



# CHANCELLOR'S COUNCIL

## MINUTES

Thursday, August 16, 2012

8:30 – 10:30 a.m. • Chancellor's Conference Room,  
District Offices

**Members Present:** Gary Poertner, Randy Peebles, Debra Fitzsimons, Sara Sheybani for Jan Mastrangelo, Glenn Roquemore, Bruce Hagan, David Bugay, Juan Avalos for Tod Burnett, Grace Garcia, Tere Fluegeman, Dennis Gordon, Denice Inciong, Thomas Thein, Don Mineo, Paula Jacobs, Bob Bramucci, Bob Cosgrove

**Not Attending:** Tod Burnett, Kathy Schmeidler, Santos Garcia, Jan Mastrangelo, Terry Wedel, Eric Bremen

### Committee Charge

Information exchange, input on issues and decisions; monthly agenda includes review and discussion of board of trustee agenda items (docket).

### 1. *Review/Approve Minutes from July 19, 2012 Meeting*

Glenn Roquemore moved to approve the minutes and Dennis Gordon seconded the motion; the vote carried.

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

	<b>Action:</b>	<b>Assigned to:</b>	<b>Deadline:</b>	<b>Status/Comments:</b>
1.	Forward proposed BP/AR revisions to board for review and study.	Gary Poertner	7/23/12	Completed
2.	Develop process for committee self-assessment.	Gary Poertner	7/19/12	In progress
3.	Review committee composition and charge and bring suggested revisions to next meeting.	All	8/16/12	Denice Inciong will distribute survey to council members.
4.	Share how council members disseminate information to constituent groups.	All	8/16/12	Denice Inciong will distribute survey to council members.

### 3. *BP/AR Recommendations*

Debra Fitzsimons discussed board policy revisions being submitted to the board of trustees for review and study. The council recommended that the chancellor forward the revisions to the board as presented.

**4. Board Agenda Docket**

Agenda items submitted by the district and colleges for the August 27 meeting of the board of trustees were discussed. The board meeting discussion item will be the role of the academic senates in education program development.

**5. Chancellor's Council Year End Self-Assessment**

Denice Inciong will develop a self-assessment survey to include questions on the council's charge, meeting frequency, and effectiveness. She will distribute the survey before the next council meeting to current members as well as those who served last year.

**6. College Completion Agenda**

Gary Poertner stressed the importance of the colleges and district beginning work on the completion agenda now. He encouraged faculty to take the lead and be enthusiastic, and said that Bob Cosgrove and Kathy Schmeidler expressed interest in making this a priority for the academic senates. He predicted the mandated 55% degree completion rate will be difficult to reach. Juan Avalos explained how CSU admission policies and the new emphasis on transfer degrees affect our students and their ability to transfer to four-year institutions. To eliminate confusion in the future, Gary requested everyone adopt terminology used at the national level. Gary said he was pleased that for the first time that the completion agenda and mutual respect and cooperation were the themes of all Flex Week events at both colleges. Tere Fluegeman noted that the proposed state tax initiative will increase scrutiny on public education and that presenting a unified public message will be critical. The council recommended that the district and college public information offices work closely and that members remind their constituents to forward all media inquiries their public information offices. Bruce Hagan suggested the websites and external facing be re-themed. The council also recommended that the district develop a position on the tax initiative and community colleges in general in preparation for possible media inquiries. Gary said he asked Bob Bramucci and his staff to identify projects related to the completion agenda and to consider the agenda when setting priorities.

**7. Business Process Analyses**

Debra Fitzsimons reported that the last meetings on purchasing and accounts payable processes will take place in August. The steering committee will then begin its work and hold sessions at each college to share BPA results and obtain feedback from staff.

**8. Board Meeting Presentation**

Glenn Roquemore stated that Brenda Borron and her colleague at UC Irvine have prepared their portion of the presentation on the Student Success Task Force's Recommendation #1; Bob Cosgrove said Saddleback College needed additional time but would be ready to present at the September 24 board meeting. Gary Poertner asked Bob Cosgrove to work with Kathy Schmeidler to prepare a presentation for the August 27 board meeting on the role of the academic senates in education program development.

**9. Barriers to Mutual Respect, Cooperation and Collaboration**

Glenn Roquemore discussed the handout he and Tod Burnett prepared specifying working groups for each of the top five barriers identified at the June 12 workshop. Paula Jacobs requested that Faculty Association, CSEA, and POA representation be added to Group #3. Glenn and Tod will be sending the groups more instructions and background information in the near future and are requesting they develop recommendations by the end of the fall 2012 term.

## **10. Council Member Reports**

**David Bugay** / Vice Chancellor, Human Resources – Employee ID numbers for new hires will now be issued sooner so that email accounts, phone extensions, keys, and copier access cards can be issued before the new employee begins work. HR has received numerous public information requests, including requests for hiring committee information and Blackboard email strings. He stressed the importance for all employees to check with their public information offices before responding to any information request.

**Paula Jacobs** / Faculty Association – The Faculty Association is sponsoring a luncheon for new faculty immediately prior to HR's new faculty orientation session.

**Glenn Roquemore** / IVC President – Received positive comments on the Chancellor's Opening Session. IVC held a strategic planning retreat for administrators and managers and will bring the language of completion in its work in the future.

