DRAFT 2 - 9-8-11
FOREWORD

The South Orange County Community College District’s Mission Statement is “to provide a dynamic, learning environment and diverse opportunities fostering student success and contributing to the community.” Fulfilling this mission depends on strategic planning and effective decision-making.

This manual was developed to promote and sustain planning and effective decision-making at the South Orange County Community College District. The manual describes how employees of the District are involved in the strategic planning and the decision-making processes by clearly delineating the roles and responsibilities of all constituent groups as defined by law and regulation. The manual includes college-specific and District-wide policies and procedures that promote widespread participation in the strategic planning and decision-making process. Updated quarterly, the manual is a road map of the strategic planning and decision-making efforts.

ACKNOWLEDGMENTS

The Planning and Decision-Making Manual was made possible through the collaborative efforts of the 2011 Accreditation Task Forces, including Nancy M. Padberg, President of the South Orange County Board of Trustees; Gary Poertner, Chancellor of the South Orange County Community College District; David Bugay, Vice Chancellor, Human Resources; Randy Peebles, Associate Vice Chancellor, Economic Development, Glenn Roquemore, President, Irvine Valley College; Tod Burnett, President, Saddleback College; Gwen Plano, Vice President for Student Services, Irvine Valley College; Don Busché, Vice President of Instruction, Saddleback College, Lisa Davis Allen, Academic Senate President, Irvine Valley College, Bob Cosgrove, Academic Senate President, Saddleback College.

Special recognition is given to Irvine Valley College, Grossmont-Cuyamaca Community College District, and College of Marin whose manuals provided guidance in the formulation of the Planning and Decision-Making Manual for South Orange County Community College District.

Development of the: District-Wide Planning and Decision Making Manual

- WASC/ACCJC recommendation #1 for a district-wide planning structure and that it be communicated to the district community (also recommendations #3 and #6) January 2011
- Recommended as an Objective and Action item by Task Force #1 as part of the District-wide Strategic Plan 2011-2014, fall/summer 2011
- Taskforce #3/#6 combined action item summer/fall 2011
- Taskforce #3/#6 work group developed draft #1 manual for committee review on Sept. 8, 2011
- Draft #2 manual presented at District-wide Planning Council on Sept. 9, 2011
- Draft #2 to college communities for review, comments and due Tuesday Sept. 20, 2011
- Taskforce #3/#6 reviews final draft with district-wide input and approves manual, Thursday Sept. 22, 2011
- Presented to the Board of Trustees as an information item during the September or October 2011 board meeting
- Continued review and expansion of manual
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September 2011

South Orange County Community College District’s 2011-2014 District-Wide Planning and Decision Making Manual and the District-Wide Strategic Plan is the culmination of many months of collaboration, research and planning from faculty, staff and administration representing all constituent groups district-wide.

Throughout the process, opportunities were provided to all employees for review and input through the District-wide Accreditation Committee, Strategic Planning Committee, college councils, Chancellor’s Opening Session during flex week, Board of Trustees meetings, the district’s SharePoint (intranet) site and district-wide emails. A high level of interaction was maintained in order to facilitate input and move quickly through the process of developing a short term strategic plan that would meet accreditation standards.

Some of the research components for the short term plan included a district services survey that was distributed to all employees and interviews with key faculty, staff, managers and administrators. The results of the survey will provide a foundation for reviewing, planning and improving district services units. Additionally, administrative unit reviews will be conducted annually to ensure that resources are tied to planning. Two strategic planning retreats were also held with representation from all constituencies from the colleges and district services.

This document will serve as a short term, three-year plan and will provide a framework for ongoing planning that integrates with the colleges’ planning cycles and links resource allocation to planning. This short term plan will tie in with the district’s long-term plan which identifies education and facilities needs and planning priorities through the year 2031.

In a multi-college district, the process of planning and decision making is a shared one. Thank you to all of the staff from Saddleback College, Irvine Valley College and District Services for their contributions and collaborative work ethic.

Yours truly,

Gary Poertner
Chancellor
Planning and Decision-Making at SOCCCD

Introduction and Philosophy

The purpose of the South Orange County Community College District Planning and Decision-Making Manual is three-fold. First, the manual describes the decision-making philosophy and strategic planning procedures within the District. It shows connections to the administrative councils, the Chancellor, and the Board of Trustees. Second, the manual provides clarification of the roles, responsibilities, and scopes of authority of the District constituent groups as required by ACCJC Accreditation Standards; the California Education Code; and Title 5, California Code of Regulations. Third, it is the intent of the District to be communicative with its employees. To this end, we have adopted six methodologies to be commutative and transparent. These are:

- E-mail which includes district-wide communication and newsletters
- SharePoint websites
- District-wide committee members
- District-wide forums
- Standing reports
- Websites

Decision-Making Philosophy

The District has adopted a decision-making philosophy that includes dialogue and consensus. Dialogue occurs when individuals see themselves as colleagues and suspend their own views to listen to one another in order to understand differing viewpoints. Dialogue involves active listening, seeking to understand, and giving everyone the opportunity to discuss the issue without interruption. Dialogue allows controversial topics that may have been sources of disagreement and division to be discussed in a useful context. Dialogue differs from debate in which individuals attempt to score points and persuade. While dialogue may not lead to resolution of a conflict, it can lead to mutual understanding, respect, and institutional growth. Dialogue, in a supportive environment, has the potential to improve an institution’s ability to deal with the inevitable disagreements that arise in the life of an institution. (ACCJC, Guide to Evaluating Institutions, pg. 6 July 2011)

Committees, councils, and task forces that operate on the principle of consensus generally follow these guidelines:

1. Clarification of the Issue: At the outset of the discussion, the issue(s) is/are clearly presented.
2. Discussion/Dialogue: A range of alternatives may be presented to the committee or developed by the committee for discussion. When possible, the committee modifies alternatives to accommodate the interests of committee representatives.
3. Participation: Committee representatives accept responsibility for attending meetings, contributing to the discussion and following up on action items. Silence is not consensus. Absence is not participation.
4. Consensus Does not Mean Unanimity: The committee reaches consensus once all representatives have had an opportunity to contribute to the discussion. Consensus does not require unanimous approval. Committees will receive training on an effective process to reach consensus.
5. Committee Recommendations/Decisions: Once consensus is achieved, all committee representatives support the decision of the committee. Committees work according to the
assumption that silence during the discussion or speaking against the committee decision undermines the process.

