



# DISTRICT-WIDE PLANNING COUNCIL

## MINUTES

Friday, November 4, 2011

8:30 – 10:00 a.m. • BST 116, Irvine Valley College

**Members Present:** Gary Poertner, Denice Inciong, Debra Fitzsimons, Jim Wright, Grace Garcia, Brandye D'Lena, Tod Burnett, Gretchen Bender, Bob Bramucci, Gwen Plano, Davit Khachatryan, Dennis Gordon, Delores Irwin, Juan Avalos, Kathy Werle, Lisa Davis Allen, Chris Tarman, Beth Mueller, David Bugay, Mike Sauter, Don Busché, Glenn Roquemore, Tere Fluegeman, Claire Cesareo-Silva, Alannah Rosenberg for Dan Walsh

**Not Attending:** Craig Justice, Randy Peebles, Carol Hilton

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### Committee Charge

Coordinate all district-wide planning; oversee district-wide planning, review progress and strategic plans, and update the planning documents as appropriate.

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#### 1. *Purpose and Mission of Council*

The Council discussed the committee's charge and replaced "address" with "oversee." Gary Poertner asked members to bring additional suggested revisions to the next meeting.

#### 2. *Review of Council Membership*

Gary Poertner explained discrepancies between the council membership listed on the committee one sheet and the list on the council's SharePoint site. He asked members to send membership list revisions to the college presidents who will then forward recommendations to him for review at the next Council meeting.

#### 3. *District-wide Planning Documents*

Tere Fluegeman showed the group the newly created District-wide Planning Documents binder and announced that the documents are posted on SharePoint. Copies are available at the two colleges and in the District Services archive room. Additional binders may be requested through the Public Affairs Office. The Council decided to post the documents on the district's public website as well.

#### 4. *District-wide Strategic Plan and TracDat Demonstration*

Denice Inciong demonstrated how the TracDat program will be used to track progress of the district-wide strategic plan. Chris Tarman also demonstrated briefly how IVC uses TracDat for their college strategic plan.

#### 5. *Annual Timeline for Strategic Plan*

The Council discussed the importance of having planning updates taking place prior to the budget cycle deadlines on March 1.

**6. Review of Meeting Schedule**

The group decided to meet once each term, preferably each October and February, and to hold a retreat annually in late May.

**7. Proposed District and ATEP Vision and Mission Statements**

The Council reviewed the work group's vision and mission statement summary but would still like to see drafts of a statement for each that consolidate ideas from each college. Gary Poertner asked the work group to reconvene and develop such statements for presentation at the next meeting.

**8. Review Today's Meeting Recommendations/Decisions and Action Items**

The committee identified recommendations and/or decisions made in today's meeting and reviewed the actions items needing follow-up. See Summary of Recommendations/Decisions and Action Items listed at the end of today's minutes.

**9. Next Meeting**

The next meeting will be in February; the meeting date, time and location will be determined and members will be notified.

**10. Adjourn**

The meeting adjourned at 10:15 a.m.

**Summary of Recommendations/Decisions Made Today:**

- The council will meet once each semester and hold a retreat each May.

**Action Items**

	<b>Action:</b>	<b>Assigned to:</b>	<b>Deadline:</b>	<b>Status/Comments:</b>
1.	Council members will send membership list revisions to college presidents who will forward recommendations to Chancellor.	All	February meeting	
2.	The Council will schedule one meeting each term (October and February) and a retreat in late May.	Gary Poertner	12/1/11	
3.	The ATEP and District vision and mission statements work group will reconvene to develop consolidated statement drafts.	Randy Peebles	February meeting	
4.	The District-wide Planning Manual documents will be posted on the district's public website.	Tere Fluegeman		



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## Sign-in Sheet

Print Name	Signature	Representing:
Debra Fitzsimons	<i>Debra L. S.</i>	DS
Sun Wright	<i>Sun Wright</i>	SC / MSE
Grace Garcia	<i>Grace Garcia</i>	Chancellor's Office
<i>Marcia</i>	<i>Marcia</i>	<i>MARCIA</i>
Tom Burnett	<i>Tom Burnett</i>	
Sharon Bell	<i>Sharon Bell</i>	SC
Emile Innes	<i>Emile Innes</i>	DS
Bob Bramucci	<i>Bob Bramucci</i>	DS
Gwen Plano	<i>Gwen Plano</i>	IVC
David K	<i>David K</i>	IVC
Dennis Gordon	<i>Dennis Gordon</i>	IVC
Deborah Inri	<i>Deborah Inri</i>	DIST
Juan Avalos	<i>Juan Avalos</i>	SC
Kathy Wren	<i>Kathy Wren</i>	IVC
Lisa Davis Allen	<i>Lisa Davis Allen</i>	IVC
Chris Terman	<i>Chris Terman</i>	IVC
BETH Mueller	<i>BETH Mueller</i>	DIST
Dani	<i>Dani</i>	DS

