

**DISTRICT STRATEGIC PLANNING COMMITTEE (DSPC)
OPERATING AGREEMENT**

I. SCOPE

The District Strategic Planning Committee (DSPC) is the district’s planning body. Its purpose is to recommend district goals and objectives that align with the districts’ Strategic Plan; to recommend guidelines and measurements by which to monitor progress towards the completion of these goals and objectives; to coordinate planning between the district and colleges/centers; to ensure that the colleges’/centers’ strategic plans align with the district’s Strategic Plan.

II. DUTIES AND FUNCTIONS

- A. Recommend to Chancellor’s Cabinet district-wide goals and objectives.
- B. Recommend priorities and provide oversight of district’s long term planning.
- C. Recommend guidelines and measurements and use these to monitor progress towards completion of goals and objectives.
- D. Recommend ad hoc committees essential to district strategic planning implementation.

III. REPRESENTATION AND MEMBERSHIP

A. MEMBERSHIP

1. The DSPC is composed of the following voting members:

| | |
|--------------------|----------|
| – Administrators | 4 |
| – Classified Staff | 4 |
| – Faculty | 4 |
| – <u>Students</u> | <u>3</u> |
| Total | 15 |

2. Any change in the membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by all constituent groups.

B. SELECTION OF DSPC MEMBERS

- 1. Representatives will be selected by their constituencies.
- 2. The Academic Senates will appoint three (3) faculty representatives as follows:
 - One (1) from Fresno City College

- One (1) from Reedley College,
 - One (1) from any center that has applied for candidacy
3. AFT will appoint one (1) faculty representative
 4. Two (2) classified representatives shall be appointed by the California School Employees Association (CSEA). Two (2) classified representatives shall be selected by the Classified Senates.
 5. Three (3) student representatives shall be appointed by their recognized student organizations as follows:
 - One (1) from Fresno City College
 - One (1) from Reedley College,
 - One (1) from any center that has applied for candidacy
 6. Administrators to be appointed by Chancellor’s Cabinet as follows:
 - One (1) from Fresno City College
 - One (1) from Reedley College,
 - One (1) from any center that has applied for candidacy
 - One (1) from the District Office

C. TERMS OF MEMBERSHIP

1. After the first year, new DSPC members will be selected and announced every year prior to the last meeting of the academic year.
2. Members will serve a two-year term. Students will serve a one-year term.
3. Designees/alternates are allowed voting privileges if the regular member is not present.
4. Members are expected to attend meetings regularly. Constituencies will be notified when a member misses two consecutive meetings, and can, at the discretion of the constituency, be grounds for removal from the committee. Missing more than four meetings per academic year can also be grounds for dismissal, at the discretion of the relevant constituency.
5. Constituent group representatives are responsible for reporting Committee actions back to their groups.
6. Each member of the DSPC needs to come to meetings prepared to discuss topics identified on the agenda.

IV. COMMUNICATION NORMS BETWEEN DSPC, COLLEGES/CENTERS* AND THE DISTRICT OFFICE

1. The DSPC’s role is to work with colleges/centers* in a collegial manner.
2. Committee representatives are the main communication vehicles between their constituencies and the DSPC.

V. MANAGMENT

- A. The Chair of the Committee shall be selected by the membership of the Committee at the last meeting of the academic year. The chair shall serve for one year, and may serve longer at the discretion of the Committee. Students will be excluded from consideration as Chair due to the extent of time and work expectations. (Clerical support will be identified)
- B. The duties and responsibilities of the chair shall include:
 - 1. Call meetings to order
 - 2. Develop and post agendas at least 72 hours in advance of a meeting.
 - 3. Insure that all Committee materials are recorded and posted appropriately
 - 4. Facilitate meetings
 - 5. Report Committee recommendations to the chancellor
 - 6. Submit required annual reports
- C. The duties and responsibilities of the clerical support shall include:
 - a. Type and post the Agenda
 - b. Prepare and distribute Minutes
 - c. Archive documents
 - d. Additional clerical support as required
- D. Meetings will be conducted a minimum of once a month during the academic year. Additional meetings will be scheduled when deemed necessary by the DSPC.
- E. Apart from the first meeting calendar, the meeting calendar of the incoming academic year will be set prior to the last meeting of the current year.
- F. The Committee uses a consensus decision-making model.
- G. Quorum is established if majority of the membership is in attendance.
- H. The DSPC meetings will be open to everyone.
- I. An archive for the DSPC will be established and maintained at the district office and will contain all agendas, minutes, and formal correspondence pertaining to DSPC business.
- J. The Committee will evaluate this operating agreement on an annual basis. Any change to any aspect of this operating agreement must be reviewed by the Communications Council prior to taking effect.
- K. Each March, the DSPC will conduct a district wide evaluation of how well the District's Strategic Plan is being implemented and assess improvement of the objective areas. This evaluation will be submitted to each constituent group in May as an informational item. The purpose of this evaluation is to ensure goals & objectives are still relevant and being met.

District Strategic Planning Committee (DSPC) Operating Agreement Revised on December 16, 2011

Approved by Strategic Planning Work-group on October 14, 2011

Reviewed by Communications Council on October 25, 2011, November 29, 2011

Approved by Communications Council on January 31, 2012

Reviewed and Affirmed by Chancellor's Cabinet on February 13, 2012