



# CHANCELLOR'S COUNCIL

## MINUTES

Thursday, July 19, 2012

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

**Members Present:** Gary Poertner, Bruce Hagan, Thomas Thein, Glenn Roquemore, Dennis Gordon, Denice Inciong, Don Mineo, Terry Wedel, Eric Bremen, Ken Woodward for Paula Jacobs, Grace Garcia, Tere Fluegeman, Debra Fitzsimons, Bob Bramucci, Tod Burnett, David Bugay, Sara Sheybani for Jan Mastrangelo, Bob Cosgrove

**Not Attending:** Randy Peebles, Kathy Schmeidler, Santos Garcia, Paula Jacobs, Jan Mastrangelo

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### Committee Charge

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

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#### 1. *Review/Approve Minutes from June 14, 2012 Meeting*

Don Mineo and Dennis Gordon were added to the list of those not present at the June 14 meeting. Denice Inciong moved to approve the minutes as amended 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	6/18/12	Completed
2.	Develop process for committee self-assessment.	Gary Poertner	7/19/12	In progress
2.	Plan a more formal recognition for faculty receiving tenure at February 2013 board meeting.	David Bugay	2/1/13	Delegated to Tod Burnett, Glenn Roquemore, David Bugay

#### 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 July 30 meeting of the board of trustees were discussed. Gary Poertner clarified that resolutions should generally be reserved for group

accomplishments, such as a team winning a national championship, and not for an accomplishment by an individual. The board meeting discussion item will be the college completion agenda, and it will also be the focus of the Chancellor's Opening Session on August 14. He strongly encouraged faculty to participate in upcoming college completion agenda projects and discussions.

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

Gary Poertner reminded the council that all district-wide committees and councils are required to evaluate themselves annually. Denice Inciong asked everyone to review the council's one-sheet and bring suggested changes to the August 16 meeting; she will also develop a questionnaire for discussion at the next meeting. David Bugay noted the importance of council members advising their constituent groups of discussions and decisions made at the meetings. Council members agreed to share at the next meeting how they inform their constituencies and the processes they use.

#### **6. College Completion Agenda**

Gary Poertner restated the importance of the college completion agenda now and in the future and that it needs to continue to be discussed at the colleges. He stressed the need to work on planning and implementation in light of the 2020 deadline.

#### **7. Business Process Analyses**

Debra Fitzsimons reported that six of the eight BPA sessions have been completed; processes discussed include budget development, accounts receivable, accounts payable, purchasing, travel, hiring, and onboarding, and are helping to identify ways to make our business processes more efficient and user friendly. A steering committee has been formed and will entertain presentations from vendors for new human resources/financial systems software this fall.

#### **8. Council Member Reports**

**Bob Bramucci** / Vice Chancellor, Technology and Learning Services – Sherpa received *Campus Technology* magazine's 2012 Innovators Award in Boston yesterday.

**David Bugay** / Vice Chancellor, Human Resources – Will attend an upcoming IVC Classified Senate meeting to discuss the new retirement incentives. The new actuarial tables are expected to significantly impact future retirement costs.

**Tod Burnett** / SC President – Full time faculty hiring for SC has been completed. The new bridge will be dedicated to the college's Facilities, Maintenance and Operations staff, and all are invited to the breakfast and dedication ceremony on July 27.

**Glenn Roquemore** / IVC President – Linda Fontanilla, the new Vice President for Student Services will be joining the college soon. He invited everyone to attend the free IVC Follies, the first theater event to be held at the new outdoor terrace. College workshops on barriers are planned, and the college completion agenda will be the focus of IVC's upcoming strategic plan and administrator/manager retreats.

**Sara Sheybani for Jan Mastrangelo** / CSEA – The new contract was ratified with 98% approval, and information sessions on the new retirement incentives have been scheduled. The local chapter will be sending five delegates to the annual CSEA conference later this month.