6. **Committee Communication Process**: Decisions and action items are clearly delineated in meeting minutes, using standardized templates. The committee chair is responsible for the posting of all meeting agendas, minutes, handouts and related documents on SharePoint so that a clear chronology of decisions is available to all.
**District Defined**

In multi-college districts, “an institution” refers to each college plus the board of trustees, the chancellor and all other district services. Over time, we will all need to adapt to this terminology to avoid confusion. We are all district as defined by Western Association of Schools and Colleges and the actions by the State Legislature in establishing community college districts through education code and state law. This graphic illustrates how each college is incomplete without District Services and how District Services is incomplete without the colleges.

**District-wide Decision-Making: Functional Map**

Accreditation Task Force 3 and 6 with representation from all college and district services constituencies worked to revise and expand the two separate college Functional Maps during the fall, summer and spring of 2011. The District now operates under an approved single SOCCCD District-wide Functional Map where key decision areas are carefully aligned with the WASC/ACCJC standards along with comments and clarifications by each college and district services. Decisions are delineated as being: (1) Primary, (2) Secondary or (3) Shared decisions. The continued review, improvement and future revisions will now be the responsibility of the District-wide Planning Council. The SOCCCD Function Map will be reviewed on the same three year cycle as the District-wide Strategic Plan.

The District is dedicated to meet the WASC/ACCJC standards referenced below by utilizing and referencing the approved SOCCCD District Function Map.

The District has developed a **Functional Map** in conjunction and in coordination with the colleges which helps to clearly delineate and communicate:

- The district/system clearly delineates and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice.
- The district/system provides effective services that support the colleges in their missions and functions.
c. The district/system provides fair distribution of resources that are adequate to support the effective operations of the colleges.

d. The district/system effectively controls its expenditures.

e. The chancellor gives full responsibility and authority to the presidents of the colleges to implement and administer delegated district/system policies without his/her interference and holds them accountable for the operation of the colleges.

f. The district/system acts as the liaison between the colleges and the governing board. The district/system and the colleges use effective methods of communication, and they exchange information in a timely manner.

*Accreditation Standards IV.B.3.a, IV.B.3.b., IV.B.3.e., IV.B.3.f*

WASC/ ACCJC accreditation Standard IVb, 3: Leadership and Governance:

“In multi-college districts or systems, the district/system provides primary leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. It establishes clearly defined roles of authority and responsibility between the colleges and the district/system and acts as the liaison between the colleges and the governing board.”

*ACCJC: Policies and Procedures for the Evaluation of Multi-College/Multi-Unit Districts or Systems*
General Principles

The following Principles of Governance provide guidance to strengthen the District’s governance structure and collegial consultation. While the District and each college must develop a structure and practices consistent with its history and culture, these principles provide a foundation participants agree upon, thus facilitating the further development of governance structures that enable our colleges to fulfill their missions and respond effectively to the needs of students.

- The Board of Trustees has final responsibility and authority for District policies and procedures, and any individual may address the Board regarding them.
- The Board charges the Chancellor with the responsibility for governance of the District; in turn, the Chancellor creates a structure and a systematic process for decision-making that allows for the effective participation of faculty, staff, and students.
- The District-wide governance structure is charged with making recommendations through councils and committees to the Chancellor.
- The District recognizes the Academic Senates’ primary responsibility in making recommendations in specified areas related to academic and professional matters. The Board of Trustees has chosen to primarily rely upon recommendations from the Academic Senates. In the case of disagreement with the administration on any issue, the Senates have the right to take their position directly to the Board.
- The knowledge and experience of committee members and the interrelationship of all committees gives the governance structure preeminence in the decision-making process.
- Broad participation from all segments of the District is encouraged and expected in the governance structure.
- Each council and committee should annually review and evaluate the continuing need for its operation and make recommendations for any necessary changes in the governance structure.
- Each constituency represented on a council, committee or task force appoints its own representatives, taking into account not only the needs of the constituency but also the broader needs of the institution.
- The responsibility of the participants in collegial consultation and decision-making includes articulating the concerns of their constituents and, in turn, reporting to them on the progress of the issues. In addition, all participants should make a sincere attempt to understand issues from a broad, District-wide perspective.
- The District as a whole should understand the governance process and how to participate in it through constituency representation.
- Governance is facilitated by extensive communication, timely and appropriate information, sharing and notice of meetings, public deliberation, full campus participation, and published records.

Acknowledgment to Grossmont Cuyamaca Community College District

District Governance Structure -2008-09 – page iii.
Overview of Participants

The Governing Board

The Board of Trustees governs on behalf of the citizens of the South Orange County Community College District in accordance with the authority granted and duties defined in Education Code Section 70902. Per SOCCCD Board Policy 112, the Board’s commitment is to:

- Establish the mission of the District
- Assure the development and implementation of short-term and long-term educational and facilities plans
- Assure fiscal health and stability
- Monitor institutional effectiveness and educational quality
- Delegate power and authority to the Chancellor/Chief Executive Officer to effectively lead the district
- Work respectfully with the Chancellor and the District/College faculty and staff
- Refer suggestions and concerns to the Chancellor
- Work respectfully with other Board members
- Hire and evaluate the Chancellor
- Advocate for and protect the District
- Establish policies that implement the District mission and goals, and set prudent, ethical and legal standards for college operations
- Represent the public interest

The Chancellor

California Education Code Section 70902(d) and Board Policy 2100 (Delegation of Authority to the Chancellor) defines the delegation of authority to the Chancellor.

The Board of Trustees shall employ a qualified person as Chancellor and chief administrative officer of the district. The Chancellor has full authority and responsibility for the proper conduct of the business and educational programs of the district.

The Board of Trustees specifically authorizes the Chancellor to perform the following functions:

- To hire academic and classified employees for the District, subject to ratification by the Board.
- To authorize and direct employees of the District to incur travel expenses, including but not limited to mileage to conduct district business, including conference travel, within the limits and budget requirements (Calif. Ed. Code, Section 87032).
- To sign applications for funds and contracts for the district, subject to ratification by the Board (Calif. Ed. Code, Section 81655).
- The Board hereby delegates to the Chancellor or his or her designee the authority to accept employee resignations on its behalf at any time. Resignations shall be deemed accepted by the board when accepted in writing by the Chancellor or his or her designee. If the resignation does not specify an effective date, the Chancellor or his or her designee shall fix an effective date for the resignation which shall be within 60 days. When accepted by the Chancellor or his or her designee, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification at the next regular meeting (Calif. Ed. Code, Sections 87730 and 88201).
• To establish and maintain the district’s purchasing procedure (Calif. Public Contract Code, Sections 20650, et seq, and Calif. Ed. Code, Sections 81641 et seq; Board Policy 3200).

