

**Districtwide Technology Advisory Committee (DTAC)
Operating Agreement
(Approved 05/03/2021)**

Purpose

The Districtwide Technology Advisory Committee (DTAC) is the District's policy and planning body for areas involving technology. Its purpose is to recommend District initiatives to the Chancellor's Cabinet regarding technology that aligns with the District's Strategic Plan.

Duties and Functions

- Recommend to Chancellor's Cabinet Districtwide technology initiatives prioritization based on recommendations by the IT Steering Committee.
- Review and update the District Technology Plan.
- Recommend priorities and provide oversight of District's long-term technology planning.
- Recommend guidelines and measurements and use these to monitor progress towards completion of the initiatives.
- Coordinate technology planning with District's Strategic Plan to project future technological needs of the District.
- Ensure that the colleges'/centers' technology plans align with the District's technology plan.
- Recommend ad hoc committees essential to technology planning implementation (i.e., Security).
- Work with campus technology committees (i.e., Technology Advisory Committees (TACs) and Distance Education (DE) committees) to share information on technological needs and developments.
- Evaluate, review, and advise in planning for acquisition, maintenance, and use of current and future Districtwide technology.
- Review policy, procedures and guidelines recommendations for Districtwide standards related to data integration, data integrity, and data governance for both academic and operational activities, where "data governance" is defined as the procedures to share and access data while safeguarding against fraud and theft to ensure compliance with regulatory requirements such as FERPA and HIPAA.
- Advise on technology in future facilities projects by developing minimum standards for technology infrastructure.
- Work with colleges/centers to set minimum standards for accessibility of technology to all students.
- Coordinate technology planning between the District and colleges/centers.

Membership

Representatives will be selected by their constituencies. Membership is comprised of constituent representatives from each campus and the District Office. A consulting group is available as a resource to the committee, but members of the consulting group are not voting members of the committee. 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.

Standing Members

- District Chief Technology Officer (Chair)
- Vice Chancellor, Educational Services & Institutional Effectiveness
- District Director of Information Systems
- District Enrollment Management Manager (non-voting)
- District Director of Enrollment Management (non-voting)
- District Director of Enterprise Technology Architecture (non-voting)
- District Senior Applications Developer (non-voting)

- CCC/MCC Director of College Technology Services
- FCC Director of College Technology Services
- RC Director of College Technology Services

Selection of Members

The Academic Senate will select faculty representatives as follows:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College

One (1) Faculty Union representative shall be selected by the SCFT

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

California School Employees Association and Classified Senate will mutually work together to provide representation from all SCCCDC colleges and District Office; however, CSEA still reserves its right to select its appointees from any SCCCDC college or District Office regardless of the Classified Senates appointees.

Four (4) student representatives shall be selected by their recognized student organization as follows:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College

Administrators to be appointed by Chancellor’s Cabinet as follows:

- One (1) Vice President of Student Services
- One (1) Vice President of Instruction
- One (1) Vice President of Administrative Services
- One (1) Financial Aid Director

Terms of Members

- Members will serve a two-year term. Students will serve a one-year term.
- Designees/alternates are allowed voting privileges if the regular member is not present.
- 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.
- Constituent group representatives are responsible for reporting Committee actions back to their groups.
- Each member of the DTAC needs to come to meetings prepared to discuss topics identified on the agenda.

Communication Norms between Colleges/Centers and the District Office

- The DTAC role is to work with colleges/centers in a collegial manner.
- Committee representatives are the main communication vehicles between their constituencies and the DTAC.

Procedures and Committee Management

- The Committee shall be chaired by the District Chief Technology Officer.
- The Office of the District Chief Technology Officer shall be the secretariat for the Committee.
- The duties and responsibilities of the Chair shall include:
 - o Call meetings to order
 - o Develop and post agendas at least 72 hours in advance of a meeting
 - o Ensure all Committee materials are recorded and posted appropriately
 - o Facilitate meetings
 - o Report Committee recommendations to the Chancellor's Cabinet
 - o Submit required annual reports
- The duties and responsibilities of the clerical support shall include:
 - o Type and post the Agenda
 - o Prepare and distribute Minutes
 - o Archive documents
 - o Additional clerical support as required
 - o To communicate member absences (see above)
- The Committee will review the Operating Agreement annually.
- The Committee shall meet regularly during the calendar year, as necessary. Meetings will be called by the Chair.
- There will be an open forum at the beginning of each meeting with a time limit of three minutes per person with a maximum of twelve (12) minutes per topic.
- The meetings will be open to anyone to attend.

Meeting Schedule

The DTAC meets on the first Friday of the month from 9:00 – 10:30 a.m.