**Debra Fitzsimons** / Vice Chancellor, Business Services – New travel guidelines and procedures have been announced and went into effect July 1. Business Services is considering implementing the use of procurement cards and will be asking the colleges for pilot program volunteers.

**Terry Wedel** / SC Classified Managers – Managers are closely watching the upcoming classified bargaining unit retirements.

**Bob Cosgrove / SC Academic – Faculty** are concerned that upcoming classified retirements will severely impact the curriculum development process and student success. He and several other SC and IVC faculty attended a curriculum workshop in San Francisco where the course repeatability issue recently approved by the Board of Governors was discussed. Gary Poertner stressed that faculty need to be involved in such issues now and that we cannot wait for the state to advise us of their decisions before taking action. The senate has planned new faculty orientations and meetings throughout the year that will include speakers from various programs and departments, such as Veterans Services, Student Services, etc. The SC and IVC Academic Senates are working on a joint board presentation on the role of the Academic Senate.

**Tere Fluegeman / District Director, Public Affairs and Government Relations – Working with District IT** on the new District Services SharePoint interface. The new landing page will include news feeds from the colleges and district; announcements could be included as well.

**Denice Inciong / District Director, Research, Planning and Data Management – Continues to work on branding and user experience for the District Services SharePoint site, and is working with Claire Cesareo-Silva, Kathy Werle, Craig Hayward, and Caroline Durdella to update the strategic plan.**

**Don Mineo / SC Classified Senate – Classified staff** are concerned about possible retirements and how they might impact departmental operations and services to students. The senate will be reviewing and updating their bylaws, goals, and staff development plans at their annual retreat tomorrow. Macy’s Shop for a Cause discount passes are available for purchase from senate officers.

**Dennis Gordon / IVC Classified Senate – Several senate members** were presenters at last month’s CCLC Classified Leadership Institute. The senate’s annual award ceremony was very successful and included administrators, managers, and academic senate officers for the first time.

**9. 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.

**10. Next Meeting**

Next meeting will be Thursday, August 16, 2012, 8:30 – 10:30 a.m., Chancellor’s Conference Room, District Offices.

**11. Adjourn**

The meeting adjourned at 10:15 a.m.

<b>Summary of Recommendations/Decisions Made Today:</b>	
<ul style="list-style-type: none"> <li>Council recommends the chancellor forward proposed BP/AR revisions to the board for review and study.</li> </ul>	

**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	7/23/12	
2.	Review committee one-sheet and bring suggested revisions to next meeting.	All	8/16/12	

3.	Share how council members disseminate meeting information to constituent groups.	All	8/16/12	
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Thursday, July 19, 2012

8:30 – 10:30 a.m.

Chancellor's Conference Room, District Offices

## Sign-in Sheet

Print Name	Signature	Representing:
Bruce Hagan	<i>[Signature]</i>	IUC Agr's
Thomas Their	<i>[Signature]</i>	IVC Student Government
GLENN ROBERTSON	<i>[Signature]</i>	IUC
GARY ROBERTSON	<i>[Signature]</i>	Dist
DEANIS BOGGS ON	<i>[Signature]</i>	IUC Classified Staff
Denise Ingrams	<i>[Signature]</i>	Dir R & P
Don Mingo	<i>[Signature]</i>	SC - CLASS staff
Tony Wedel	<i>[Signature]</i>	SC class man
Eric Bremers	<i>[Signature]</i>	SC ASG
Ken Woodward	<i>[Signature]</i>	Faculty Association
Grace Garcia	<i>[Signature]</i>	Chancellor's Office
Tere Pluzynski	<i>[Signature]</i>	PA
Debra Fitzsimons	<i>[Signature]</i>	DS
Bob Braquucci	<i>[Signature]</i>	DS
Joe Kurnett	<i>[Signature]</i>	
James Brown	<i>[Signature]</i>	Senate SC
Bob Coz	<i>[Signature]</i>	