



DISTRICT-WIDE PLANNING COUNCIL

MINUTES

September 7, 2012

8:30 – 10:00 a.m. • President’s Conference Room
Saddleback College

Members Present: Gary Poertner, Denice Inciong, Grace Garcia, Tere Fluegeman, Dennis Gordon, Claire Cesareo-Silva, Kathy Werle, Teddi Lorch, David Bugay, Davit Khachatryan, Caroline Durdella, Don Mineo, Jacqueline Zimbalist, Bob Bramucci, Don Busché, Katherine Schmeidler, Chris Tarman, Craig Justice, Glenn Roquemore, Juan Avalos, Linda Fontanilla, Debra Fitzsimons, Craig Hayward, Bob Cosgrove, Brandye D’Lena

Not Attending: Randy Peebles, Tod Burnett, Kim McCord, Carol Hilton, Lisa Davis Allen

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 February 10, 2012 Meeting and May 30, 2012 Retreat**
Craig Justice moved to approve minutes from both dates and Bob Bramucci seconded the motion; the vote carried.
2. **Status of Action Items from Previous Meetings**

| | Action: | Assigned to: | Deadline: | Status/Comments: |
|----|---|-----------------------------|------------|---|
| 1. | Schedule one meeting each term (October and February) and a retreat in late May. | Gary Poertner | 12/1/11 | Completed At the DWPC Retreat agreed to have 2 meetings per semester and the May retreat in 2012-13. |
| 2. | Complete District Services administrative unit reviews. | District Services | 3/1/12 | Completed Posted on DS SharePoint site. |
| 3. | Distribute satisfaction survey. | Denice Inciong | April 2012 | Completed Survey completed May 2012; results completed August 2012. |
| 4. | Conduct Board of Trustees self-evaluation. | Gary Poertner | 4/28/12 | Completed |
| 5. | Conduct DWPC Retreat. | Denice Inciong | 5/30/12 | Completed |
| 6. | ATEP and district vision and mission statements work group will reconvene to develop consolidated statement drafts. | Randy Peebles | 5/30/12 | Completed |
| 7. | Coordinate updates to planning documents. | David Bugay, Denice Inciong | 5/30/12 | Completed |

| | | | | |
|----|--|---------------|----------|---|
| 8. | Forward revised ATEP and district vision and mission statements to board for approval. | Gary Poertner | 6/14/12 | Completed |
| 9. | Complete accreditation follow-up reports. | SC and IVC | 10/15/12 | In progress SC and IVC will provide as information items to board of trustees at September 24 meeting. |

3. Update on Strategic Plan Annual Report

Denice Inciong reviewed the draft version of the District-wide Strategic Plan 2011-2014 Annual Report and noted that it includes a summary of the DWPC’s May 2012 retreat. She asked council members to review the document and send her any edits by September 14. She will be presenting the final report as an information item to the board of trustees at their September 24 meeting. Claire Cesareo-Silva added that she will include in SC’s accreditation follow-up report that a presentation was given at the board meeting.

Glenn Roquemore reported that he and Tod Burnett developed work groups to address each of the five barriers to mutual respect, cooperation and collaboration as noted in Goal #1 of the strategic plan. The classified and academic senates are still appointing staff and faculty to serve on the work groups which will be launched by October 1.

Denice reported that the Learning Services Coordinating Committee (LSCC) is developing a task force on student success issues to address Strategic Plan Goal #2. Task force membership is being finalized by the college vice presidents.

4. Update on Strategic Planning Documents

Denice reported that drafts of function maps have been posted to SharePoint. Randy Peebles is facilitating the edits to the documents to include updates as of June 30, 2012. He will bring final drafts to the November 2 meeting for the council’s review.

5. District-wide Committee Self-Assessment

Denice reviewed the online self-assessment survey for the DWPC, based on a template she created for use by various district-wide committees. She reported that Chancellor’s Council recently conducted their self-assessment with a similar survey tool, and the District Services Planning Committee has discussed training District Services support staff on the survey software so they may customize the questions and format for use with other committees and councils. The group agreed to use the presented survey for the DWPC’s self-assessment; Denice will distribute the survey to council membership.

6. District-wide Climate Survey

Denice thanked Chris Tarman for all his work on the District-wide Climate Pilot Survey Preliminary Results document. She gave a brief overview of the document, which includes results of the spring 2012 Saddleback College, Irvine Valley College, and District-wide Climate Surveys. She noted that questions regarding the planning processes were not included because these procedures are still in development. She will coordinate with Caroline Durdella and Craig Hayward to develop the climate survey to be implemented this fall and to avoid over-surveying employees in the coming year.