• Additional duties may be charged as deemed appropriate by the Board of Trustees.

Board Policy 2001 (Administrative Organization) further provides:

• The Board of Trustees affirms its legal responsibility to adopt policies governing the District and its colleges. In so doing, it directs the Chancellor to implement those policies within an approved organizational structure (Calif. Ed. Code, Section 70902).

• For the District and the Colleges to be governed and administered in an effective manner, it is necessary that lines of communication be established within the organization so they allow for the orderly transaction of business.

• The Chancellor is authorized and responsible for organizing all District standing and ad hoc committees to assist in the operation of the District. Each College President is authorized and responsible for organizing College committees as needed to assist in College operations.

• To support the Board of Trustees stated philosophy concerning internal administration, it is the policy of the Board or Trustees that all matters called to its attention by District personnel or by students shall be presented through the Chancellor. Conversely, the Board shall direct appropriate matters through the Chancellor.

The Academic Senate

Board Policies 2100.1 (Delegation of Authority to the Academic Senates), 2100.2 (Role and Scope of the Academic Senates), and Title 5, California Code of Regulations, §53203 define the right to for faculty to participate effectively.

Third, Education Code §87743.2 requires each Community College to establish Faculty Service Areas no later than July 1, 1990. The exclusive bargaining representative for the faculty shall consult with the Academic Senate in developing proposals regarding Faculty Service Areas.

The Classified Representation

Classified staff are integral to the decision-making processes of the District. They participate in District governance through representation on committees, task forces, and councils. If one representative is selected, the representative is from the respective bargaining unit. When additional classified representatives are added, the appointment may be made in consultation with the appropriate classified senate(s). (Board Policy 4056, Title 5 Section 51023.5, and California Education Code Section 70902).

Student Participation in Governance

Board Policy 5627 (Student Participation in Governance) and Title 5, 51023.7 define the right to participate in governance in community colleges. Further, Board Policy 104 provides for a Student Member of the Board of Trustees.

• The Associated Students of the colleges of the South Orange County Community College District shall be given an opportunity to participate in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law (Title 5, Calif. Code of Regulations, Section 51023.7 and Calif. Ed. Code, Section 70902[b][7]).
• The selection of student representatives to serve on SOCCCD committees or task forces shall be made after consultation with the Associated Student Governments of the respective colleges. The opinions and recommendations of the students will be given every reasonable consideration.

• There shall be one nonvoting (advisory) student member of the Board of Trustees (California Education Code, Section 72023.5).

Additional Representation
Some District-wide committees may have additional representation. This additional representation may consist of specific bargaining group representatives or work groups. These may include representatives from the SOCCCD Faculty Association, California School Employee Association, Police Officer Association, classified senates, classified managers, academic administrators and others.
Insert Organization Chart
Insert Organization Chart
South Orange County Community College District’s 2011-2014 Strategic Plan is the culmination of collaboration, research and planning from faculty, staff and administration representing all constituent groups district-wide. This is the District’s short range plan. It has a three year cycle for review and revisions and is updated annually including the District Services Administrative Unit Reviews. This short range plan allows and supports District planning driving resource allocations.

Throughout this planning and review process, opportunities are provided to all employees for review and input through the District-wide Planning Council, other District-wide councils and committees, college councils, faculty senates, and other district and college constituent groups. A high level of interaction is maintained in order to facilitate input that is open, transparent and collegial.

The District Strategic Plan will serve as a short term, three-year plan and will provide a framework for ongoing planning that integrates with the colleges’ planning cycles and links resource allocation to planning. This short term plan will tie in with the district’s long-term plan which identifies education and facilities needs and planning priorities through the year 2031.

The Chancellor created six district-wide task forces in the spring 2011 that were charged with responding to WASC/ACCJC recommendations numbers one through six. The collaborative and collegial work of these task forces was coordinated by the District-wide Accreditation Planning Committee.

As the initial development and work of the task forces was focused at responding to the Commission’s recommendations, it also recognized that an ongoing district-wide planning structure was needed to maintain, review and improve district level planning. As a result the District-wide Strategic Planning Task Force was combined with the District-wide Accreditation Planning Committee and renamed as the District-wide Planning Council.
**District-wide Planning & Committee Structures**

**District-wide Committee Roles and Structure**

The Colleges and District rely on numerous councils, committees, and task forces with representation from all constituent groups, which creates a structure for widespread participation.

The District administration and college constituent groups participate in district-wide decision-making through a representative model. College administrators are included on all district level councils. Representatives of the academic senate(s), classified staff, and representatives of the exclusive bargaining representatives are included on appropriate district councils.

### Committee Member Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>CHAIR</strong></td>
<td>The Chair of district-wide committees (this term includes all councils, committees and task forces) has the responsibility to set agendas in conformance to the committee’s purpose (charge); to chair the meeting; to work with the recorder in posting agendas, minutes, handouts on the district-wide committee SharePoint site; clearly identify committee recommendations/decisions and identify action items for the committee; and work in the spirit of collegiality through consensus and unanimity while ensuring the process is clear and transparent. The Chair is to carry forward the actions and recommendations/decision of the committee and if the committee cannot come to consensus, it is the Chair’s responsibility to follow the process identified in resolving that issue.</td>
</tr>
<tr>
<td><strong>MEMBERS</strong></td>
<td>Committee members (this term includes all councils, committees and task forces) will be active, participants to represent their constituencies, vote on their behalf, and communicate committee activities to their constituent groups. The committee member is an active communicator on behalf of the committee and should communicate the committee activities through standing committees at their site and other methods so the district-wide committee activities are clear, transparent and widely known.</td>
</tr>
<tr>
<td><strong>RECORDER</strong></td>
<td>The Recorder of a district-wide committee (this term includes all councils, committees and task forces) has the responsibility to assist the chair in setting agendas in conformance to the committee’s purpose (charge); work with the chair in posting agendas, minutes, handouts on the district-wide committee SharePoint site; clearly identify committee recommendations/decisions in the minutes; clearly identify the action Items in the minutes, and post all appropriate items on the committee’s SharePoint site in timely manner according to the District’s Communication Guidelines.</td>
</tr>
</tbody>
</table>
## District-wide Councils