Formal Recommendation Process

- Quorum is established if majority [50% +1] of the membership is in attendance.
- An archive for DTAC will be established and maintained at the District Office and will contain all agendas, minutes, and formal correspondence pertaining to DTAC business.

Draft Updated 04/05/2019

Revised 04/09/2021 – DTAC Approved

Reviewed 04/26/2021 – Chancellor's Cabinet Revised

2nd Read 05/03/2021 – Chancellor's Cabinet Approved

Standing Member Titles Updated and Punctuation Revisions 5/10/2021 – Puma Jones

District Budget and Resource Allocation Advisory Committee (DBRAAC) Operating Agreement

Purpose

The District Budget and Resource Allocation Advisory Committee (DBRAAC) is the district's highest-level financial resource planning advisory body. Its purpose is to recommend an allocation plan for district resources and to provide input into financial matters of the district.

Duties and Functions

- Evaluation of the current resource-allocation plan to address the allocation of funds and recommend changes to the plan as appropriate to achieve the individual strategic-plan goals of the district, colleges, and centers.
- Recommend to Chancellor's Cabinet a fair and equitable distribution plan of district resources.
- Recommend to Chancellor's Cabinet cost-saving strategies.
- Recommend ad hoc committees essential to district budget and resource planning and implementation.

Membership

Representatives will be selected by their constituencies. 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.

Ex-officio Members (Non-Voting Resource Members)

- Vice Chancellor Finance and Administration

Selection of Voting Members

The Academic Senates will select faculty representatives as follows:

- Two (2) from Fresno City College
- Two (2) from Reedley College
- Two (2) from Clovis Community College
- Two (2) from Madera Community College

One (1) Faculty Union representative shall be selected by State Center Federation of Teachers (SCFT)

Four (4) classified representatives shall be appointed by the California School Employees Association (CSEA) preferably, one from each college, as follows.

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College

One (1) classified representative shall be appointed by the Police Officers Association

Four (4) classified representatives shall be selected by the Classified Senates as follow:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College

Four (4) student representatives shall be selected by their recognized student organizations as follows:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College

Six (6) Administrators to be appointed by Chancellor's Cabinet as follows:

- One (1) Vice President, Administrative Services from Fresno City College
- One (1) Vice President, Administrative Services from Reedley College
- One (1) Vice President, Administrative Services from Clovis Community College
- One (1) Vice President, Administrative Services from Madera Community College
- One (1) from the District Office Human Resources
- One (1) District Director of Finance

Terms of Members

- Student members will serve a one-year term; all other members will serve a two-year term.
- Designees/alternates are allowed voting privileges if the regular member is not present.
- Members are expected to attend meetings regularly. Constituencies will be notified when a member misses two consecutive meetings. Two consecutive absences may, at the discretion of the constituency, be grounds for removal from the committee. Missing more than four meetings per academic year may also be grounds for dismissal, at the discretion of the relevant constituency.
- Constituent group representatives are responsible for reporting Committee actions back to their groups.
- Each member of the DBRAAC needs to come to meetings prepared to discuss topics identified on the agenda.

Procedures and Committee Management

- The Chair of the DBRAAC Committee will be the Vice Chancellor of Finance and Administration. A Co-Chair will be elected by the committee at the last meeting of the academic year or the first

meeting of the following academic year. Clerical support will be provided from the Office of Vice Chancellor, Finance and Administration.

- The duties and responsibilities of the Chair shall include:
 - Call meetings to order
 - Develop and post agendas at least 72 hours in advance of a meeting
 - Ensure all Committee materials are recorded and posted appropriately
 - Facilitate meetings
 - Report Committee recommendations to the Chancellor's Cabinet
 - Submit required annual reports
- The duties and responsibilities of the clerical support shall include:
 - Type and post the Agenda
 - Prepare and distribute Minutes
 - Archive documents
 - Additional clerical support as required
 - To communicate member absences (see above)
- An archive for the DBRAAC will be established and maintained through the Office of the Vice Chancellor Finance and Administration. The archive will contain all agendas, minutes, and formal correspondence pertaining to DBRAAC business. This information will be accessible through electronic means.
- The Committee will evaluate this operating agreement on an annual basis.
- Evaluation of the resource allocation model will be completed by December 31st of each year. This will include an evaluation of the equitable distribution of resources of the resource allocation model. Suggestions for revisions to the resource allocation model will be provided annually to all constituent groups as an information item.
- The DBRAAC Committee will review the process of the District in following the resource allocation model.

