

**SADDLEBACK COLLEGE**  
**Consultation Council (CC)**  
**September 27, 2011**

**Minutes**

**Attendance**

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| <ul style="list-style-type: none"><li>• <b>Tod Burnett, President</b></li><li>• <b>Don Busche, Vice President of Instruction</b></li><li>• <b>Juan Avalos, Vice President of Student Services- Absent</b></li><li>• <b>Donna Rane-Szostak, Dean – Absent</b></li><li>• <b>Rocky Cifone, Dean</b></li><li>• <b>Terrence Nelson, Assistant Dean</b></li><li>• <b>Dan Walsh, Academic Senate President</b></li><li>• <b>Bob Cosgrove, Academic Senate Representative</b></li><li>• <b>Bruce Gillman, Academic Senate Representative</b></li><li>• <b>Kim Stankovich, Academic Senate Representative</b></li><li>• <b>Alannah Rosenberg, Academic Senate Representative- Absent</b></li></ul> | <ul style="list-style-type: none"><li>• <b>Carol Hilton, Fiscal Director</b></li><li>• <b>Jennie McCue, External Affairs Representative</b></li><li>• <b>Gretchen Bender, Dir. Of Planning, Research, &amp; Grants</b></li><li>• <b>Joseph Hassine, ASG President</b></li><li>• <b>Nick Martinez, ASG Representative</b></li><li>• <b>Don Mineo, Classified Senate President - Absent</b></li><li>• <b>Russ Hamilton, Classified Senate Representative</b></li><li>• <b>Catherine Ayad, CSEA Representative</b></li><li>• <b>Jane Rosenkrans, Classified Management</b></li><li>• <b>Santo Garcia, POA Representative – Absent</b></li><li>• <b>Leslie Humphrey – Guest</b></li><li>• <b>Mike Sauter, Classified Senate Representative</b></li><li>• <b>Sophie Miller (Minutes Recorder)</b></li></ul> |
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**1. Approval of Minutes – Sept 13, 2011**

**2. President's Update**

- Board Of Trustees Meeting Recap
- Board of Trustees/Chancellor Campus Forum, Wed, Nov 2<sup>nd</sup>, 3pm-4:30pm, RR Board Rm.
- District Services Road Show, Fri, Sept 30<sup>th</sup>, 8am-12pm, SSC212
- Chancellor's Council Meeting Agenda and Minutes
- Chancellor Vacation Sep 28<sup>th</sup>-Oct 13<sup>th</sup>.
- Board Presentation on Educational Quality, Academic Programs, Program Review and SLOs, Mon, Oct 24<sup>th</sup>
- K-12 Breakfast, Wed, Oct 26<sup>th</sup>, 7:30am
- Upcoming Board Presentations
  - November—ARCC Report and Student Success Plans
  - December—ATEP
  - January—Reaffirm college service area boundaries, ATEP area by college

**3. Governance Group Updates**

- ASG (Joseph Hassine) – Homecoming was very successful, the Blood Drive is being held today and tomorrow, Nick Martinez joined ASG and will be the representative at CC.
- Academic Senate (Dan Walsh) –Senate is clarifying the role of the senate in various committees and policies; rewriting honorary degrees and are in the process of ranking new faculty positions. The Senate is also looking at the new academic calendar from the committee, and state wide chancellor's legal committee opinion about cheating. Retirement replacements policies and procedures were based on paperwork turned in by the divisions; there are no changes within each division.
- Classified Senate (Mike Sauter) Thanked Director Hilton and President Burnett for the staff development funding for this year. Are in the process of forming a committee comprised of Saddleback, IVC, and District for the spring and noted that the classified staff really looks forward to this event each year and it is a great opportunity for them to network and attend workshops. Classified senate formed a subcommittee to make

recommendations to the By-laws. Russ will represent the senate at the CCLC Conference in November. Thanked Deans for the support and allowing the classified representatives to go to training.

**4. District Function Map (Claire Cesareo-Silva/Don Busche)**

Don distributed and reviewed the Function Map and reported that the old function map will go on to accreditation as the approved function map, but will continue to improve the Function Map prior to visiting team. The distributed function map is the one that can be changed so input should be given to the hand out version dated 9/22/11. Claire reviewed the current changes and is still accepting input prior to the visiting team. Claire will be responsible for input/comments/changes and will bring it back to CC in 4 weeks October 25<sup>th</sup>.