**COUNCIL**

*Composed of administrators and/or executive representatives of faculty, staff, or student organizations. A council often directs the work of numerous committees or task forces. A council meets regularly and its charge is broad in scope. Documents, minutes, agendas and calendars are posted and available on SharePoint.*

## District-wide Committees

**COMMITTEES**

*Composed of a variety of individuals whose scope of work is narrower than a council. A committee reports its recommendations to senior administrators or a council. A committee can be long term in nature and may meet on a regular basis. Documents, minutes, agendas and calendars are posted and available on SharePoint websites.*

## District-wide Task Forces

**TASK FORCE**

*Composed of a variety of individuals, which may include administrators, managers and representatives of student, faculty, and staff. Task forces are created to address a specific district-wide issue and meets until its charge has been completed. It is characterized by being focused on a single issue and is usually short-term in nature. Upon conclusion of the task, the group is inactive.*
# CHANCELLOR’S COUNCIL

**Purpose of the Committee:**
Information exchange, input on issues and decisions; Monthly agenda includes review and discussion of BOT agenda items (Docket).

**Meets:**
Monthly

**Chair:**
Chancellor

**Members:**
- Vice Chancellors
- College Presidents
- SC and IVC Classified Senate Representatives
- Faculty Association President
- CSEA President
- POA President
- IVC and SC Academic Senate Presidents
- District Director Public Affairs & Governmental Relations
- IVC and SC Classified Manager Representatives
- ASG, ASIVC Reps

**Reporting/Recommending Responsibilities:**
Reports and recommends to the Chancellor.

**Sharepoint Site:**
[https://sharepoint.socccd.edu/sites/dwc/cc/default.aspx](https://sharepoint.socccd.edu/sites/dwc/cc/default.aspx)

**Decision-Making Process:**
The Council uses consensus as the primary tool for making decisions and recommendations. In the rare event that consensus cannot be reached, the Council may utilize majority vote as a final determination in establishing recommendations to the Chancellor.

**Communication Process:**
SharePoint, two-way communication/ feedback by Council representatives to their constituent groups.
# CHANCELLOR’S EXECUTIVE COUNCIL

## Purpose of the Committee:
Discussion of hot topics of district-wide scope and informational items. Provision for decision-making based on input and discussion.

## Meets:
Every 2 weeks

## Chair:
Chancellor

## Members:
- Vice Chancellors
- College Presidents
- Associate Vice Chancellor

## Reporting/Recommending Responsibilities:
Reports and recommends to the Chancellor.

## Sharepoint Site:
Due to the confidential nature of the subject content, council content will not be published on a SharePoint site.

## Decision-Making Process:
The Council uses consensus as the primary tool for making decisions and recommendations. In the rare event that consensus cannot be reached, the Council may utilize majority vote as a final determination in establishing recommendations to the Chancellor.

## Communication Process:
Due to the confidential nature of the subject content, council communication is handled through other committees.
### District-wide Planning Council

#### Purpose of the Committee:

The purpose of the District-wide Planning Council is to coordinate all district-wide planning. The council addresses district-wide planning, reviews progress on current plans and updates the plans as appropriate.

#### Meets:

District-wide Planning Council meets bi-annually (fall/spring)

#### Chair:
Chancellor

#### Co-chair:
District Director Research and Planning

#### Members:

<table>
<thead>
<tr>
<th>Vice Chancellors</th>
<th>IVC and SC Vice Presidents Student Services and Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Presidents</td>
<td>IVC and SC Director Fiscal Services</td>
</tr>
<tr>
<td>Associate Vice Chancellor Economic Development</td>
<td>IVC and SC Directors of Facilities</td>
</tr>
<tr>
<td>District Director Fiscal Services</td>
<td>IVC and SC Academic Senate President</td>
</tr>
<tr>
<td>District Director Facilities Planning/Purchasing</td>
<td>IVC and SC Classified Senate President</td>
</tr>
<tr>
<td>District Director Human Resources</td>
<td>IVC and SC faculty appointee by Academic Senate</td>
</tr>
<tr>
<td>District Director PR &amp; Governmental Affairs</td>
<td>SC Director of Planning, Research and Grants</td>
</tr>
<tr>
<td></td>
<td>IVC Research &amp; Planning Analyst</td>
</tr>
</tbody>
</table>

#### Reporting/Recommending Responsibilities:

Reports and Recommends to the Chancellor

#### Sharepoint Site:

https://sharepoint.socccd.edu/chancellor/dp/default.aspx

#### Decision-Making Process:

The Council uses consensus as the primary tool for making decisions and recommendations. In the rare event that consensus cannot be reached, the Council may utilize majority vote as a final determination in establishing recommendations to the Chancellor.

#### Communication Process:

The District-wide Planning Council utilizes SharePoint, email and continual communication to coordinate issues. The college representatives take back information to their planning committees at each campus.
Academic Calendar Committee

Purpose of the Committee:
To develop a recommended academic calendar, incorporating the mandated state holidays and the minimum 175 days of instruction, for an annual review and study by the Board of Trustees at the November meeting and for approval at the December meeting.

Meets:
Fall semester, typically one to two meetings as necessary, after proposals are developed per Board Policy and Administrative Regulation 4306 (proposed).

Chair:
Vice Chancellor, Technology & Learning Services

Members:
College Presidents (ad hoc)
Vice Presidents for Instruction & Student Services
Associate Director, Admin Systems, District IT
Dean, Counseling Services & Special Programs, SC
Dean, Guidance & Counseling, IVC
Admissions, Records & Enrollment Services Directors/Deans
Classified Management Representative
Academic Senate Presidents
Academic Senate Representatives (1 from each college representing college calendar committees)
Faculty Association Representative
CSEA President or Representative
Classified Senate Representative (1 from each college)
Associated Student Representatives (1 from each college)

Reporting/Recommending Responsibilities:
Chancellor’s Executive Council
Chancellor’s Council

Sharepoint Site:
https://sharepoint.socccd.edu/sites/dwc/acc/

Decision-Making Process:
The Committee uses consensus as the primary tool for making decisions and recommendations. In the rare event that consensus cannot be reached, the Committee may utilize majority vote as a final determination in establishing recommendations to Chancellor’s Executive Council and Chancellor’s Council.