Meeting Schedule

- Meetings will be conducted monthly during the academic year or as determined by the Chair and Co-Chair.
- The meeting calendar for the incoming academic year will be set prior to the last meeting of the current year.

Formal Recommendations Process

- Quorum is established if majority [50%+1] of the current voting membership is in attendance. A vote cannot be called unless a quorum is present at the time of action. A two-thirds majority is required for a proposal to be accepted. The majority is based on the number of members present at the time of the vote.

Other

The DBRAAC meetings will be open to everyone.

District Strategic Planning Advisory Committee (DSPAC)

Operating Agreement

(Approved 01/19/2021)

Purpose

The District Strategic Planning Advisory Committee (DSPAC) makes recommendations to Chancellor's Cabinet on districtwide planning related to the district Strategic Plan. Its purpose is to recommend district goals and annual strategic objectives that align with the district's Strategic Plan.

Duties and Functions

- Review policy and procedures related to districtwide strategic planning
- Conduct periodic review of the district Mission and Vision Statements and monitor implementation
- Recommend priorities and provide oversight of district's long-term planning process
- Conduct periodic update of the District Strategic Plan and monitor implementation
- Recommend district-wide goals and annual strategic objectives.
- Recommend guidelines and measurements and use these to monitor progress towards completion of goals and objectives
- Recommend ad hoc committees essential to district strategic planning implementation
- Establish a framework to ensure effective strategic planning takes place across the district
- Examine district-level data and develop periodic and annual reports to inform planning

Membership

Representatives will be selected by their constituencies. 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.

Selection of Members

The Academic Senates will select faculty representatives as follows:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College

One (1) Faculty Union representative shall be selected by the SCFT.

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.

California School Employees Association and Classified Senate will mutually work together to provide representation across the SCCCDC colleges and district office; however, CSEA still reserves its right to select its appointees from any SCCCDC college or district office regardless of the Classified Senates appointees.

Four (4) student representatives shall be selected by their recognized student organizations as follows:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College

Administrators to be selected by the Chancellor and College Presidents as follows:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College
- One (1) from the District Office
- *The college/district research director's attendance at various meetings will be needed for consultation.*

Terms of Membership

- Members will serve a two-year term. Students will serve a one-year term.
- Designees/alternates are allowed voting privileges if the regular member is not present.
- Members are expected to attend meetings regularly. Constituencies will be notified when a member misses two consecutive meetings or more than four meetings per academic year, and can, at the discretion of the constituency, be grounds for removal from the committee.
- Constituent group representatives are responsible for reporting committee actions back to their groups.
- Each member of the DSPAC needs to come to meetings prepared to discuss topics identified on the agenda.

Communication Norms between DSPAC, the Colleges, and the District Office

- The DSPAC's role is to work with colleges in a collegial manner.
- Committee representatives are the main communication vehicles between their constituencies and the DSPAC.

Procedures and Committee Management

- The Committee shall be co-chaired by the Vice Chancellor, Educational Services & Institutional Effectiveness and a co-chair selected by and from the membership of the Committee. The co-chair will be selected at the last meeting of the academic year for the following year. The co-chair shall serve for one-year term, and may serve longer with the approval of the Committee.
- Clerical support will be provided by the Educational Services and Institutional Effectiveness Division.
- The duties and responsibilities of the co- chair shall include:
 - o Call meetings to order
 - o Develop and post agendas at least 72 hours in advance of a meeting
 - o Ensure all Committee materials are recorded and posted appropriately
 - o Facilitate meetings
 - o Report Committee recommendations to the Chancellor's Cabinet
 - o Submit required annual reports
- The duties and responsibilities of the clerical support shall include:
 - o Type and post the Agenda
 - o Prepare and distribute Minutes
 - o Archive documents
 - o Additional clerical support as required
 - o To communicate member absences (see above)
- The Committee will evaluate this operating agreement every two years. Recommendations for changes will be submitted to Chancellor's Cabinet for review and approval. Changes to this operating agreement will be shared with Communications Council prior to taking effect.

- Each March, the DSPAC will conduct a district-wide evaluation of how well the District's Strategic Plan is being implemented and assess improvement of the annual strategic 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 and annual strategic objectives are still relevant and being met.

Meeting Schedule

The DSPAC meets on the fourth Friday of each month at 3:30 – 5:00 p.m. Additional meetings will be scheduled when deemed necessary by the co-chairs.

Formal Recommendations Process

Quorum is established if majority [50%+1] of the membership is in attendance.

Proxies may be used only if they are not already voting members of the committee and the names of proxies are provided to the chair in advance of the meeting.

An archive for the DSPAC will be established and maintained at the district office and will contain all agendas, minutes, and formal correspondence pertaining to DSPAC business.

