

SADDLEBACK COLLEGE
Consultation Council
Minutes
September 14, 2010

Attendance: Tod Burnett, President (Chair; non-voting); Don Busche, Vice President of Instruction; Juan Avalos, Vice President of Student Services; Carmen Dominguez, Academic Senate President; Bob Cosgrove, Dan Walsh, Norm Weston, Miki Mikolajczak, Jo Ann Alford, Academic Senate Representatives; Russ Hamilton, Classified Senate President; Don Mineo, CSEA; Melissa Fenerci, ASG President; Don Taylor, Dean; Gretchen Bender, Director of Planning, Research, and Grants; Carol Hilton, Fiscal Director; Jennie McCue, External Affairs; Sandy Marzilli, Classified Management; Claire Cesareo-Silva, Program Review Chair

1. President's Update

- Proposal to Re-Envision the Business Science Division
- Science Building
- Chancellor's Leadership Meeting, 9/17
- Veteran's Resource Fair, 9/23
- Angels for the Arts Appreciation Luncheon, 9/24
- Board of Trustees Meeting, 9/27
- K-12 Partnership Breakfast, 9/30

2. Approval of Minutes – August 31, 2010

ACTION: APPROVED BY CONSULTATION COUNCIL

3. Governance Group Updates

- **ASG (Melissa Fenerci)** - All branches of ASG were able to meet for the first time last week. All senators are assigned to College-wide Committees. September 21-22nd from 8:00 am to 8:00 pm ASG Blood Drive in SSC 212. Clubs Rush is on October 6th. Homecoming is on October 16th and ASG is putting together the pre-game activities and the halftime show. ASG is also going to take part in a 5 K walk for "Making Strides Toward a World with More Birthdays" sponsored by American Cancer Society in order to raise awareness for breast cancer. Diversity Student Council is now active and they are interested in helping support different diversity related events on campus, as well as, reaching out to veterans. They will also focus on voting registration and voter awareness (media literacy) during the Fall semester.
- **Academic Senate (Carmen Dominguez)** - Curriculum is in Tech Review reviewing all the courses. Reported on final appointment of faculty to committees and are appointing people to committees that they want to be on so there will be a new list.
- **Classified Senate (Russell Hamilton)** - Reported that classified senate has decided to work on 25 Thanksgiving bags to be distribution to the 25 most needing veterans on campus. A new committee has been created the "Sunshine Committee" to make sure employees get cards and so forth. The Senate is assigning committee chairs and are trying to get information as to which committees are still meeting.

4. Program Review: Cosmetology (Don Taylor)

Don presented the program review completed by the department and Lake Forest. Lake Forest Beauty College (LFBC) currently provides contract training for Saddleback College students

under two programs, Cosmetology and Cosmetician. This is a typical program approved by the state. At the present 140 students are enrolled and there are from 40 – 130 students enrolled at any one semester in these programs. The LFBC School recently changed hands and the new group that took it over has improved services to our students greatly. At the completion of training students are able to apply to take the California State licensing exam and if passed receive their respective license to practice in the state of California. Cosmetology students can also receive a certificate or occupational skill award in their area of study from Saddleback College upon successful completion of the required training and application for the certificate. HR resources is met by LFBC that we contract with and have a software program to help students with grades and service hours. Would like more students but are now at max with space available and have also a contract with ROP and they are full to the limits. Styles, chemicals, and hair process have changed and state requirements have changed and we change as needed. Recently students in the program did a public service to camp Pendleton for wives. Presented many ideas how to promote and expand the program and emphasized the excellent 85%-95% pass rate on licensing.

5. College Branding (Jennie McCue)

Jennie passed out an article regarding branding “Does Branding Pay Off for College? Harvard Thinks So”. Reviewed the Style Guide that is being updated to adhere to the same standard and using the same logo. Included in the style guide are: Acceptable variations of the college logo; use of college mascot artwork; the college’s color palette; stationary including letterhead, envelopes, and business cards; power point presentation templates; apparel and promotional items. Would like to get the College away from individual department branding separate from the College.

6. Accreditation (Don Busche)

- Dr. Joan Smith will be here for a pre-visit on Tuesday, 9/28 and has requested to meet with Tod and Sophie to review logistics.
- Visiting Team, 10/18-10/21 - reported the steering committee is working on a functional map that the Accreditation visiting team would like to have it.

7. Planning (Gretchen Bender)

- Education and Facilities Master Plan
- Strategic Planning

8. Planning and Budget Steering Committee (Carol Hilton)

- Equipment Committee, request due 9/17
 - Facilities Committee, requests due 10/15
 - Technology Committee, requests due 10/15
- Facility and Tech don’t still have full membership. Also, institutionalization of grants and what are criteria is prior to accepting grant and need to have a process of approving grants and look at issues and examining it and create some process. Have an overarching process to have approval. The view of PBSC that somebody should look at every opportunity that we are considering and that it is aligned. Want to develop some criteria but if there is some other criteria as to institutionalization or hiring.
- GkkWorks is collecting data and part of the data collection is conduct interviews and they will occur _notes. The division and programs have not yet been identified. final letter will be drafted and they will receive questions in advance for review. They will conduct 25 meetings which will be divided amongst the campus with an emphasis on instruction. They are relying heavily on program review and are also working with college and district researchers in case data is outdated.

9. ATEP (Don Busche)

- Substantive Change that we have submitted to the commission has to be resubmitted. Presently what we have at atep is the rapid tech program which Don is working with a task force on that and it will be submitted.
- ATEP Reorganization
The President gave an update regarding the current status of ATEP reorganization and how it will affect IVC, Saddleback and the District. The Acting Chancellor Dixie Bullock has been working on addressing the substantive change issue and lowering expenses on basic aid. Saddleback College submitted an informal memo as to what the college recommends and most is going forward. The academic instructional end has to be with one college and due to the location of ATEP located close to IVC the one acre will be managed by IVC. In the future 49% of ATEP can be commercially developed. Neither college is set up to develop the non-instructional part of ATEP so Randy Peebles will continue to do so. The reorganization of ATEP will be on the 9/27/10 Board Agenda.
- Letter of Agreement – A letter of agreement will be put together appropriately to set up ATEP for success. Will be meeting with IVC and the district regarding the letter of agreement.
- Management Positions (Don Busche) – Reviewed the Dean of Business Science and Workforce Economic Development and the Dean of Distance Education and Learning Resources positions.

10. Board Policy Administrative Regulation Advisory Council (Don Busche)

Carmen reviewed some of the current Board Policy changes: English Equivalency Examinations; Instructional and Course Materials Fees; Reclassification of Classified Personnel; Student Member of the Board of Trustees; Classified Management Reduction in Force Notification; student newspaper; Advanced Placement Examination Program.

11. Suggested Future Topics

Saddleback College Vision

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