



# DISTRICT-WIDE PLANNING COUNCIL

## MINUTES

November 2, 2012

8:30 – 10:00 a.m. • Room BST 101

Irvine Valley College

**Members Present:** Gary Poertner, Randy Peebles, Brandye D’Lena, Grace Garcia, Debra Fitzsimons, Juan Avalos, Tere Fluegeman, Carol Hilton, Lori Parra for Don Mineo, Davit Khachatryan, Dennis Gordon, Caroline Durdella, Kathy Werle, Claire Cesareo-Silva, Craig Hayward, Linda Fontanilla, Bob Bramucci, David Bugay, Kathy Schmeidler, Tod Burnett, Bob Cosgrove

**Not Attending:** Denice Inciong, Glenn Roquemore, Don Busché, Craig Justice, Kim McCord, Teddi Lorch, Don Mineo

### Committee Charge

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

#### 1. *Review/Approve Minutes from September 7, 2012 Meeting*

Dennis Gordon moved to approve minutes from both dates and David Bugay seconded the motion; the vote carried.

#### 2. *Status of Action Items from Previous Meetings*

	<b>Action:</b>	<b>Assigned to:</b>	<b>Deadline:</b>	<b>Status/Comments:</b>
1.	Complete accreditation follow-up reports.	SC and IVC	10/15/12	Completed
2.	Forward Strategic Plan 2011-2014 Annual Report 2012 edits to Denice Inciong.	All	9/14/12	Completed
3.	Present Strategic Plan 2011-2014 Annual Report 2012 to board of trustees at September meeting.	Denice Inciong	9/24/12	Completed
4.	Distribute DWPC self-assessment online survey to council members.	Denice Inciong	9/10/12	Completed
5.	Research and Planning Directors will meet to coordinate college and district-wide climate survey efforts.	Denice Inciong, Caroline Durdella, Craig Hayward	9/21/12	Completed
6.	Research and Planning Directors will meet to determine college and district-wide environmental scan needs and present at next DWPC meeting.	Denice Inciong, Caroline Durdella, Craig Hayward	11/2/12	In progress

7.	Rename District-wide Integrated Budget and Planning Handbook (new name TBD) and send link to document to council members.	Debra Fitzsimons	9/21/12	Completed
8.	Finalize membership and launch barriers work groups.	Glenn Roquemore, Tod Burnett	10/1/12	In progress
9.	Forward District-wide Function Map and District-wide Planning and Decision Making Manual edits to Randy Peebles.	All	9/21/12	Completed
10.	Forward ATEP Function Map edits to Randy Peebles.	All	9/21/12	Completed

**3. Update on Strategic Planning Documents**

Members approved the following documents with changes as noted below:

District-wide Planning and Decision Making Manual

No substantive changes.

District-wide Function Map

No changes.

ATEP Function Map

Delete parenthetical information on Item #21 and include document in District-wide Planning and Decision Making Manual.

District-wide Integrated Budget Planning Resource Guide

No changes.

Davit Khachatryan reminded members to use site links when creating hyperlinks in the above documents instead of document links to avoid the need to recreate links every time a document is modified. Brandye D'Lena confirmed that it would be appropriate to share the above documents with other districts as requested since the documents appear on the district's public website as well as on SharePoint.

**4. District-wide Committee Self-Assessment (list of district-wide committees)**

Randy Peebles reminded all district-wide committees to conduct annual self-assessments. He conveyed that Denice Inciong recommended the committee chairs update their committee composition and charge sheets and prepare summaries of their self-assessments, including any recommended changes to committee membership or meeting frequency, and forward to Joyce Bartlomain by January 18 for review/approval at the February 1 DWPC meeting.

**5. District-wide Climate Survey**

Gary Poertner reported that the climate survey is still in progress and requested council members encourage all employees to complete it by November 16.

**6. Environmental Scan Update**

Craig Hayward reported that Denice Inciong, Caroline Durdella, and he have identified criteria for the environmental scan process. They plan to finalize the scope of work in November and December, prepare the RFP by January, select a vendor by February, finalize the contract by March, develop the information by June, and finalize the report by July. Caroline Durdella asked that members review the matrix and related documents posted on SharePoint and send input to Denice Inciong. Tod Burnett requested the final report be completed by May 2013 instead so it

may be used to assist with Saddleback College’s planning process; Craig Hayward stated he would meet with Denice Inciong and Caroline Durdella to determine if this would be possible.