Communication Process:
Chancellor’s Council, VPIs to Academic Senate, SharePoint, two-way communication/feedback by Committee representatives to constituent groups.
# Board Policy & Administrative Regulation Advisory Council

## Purpose of the Council:
To coordinate the writing and revising of SOCCCD board policies and administrative regulations with the assistance of administrative and shared governance representatives.

## Meets:
Mostly twice a month on Fridays.

## Chair:
Vice Chancellor, Business Services

## Members:
- Vice Chancellor, Business Services
- Vice Chancellor, Technology & Learning Services
- Vice Chancellor, Human Resources
- Classified Leadership Representative
- IVC/SC Academic Deans Representatives
- Vice Presidents of Student Services or delegates
- Vice Presidents of Instruction or delegates
- Academic Senate Presidents or delegates
- Faculty Association President or delegate
- CSEA President or delegate
- Classified Senate Presidents or delegates
- Resources: Bill Kelly - Consultant

## Reporting/Recommending Responsibilities:
Recommendations to the Chancellor’s Council prior to the policies going to the Board of Trustees for their study, review, and approval.

## Sharepoint Site:
http://sharepoint.socccd.edu/sites/dwc/bparac

## Decision-Making Process:
Consensus

## Communication Process:
All agendas, minutes, handouts are posted on SharePoint. Please see flow chart on SharePoint that outlines the Board Policy & Administrative Regulation Review Process. Final Board approved policies are posted on public web page:
http://www.socccd.org/about/about_boardpolicynew.html

Revised: 8/10/11
## Business Continuity Planning Committee

**Purpose of the Committee:**
To integrate the district and college plans into a comprehensive, integrated business continuity plan and coordinate business continuity needs district-wide.

**Meets:**
Monthly

**Chair:**
Vice Chancellor, Technology & Learning Services

**Members:**
- Vice Chancellor, Business Services
- Vice Chancellor, Human Resources
- College Vice Presidents, (1 representing Instruction and 1 representing Student Services, with both colleges represented)
- College IT Directors
- Telecommunications & Network Security Manager
- College Police Chiefs
- Facilities Directors from both colleges
- Public Affairs Director
- Public Information Directors

**Reporting/Recommendating Responsibilities:**
- Chancellor’s Executive Council
- Chancellor’s Council
- College strategic planning committees

**Sharepoint Site:**
[https://sharepoint.socccd.edu/sites/dwc/bcpc/](https://sharepoint.socccd.edu/sites/dwc/bcpc/)

**Decision-Making Process:**
The Committee uses consensus as the primary tool for making decisions and recommendations. In the rare event that consensus cannot be reached, the Committee may utilize majority vote as a final determination in establishing recommendations to Chancellor’s Executive Council, Chancellor’s Council, and college strategic planning committees.

**Communication Process:**
SharePoint, two-way communication/feedback by Committee representatives to constituent groups.
# CAPITAL IMPROVEMENT COMMITTEE

**Purpose of the Committee:**

Coordinate a prioritized District-wide 20-year Facility, Renovation, and Scheduled Maintenance Plan that utilizes uniform, data driven criteria. This includes developing common facilities definitions and recommendation of software. Each year the committee will review the plan and develop recommendations.

**Meets:**

Approximately 3 or 4 times each semester, or as needed. It is expected that the development of the initial plan and process will require more meetings.

**Chair:**

Vice Chancellor, Business Services

**Members:**

- Vice Presidents for Instruction, or representative
- Directors of Facilities, or representative
- District Director of Fiscal Services
- District Director of Facilities Planning and Purchasing
- Directors of Fiscal Services, or representative
- Faculty representatives (2)
- Assistant District Director of Facilities Planning

**Reporting/Recommending Responsibilities:**

Recommendations from this group are made to the Chancellor Executive Team. The 20-year Facility, Renovation, and Scheduled Maintenance Plan would require Board of Trustee action.

**Sharepoint Site:**

http://sharepoint.socccd.edu/sites/dwc/cic

**Decision-Making Process:**

Consensus

**Communication Process:**

All agendas, minutes, handouts, and presentations are available on SharePoint. This group will gather wide-spread input and communicate out to other District-wide committees and the colleges throughout the initial development of the plan and process to ensure participation.
### District Institutional Research and Technology (DIRT) Committee

#### Purpose of the Committee:
The purpose of DIRT is to coordinate state, federal and local reporting needs and research projects at the District and colleges. The committee addresses data issues in the use of district technology systems including the inFORM Data Warehouse.

#### Meets:
- DIRT meets monthly

#### Chair:
- District Director of Research & Planning

#### Members:
- Saddleback College Director, Planning Research and Grants
- Saddleback College and Irvine Valley College Research Analysts
- Saddleback College and Irvine Valley College Research Specialist
- District MIS Systems Manager, District IT
- District Programmer Analysts and Application Specialists, District IT

#### Reporting/Recommending Responsibilities:
- Reports and Recommends to Learning Services Coordinating Committee

#### Sharepoint Site:
- [https://sharepoint.socccd.edu/tls/rap/default.aspx](https://sharepoint.socccd.edu/tls/rap/default.aspx)

#### Decision-Making Process:
- This committee is primarily for discussion and coordination. In the event a decision is needed the item is taken to LSCC to review and decide on.

#### Communication Process:
- DIRT utilizes SharePoint, email and continual communication to coordinate issues. The college Research representatives take back relevant items to their coordinating committees at each campus.
District Resources Allocation Council (DRAC)

Purpose of the Committee:
DRAC is the SOCCCD’s District Resource Allocation Council, which is a district-wide participatory governance council, approved by the Board of Trustees charged with recommendations for the income allocation model on which the budget is based. It is charged with development and oversight of the allocation process for Unrestricted General Funds and it makes recommendations to the Chancellor. The DRAC Model is an allocation model for the district. It distributes available general fund unrestricted resources (according to the state funding formula) and other funding such as enrollment fees, non-resident fees, local income, miscellaneous income, and ending balances. It is distributed to five areas: 1) Saddleback College, 2) Irvine Valley College, 3) Contingency Reserve, 4) General Expenditures, and 5) District Services. The intention of the model is to guarantee the colleges a predictable, fair, and equitable distribution of revenues.

Meets:
Approximately once a month during the academic year. The council typically meets at 10:30 am on Fridays, rotating between the two locations.

