



# DISTRICT-WIDE PLANNING COUNCIL ANNUAL RETREAT

## MINUTES

June 26, 2013

8:30 a.m. – 4:30 p.m. • Mission Viejo Country Club

<b>Members Present:</b>	Gary Poertner, Denice Inciong, Randy Peebles, Debra Fitzsimons, David Gatewood, Patti Flanigan, Glenn Roquemore, Caroline Durdella, Roopa Mathur, David Bugay, Tere Fluegeman, Craig Justice, Brandye D'Lena, Juan Avalos, Vincent Cooper, Bob Bramucci, Kathy Schmeidler, Kathy Werle, Tod Burnett, Mike Sauter, Kim McCord, Carol Hilton, Davit Khachatryan, Claire Cesareo-Silva, Craig Hayward, Teddi Lorch, Bruce Gilman
<b>Not Attending:</b>	Jacqueline Zimbalist
<b>Guests:</b>	Jim Gaston
<b>Note Takers:</b>	Natalie Cooney, Grace Garcia, Beverly Johnson, Daune Main, Sandi Sembiazza, Joyce Bartlomain

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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. Review/Approve Minutes from April 5, 2013 and May 29, 2013 Meetings**

David Bugay moved to approve the April 5, 2013 meeting minutes and Craig Justice seconded the motion; the vote carried. Debra Fitzsimons moved to approve the May 29, 2013 meeting minutes and Tod Burnett seconded the motion; the vote carried.

#### **2. Retreat Sessions and Activities**

Gary Poertner opened the retreat. In the morning session, Denice Inciong led activities on the status and progress of the District-wide Strategic Plan. Denice, Craig Hayward and Caroline Durdella reviewed the items outlined in the agenda on planning assumptions, definition of planning terminology, and the integrated planning template.

In the afternoon Craig Hayward led a sticky wall brainstorming activity where council members proposed additional concepts to consider folding into the 2014-20 district-wide goals. Gary Poertner noted that a separate goal should be created to address CTE and student success, and he cautioned against creating too many goals and suggested keeping the current goals. Claire Cesareo-Silva proposed the District-wide Strategic Plan Task Force develop revised goals for consideration by the DWPC.

#### **3. Timeline for District-wide Strategic Plan**

Denice Inciong reviewed the District-wide Integrated Planning Timeline handout. Craig Hayward reviewed the Integrated Planning Model Draft with Example document and noted that IVC will now refer to "strategy steps" as "action steps." Caroline Durdella added that the district-wide

goals and plan should be created to give flexibility at each of the three entities and not preclude them from creating their own goals and plans.

**4. Edits to Planning Documents**

Denice Inciong asked council members to forward to her by August 1 any edits to the District-wide Planning and Decision Making Manual and the Function Map.

**5. District-wide Strategic Plan (14-20) Task Force**

Denice Inciong invited interested council members to serve on the task force, charged with working on the 2014-2020 strategic plan, including developing recommendations to the council for streamlining district-wide goals and expanding the EFMP to a six year cycle.

**6. Definitions for District-wide Planning Terms**

Council members reviewed and discussed the list of district-wide planning terms definitions. Debra Fitzsimons moved to approve the list as written and Teddi Lorch seconded the motion; the vote carried.

**7. Dates for 2013-2014 Meetings**

Council meeting dates were scheduled for September 6, November 1, February 7, and April 4; the annual retreat was scheduled for May 28, 2014.

**8. Next Meeting:** 8:30 – 10:00 a.m., Friday, September 6, 2013, President’s Conference Room (AGB 106), Saddleback College.

**9. Adjourn**

The meeting adjourned at 4:00 p.m.

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

- Council members approved the list of district-wide planning terms definitions.

**Action Items**

	<b>Action:</b>	<b>Assigned to:</b>	<b>Deadline:</b>	<b>Status/Comments:</b>
1.	Forward to Denice Inciong edits to the District-wide Planning and Decision Making Manual and the Function Map.	All	8/1/13	



# DISTRICT-WIDE PLANNING COUNCIL ANNUAL RETREAT

Wednesday, June 26, 2013

8:30 a.m. – 4:00 p.m.

Mission Viejo Country Club

## Sign-in Sheet

Print Name	Signature	Representing:
R Peebles	<i>R Peebles</i>	DS
Debra FitzSimons	<i>Debra FitzSimons</i>	DS
David Gatewood	<i>David Gatewood</i>	IVC
Patli Franix	<i>Patli Franix</i>	SC
GARY Foerthner	<i>GARY Foerthner</i>	DS
GLENN ROQUEMONT	<i>Glenn RoqueMont</i>	IVC
CAROLINE DURDELLA	<i>Caroline Durdella</i>	SC
Roopa Mathur	<i>Roopa Mathur</i>	IVC
David Berg	<i>David Berg</i>	PS
Irene Fluegeman	<i>Irene Fluegeman</i>	DS
Craig Justice	<i>Craig Justice</i>	IVC
Standy D'lori	<i>Standy D'lori</i>	SOCCLD
Juan Avalos	<i>Juan Avalos</i>	SC
Vincent Cooper	<i>Vincent Cooper</i>	IVC C.S.
Bob Bramucci	<i>Bob Bramucci</i>	DS
Kathy Schneider	<i>Kathy Schneider</i>	IVC Ac Senate
Bev Johnson	<i>Bev Johnson</i>	note taker #5



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Print Name	Signature	Representing:
Kathy Wern	Kathy Wern	SC
Joe Burnett	J. Burnett	
Mike Sawyer	Mike Sawyer	SC, CS.
Jim Gaston	J. Gaston	District
Kim McCord	Kim McCord	D.S.
Carol Wilton	Carol Wilton	SC
David R	D. R.	IVC
Clare Cesario-Site	Clare Cesario-Site	SC Faculty
Craig Hayward	Craig Hayward	IVC
<del>Sandra</del> Sembianna	S. Sembianna/gps	Note Taker
Teddi Lorck	T. Lorck	District
Linda Fontanilla	L. Fontanilla/gps	VPSS, IVC
Bruce Gilman	B. Gilman/gps	Acad. Senate, SC
Grace Garcia	G. Garcia/gps	Note Taker
Denice Inciong	D. Inciong/gps	District Director, AP & DM
Daune Main	D. Main/gps	Note Taker
Natalie Cooney	N. Cooney/gps	Note Taker
Joyce Bartlomain	J. Bartlomain	Recorder/Note Taker