

**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\*

**FA**-\*

\*non voting members