Chair:
Vice Chancellor, Business Services

Members:
- District Representative (Appointee by the Chancellor)
- Saddleback College and Irvine Valley College – Vice President of Instruction (or designees)
- Saddleback College and Irvine Valley College – Faculty Representative (appointed by Academic Senate)
- Saddleback College and Irvine Valley College – Academic Senate Presidents (or designees)
- Saddleback College and Irvine Valley College – Representative from College Fiscal Office (appointed by the College President)

Reporting/Recommending Responsibilities:
Recommends to the Chancellor.

SharePoint Site:
http://sharepoint.socccd.edu/sites/dwc/drac
<table>
<thead>
<tr>
<th>Decision-Making Process:</th>
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<tbody>
<tr>
<td>Consensus</td>
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<tr>
<th>Communication Process:</th>
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<tbody>
<tr>
<td>SharePoint site for DRAC is used for all agendas, minutes, and handouts beginning the FY 2011-2012. During the year, SharePoint will be populated with previous year’s information.</td>
</tr>
</tbody>
</table>
**District Online Education Committee**

**Purpose of the Committee:**
To support and coordinate the technology needs of online education throughout the district, including reviewing and exploring new services, software, and hardware.

**Meets:**
Every other month, alternating with the District-wide Technology Committee

**Chair:**
Vice Chancellor, Technology & Learning Services

**Members:**
- Saddleback College & Irvine Valley College, Vice Presidents for Instruction & Student Services
- Associate Director, Academic Systems & Special Projects
- Telecommunications & Network Security Manager
- SC Dean, Online Education & Learning Resources
- IVC Dean, Fine Arts, Business Services, & College Online Education
- College Technology Directors
- Faculty Representatives (2 from each college to include Distance Education chairs)
- Classified Representatives (1 from each college)

**Reporting/ Recommending Responsibilities:**
- Chancellor’s Executive Council
- Chancellor’s Council
- College strategic planning committees
- College distance education committees

**Sharepoint Site:**
[https://sharepoint.socccd.edu/sites/dwc/oec/](https://sharepoint.socccd.edu/sites/dwc/oec/)

**Decision-Making Process:**
The Committee uses consensus as the primary tool for making decisions and recommendations. In the rare event that consensus cannot be reached, the Committee may utilize majority vote as a final determination in establishing recommendations to Chancellor’s Executive Council, Chancellor’s Council, college strategic planning committees, and college distance education committees.

**Communication Process:**
SharePoint, two-way communication/feedback by Committee representatives to college distance education committees and constituent groups.
District-wide Technology Committee

Purpose of the Committee:
To coordinate technology issues and implementation of new systems, hardware, and software district-wide; review potential district and college IT projects and funding sources; and explore new software and hardware.

Meets:
Every other month, alternating with the District Online Education Committee

Chair:
Vice Chancellor, Technology & Learning Services

Members:
Saddleback College & Irvine Valley College, Vice Presidents for Instruction & Student Services
District Director, Research & Planning
Associate Director, Admin Systems, District IT
Associate Director, Academic Systems & Special Projects
Telecommunications & Network Security Manager
Systems Manager, Computer & Network Operating Systems
SC Dean, Online Education & Learning Resources
IVC Dean, Fine Arts, Business Services, & College Online Education
College Technology Directors
Faculty Representatives (2 from each college to include Distance Education chairs)
Classified Representatives (1 from each college)

Reporting/Recommending Responsibilities:
Chancellor’s Executive Council
Chancellor’s Council
College strategic planning committees
College technology committees

Sharepoint Site:
https://sharepoint.soccccd.edu/sites/dwc/dtc/

Decision-Making Process:
The Committee uses consensus as the primary tool for making decisions and recommendations. In the rare event that consensus cannot be reached, the Committee may utilize majority vote as a final determination in establishing recommendations to Chancellor’s Executive Council, Chancellor’s Council, college strategic planning committees, and college technology committees.

Communication Process:
SharePoint, two-way communication/feedback by Committee representatives to college technology committees and constituent groups.
# Health and Wellness Committee

**Purpose of the Committee:**

The mission of the Health and Wellness Committee at South Orange County Community College District is to coordinate the selection of benefits coverage and providers for recommendation to the District and representative groups.

**Meets:**

We meet regularly on a quarterly basis. It is usually on the second Thursday of the month.

**Chair:**

District Risk Manager

**Members:**

- President-Faculty Association or delegate
- Representative-Faculty Association
- Representative-Saddleback College Classified Senate
- Representative-Irvine Valley College Classified Senate
- Representative- CSEA
- Representative-District Academic Administration
- Representative-Police Officers Association
- Representative-Faculty Retirees
- District Director of Human Resources
- District Director of Fiscal Services
- Benefits Specialist
- Representative-Alliant Insurance, Health Benefits Consultant

**Reporting/Recommending Responsibilities:**

The Committee makes recommendations to the Vice Chancellor of Business Services in matters relating to health insurance costs, changes in policies, and benefits. The Vice Chancellor of Business Services will review and make further recommendations.

**Decision-Making Process:**

All the recommendations made by the committee are based on empirical data that Alliant Insurance provides to the committee. The data and information is shared by the union representatives onto their members. The committee would make the recommendations to the Vice Chancellor of Business Services who would confer with the Chancellor and Vice Chancellor of Human Resources. The Vice Chancellor of Human Resources would communicate and/or confer with collective bargaining units, as appropriate.

**Communication Process:**

The Benefits Department notifies all benefit eligible employees via email blitz, newsletter and through workshops of any changes to our benefits prior to implementation.
# Learning Services Coordinating Committee

## Purpose of the Committee:
To foster improved communication and coordination among all entities—District, Saddleback College, Irvine Valley College, and the Advanced Technology & Education Park—and to review and discuss the current issues, problems, and needs regarding learning services district-wide.

## Meets:
Weekly on Thursday mornings, 8:30 to 10 am, except when the committee conflicts with docket or other major district-wide meetings. Location rotates between SC and IVC.

## Chair:
Vice Chancellor, Technology & Learning Services

## Members:
- Saddleback College & Irvine Valley College, Vice Presidents for Instruction & Student Services
- Associate Vice Chancellor, Economic Development
- District Director, Research & Planning
- Associate Director, Admin Systems, District IT
- Associate Director, Academic Systems & Special Projects

## Reporting/Recommending Responsibilities:
- Chancellor’s Executive Council
- Chancellor’s Council
- College strategic planning committees

## Sharepoint Site:
[https://sharepoint.socccd.edu/sites/dwc/tlscc/](https://sharepoint.socccd.edu/sites/dwc/tlscc/)

## Decision-Making Process:
The Committee uses consensus as the primary tool for making decisions and recommendations. In the rare event that consensus cannot be reached, the Committee may utilize majority vote as a final determination in establishing recommendations to Chancellor’s Executive Council, Chancellor’s Council, and college strategic planning committees.

