

**San Bernardino Community College District
 District Strategic Planning Committee
 Operations and Logistics
 Matthew C. Lee, Ph.D.
 October 29, 2009**

I. Membership of the Committee

District	SBVC	CHC	KVCR	PDC
Chancellor	President	President	President	Exec. Director
Vice Chancellor Fiscal	Faculty Rep.	Faculty Rep.		
Vice Chancellor HR	Classified Rep.	Classified Rep.		
Exec. Director DETS	Student Rep.	Student Rep.		
Classified Rep.	Researcher	Researcher		
Consultant	EMPC Co-Chair	EMPC Co-Chair		

- A. A roster of members with contact information will be distributed and posted on the Committee’s website.
- B. Resource persons may be called on as needed to provide their expertise to the Committee or its subcommittees.

II. Committee responsibilities: See *Committee Responsibilities* document.

III. Meetings

October 29, 2009	December 18	February 26	April 23
	January 15, 2010	March 12	April 30
November 20	January 29	March 26	May 7
December 11	February 5	April 9	May 14

- A. Meetings after the initial one are scheduled for 10 am to noon.
- B. Meeting locations will rotate among the District Office and the Colleges.
- C. All meetings are open to anyone wishing to attend.

IV. Term of service and estimated time commitment

- A. The term of service for Committee members is expected to be two years.
- B. The time commitment expected of members will be four to six hours of Committee meetings per month during the academic year, plus preparation and subcommittee work as needed, for a total of perhaps 10-12 hours per month.

V. Recommended decision model

- A. I strongly recommend the consensus model. In this context, consensus does not necessarily imply agreement with every particular, but a willingness to give way on relatively insignificant points, and to accept a document or position on the whole, for the benefit of progress, and ultimately for the benefit of the institution and its students.
- B. The Committee should reach and document consensus on successive parts of the Plan as it goes along.

VI. Recommended quorum

- A. I recommend a quorum of one-half the active membership, with the understanding that if action is required (e.g., consensus on part of or all the plan) when a quorum is not physically present, I will poll the active membership to reach consensus.

VII. The Parking Lot

VIII. Meeting summaries or minutes, after approval by the Committee, will be posted on the Committee’s website.

IX. Subcommittee work is likely to be necessary to accomplish our tasks in timely fashion.