Draft Updated 04.05.19
Revised: 09/25/2020 – Committee Approved
Rv: 10/12/20 Chancellor's Cabinet
1/19/2021 Chancellor's Cabinet Approved

District Facilities & Safety Advisory Committee (DFSAC) Operating Agreement

Purpose

This committee makes recommendations to Chancellor's Cabinet on district-wide planning related to facilities, maintenance; and, providing a safe environment.

Duties and Functions

- The members communicate districtwide facilities and safety topics to the constituents that they represent.
- Review, make recommendations, or participate in the process of districtwide facilities planning efforts, such as the districtwide Facilities Master Plan, Five-Year Construction Plan, and Five-Year Scheduled Maintenance Plan, which establish districtwide priorities based on the District Strategic Plan
- Provide input to District Operations for updates to the Districtwide Space Utilization report
- Make recommendations for the district Emergency Preparedness Plan
- Committee representatives shall report safety, security, and environmental health or safety issues

Membership

Representatives will be selected by their constituencies. Membership is comprised of constituent representatives from each college and the District Office.

Standing Members

- Vice Chancellor, Operations (Chair)
- Director of Facilities Planning
- Director, Construction Services
- Director, Maintenance & Transportation
- Director, Environmental Health & Safety
- Chief of Police
- Vice President of Administrative Services, Fresno City College
- Vice President of Administrative Services, Reedley College
- Vice President of Administrative Services, Clovis Community College
- Vice President of Administrative Services, Madera Community College Center

Selection of Members

The Academic Senates will appoint faculty representatives as follows:

- One (1) appointed from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College Center (MOFA)

One (1) Faculty Union representative shall be selected by the SCFT

One (1) Peace Officer Union representative shall be selected by the POA

Two (2) classified representatives shall be selected by the California School Employees Association (CSEA)

Two (2) classified representatives shall be selected by the classified senates

California School Employees Association and Classified Senate will mutually work together to provide representation across the SCCCDC colleges and district office; however, CSEA still reserves its right to select its appointees from any SCCCDC college or district office regardless of the Classified Senate appointees.

Four (4) student representatives shall be selected by their recognized student organizations as follows:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College Center

Terms of Members

- Terms of membership will be two years, with students having a one-year term. Members may be reappointed or reelected by their constituency group.
- If a member cannot attend, then the member may designate a substitute with full voting privilege. It is the responsibility of the committee member to notify the committee chair when he or she will not be able to attend a scheduled meeting.
- If a member of the committee has two consecutive absences, the chair will notify that member and his or her supervisor or constituency about the absences and will reaffirm the membership or request for a replacement to the supervisor or constituency. Constituent group representatives are responsible for reporting Committee actions back to their groups.
- Each member of the Districtwide Facilities and Safety Committee needs to come to meetings prepared to discuss topics identified on the agenda.

Communication Norms between the Colleges/Centers and the District Office

- The Director of Environmental Health & Safety shall communicate back to the committee meetings the findings and solutions, if appropriate, of prior reports of safety concerns related to his or her area of responsibility.
- The Chief of Police shall communicate back to the committee meetings the findings and solutions, if appropriate, of prior reports of safety concerns related to his or her area of responsibility.
- The Vice Chancellor, Operations (Chair) will request a written summary from the colleges' Vice President, Administration describing the highlights of the college facilities meetings, which include local decisions, recommendations, and topics or concerns that may have district wide implications or interest. These updates will be posted as a standing item on the agenda for review and discussion.

Procedures and Committee Management

- The chair of the committee will be the Vice Chancellor, Operations.
- The Operating Agreement shall be reviewed by the committee once every two years.

- The duties and responsibilities of the chair shall include:
 - Call meetings to order
 - Develop and post agendas at least 72 hours in advance of a meeting
 - Ensure all Committee materials are recorded and posted appropriately
 - Facilitate meetings
 - Report Committee recommendations to the Chancellor's Cabinet
 - Request written summaries of college facilities meetings from each colleges' Vice President, Administration.
 - Submit required annual reports
- The duties and responsibilities of the clerical support shall include:
 - Type and post the Agenda
 - Prepare and distribute Minutes
 - Archive documents
 - Additional clerical support as required
 - To communicate member absences (see above)

Meeting Schedule

The committee shall meet on the third Tuesday of the month at 2:00 p.m., when scheduled, during the academic year as announced by the chair.

Formal Recommendation Process

Quorum is a majority of the committee's voting members plus one

Proxies may be used only if they are not already voting members of the committee and the names of proxies are provided to the chair in advance of the meeting.

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.