## Communication Process:
SharePoint, two-way communication/feedback by Committee representatives to constituent groups.
# RECORDS MANAGEMENT COMMITTEE

**Purpose of the Committee:**
Develop and support uniform policies and procedures for records retention and destruction.

**Meets:**
Quarterly or as needed

**Co-Chairs:**
Vice Chancellor TLS, Vice Chancellor HR

**Members:**
- IVC and SC Directors of Admissions, Records & Enrollment Services
- IVC or SC VPSS
- District Director, Human Resources
- District Accounting & Budget Manager
- IVC and SC Directors of Fiscal Services
- IVC Financial Aid Director
- District Telecom & Network Security Manager, IT
- Systems Manager, Human Resources
- Executive Assistant, Office of Instruction, SC
- District Payroll Manager
- SC Curriculum Publications Specialist
- IVC Admissions & Records Registrar

**Reporting/Recommending Responsibilities:**
Reports and recommends to

**Sharepoint Site:**
https://sharepoint.socccd.edu/sites/dwc/rrc/default.aspx

**Decision-Making Process:**
Need info

**Communication Process:**
SharePoint, ...
**Purpose of the Committee:**
Review and recommend faculty sabbatical leaves; review and approve sabbatical reports.

**Meets:**
Once in September and once in November

**Co-Chairs:**
Vice Chancellor Human Resources  
Faculty Representative

**Members:**
IVC and SC Administrator appointed by VPI  
One Faculty member for each division/school identified by Academic Senate Presidents

**Reporting/Recommending Responsibilities:**
Reports and recommends to the Board of Trustees.

**Sharepoint Site:**
[https://sharepoint.socccd.edu/sites/dwc/slc/default.aspx](https://sharepoint.socccd.edu/sites/dwc/slc/default.aspx)

**Decision-Making Process:**
The committee uses a consensus process for procedural decisions and majority vote for recommendations to approve sabbatical leave proposals and reports.

**Communication Process:**
SharePoint, faculty co-chair and representatives provide feedback and advice to faculty. Office of VCHR communicates with eligible applicants, committee members and college administrators through email.
# CQI Task Force
## Classified Recruitment Process

### Purpose of the Committee:
Make recommendations to significantly reduce the time and effort it takes to fill classified staff positions.

### Meets:
Committee meets once per month for three months.

### Chair:
District Director, Human Resources

### Assistant Chair:
Systems Manager, HR Information Systems

### Members:
- SC and IVC Vice Presidents’ of Instruction:
- SC and IVC Fiscal Services Directors:
- SC and IVC Representatives:
- District Representatives:

### Reporting/Recommending Responsibilities:
Committee will make recommendations for review and approval by Vice Chancellor, Human Resources

### Sharepoint Site:
https://sharepoint.socccd.edu/sites/dwc/cqi/default.aspx

### Decision-Making Process:
Review handouts including a study of nine actual classified recruitments conducted during 2010 including detail and statistics, and a recruitment status report. We will review the internal process for each college in an attempt to identify problems/obstacles/time delays. We will identify causes/solutions regarding areas of concern. All areas of concern will comply with Education Codes, Board Policies, Administrative Regulations, and contracts. Proposed solutions will be analyzed by the committee, detailed and compiled into a document for recommendation to the Vice Chancellor of Human Resources.

### Communication Process:
Communications will be through our meetings and discussions, Sharepoint, and interpersonal.
Establishing a new District council, committee, or task force

Any District-wide Planning Council (DWPC) member may request consideration by DWPC of a new district council, committee or task force. The request should include the following:

- Concise description of the subject to be addressed
- What is proposed to be accomplished
- What entity has jurisdiction over the subject
- Is there an existing council, committee or task force that would be impacted by the formation of a new entity? What kind of impact is anticipated?
- Proposed location in the governance structure for reporting
- Proposed composition

The proposal may then be considered by DWPC.

Modifying an existing council, committee, or task force

Each entity is responsible for annually reviewing its charge and performance, and recommending any modifications. Recommendations for modifications, such as the committee charge or composition, are reviewed by the existing entity and/or the committee members and constituencies. The recommendations are forwarded to the Chancellor for review and action.

District-wide Communication Guidelines

Decisions and action items are clearly delineated in meeting minutes, using standardized templates and guidelines. The committee chair is responsible for the posting of all meeting agendas, minutes, handouts and related documents on a defined SharePoint site so that a clear chronology of decisions is available to all. For a listing of communication guidelines and templates please visit the SharePoint intranet site:

District-wide Communication Guidelines
## Communication Guidelines for District-wide Committees

<table>
<thead>
<tr>
<th>Agenda</th>
<th>Minutes</th>
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<tbody>
<tr>
<td>Post on SharePoint at least two business days prior to each meeting.</td>
<td>It is recommended that draft minutes be posted on the committee SharePoint site within five business days following the meeting.</td>
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<tr>
<td>Include:</td>
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<tr>
<td>- District Logo in top left hand corner</td>
<td>- District Logo in top left hand corner</td>
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<td>- Committee name</td>
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</tr>
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<td>- Meeting date; location; start and end time</td>
<td>- Meeting date; location; start and end time</td>
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<tr>
<td>- Committee Charge/Purpose</td>
<td>- Members Present</td>
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<tr>
<td>- Standing Agenda Items:</td>
<td>- Members Absent</td>
</tr>
<tr>
<td>- Review/approval of previous meeting minutes</td>
<td>- Committee Charge/Purpose</td>
</tr>
<tr>
<td>- Review status of previous action items (incorporate the previous</td>
<td>- Decisions made by the committee are to be specifically listed in a separate section at the end of the minutes (see sample minutes)</td>
</tr>
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<td>list into the current agenda)</td>
<td>- Action Items: are listed in a separate section at the end of the minutes to include a description of the action, who it is assigned to, deadline for completion, and status (see sample)</td>
</tr>
<tr>
<td>- Meeting Summary</td>
<td>- Summary of meeting (see sample)</td>
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</table>

**Sign-In Sheets:**
Attendees are to sign in for meetings

**Handouts:**
Post handouts provided prior to and during the meeting in the “handouts” section in SharePoint. Indicate the meeting date in the file name for easy reference.