**7. Annual DWPC Self-Assessment Results**

Gary Poertner reviewed the DWPC self-assessment survey results and noted the low rate of council members who completed the survey. Based on survey responses, DWPC meeting agendas and related materials/handouts will now be sent to members one week in advance. On the DWPC committee composition and charge sheet, the council approved the following additional changes: (1) Membership – Change number of deans from “TBD” to “one from each college”; (2) Reporting/Recommending Responsibilities – Delete last sentence; and (3) Decision-Making Process – Add “The council uses consensus as the primary tool for making decisions and recommendations to the chancellor. In the event that consensus cannot be reached, a majority vote will be used to establish a recommendation.” Gary Poertner directed Denice Inciong, Caroline Durdella, and Craig Hayward to analyze the self-assessment survey results, develop action plan recommendations, and present them at the February 1 meeting.

**8. Update on Barriers Working Groups**

Gary Poertner reported that none of the work groups have met yet and that most are still waiting for names of participants. He directed the working group chairs to schedule the initial meetings now and constituent groups can send representatives based on employee availability for the selected meeting dates and times. Debra Fitzsimons stated she requested that SharePoint sites be created for each barrier working group.

**9. Next Meeting:** 8:30 – 10:00 a.m., Friday, February 1, 2013, President’s Conference Room (AGB 106), Saddleback College.

**10. Adjourn**

The meeting adjourned at 9:50 a.m.

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

- Council approved revisions to the District-wide Planning and Decision Making Manual, District-wide Function Map, ATEP Function Map, and District-wide Integrated Budget Planning Resource Guide with changes as noted in Item #3 above.
- In future, District-wide Planning Council meeting agendas and related materials/handouts should be distributed to members at least one week prior.
- Council approved revisions to the District-wide Planning Council composition/charge sheet with changes as noted in Item #7 above.

**Action Items**

	<b>Action:</b>	<b>Assigned to:</b>	<b>Deadline:</b>	<b>Status/Comments:</b>
1.	Prepare summary and update composition/charge sheet for each district-wide committee/council and send to Joyce Bartlomain.	Chairs of District-wide Committees/Councils	1/18/13	

2.	Review environmental scan documents folder in SharePoint and forward input to Denice Inciong.	All	TBD	
3.	Analyze DWPC self-assessment survey results and develop action plan recommendations for presentation at next meeting.	Denice Inciong, Caroline Durdella, Craig Hayward	1/18/13	
4.	Schedule barriers work group meetings and determine remaining representation based upon availability for meeting date/time selected.	Chairs of Barriers Work Groups		
5.	Create SharePoint sites for each Barriers Work Group.	Chairs of Barriers Work Groups	11/8/12	



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Friday, November 2, 2012

8:30 – 10:00 a.m.

Room BST 101, Irvine Valley College

## Sign-in Sheet

Print Name	Signature	Representing:
Brandy	<i>[Signature]</i>	TP & P
Grace Garcia	<i>[Signature]</i>	Chancellor's Office
Debra R. H.	Debra Fitzsimons	DS
Juan Avalos	<i>[Signature]</i>	Saddleback
Randy Peelt	<i>[Signature]</i>	DS
Tere Fluegeman	<i>[Signature]</i>	DS PA
CARD HILTON	<i>[Signature]</i>	Saddleback
Tom Ferra	<i>[Signature]</i>	classified Senate for Don Meneo
David K	<i>[Signature]</i>	IVC
Dennis Goudre	<i>[Signature]</i>	IVC Classified Senate
Caroline Durdella	Caroline Durdella	Saddleback
Kathy Weck	<i>[Signature]</i>	IVC
Clair Cesarillo	<i>[Signature]</i>	SC
Craig Hayward	<i>[Signature]</i>	IVC
Linda Fontanella	<i>[Signature]</i>	IVC
Bob Bramucci	<i>[Signature]</i>	DS
David Buzzy	<i>[Signature]</i>	DS
Kelly Schneider	<i>[Signature]</i>	IVC Senate
Tod Bennett	T. Bennett	Saddleback