
Constitution And By Laws

Riverside Strategic
Planning Councils

Amended.....October 29, 2010

Riverside City College
Strategic Planning Councils

CONSTITUTION

Article I
Purpose

In 1988 the legislature passed AB 1725 to ensure that all constituents of a college district have an active role in the governance of the institution. The Strategic Planning Councils allow all members of the college community—students, faculty, staff, and administration—to participate in the decision-making process, one based on common values, trust, and open dialogue.

Article II
Roles of College Constituencies

Section 1: College Administration

Administration will take an active role in shared governance by being involved in the formulation and development of college policy and procedures.

Section 2: Faculty

Title 5 53200 gives the faculty primary responsibility for making recommendations to or reaching agreement with the governing board on academic and professional matters. There are standing committees of the Academic Senate which impact students and staff directly in relation to their mandated areas of participation. The Academic Senate will assure student, staff, and administrative participation in all areas that directly impact them as mandated by Title 5.

Section 3: Staff

The classified and confidential staff will take an active role in participatory governance by being involved in the formulation and development of college policy and procedures.

Section 4: Students

Students will take an active role in shared governance by being involved in the development of college policies and procedures, which have a significant impact on them as defined in Title 5 51023.7.

Article III

Strategic Planning Leadership Councils

Section 1: Purpose

The Strategic Planning Leadership Councils or SPLCs allow all members of the college community to participate in the decision-making process. Membership is open to students, faculty, staff, and administration. The SPLCs link our goals, vision, and processes for planning to resource allocation.

The SPLC, in accordance with their respective charge, shall:

- a. Provide review for implementation of all policy recommendations
- b. Develop and implement the strategic plan
- c. Make recommendations to the Strategic Planning Executive Council (SPEC)
- d. Be responsible for the development and implementation of the mid-range financial plan
- e. Facilitate the dissemination of strategic planning information to the college community
- f. Advance the implementation of college goals

Section 2: Composition

The four (4) leadership councils are: Student Access and Support; Academic & Career/Technical Programs & Instructional Support; Resource Development and Administrative Services; Institutional Effectiveness.

Any member of the college community may join one or more leadership councils. Each council is jointly chaired by a member of the faculty, the staff, the management, and the student government. Appointments of the joint chairs and voting council members shall be made by the Academic Senate; California School Employees Association (CSEA), college administration, and Associated Students of Riverside City College student government (ASRCC). Appointments shall be for two years; incumbents may be reappointed. To the degree possible, appointments shall be staggered terms. It is understood that the representatives are accountable for their participation to their constituent group, but are also charged to seek the well being of the college as a whole. Members may be removed after three absences at the discretion of the constituent group.

Section 3: Meetings

All meetings shall take place during the fall and spring terms. The SPLCs shall meet once a month, or as deemed necessary. Quorum shall consist of 50 percent, plus one (1) of voting membership.

Article IV
Strategic Planning Executive Council

Section 1: Purpose

The responsibility of the Strategic Planning Executive Council or SPEC is to monitor institutional progress toward achieving the college goals and to provide recommendations to the College President.

Section 2: Composition

The SPEC shall consist of the College President's designee and Academic Senate President, or designee, serving as co-chairs. In addition to the co-chairs, the SPEC shall also include the joint chairs of the Strategic Planning Leadership Councils.

Section 3: Meetings

Meetings of the SPEC are held monthly or as deemed necessary by both co-chairs. Quorum shall consist of 50 percent, plus one (1) of voting membership, with representatives from no less than three (3) constituencies.

Article V
Operating Procedures

Section 1: Rules of Operation

The Brown Act and Robert's Rules of Order will be the guiding protocols.

Section 2: Decision-Making Process of the Councils

All action items brought before the Councils will be decided openly at its meetings. Whenever possible, decisions will be made by consensus or simple majority. Consensus is reached by discussing elements of a motion or action item that are of concern to any constituency until concerns are resolved as fully as possible. Every attempt will be made to arrive at consensus. If there is a lack of consensus on an action item, a vote will be taken with the majority decision as the final decision. The presiding chair will phrase the final decision for the minutes, which shall be subject to approval at the subsequent meeting of the councils. The chair will state all viewpoints and the results of decision for the minutes.

Article VI
Adoption and Revision

This constitution will become effective when no less than three (3) of the constituency groups indicate their approval and two-thirds (2/3) majority vote of the Strategic Planning Council membership approve the document. Reconsideration or amendment of this charter shall take place on the recommendation of any two-constituency groups. The bylaws of the Strategic Planning Council may be revised by a simple majority vote at its annual meeting or as necessary.

Riverside City College Strategic Planning Councils

BY LAWS

Article I Standing Councils

Strategic Planning Leadership Councils (SPLCs) make their recommendations to the **Strategic Planning Executive Council (SPEC)** which in turn, after discussion, forwards the recommendation to the President of the College for action. The President shall communicate his/her decision to the SPEC. When appropriate, the President shall also communicate the recommendation to the District Strategic Planning Committee or Chancellor, and reports any decisions/actions back to the SPEC. Joint chairs of the SPEC shall disseminate the decision to each leadership council and constituency.

Article II Leadership Councils

Each leadership council should include, at a minimum, one member from each of the constituency groups. Each council is jointly chaired by a member of the faculty, the staff, the management, and the student government. At the first meeting of the Leadership Council the joint chairs shall select a presiding chair. Each constituency group shall be responsible for appointing its representatives to leadership councils. Membership of each council is unlimited; however, there are 20 voting members. The presiding chair only votes in case of a tie. Voting members shall consist of: The joint chairs, one (1) Student, one (1) Administrator, nine (9) Faculty, and five (5) Staff.

