

Strategic Planning Committee Operating Agreement

Purpose:

- To guide the process to create and establish Mission, Vision, Values and Strategic Goals for the college
- To revise, assess and publish the college's strategic plan while ensuring its coordination with the district's strategic plan.
 - To monitor progress on the goals and drivers of the Strategic Plan
 - Make recommendations to College Council regarding possible assignments of Strategic Drivers
 - Ensure the integration of the Strategic Plan with all other plans at the College.
- To collaborate and align with the District Strategic Plan.
 - Committee will provide representation to work as liaisons to the District Strategic Plan.

Jurisdiction:

The Strategic Planning Committee is a college committee that contributes to/oversees the strategic or planning process at Reedley College, Madera and Oakhurst Community College Centers.

Product

Recommendations regarding the Strategic Planning process to the College Council.

Composition:

The Strategic Planning Committee consists of the representatives listed below on two-year staggered terms. Appointments are as follows:

- Vice President, Appointed by President
- One Manager, Appointed by President
- Faculty Representative, Appointed by Academic Senate
- Faculty Representative, Appointed by Academic Senate
- One Classified Representative, Appointed by Classified Senate
- One Classified Representative, Appointed by CSEA
- One Student Representative, Appointed by ASGB
- Director of Institutional Research, Evaluation, and Planning
- One Madera/Oakhurst Faculty Representative, Appointed by Academic Senate
- One Madera/Oakhurst Classified Representative, Appointed by CSEA
- One College Council Representative (or designee), selected by the College Council, Ex-Officio

The Co-chairs will consist of the Vice President as appointed by the President along with a faculty member appointed by the Committee.

Members may be removed only by the specific organization that appointed them. Any vacancies created by members resigning, changing office, or unavailable to attend the meetings shall be filled by the original designating group.

Meetings Schedule:

Meetings are scheduled on the 2nd and 4th Monday of each month as per the master calendar.

Quorum:

A quorum for meetings will be 50% of the committee members plus one.

Operating Procedures

A. Meetings

- 1) The vice president, appointed by the president, and a faculty member, appointed by the committee, will serve as co-chairs.
- 2) The vice president or co-chair prepares the meeting agenda and materials and disseminates them at least 24 hours in advance of the meeting.
- 3) The vice president's administrative assistant takes notes during the meeting.

B. Communication

- 1) Members will be responsible for keeping their respective groups informed regarding activities of the committee by reporting back to those bodies and eliciting input regarding items under consideration.
- 2) The RC Strategic Plan organization will have a repository for the committee's agendas, materials, notes and actions. Location to be determined.
- 3) The vice president's administrative assistant is responsible for maintaining the repository.
- 4) The repository will be available for viewing by all employees and students.

Reedley College Strategic Directions:

1. Excellence in Education
2. Institutional Effectiveness
3. Leadership in Higher Education and Community Collaboration
4. Accreditation of Madera Community College Center

Subcommittees:

None