



# DISTRICT-WIDE PLANNING COUNCIL

## MINUTES

September 6, 2013

8:30 – 10:00 a.m. • President’s Conference Room (AGB 106)  
Saddleback College

**Members Present:** Gary Poertner, Denice Inciong, Tod Burnett, Roopa Mathur, Glenn Roquemore, Barbara Blanchard, Craig Hayward, Kathy Werle, Debra Fitzsimons, Juan Avalos, Patti Flanigan, Mike Sauter, Caroline Durdella, Brandye D’Lena, Bob Bramucci, Craig Justice, David Bugay, Teddi Lorch, Vincent Cooper, Dan Walsh, Tere Fluegeman, Randy Peebles, Kim McCord, Claire Cesareo-Silva, Jacqueline Zimbalist, Davit Khachatryan, Grace Garcia, Linda Fontanilla

**Not Attending:** Kathy Schmeidler, Carol Hilton

### 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 June 26, 2013 Retreat*

Tere Fluegeman moved to approve the minutes and Kim McCord seconded the motion; the vote carried.

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

	Action:	Assigned to:	Deadline:	Status/Comments:
1.	Forward to Denice Inciong edits to the District-wide Planning and Decision Making Manual and the Function Map.	All	8/1/13	Completed

#### 3. *Update on Barriers Work Group Recommendations*

Tod Burnett and Glenn Roquemore provided a brief synopsis of the work completed district-wide on the five identified barriers to mutual respect, cooperation and collaboration, and they asked the chairpersons of each of the five work groups to briefly summarize their recommendations.

**Barrier 1** – Craig Justice reported that, as a product of the Barrier 1 Work Group recommendations, the four vice presidents developed a proposed District Instruction/Support Services Coordinating Task Force which would consider shared programs and services and report to the Learning Services Coordinating Committee. The vice presidents agreed to meet again to refine the membership and charge and will bring a proposal to the November 1 DWPC meeting for consideration and approval to form a new committee.

**Barrier 2** – Bob Bramucci stated that the group concluded that the district and colleges have voluminous data but recommended that it be made more usable, that data standards be developed, and that incentives be offered for employees to participate in training.

**Barrier 3** – Debra Fitzsimons summarized that the group recommended implementing what was learned in recent business process analysis sessions.

**Barrier 4** – Gary Poertner reported that the group’s major recommendations included increasing in-person communication since emails often create misunderstandings; creating a district-wide calendar; and developing a new employee onboarding process, on which Human Resources is already working.

**Barrier 5** – Debra Fitzsimons reported that the Board Policy and Administrative Regulation Advisory Committee developed a draft version on BP 180 – Respectful Interactions and Collaboration which is in the review process at the colleges.

Tod Burnett requested DWPC members read all documents posted to the Barriers to Mutual Respect, Cooperation and Collaboration site on SharePoint and complete the survey that he and Glenn Roquemore will distribute in two weeks.

**4. District-wide Strategic Plan 2011-2014 Annual Progress Report – DRAFT**

Denice Inciong provided a brief overview of the District-wide Strategic Plan 2011-2014 Annual Progress Report draft and noted that the TracDat handout contains additional detail. She will be presenting the draft to the board of trustees at their next meeting and asked all members to review the draft and forward edits or feedback to her by September 12.

**5. District-wide Strategic Plan 2014-2020 Task Force**

Denice Inciong briefly summarized the District-wide Strategic Plan 2014-2020 Task Force’s work on synthesizing themes from the District-wide Planning Council’s June 26 retreat and on the transition to the new 2014-2020 strategic plan. She presented the task force’s four recommended goals for 2014-2020. After lengthy discussion, members agreed by consensus to adopt the following four goals for the District-wide Strategic Plan 2014-2020:

1. *SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration.*
2. *SOCCCD will promote students’ success by enhancing the teaching and learning environment.*
3. *SOCCCD will advance economic and workforce development through regional partnerships with educational institutions and industry and by strengthening career technical education.*
4. *SOCCCD will strengthen long-term financial health and institutional effectiveness through integrated planning and resource allocation.*

Gary Poertner asked IVC, SC and District Services to develop prioritized lists of objectives for their respective institutions for review and consideration at the November 1 DWPC meeting.

**6. Update to District-wide Planning and Decision Making Manual and Function Map**

Denice Inciong noted that the major edits to the District-wide Planning and Decision Making Manual consist of technical changes to the committee composition/charge sheets and the organizational charts; she asked members to review these edits and forward changes to her by October 23. She added that a full revision of the manual is planned for next year.

**7. DWPC Self-Assessment Results**

Denice Inciong reviewed the council’s self-assessment survey results, noting that responses were generally positive.

**8. District-wide Committees Self-Assessment**

Denice Inciong briefly reviewed the summary handout.

**9. Next Meeting:** 8:30 – 10:00 a.m., Friday, November 1, 2013, Room BST 116, Irvine Valley College

**10. Adjourn**

The meeting adjourned at 10:40 a.m.

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

- Council members agreed by consensus to adopt the four District-wide Strategic Plan 2014-2020 goals as noted in Item #5 above.

**Action Items**

	<b>Action:</b>	<b>Assigned to:</b>	<b>Deadline:</b>	<b>Status/Comments:</b>
1.	Refine proposed District Instruction/Support Services Coordinating Task Force composition and charge; bring forward for consideration and approval at next DWPC meeting.	Craig Justice Kathy Werle Linda Fontanilla Juan Avalos	11/1/13	
2.	Read all documents on Barriers to Mutual Respect, Cooperation and Collaboration SharePoint site and complete survey.	All	9/20/13	
3.	Review SOCCCD District-wide Strategic Plan 2011-2014 Annual Report 2013 Draft and forward edits to Denice Inciong.	All	9/12/13	
4.	Develop a prioritized list of objectives for District-wide Strategic Plan 2014-2020 goals.	IVC, SC and District Services	11/1/13	
5.	Review committee composition/charge sheets in District-wide Planning and Decision Making Manual draft and forward edits to Denice Inciong.	All	10/11/13	