



Proposal: Board Policy & Administrative Procedure Advisory Committee (BP/AP Advisory Committee)

Kern Community College District

I. Purpose

The Board Policy & Administrative Procedure (BP/AP) Advisory Committee is established to improve the efficiency, clarity, and quality of the District's policy and procedure review process.

The committee will:

- Conduct initial, review of all Board Policies (BPs) and Administrative Procedures (APs)
- Ensure compliance with legal requirements (e.g., Title 5, ACCJC standards, state/federal regulations)
- Promote clarity, consistency, and alignment across policies and procedures
- Identify operational impacts and implementation considerations
- Provide informed recommendations to the District Consultation Council (DCC)

This committee is advisory in nature and operates as a subcommittee of the District Consultation Council, which retains its formal role in participatory governance review.

II. Rationale

The current model—where the District Consultation Council is responsible for full review of all BPs and APs—has proven inefficient due to:

- Volume and technical complexity of policies/procedures
- Limited time for deep review in a large, representative body
- Inconsistent levels of subject-matter expertise during review

Establishing a focused advisory committee will:

- Improve review quality and turnaround time
- Allow DCC to focus on broader governance implications
- Ensure thorough vetting prior to districtwide consultation

III. Scope of Work

The BP/AP Advisory Committee will:

1. Review new, revised, and regularly scheduled BP/AP updates
2. Evaluate alignment with:
 - Legal and regulatory requirements
 - Board priorities and district strategic goals
 - Existing policies and procedures
3. Recommend:
 - Edits and revisions
 - Whether items are ready for DCC review
 - Additional consultation needed (e.g., HR, Academic Senate, bargaining units)
4. Maintain a tracking in Diligent

IV. Committee Structure & Representation

To ensure expertise and balanced representation, the committee should include:

Core membership representative of the three campuses:

- Chair/Coordinator (e.g., Vice Chancellor or designee)
- Academic Senate representative (faculty)
- Classified staff representative (e.g., CSEA or equivalent)
- Management/administrative representative
- Instructional representative
- Student services representative

Advisory/Rotating Members (as needed)

- Subject matter experts depending on policy topic (e.g., IT, facilities, Finance, Human Resources)
- Union representatives when policies impact working conditions

Support Role

- Recorder/Policy Analyst to track revisions, agendas, and documentation
- Legal counsel consultation (as needed)

V. Workflow & Review Process

Recommended Workflow

Step 1: Policy Initiation

- BP/AP is:
 - Newly proposed
 - Revised due to legal updates (e.g., CCLC updates)
 - Scheduled for periodic review

Initiated by:

- District office, college, or department
- Legal/CCLC updates

Step 2: BP/AP Advisory Committee Review

- Conduct detailed review for:
 - Compliance
 - Clarity and consistency
 - Operational feasibility
 - Alignment across the colleges
- Identify stakeholders needing input
- Revise draft accordingly

Outcome:

- Approved to move forward
- Sent back for additional development

- Routed for targeted consultation

Step 3: Targeted Campus & District Review

- Distributed to:
 - Colleges (senates, committees, leadership)
 - Relevant district departments
 - Bargaining units (if applicable)

Feedback collected and incorporated by the advisory committee.

Step 4: District Consultation Council (DCC)

- Receives:
 - Clean draft
 - Summary of changes
 - Documentation of review process

DCC focuses on:

- Participatory governance considerations
- Districtwide impact

Outcome:

- Recommendation for approval
- Request for further revision

Step 6: Board of Trustees Review

- **Board Policies (BPs):**
 - First reading
 - Second reading/adoption
- **Administrative Procedures (APs):**

- Presented for information

Step 7: Implementation & Communication

- Final versions published
- Communication to campuses and departments
- Training/implementation guidance as needed, particularly where campus process require implementation

VI. Meeting Cadence

- Regular meetings (e.g., **monthly or bi-monthly**)
- Additional meetings scheduled based on volume of policy updates
- Annual planning session to review policy cycle and priorities

VII. Deliverables

The committee will provide:

- Reviewed and revised BP/AP drafts
- Written summaries of changes and rationale
- Recommendations to DCC
- Annual report on:
 - Policies reviewed
 - Timeline improvements
 - Outstanding items

IX. Evaluation of Effectiveness

After the first year, effectiveness will be assessed based on:

- Reduction in DCC review time
- Clarity and quality of policies
- Stakeholder satisfaction

- Timeliness of policy updates

Adjustments to structure or workflow will be recommended as needed.