deneatrice, Dean, Daniel, Liz, Kim, Michael, Valdas, Tara, Christopher, Soph, Paulmena

- I. Quorum
 - A. *Achieved*
- II. Minutes Approval
 - A. 12/15/2023 *approved*
- III. Public Comment: *None*
- IV. Announcements: No February 16th meeting due to the holiday weekend.
- V. Feedback /Information to groups (completed)
 - A. AP7400 Travel and Conference (*approved by Academic Senate*)
 - B. AP5055 Enrollment Priorities (*approved by Academic Senate*)
 - C. BP7250 Academic Employees: Educational Administrators / AP7250 Academic Employees: Educational Administrators(*approved by Academic Senate*)
 - D. BP7260 Classified Supervisors and Managers (*approved by Academic Senate*)
- VI. Discussion
 - A. BP7365 Discipline-Classified Employees AP7365 Discipline and Dismissal Classified Employees
 1. CCLC BP7365 (link)
 2. Excessive absenteeism and unapproved overtime?-too broad? -misuse of leave
 - a) How is it defined?
 - b) *Patterns of behavior?*
 - c) Not excused absences? Unexcused (definition)
 - (1) Absenteeism -full definition
 - d) Impact of work
 - e) Definition of inefficiency and neglect of duty
 - (1) Neglect of job duties (for clarification purposes)
 - (2) Excusable? Ex: death in the family
 - f) Willful disobedience and insubordination
 - (1) If in danger?
 - (2) What is safe and considered unsafe
 - g) *Dishonesty involving employment...but not limited to*
 - h) *Substances that have an impact on job performance*
 3. *See AP7365 for details* -reference with the BP
- VII. Review
 - A. AP7120 Recruitment and Selection
 1. AP7120A Faculty
 2. AP7120B Part-Time Faculty Hiring
 3. AP7120C Classified Hiring
 4. AP7120D Educational Administrators and Classified Administrative
 5. AP7120E Vice President and Cabinet Positions

- 6. AP7120F Interim Positions
 - a) Management positions only
 - b) Internal process for classified hiring internal positions
- VIII. Coming Soon
 - A. BP7210 Academic Employees Faculty / AP7210 Academic Employees Faculty (in review with Academic Senate)
 - 1. Academic Senate is currently reviewing BPs and APs related to faculty hiring, evaluations and grievances so we can close out Chapter 7.
- IX. Next time:
 - A. Continue discussion on BP7365 Discipline:Classified Employees
 - 1. Under the influence language
 - 2. Attendance issues

Committee Chair -Deneatrice Lewis*

Executive Committee - Dean Nevins

ALA - Linda Esparza Dozer, Christopher Johnson, Michael Medel

BoT & S/P- Paulmena Kelly

CSEA - Liz Auchincloss, Scott Kennedy, Valdas Karalis

Academic Senate - Camila Acosta, Daniel Spitz, Kim Monda, Tara Carter

ASG - Soph Kofoed

Admin Support- Diana Lopez*

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***non voting members**