**5. Accreditation (Bob Cosgrove/Don Busche)**

Bob Cosgrove, Vice President Busche and President Burnett presented at last night's 9/26/11 Board of Trustees meeting Saddleback's Accreditation follow-up report along with a presentation by IVC on their Accreditation follow up report. A similar Saddleback report has been presented to CC during our bi-weekly meetings by Bob Cosgrove and Don Busche. The Board accepted the Accreditation report and now the document will be finalized with evidence and should be ready to mail prior to the October 15<sup>th</sup> deadline. Bob reported that ACCJC members presented how to set up or devise some new ways to get more people involved with accreditation process such as, faculty for example to have 12 hours of training during In-Service.

**6. Strategic Plan Implementation Update: Goal 3.4 (Jennie McCue)**

Jennie gave an update on Goal 3.4, Strategies 3.4.A. and 3.4.B. of the 2010-2011 Strategic Plan Progress Report. The Marketing Committee reviewed the guidelines for communication with students and published the guidelines. Have also been working on enhancing communication with students and faculty to include the latest technology; including Facebook which has taken off and the numbers of Facebook participants has increased significantly, Twitter, search engine optimization, and the communication components of Sherpa. Saddleback Mobile was introduced for iPhone. Elements of the strategic plan were included in the marketing plan, including iModules for alumni communication and engagement and the campaign to improve the college's image among high school employees.

**7. Civility Task Force (Rocky Cifone)**

Rocky gave an update on the Civility Task Force which met yesterday and discussed several issues regarding civility and code of ethics. He requested that each constituent group review each of the other group's Code of Ethics and report back to CC as to what each have in common, as well as, what are the kinds of things that we value in one another. Rocky handed out ASG's Code of Ethics and noted that it is a great example of a well done one in with a positive spin.

**8. District-wide Strategic Plan: District Culture of Respect & Collaboration (Gretchen Bender)**

Gretchen distributed District-wide goal 1. – SOCCCD will create a District-wide culture which is characterized by mutual respect and collaboration and which celebrates the uniqueness of each institution. She reported that within the college we need to discuss how to address action steps for District-wide Objective 1.1. How are we going to address Saddleback, IVC and District Services; what are the top barriers to collaboration and cooperation; and how do we want to proceed? Chancellor Poertner would like to bring the colleges and District services together to work more collaboratively and collegially. A suggestion was to conduct an intercollege forum to have open dialogue each semester and alternate between the two college locations. We need to have a process in place that the colleges and District services completely understand at the interest of the students and that decisions are made at the appropriate level of expertise based on experience and expertise. Encouraged all of the governance groups to discuss and bring forward

some themes to the next CC.

**9. Planning, Research and Grants (Gretchen Bender)**

No updates.

**10. Fiscal Update (Carol Hilton)**

Budget; DRAC; PBSC; 20-Year Facility, Renovation and Scheduled Maintenance Plan

- Carol distributed Administrative Regulation Basic Aid Allocation Process Draft and reported that it was also distributed and reviewed at this morning's Management Team meeting. No changes were recommended from the Management Team but to support planning, data, and the process as well as process should be reviewed in one year.
- Consultation Council made recommendations for changes to Basic Aid Allocation Recommendation Committee membership, AR 3110 page 2 of 6 ii; eliminate #4 District Director of Fiscal Services; eliminate #9 District-wide Technology Committee Chairperson or delegate; and add 2 additional faculty representatives and one classified representative. Discussion ensued and several recommendations, changes, and input were provided.
- PBSC was charged to go back and reflect on the Classified Hiring Process. After review PBSC is recommending that PBSC should only be the gatekeeper and not make the decisions of need and ranking. PBSC came up with a new "Annual Planning Prioritization & Resource Allocation Process Draft" which was distributed and process and timeline reviewed. Claire was asked if the information needed for this process could be extracted from the Program Reviews which appears to be feasible instead filling out more forms. Requested any feedback before PBSC continues to work on the process. Both the Academic Senate and Classified Senate would like to review further and bring back to the next PBSC meeting. Once PBSC has finalized the draft it will be brought back to CC with a formal recommendation.

**11. Board Policy and Review Council (Don Busche)**

- Honorary Degrees

**12. Suggested Future Topics – Smoking & Credit Cards.** Discussion took place regarding "Can faculty teach their full load online?" It was requested that further discussion with the Deans and the Academic Senate review the college policy.

**Our Vision**

*"Saddleback College will be the first choice of students who seek a dynamic, innovative, and student-centered postsecondary education."*