



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

## Accreditation 2011 District Wide Committee Meeting

*Friday, April 8, 2011*  
*BST 116 · Irvine Valley College*

### MINUTES

#### **Members Present:**

##### **District Services**

Beth Mueller  
Brandye D'Lena  
Delores Irwin  
Denice Inciong  
Gary Poertner  
Randy Peebles  
Robert Bramucci  
Teddi Lorch

##### **Saddleback College**

Bob Cosgrove  
Carmen Dominguez  
Carol Hilton  
Claire Cesareo-Silva  
Donald Busche  
James Wright  
Tod Burnett

##### **Irvine Valley College**

Christopher Tarman  
Craig Justice  
Davit Khachatryan  
Glenn Roquemore  
Gwen Plano  
Jerry Rudmann  
Lisa Davis Allen  
Susan Sweet

#### **Members Absent:**

##### **District Services**

David Bugay  
Tere Fluegeman

##### **Saddleback College**

Joseph Tinervia  
Juan Avalos  
Russell Hamilton

##### **Irvine Valley College**

Kathleen Werle

#### **1. Approval of Minutes**

On a motion made by Associate Vice Chancellor Peebles and seconded by Acting Vice President Busche, the minutes from the March 10, 2011 District Wide Accreditation Committee meeting were approved and amended with District Director Beth Mueller, District Director Brandye D'Lena, District Director Teddi Lorch, Professor Bob Cosgrove and Vice President Gwen Plano abstaining.

#### **2. Strategic Plan**

Chancellor Poertner commented that at last month's meeting, the committee discussed hiring a consultant. Proposals from two consulting firms were obtained. A phone conference was scheduled whereby members of the strategic planning committee discussed each firm and a selection was made from the two firms. The College Brain Trust was unanimously selected. The firm will develop a District Strategic Plan for the South Orange County Community College District.

The College Brain Trust proposal was distributed to the Accreditation District Wide committee and was discussed. The proposal outlines the specific steps and timeline of the District's Strategic Plan. The consulting team is made up of project leader, Dr. Shirley Kelly, Strategic Advisor, Rocky Young and Consultant, Judy Hatoff. Chancellor Poertner will forward the names of the committee members who will attend the retreat and one day interviews to the project leader, Shirley Kelly. Ms. Kelly will be involved in organizing the interviews and one day retreat. The retreat is being planned to take place in June.

Following the retreat, the draft of the proposal will be formed and the final proposal will be completed in July. Chancellor Poertner announced that the firm is in the process of finalizing a strategic plan for the West Valley Mission Community College District before coming to SOCCCD. The Chancellor asked the members of the District Wide Accreditation committee for their recommendation as to who should attend the retreat. The committee unanimously agreed that the Strategic Planning subcommittee, in addition to both college presidents, should attend the one day interviews and retreat.

**3. Resource Allocation**

Chancellor Poertner said that, at minimum, we will have to respond to what the District Resources Allocation Council (DRAC) is and how it works. Acting Vice President Don Busche quoted from page 7 and 8 of the Saddleback College 2010 Accreditation Follow-up Report which relates to the process used for allocating Basic Aid funding at the District. President Roquemore added that what Dr. Busche referred to is the core of what the District has to respond to. Chancellor Poertner recommended that the District incorporate what is on both colleges' responses into the District's response.

President Burnett requested the minutes of the District Wide 2011 Accreditation meeting reflect the meeting was videotaped and that it will be placed on the District website with a link to both college websites.

Chancellor Poertner announced that Vice Chancellor Bugay is chairing the Resource Allocation subcommittee and has sent an email to his committees informing them about the upcoming meetings.

**4. Communication**

Chancellor Poertner stated that there has been no action taking place yet at the District level because the District doesn't have a clear understanding of what the recommendation is concerning. Acting Vice President Busche cited excerpts from page 16 of the Saddleback College 2010 Accreditation Follow-Up Report. It was noted that several members of the District Wide Accreditation committee would like to see a compilation of findings from Irvine Valley College similar to the one from Saddleback College in order to be able to respond adequately. Academic Senate President Carmen Dominguez referred to page 12 of the 2010 Accreditation Follow-up Report which describes the accrediting team's findings and evidence of the District's communication process. Dr. Dominguez referred to Human Resources as an example of a department that has used the feedback from the District survey to redirect their efforts to correct and reassess their services. Chancellor Poertner informed the members of the committee that District Director Denice Inciong is working on another survey for the District and plans to make it available before summer break.

**5. Board Self Evaluation**

A Board Self Evaluation retreat has been planned on Saturday, May 14 from 9 a.m. to 2 p.m. The retreat will be a public meeting and will take place at the Mission Viejo Country Club. Dr. Cindra Smith, who wrote the CCLC publication on Board Self Evaluation, has been hired to facilitate the process.

District Director Denice Inciong is working on the Board's survey which will be completed by the end of April. There will be two surveys taking place. One will be specifically for Board members and the other for observers of the Board (i.e., shared governance, faculty, administrators, etc.). Both survey results will be submitted to the facilitator. Dr. Cindra Smith will develop a written report based on the responses and the report will be made public.

On a motion made by District Director Brandye D'Lena and seconded by District Director Teddi Lorch, the members of the accreditation committee voted to have the video tapes of the accreditation committee meetings on the District's intranet, MySite, with President Tod Burnett, Professor Bob Cosgrove, and Director Carol Hilton opposing. The audience who will view the video of the meetings is yet to be determined.

6. ***Board Code of Ethics***

Chancellor Poertner and Vice Chancellor Bugay have extracted verbiage from several community college districts Board ethics policies as well as the CCLC simple language and have combined a draft for a revised District's Board ethics policy. The draft of the policy was submitted to the Administrative Regulations/Board Policy Committee for review. Chancellor Poertner will submit the final draft to the Board for their review and discussion. Members of the District Wide Accreditation committee suggested that the policy be discussed at the Board's Self Evaluation retreat. Chancellor Poertner will consult with Dr. Cindra Smith and she will assess if it is possible to include the policy discussion as part of the retreat.

7. ***Functional Mapping***

Professor Cesareo-Silva commented on how she would like to see what is being done thus far and assess the information before it gets mapped. Academic Senate President Carmen Dominguez cited excerpts from the Evaluation Report Conclusions on page 26 of the Saddleback College 2010 Accreditation Follow-up Report. District Director D'Lena quoted from the second paragraph on page 27 of the follow-up report. Discussion ensued by the group in regards to the development of the District survey. It was suggested by Professor Cesareo-Silva that a decision making committee be developed at the District whereby processes would be evaluated annually.

8. ***Next Meeting***

The next Accreditation District Wide Committee meeting will take place on Friday, May 13, 2011 at 9 a.m. in AGB Conference Room, Saddleback College.

The meeting adjourned at 11 a.m.