

Minutes of the Board Policy Committee Meeting
Tuesday, January 30, 2024

I. Call to Order

The Board Policy Committee was called to order by Trustee Michelle Lee at 6:30 pm on Tuesday, January 30, 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; Matt Stephenson, Sr. Director, Business & Auxiliary Services; Trustee Maureen Broderick and Donna Bennett.

III. Pledge of Allegiance

Trustee Garcia Guillen led the Committee in the Pledge of Allegiance.

IV. Public Comments

There were no public comments.

V. Review of December 5, 2023 Meeting Minutes

The minutes from the December 5, 2023 Board Policy Committee meeting were approved as submitted by Trustees Lee and Garcia Guillen.

VI. Old Business

There was no old business to discuss.

VII. New Business

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

1. 12.05.00, Exposure Control Plan – This policy was updated to be in line with the state statues and a link was added. The Committee approved these changes.
2. 13.01.02, Consultant Services – Trustee Lee questioned why we changed ‘professional service agreement’ to ‘an appropriate agreement’. Matt Stephenson explained that the professional service agreement is a template and isn’t always appropriate depending on the type of service. Trustee Lee would like to see physical examples of a professional service agreement versus an appropriate service agreement and the differences in what those visually look like. She would also like some examples from organizations to see why we would make this change. Prior to moving forward with this policy, Trustee Lee would like to review the procedure attached to this policy.

In the future, whenever there is a procedure attached to a policy, Trustee Lee would like it attached with the policy for her to read.

3. 13.04.00, Sale/Disposal of College Property – There are two versions of this policy. One policy is the original and one has suggested changes and was reviewed by legal. Trustee Lee would like the policy to stay as it is. Trustee Garcia Guillen prefers the version with suggested changes. Since the committee is split with this decision, the two versions of this policy will be brought to the Board for First Reading to get a consensus on which version to move forward. Attorney Bryan Kopman will make minor changes to the original policy to conform with state statutes.

VIII. 2024 Policies that need Committee Action and Board Approval

Karen Kissel explained the process and the considerable amount of time and steps involved before a policy is presented to the Committee. Policies are reviewed on a four-year cycle. The Committee was given a list of upcoming policies for review.

IX. 2024 Proposed Committee Meeting Dates

Karen Kissel suggested a schedule with a proposed list of days for future Policy Committee meetings. Trustees Lee and Garcia Guillen agreed that Tuesdays at 6:30 pm would work best. The committee reviewed the 2024 calendar and proposed the following meeting dates:

Tuesday, February 27, 2024	6:30 PM
Tuesday, March 26, 2024	6:30 PM
Tuesday, May 7, 2024	6:30 PM
Tuesday, June 11, 2024	6:30 PM
no meeting	
Tuesday, August 27, 2024	6:30 PM
Tuesday, October 1, 2024	6:30 PM
Tuesday, October 29, 2024	6:30 PM
Tuesday, November 19, 2024	6:30 PM

X. Other Items for Discussion

There were no other items for discussion.

XI. Adjournment

The meeting adjourned at 7:10 pm.

Next Policy Committee Meeting: February 27, 2024, 6:30 pm Room: A-1002