**Sara Sheybani for Jan Mastrangelo** / CSEA – Jan Mastrangelo will be resigning as CSEA president, so Sara will serve as president through the end of the current term of office. Many classified employees are considering the retirement incentives. She invited everyone to attend SC's Science Lecture Series and noted that the organic synthesis lecture is dedicated to Jim Wright.

**Bob Bramucci** / Vice Chancellor, Technology and Learning Services – District IT released the new *IT Connections* blog; employees may click the "subscribe" button to receive automatic blog updates. He and IT staff gave Geek Report presentations and Sherpa demonstrations at both campuses during Flex Week.

**Debra Fitzsimons** / Vice Chancellor, Business Services – Business Services has been recognized by the OC Department of Education as the first large district to close its books for the 2011-12 fiscal year and the county will be providing a pizza party for the staff. She thanked the colleges for their efforts as well.

**Don Mineo** / SC Classified Senate – Invited council members to attend SC's classified staff luncheon. The senate is encouraging more staff participation and has developed a new interest form. He urged managers to allow staff to attend meetings or events when possible. Macy's Shop for a Cause discount passes are still available, with proceeds going toward the veterans Thanksgiving basket project. The senate has purchased a Veterans Memorial plaque for 94-year-old classified retiree and World War II veteran John Polikaitis.

**Denice Inciong** / District Director, Research, Planning and Data Management – Has been supporting the colleges' accreditation follow-up reports and updating the strategic plan. She is sending function map updates to the District-wide Planning Council members in preparation for their next meeting on September 7. She is also assessing an environmental scan and sending class profiles to instructors.

**Bob Cosgrove** / SC Academic – New faculty orientation sessions and events will continue through spring with a focus on student success. The senate has established a committee for part-time faculty outreach.

**Juan Avalos for Tod Burnett** / SC President – SC received several grants over the summer. The new bridge dedication ceremony and breakfast was very successful, and the new Learning Resource Center opens on August 20. The main topics at the recent management retreat were the Student Success Task Force and mutual respect, including a session on how to create a campus-wide effort that identifies how all employees contribute to student success.

**Tere Fluegeman** / District Director, Public Affairs and Government Relations – Closely watching the veterans and student success bills as they progress through the legislature. This year SOCCCD will chair the Orange County Community Colleges Legislative Task Force.

**Randy Peebles** / Associate Vice Chancellor, Economic Development – Demolition of hardscape and foundations at ATEP will soon be complete; the land exchange process with the County continues.

**Dennis Gordon / IVC Classified Senate** – Invited council members to attend IVC’s classified staff pancake breakfast. The senate continues discussion of the first draft of their conflict resolution document that is based on a similar document developed by Keith Shackleford.

**Bruce Hagan / IVC Classified Managers** – Managers are watching possible classified retirements.

**11. 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.

**12. Next Meeting**

Next meeting will be Thursday, September 13, 2012, 8:30 – 10:30 a.m., Chancellor’s Conference Room, District Offices.

**13. Adjourn**

The meeting adjourned at 10:45 a.m.

<b>Summary of Recommendations/Decisions Made Today:</b>	
•	Council recommends the chancellor forward proposed BP/AR revisions to the board for review and study.
•	In light of upcoming elections, the council recommends Debra Fitzsimons review board policies on political activity and check for any Community College League of California recommendations.
•	Council recommends that members remind their constituents to forward all media inquiries their public information offices and that the district and college public information offices work closely to ensure consistency.
•	Council recommends the district develop a position on the tax initiative and community colleges in general in preparation for possible media inquiries.

**Action Items**

	<b>Action:</b>	<b>Assigned to:</b>	<b>Deadline:</b>	<b>Status/Comments:</b>
1.	Forward proposed BP/AR revisions to board for review and study.	Gary Poertner	8/20/12	
2.	Develop and distribute committee self-assessment survey to current and last year’s council members.	Denice Inciong	8/31/12	
3.	Prepare presentation on Student Success Task Force Recommendation #1 for September board meeting.	Glenn Roquemore, Tod Burnett	9/13/12	
4.	Send Strategic Plan updates to Denice Inciong.	All	9/13/12	



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Thursday, August 16, 2012

8:30 – 10:30 a.m.

Chancellor's Conference Room, District Offices

## Sign-in Sheet

Print Name	Signature	Representing:
R Peebh	<i>R Peebh</i>	DS.
Debra Fitzsimons	<i>Debra Fitzsimons</i>	DS
Sara Sheyban	<i>S. Sheyban</i>	CSEA
GLEN KAZEMPOUR	<i>Glen Kazempour</i>	IUC
Bruce Hagan	<i>B Hagan</i>	FUC Mgr
David Breyer	<i>D Breyer</i>	DS
Juan Avalos	<i>Juan Avalos</i>	Saddleback
Grace Garcia	<i>Grace Garcia</i>	Chancellor's Office
Alex Fregeme	<i>Alex Fregeme</i>	Dist PA
Dennis Gordon	<i>Dennis Gordon</i>	IUC
Amice Inuon	<i>Amice Inuon</i>	DS R&P
Thomas Train	<i>Thomas Train</i>	AS IUC
DAN MIREO	<i>DAN MIREO</i>	CS - SC
Paula Jacobs	<i>Paula Jacobs</i>	Fac. Assoc.
Bob Bramucci	<i>Bob Bramucci</i>	DS
Bob Coscrava	<i>Bob Coscrava</i>	Seniors - SC