Each leadership council may form Advisory Groups to address specific issues or accomplish a designated task. Advisory groups shall have membership from each constituency group. Advisory Groups make decisions by consensus and forward recommendations to the appropriate leadership council.

In addition to the specific goals listed below each Leadership Council is expected to collaborate with the Unit Plan Review committees as well as the Budget Prioritization Committee.

Section 1: Goals

Each leadership council is charged with the following goals:

Student Access and Support shall:

- a. Ensure strategic planning includes comprehensive student support services

- b. Assess student support services and make recommendations for their improvement
- c. Further develop and implement the student services component of the College Facility Master Plan
- d. Recommend program and service configurations to meet the needs of the students and communities served by the college
- e. Assist in the development and implementation of the Mid Range Financial Plan
- f. Utilize strategic inputs to inform planning, decision-making, and policy development at the college
- g. Advance the implementation of college goals
- h. Review the college's action plans to ensure alignment to college goals and adequate benchmarks are established

Academic & Career/Technical Programs & Instructional Support shall:

- a. Promote academic, career & technical, and basic skills educational programs
- b. Explore, evaluate, and implement academic technology for student learning; provide training to the college community regarding instructional technology
- c. Assess current instructional services provided by the library and other learning support services and make recommendations for their improvement
- d. Review comprehensive program reviews
- e. Integrate recommendations from comprehensive program reviews into the preparation and implementation of the Educational, Facilities, and Technology Master Plans
- f. Further develop and implement the instructional component of the College Master Plan
- g. Assist in the development and implementation of the Mid Range Financial Plan.
- h. Utilize recommendations from comprehensive program reviews to inform planning, decision-making, and policy development at the college
- i. Advance the implementation of college goals
- j. Review the college's action plans to ensure alignment to college goals and adequate benchmarks are established

Resource Development and Administrative Services shall:

- a. Facilitate and assist in the development, updating, and implementation of the College's Midrange Financial Plan that encompasses human and physical resource requirements as well as all potential revenue sources
- b. Review and make recommendations concerning college financial planning
- c. Review periodic revenue and expenditure reports for the college
- d. Remain conversant with and participate in the budget and financial planning processes of the college and district
- e. Provide recommendations on employee professional development plan
- f. Assist with the implementation of the Facilities Master Plan with respect to the infrastructure upgrade, new and modernization construction projects
- g. Facilitate and provide technical strategic planning, standards, and overall direction for campus based technology
- h. Utilize strategic inputs to inform planning, decision-making, and policy development at the college
- i. Work in partnership with the Budget Prioritization Committee
- j. Advance the implementation of college goals

- k. Review the college's action plans to ensure alignment to college goals and adequate benchmarks are established

Institutional Effectiveness shall:

- a. Promote awareness of the College's Mission, Vision and Values and its alignment with all aspects of the college community
- b. Ensure student learning is at the center in all decisions and actions
- c. Promote the use and increase the access of quantitative and qualitative data in evaluating and improving all aspects of college services including the monitoring of performance indicators
- d. Review completed unit plans and comprehensive program reviews with regard to their alignment with the college mission
- e. Examine how Academic and Student Services Plans integrate to support student learning
- f. Assist in the development and implementation of the Mid Range Financial Plan
- g. Collaborate with the Riverside Assessment Committee as needed
- h. Monitor Strategic Plan feedback and recommend appropriate revisions
- i. Utilize strategic inputs to inform planning, decision-making, and policy development at the college
- i. Advance the implementation of college goals
- j. Review the college's action plans to ensure alignment to college goals and adequate benchmarks are established

Article III

Unit Plan Review Committees

Section 1: Purpose

The three (3) Unit Plan Review Committees (e.g. Academic & Career / Technical Programs & Instructional Support; Student Services; Administrative Support) have the responsibility to review unit plans from their respective areas, to develop rubrics to prioritize the requests, and to provide recommendations for annual resource allocations to the Budget Prioritization Committee.

Section 2: Composition

Each Unit Plan Review Committee (UPRC) is jointly chaired by a member of the faculty, the staff, the student government, and the management. Appointments of the joint chairs and committee members shall be made by the Academic Senate; California School Employees Association (CSEA); Riverside City College-student government association (ASRCC); and College Administration. Each UPRC shall appoint a recorder as a resource individual.

In addition to the joint chairs, the membership of the UPRCs will be as follows:

- a. Academic & Career / Technical Programs & Instructional Support
 - 1. four (4) faculty
 - 2. three (3) management
 - 3. two (2) staff

4. one (1) student
- b. Student Services
 1. four (4) faculty
 2. three (3) management
 3. two (2) staff
 4. one (1) student
- c. Administrative Support
 1. three (3) faculty
 2. four (4) management
 3. two (2) staff
 4. one (1) student

Article IV

Budget Prioritization Committee

Section 1: Purpose

The Budget Prioritization Committee or BPC is responsible to provide recommendations for annual resource allocations to the College Administration. The BPC must take into consideration the Mission of the College, the College Goals, the Educational Master Plan, the Facilities Master Plan, the Technology Master Plan, Midrange Financial Plan and other strategic inputs.

Section 2: Composition

The BPC is comprised of the twelve (12) joint chairs of the Unit Plan Review Committees and is co-chaired by the Vice President, Business Services, and a member of the faculty. The faculty co-chair shall be appointed by the Academic Senate. Voting membership shall not exceed 14 members.