

**Minutes of the Board Policy Committee Meeting**  
Tuesday, February 27, 2024

**I. Call to Order**

The Board Policy Committee was called to order by Trustee Michelle Lee at 6:35 pm on Tuesday, February 27, 2024.

**II. Roll Call**

Committee Trustees Present: Michelle Lee and Nancy Garcia Guillen

Other Attendees Present: Vice President, Karen Kissel; Attorney, Bryan Kopman; Cara Anderson, Director of Risk Management; and  
Notetaker: Sr. Administrative Assistant, Donna Bennett

**III. Pledge of Allegiance**

Trustee Michelle Lee led the Committee in the Pledge of Allegiance.

**IV. Public Comments**

There were no public comments.

**V. Review of January 30, 2024 Meeting Minutes**

The minutes from the January 30, 2024 Board Policy Committee meeting were approved as submitted by Trustees Lee and Garcia Guillen.

**VI. Old Business**

13.01.02, Consultant Services - Trustee Lee would like to see samples of agreements before moving forward with Policy.

13.04.00, Sale/Disposal of College Property – Three versions of this policy were presented. Trustee Lee questioned the difference between ‘personal’ and ‘real’ property. Attorney Bryan Kopman explained that real property includes HVAC, fixtures and real estate, and personal property is something you can carry. Version C of this policy was approved to go to the Board.

**VII. New Business**

Trustee Lee started the discussion of proposed policies going for First Reading in March.

02.01.07, New Employee Introductory Period – Approved to move forward.

02.04.00, Sick Leave – Approved to move forward.

02.04.01, Absence Without Leave – Approved to move forward.

04.16.00, Grades – This policy was removed from the original agenda, but was approved to move forward with no recommendations. This policy needs to be changed

back to the original version until the ERP is implemented. It was also updated to reflect the new law regarding transcripts.

Policy 03.20.00, Tuition Waiver for Student Trustee. This policy was implemented last year. Attorney Bryan Kopman has concerns regarding this policy. He will provide his opinion to the Board in the hopes of making a decision to be in effect by the next Student Trustees' term in June.

The Committee reviewed the policy section on the JJC website. It was suggested to remove the Revised Policy Section from the website as it is redundant.

**VIII. Other Items for Discussion**

There were no other items for discussion.

**IX. Adjournment**

The meeting adjourned at 7:15 pm.

**Next Policy Committee Meeting:** March 26, 2024, 6:30 pm Room: A-3104