7. Environmental Scan Discussion

Denice Inciong explained the usefulness of an environmental or external scan for next year’s planning cycle. She reviewed a handout outlining sample environmental scans and the group briefly discussed companies that provide such services. She will be meeting with Caroline Durdella and Craig Hayward to determine college and district-wide needs and will bring ideas to the November 2 council meeting.

8. District-wide Integrated Budget and Planning Handbook

Debra Fitzsimons circulated a copy of the District-wide Integrated Budget and Planning Handbook draft and explained that it consolidates all documents in one place and includes links to the various documents. The document was prepared in an attempt to meet the goal of placing all information in a user-friendly and accessible format; copies were given to a steering committee this summer and feedback was requested. Several council members said they found it helpful but thought the title may create confusion; since it is primarily a budget document, the council suggested removing “and” from the title. Don Mineo stated he felt a staffing plan should be included. The council agreed that Debra should rename the handbook, and Debra added that she would send the council members a link to the document.

9. ATEP Function Map Draft

Gary Poertner reviewed the ATEP Function Map draft handout, created to answer questions about which entity has responsibility over various functions at ATEP. Kathy Werle expressed concern that the map did not accurately reflect the current situation at ATEP; Claire Cesareo-Silva suggested that item #9 be divided into two items: one for instruction and one for student services. Gary asked everyone to forward additional comments and suggestions to Randy Peebles.

10. Next Meeting: 8:30 – 10:00 a.m., Friday, November 2, 2012, Room BST 101, Irvine Valley College.

11. Adjourn

The meeting adjourned at 10:05 a.m.

Summary of Recommendations/Decisions Made Today:

- See below.

Action Items

| | Action: | Assigned to: | Deadline: | Status/Comments: |
|----|---|---------------------|------------------|-------------------------|
| 1. | Forward Strategic Plan 2011-2014 Annual Report 2012 edits to Denice Inciong. | All | 9/14/12 | |
| 2. | Present Strategic Plan Annual Report to board of trustees at September meeting. | Denice Inciong | 9/24/12 | |
| 3. | Distribute DWPC self-assessment online survey to council members. | Denice Inciong | 9/10/12 | |

| | | | | |
|-----|---|--|----------|--|
| 4. | Research and Planning Directors will meet to coordinate college and district-wide climate survey efforts. | Denice Inciong, Caroline Durdella, Craig Hayward | 10/15/12 | |
| 5. | 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 | |
| 6. | Rename <i>District-wide Integrated Budget and Planning Handbook</i> (new name TBD) and send link to document to council members. | Debra Fitzsimons | 9/21/12 | |
| 7. | Finalize membership and launch barriers work groups. | Glenn Roquemore, Tod Burnett | 10/1/12 | |
| 8. | Finalize membership and launch SC and IVC student success task forces. | Craig Justice, Linda Fontanilla, Don Busché, Juan Avalos | 10/1/12 | |
| 9. | Forward Function Map and District-wide Planning and Decision Making Manual edits to Randy Peebles. | All | 9/21/12 | |
| 10. | Forward ATEP Function Map edits to Randy Peebles. | All | 9/21/12 | |



DISTRICT-WIDE PLANNING COUNCIL

Friday, September 7, 2012

8:30 - 10:00 a.m.

President's Conference Room, Saddleback College

Sign-in Sheet

| Print Name | Signature | Representing: |
|--------------------------|-------------------------------|---------------------------------|
| Grace Garcia | <i>[Signature]</i> | Chanc. Office |
| Tere Fluegeman | <i>[Signature]</i> | Dist PA |
| Dennis Coonan | <i>[Signature]</i> | IVC Classified Staff |
| Claire Cearco-Silva | <i>[Signature]</i> | SC Faculty |
| Kathy Werk | Kwerk | IVC Acad. Prog. |
| Jeddi Ford | T. Ford | District HR |
| David Dugay | <i>[Signature]</i> | DS |
| David Khachaturian | <i>[Signature]</i> | IVC |
| Admella | Admella | SB |
| GARY Beckner | <i>[Signature]</i> | DO |
| Daniel Higgins | Daniel | DS R & P |
| Don Mingo | Don | SC - Class Sander |
| Jacqueline Zimbalist | Jacqueline Zimbalist | Dist. Purch |
| Bob Bramucci | <i>[Signature]</i> | DS |
| Don Dusche | Don Dusche | SC |
| Kathleen Schneidler | <i>[Signature]</i> | IVC Faculty |
| Chris Tarmen | <i>[Signature]</i> | IVC |
| | | |

