SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Accreditation 2011 District Wide Committee Meeting

Friday, June 17, 2011
BST 118 · Irvine Valley College

MINUTES

Members Present:

District Services		Saddleback College	Irvine Valley College
Brandye D'Lena	Robert Bramucci	Carmen Dominguez	Christopher Tarman
Denice Inciong	Teddi Lorch	Donald Busche	Davit Khachatryan
Gary Poertner	Tere Fluegeman	Claire Cesareo-Silva	Gwen Plano
Karen Bronson for Beth Mueller		Carol Hilton	Kathleen Werle
David Bugay			Susan Sweet
Debra Fitzsimons			

Members Absent:

District Services	Saddleback College	Irvine Valley College
Randy Peebles	Bob Cosgrove	Jerry Rudman
Delores Irwin	James Wright	Craig Justice
	Joseph Tinervia	Glenn Roquemore
	Juan Avalos	Lisa Davis Allen
	Russell Hamilton	
	Tod Burnett	

1. **Approval of Minutes**

   On a motion made by Vice Chancellor Bugay and seconded by Director Hilton, the minutes from the May 13, 2011 District Wide Accreditation Committee meeting were approved.

2. **Strategic Plan**

   Chancellor Poertner stated that the Strategic Planning is moving along well. The accreditation retreat was very successful and productive under the leadership of College Brain Trust facilitator, Ms. Eva Conrad. Ms. Conrad will continue to assist the District until a final draft of the strategic plan is completed. The District is waiting for a draft from Ms. Conrad which is scheduled to be completed on or before July 7, 2011. The second District Wide Strategic Plan meeting is tentatively scheduled for August 3 at Saddleback College.

   The top item on the list which was addressed at the retreat is the District-wide climate. The topic was also discussed by Chancellor Poertner during the last Cabinet meeting on June 16.

   Chancellor Poertner advised that when the accreditation committees are done with their work, the committee chair and members write a summary of what they have done and how they are addressing the recommendation as well as the corrective actions taken. Director Carol Hilton suggested that a template

be created so the information is written in a concise and uniform matter. Director Teddi Lorch volunteered to draft the template and welcomes suggestions and input from committee members.

3.   *Resource Allocation*

Vice Chancellor Bugay referred to the handout from the Resource Allocation Sub-Committee meeting that took place on May 24, 2011. The draft of the spreadsheet, the recommendation and its descriptions were reviewed. Dr. Bugay announced that there is a draft of the Basic Aid board policy making its way through the Board Policy committee and it will be followed by the Administrative Regulation.

Vice Chancellor Bramucci, in collaboration with District IT, is developing a SharePoint site whereby a collection of files such as meeting agendas, minutes, handouts, etc, can be shared and viewed by all District committees. There will also be a wiki discussion board. The chair of each committee will be the primary owner in charge of communication. The chair's administrative assistant will have rights to post files on their share site. Committee members will have contribute rights. All staff will be able to view the site when the information is uploaded.

Chancellor Poertner suggested to have a group such as DRAC draft a Resource Allocation Board Policy. Professor Cesareo-Silva proposed that the Resource Allocation sub-committee draft the board policy and forward to BP/AR for review. Discussion among committee members regarding the proposed board policy followed.

Vice Chancellor Bugay stated that it is healthy to document our processes. He noted that the resource allocation chart was developed as a guide/tool to ensure that we are following our processes.

4.   *Communication*

Vice Chancellor Bugay referred to a handout from the Communication Process meeting that will take place on June 17 at IVC following the District-Wide Committee Meeting. Dr. Bugay commended Professor Cesareo-Silva for her input and collaboration during the committee meetings.

Dr. Bugay would like to implement the second item on the agenda "Review Summary of Communication Issues" with each of the committees during the decision making process in order to remain open and transparent.

Chancellor Poertner briefly spoke about SharePoint. It is currently not available for use since the site is currently being populated with information by District IT. The start of SharePoint will begin with the accreditation committees. The Chancellor is working with the chairs of each committee and will be getting together to discuss how the information will get on the SharePoint site.

Director Fluegeman inquired about the communication site deadline for going live. The Chancellor Poertner indicated that current documents should be uploaded within a week.

5. *Board Self Evaluation*

Chancellor Poertner announced that the Board completed the Board Self-Evaluation and the report is on the District website with a summary of all surveys. The workshop was opened to all, however, there were only three people in attendance. It was reported that the self-evaluation went extremely well.

An important point discussed by the Board during their self-evaluation centered on how the dynamics of the Board has changed. The Board evaluated the results of the survey. It was noted that the survey was distributed via email to all administrators, managers as well as to the members of Cabinet. These particular groups were selected because they were identified as the people who observe Board members at Board meetings. Two separate surveys were distributed. The first survey was distributed to the Board and the second was sent to administrators, managers and members of Cabinet.

A place for comments will be added to the next Board evaluation survey. Chancellor Poertner commented that what the Board is interested in is how the observers view them. The Board is also interested on what the results of the survey will be a year from now.

6. *Board Code of Ethics*

The Board Code of Ethics policy was forwarded to the Board for review and study. The policy has been sent to the Board Policy/Administrative Regulation Advisory Council and its working its way through the committee. In addition, the draft of the policy is being reviewed by the shared governance at each of the colleges. Once the draft is finalized, the policy will be sent to the Board for approval.

7. *Functional Mapping*

Vice Chancellor Bugay reviewed the copy of the May 11, 2011 Functional Responsibilities, Decision Making Process, District Role in College Planning sub-committee meeting agenda. The agenda included the review of recommendation #6 as well as the review of Saddleback and Irvine Valley College Functional Maps and the Development of the District Functional Plan. There was discussion of combining both colleges' functional maps to help in developing a District functional plan. Dr. Bugay commented on the draft of the functional map and announced that it should be completed soon.

Dean Kathy Werle stated that the goal of the committee is to develop a document where all three entities are on the same page. It was discussed that all district services need to look at each of the District components and areas discussed in the functional map. The document will be on SharePoint so the ability to look at it individually will be available.

8. *Next Meeting*

The next Accreditation District Wide Committee meeting will take place on Friday, July 8, 2011 at 9 a.m. in AGB Conference room, Saddleback College.

The meeting adjourned at 9:53 a.m.