



DISTRICT SERVICES PLANNING COMMITTEE

MINUTES

Friday, April 20, 2012

3:30 – 4:30 p.m. • Chancellor’s Conference Room,
District Offices

Members Present: Gary Poertner, Denice Inciong, Jim Gaston, Brandye D’Lena, Kim McCord, Debra Fitzsimons, Jim Phaneuf, Bob Bramucci, Teddi Lorch, Jeff Dorsz
Not Attending: David Bugay, Grace Garcia, Randy Peebles, Tere Fluegeman

Committee Charge

Support planning, including budget allocation recommendations and accreditation progress reporting at the district services level; ensure that integrated planning and budgeting occur for district services; provide guidance and direction to district services administrative unit review teams; address other planning related tasks as needed.

1. *Review/Approve Minutes from March 23, 2012 Meeting*

Minutes were reviewed and approved.

2. *Status of Action Items from Previous Meeting*

| | Action: | Assigned to: | Deadline: | Status/Comments: |
|-----|---|----------------------------------|------------------|-------------------------|
| 1. | Develop process for allocating resources for new expenditures, staffing positions, etc. | Debra Fitzsimons | | In progress |
| 2. | Research options for a master calendar of meetings/events. | Daune Main | | In progress |
| 3.. | Add organizational charts to AURs in TracDat. | All | 3/30/12 | Completed |
| 4. | Complete all final edits in TracDat to 2011-2012 AURs. | All | 3/30/12 | Completed |
| 5. | Brainstorm an information architecture chart for SharePoint. | SharePoint Governance Task Force | 4/20/12 | In progress |

3. *Coordinated Calendar*

The committee discussed having District Services and the colleges create a joint calendar to help coordinate meeting and events.

4. *SharePoint Governance Task Force*

Denise Inciong stated that the Sharepoint Governance Task Force has now been split into two groups. One group will be made up of the site owners and will focus on how to use SharePoint

efficiently; the other group made up of Information Technology staff will focus on the structure of SharePoint.

5. District Services Survey

Denice distributed and the group discussed a draft of the District Services Survey draft. She added questions specifying which portal employees use to get information regarding District Services, employee services, etc., as well as a question regarding the perceived effectiveness of district wide committees.

6. New Process for Allocating Resources among District Operating Units

Debra Fitzsimons distributed and reviewed a funding strategies handout.

7. 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.

8. Next Meeting: 3:30 – 4:30 p.m., Friday, May 11, 2012, HR Conference Room

9. Adjourn

The meeting adjourned at 4:30 p.m.

Summary of Recommendations/Decisions Made Today:

- See below.

Action Items

| | Action: | Assigned to: | Deadline: | Status/Comments: |
|----|--|---------------------|------------------|-------------------------|
| 1. | Add master calendar topic to CEC meeting agenda. | Grace Garcia | 4/23/12 | |
| 2. | Provide feedback on District Services Satisfaction Survey. | All | 4/25/12 | |