**Approved minutes:** Post approved minutes (pdf version) on SharePoint. (Delete draft version).

**Note:** Minutes are not meant to be a transcript of conversation, but rather a summary of critical points. No need to describe all of the “he said, she said” details unless those details are very important. Record topics discussed, decisions made, and action items. Generally, names need not be reflected in minutes except in the action items.

See SharePoint site Accreditation #3 Task Force for agenda, sign-in sheet and minutes samples.
COMMITTEE NAME

Meeting Date
00:00 - 00:00 am/pm
Meeting Location

Committee Charge
Develop, modify, plan, communicate, etc.

AGENDA

1. Review/approve Minutes from [date] Meeting

2. Status Action Items from Previous Meeting

<table>
<thead>
<tr>
<th>Action:</th>
<th>Assigned to:</th>
<th>Deadline:</th>
<th>Status/Comments</th>
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<tbody>
<tr>
<td>1. Insert Action Items List from Previous Meeting</td>
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3. Agenda Item

4. Agenda Item

5. Agenda Item

6. Agenda Item

7. Agenda Item

8. Agenda Item

9. Agenda Item
10. Meeting Recommendations and Summary

11. Next Meeting

12. Adjourn
COMMITTEE NAME

MINUTES (SAMPLE)

Meeting Date
00:00 - 00:00 am/pm • Location

Members Present: Name, Name, Name, Name, Name, Name, Name, Name,

Not Attending: Name, Name, Name

Committee Charge
Develop, modify, plan, communicate, etc.

1. Review/approve Minutes from [date] Meeting
Minutes were reviewed and approved.

2. Status Action Items from Previous Meeting

<table>
<thead>
<tr>
<th>Action:</th>
<th>Assigned to:</th>
<th>Deadline:</th>
<th>Status/Comments</th>
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</thead>
<tbody>
<tr>
<td>1. Previous Action item</td>
<td>Name</td>
<td>Date</td>
<td>Completed on [date]</td>
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<td>2. Previous Action item</td>
<td>Name</td>
<td>Date</td>
<td>Completed on [date]</td>
</tr>
<tr>
<td>3. Previous Action item</td>
<td>Name</td>
<td>Date</td>
<td>Pending approval</td>
</tr>
<tr>
<td>4. Previous Action item</td>
<td>Name</td>
<td>Date</td>
<td>In Progress</td>
</tr>
<tr>
<td>5. Previous Action item</td>
<td>Name</td>
<td>Date</td>
<td>Recommendation made to xxxx on [date]</td>
</tr>
<tr>
<td>6. Previous Action item</td>
<td>Name</td>
<td>Date</td>
<td>Completed on [date]</td>
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<tr>
<td>7. Previous Action item</td>
<td>Name</td>
<td>Date</td>
<td>Additional information required/awaiting response from xxx</td>
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<tr>
<td>8. Previous Action item</td>
<td>Name</td>
<td>Date</td>
<td>In progress</td>
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</tbody>
</table>

3. Agenda Item
Summary of discussion/decisions/notes, etc.

4. Agenda Item
Summary of discussion/decisions/notes, etc.

5. Agenda Item
Summary of discussion/decisions/notes, etc.

6. Meeting Recommendations and Summary
The committee identified recommendations and/or decisions made in today’s meeting, reviewed the action items for follow-up and developed a statement to summarize the purpose and outcome of today’s meeting. (See below).
7. **Next Meeting**
   Next meeting will be [date, time, location]. Items for discussion will include: xxx, xxx

8. **Adjourn**
   The meeting adjourned at 00:00am/pm.

**Summary of Recommendations Made Today:**
- The council/task force/committee will make a recommendation to xxxxx to increase the xxx to xxx and so on and so forth.
- The allotment for xxxx will be assigned to xxx.
- Further discussion is needed before a final recommendation on xxx can be made completed.
- The council/task force/committee reached consensus on the xxx and will forward to xxx for approval.

**Action Items**

<table>
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<tr>
<th>Action:</th>
<th>Assigned to:</th>
<th>Deadline:</th>
<th>Status/Comments</th>
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<tbody>
<tr>
<td>1. Develop draft of xxxx</td>
<td>Name</td>
<td>Date</td>
<td>Hold for input from xxxx</td>
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<tr>
<td>2. Update SharePoint with Committee Information</td>
<td>Name</td>
<td>Date</td>
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<td>3. Task to be completed</td>
<td>Name</td>
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<td>8. Task to be completed</td>
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**Summary of Meeting:**
The committee reviewed feedback from xxx and looked at options for the xxx program to increase efficiencies in area of xxxx. There was an initial discussion on xxx, which the committee will finalize by end of the Spring semester 2012.
Committee Name  
Meeting Date  
00:00am – 00:00pm  
Location  

**Sign-in Sheet**

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
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APPENDICES:

- California Education Code: Sections 70902, 70902(b), 70902(d), 72023.5, 81641, 81655, 87032, 87730, 87743.2, 88201
- California Code of Regulations, Title 5: Section 53200, 51023.7
- California Public Contract Code: Section 20650
- Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (ACCJC) Standards
- ACCJC, Guide to Evaluating Institutions, July 2011
- ACCJC, Policies and Procedures for the Evaluation of Multi-College/Multi-Unit Districts or Systems
- SOCCCD Function Map 2011
- SOCCCD Strategic Plan: 2011-2014
- SOCCCD District-wide Committees
The South Orange County Community College District Planning and Decision-Making Manual represents a collaborative effort between the South Orange County Community College District Board of Trustees, the South Orange County Community College District, the Irvine Valley College administration, the Irvine Valley College Academic Senate, the Irvine Valley College Classified Senate, the associated Students of Irvine Valley College, the Saddleback College administration, the Saddleback College Academic Senate, the Saddleback College Classified Senate and the Associated Students of Saddleback College.

This manual describes the decision-making philosophy/model and strategic planning procedures at South Orange County Community College District and (where appropriate), shows connections to the South Orange County Community College District committees, the Chancellor, and the Board of Trustees providing clarification of the roles, responsibilities, and scopes of authority of the Colleges and SOCCCD constituent groups as required by ACCJC Accreditation Standards, the California Education Code, and Title 5, California Code of Regulations.

The South Orange County Community College District Planning and Decision-Making Manual was adopted in 2011.