



## DISTRICT-WIDE PLANNING COUNCIL

### MINUTES

Friday, February 10, 2012

8:30 - 10:00 am • President's Conference Room,  
Saddleback College

**Members Present:**

Claire Cesareo-Silva, David Bugay, Tere Fluegeman, Kim McCord, Gwen Plano, Dennis Gordon, Brandye D'Lena, Randy Peebles, Gary Poertner, Glenn Roquemore, Denice Inciong, Teddi Lorch, Bob Bramucci, Tod Burnett, Carol Hilton, Craig Justice, Don Mineo, Chris Tarman, Jim Wright, Grace Garcia

**Not Attending:**

Juan Avalos, Delores Irwin, Debra Fitzsimons, Gretchen Bender, Davit Kachatryan, Kathy Werle, Lisa Davis Allen, Mike Sauter, Don Busche, Dan Walsh

***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 November 4, 2011 Meeting***

Minutes were reviewed and approved.

**2. *Status Action Items from Previous Meeting***

|    | <b>Action:</b>   | <b>Assigned to:</b> | <b>Deadline:</b> | <b>Status/Comments</b> |
|----|--|---------------------|------------------|------------------------|
| 1. | Members will send membership list revisions to college presidents who will forward recommendations to chancellor   | All                 | 2/10/12          | Completed              |
| 2. | Schedule one meeting each term (October and February) and a retreat in May   | Gary Poertner       | 12/1/11          | In progress            |
| 3. | ATEP and district vision and mission statements work group will reconvene to develop consolidated statement drafts | Randy Peebles       | 2/10/12          | In progress            |
| 4. | District-wide Planning Manual documents will be posted on district's public website.                               | Tere Fluegeman      | 10/31/11         | Completed              |

**3. Accreditation Update**

Both college presidents reported that they received a letter from the Accrediting Commission for Community and Junior Colleges informing them the colleges were being removed from warning status and accreditation was being reaffirmed.

It was reported that the Commission took action with the requirement that the colleges complete a Follow-Up Report. Under the U.S. Department of Education regulations, institutions out of compliance with Accreditation Standards are expected to correct deficiencies within a two year period. Saddleback College and Irvine Valley College must correct the deficiencies by October 2012. The commission also requires that a Follow-Up Report be submitted by both colleges prior to October 15, 2012.

**4. District-wide Strategic Plan Action Items – TracDat Assignments Training**

A demonstration was presented on how to access TracDat. SOCCCD TracDat (handout) was reviewed. Members were informed that log-in to TracDat initially requires the same user name and password. Passwords should be changed in each user's profile the first time you access the site.

It was noted that District Services is using TracDat for implementing their Administrative Unit Reviews (AUR). The deadline for completing the AUR's is March 1.

**5. District Surveys – Board of Trustees Evaluation and District Services Satisfaction Survey**

The Board's Self-Evaluation is scheduled for Saturday, April 28 at the Mission Viejo Country Club from 9 a.m. until 2 p.m. The meeting is open to the public. The same Board evaluation survey will be used as last year and will be sent district-wide in early March. A place for comments will be provided.

A district-services satisfaction survey will be sent out at the end of March/early April. A district-wide climate survey will be sent out in the Fall.

**6. ATEP and District Vision and Mission Statements Work Group: Reconvened and Developed Consolidated Statement Drafts for Further Consideration**

A final proposal of ATEP and SOCCCD Vision and Mission Statements was reviewed by committee members. Members agreed to review and bring back for final approval at the next meeting retreat in May.

The proposed Vision and Mission Statements were presented as information and will be approved at the next district-wide planning council meeting.

Members will email recommended changes to Dr. Randy Peebles who will incorporate, possibly reconvene the work group and present to the council at the retreat in May.

**7. Addressing 5 Top Barriers to Collaboration and Cooperation**

It was reported that both colleges have submitted their reports to the Chancellor as outlined in Action Step 1.1.2 for District-wide Objective 1.1.

The Chancellor will ask Eva Conrad, consultant from the College Brain Trust, for her availability to help facilitate the process to move this item forward including a draft board policy for further consideration. The Chancellor indicated that he would convene a special meeting of the Chancellor's Council for this focused work. A meeting will be scheduled soon.

