October 25, 2018

To: Joe Bristow, Academic Senate Chair

From: Sheryl Kataoka
Privilege & Tenure Chair

Re: Proposed Revisions to Presidential Policy BFB-RMP-7 "Protection of Administrative Records Containing Personally Identifiable Information"

The Privilege & Tenure Committee thanks you for the opportunity to comment on these proposed revisions. The committee felt that generally the policy revisions represent a good effort to be in compliance with a variety of laws regarding personal information. The committee did opine that the policy should provide more clear information about what materials should not be disclosed. In particular, as a committee that reviews confidential grievances as well as conducts formal disciplinary and grievance hearings, the committee members would find if helpful if records pertaining to personnel discipline or grievance cases were more specifically defined both for their committees and for others who might be in a position to release these records. Are records pertaining to grievance or discipline cases considered Administrative Records? If so, which records?

cc: Avanidhar Subrhmanyam, Norweeta Milburn; Vilma Ortiz; Patricia Johnson; Barry O'Neill; Sherod Thaxton

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