**8. Revision to Planning Documents: Decision Making Manual and Function Map**

District-wide Integrated Planning and Budget Development Timelines handout (page 25 from the Decision Making Manual) was reviewed by members of the planning council.

It was noted that revisions to the function map, planning manual and strategic plan can be submitted. The Chancellor asked the members for input on how they would want to proceed with the revision to the planning documents.

It was determined that Vice Chancellor David Bugay with some council volunteers, organize a task force to work on the planning document updates. The documents will be reviewed by the District-wide planning council at the May retreat.

**9. Select Date for May Retreat and Discuss Activities**

Members in attendance agreed to hold the council planning retreat on Wednesday, May 30. A time and location is to be determined. Two locations were suggested; the Irvine Duck Club and the Irvine Ranch Outdoor Education Center. A facilitator has not been assigned. It was recommended that a task force be formed to facilitate the meeting. The following people were initially appointed to the task force: Denice Inciong, Chris Tarman, and Gretchen Bender.

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

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

**11. Next Meeting:** Wednesday, May 30, 2012, location to be determined.

**12. Adjourned** The meeting adjourned at 9:45 a.m.

**Summary of Recommendations Made Today:**

- See Action Items below.

**Action Items**

|    | Action:   | Assigned to:                             | Deadline:  | Status/Comments |
|----|---|--|------------|-----------------|
| 1. | Complete Accreditation Follow-Up Reports                          | Saddleback College/Irvine Valley College | 10/15/12   | In progress     |
| 2. | District Services Administrative Unit Reviews                     | District Services                        | 3/1/12     | In progress     |
| 3. | Distribute Satisfaction Survey                                    | Denice Inciong                           | April 2012 | In progress     |
| 4. | Board of Trustees Self-Evaluation                                 | Chancellor                               | 4/28/12    | In progress     |
| 5. | ATEP and District Vision and Mission Statements                   | Randy Peebles                            | 5/30/12    | In progress     |
| 6. | Organize Task Force to work on the revision to planning documents | David Bugay<br>Denice Inciong            | 5/30/12    | In progress     |
| 7. | May Retreat Planning  | Denice Inciong                           | 5/30/12    | In progress     |

**Summary of Meeting:**

The committee reviewed the status of action items from the previous meeting. Agenda items discussed included an accreditation update from each college president; TracDat assignment training; District surveys for the Board Self-Evaluation and District Services Satisfaction surveys; ATEP and District Vision and Mission Statements will be reviewed and brought back for final approval; Five Top Barriers to Collaboration and Cooperation reports have been submitted by both colleges and the next step is to obtain a facilitator; Decision Making Manual, Function Map and Strategic Plan are being reviewed and a task force will be formed to work on the planning documents; Board Self-Evaluation will take place on April 28, time and location to be determined.



# DISTRICT-WIDE PLANNING COUNCIL

Friday, February 10, 2012

8:30 - 10:00 a.m.

President's Conference Room, Saddleback College

## Sign-in Sheet

| Print Name           | Signature          | Representing:      |
|----------------------|--------------------|--------------------|
| Claire Cesareo-Silva | <i>[Signature]</i> | Saddleback Faculty |
| David Bury           | <i>[Signature]</i> | DS                 |
| Tere Flugeman        | <i>[Signature]</i> | DS                 |
| Kim McCord           | <i>[Signature]</i> | DS                 |
| Gwen Plano           | <i>[Signature]</i> | IUC                |
| Dennis Gordon        | <i>[Signature]</i> | IUC                |
| Brandie D'Lena       | <i>[Signature]</i> | SOLCED             |
| Ronny Febli          | <i>[Signature]</i> | DS                 |
| GARY ROERTNER        | <i>[Signature]</i> | Dist               |
| GLEN ROBERTSON       | <i>[Signature]</i> | IUC                |
| Danica Inuons        | <i>[Signature]</i> | Dist REP           |
| Teddi Luch           | <i>[Signature]</i> | HK Dist            |
| Bob Brangucci        | <i>[Signature]</i> | DS                 |
| Doc Kynnett          | <i>[Signature]</i> |                    |
| CARA HILTON          | <i>[Signature]</i> | Saddleback         |
| Craig Just           | <i>[Signature]</i> | IUC                |
| Don More             | <i>[Signature]</i> |                    |
| Chris Tarman         | <i>[Signature]</i> | IUC                |

