

**SADDLEBACK COLLEGE**  
**Consultation Council**  
**Minutes**  
**July 20, 2010**

Tod Burnett, Juan Avalos, Don Busche, Jane Rosenkrans, Carmen Dominguez, Tammy Rice, Russ Hamilton, Miki Mikolajczak, Bob Cosgrove, Jerilyn Chuman, Don Mineo, Sophie Miller, Carol Hilton, Don Taylor

1. President's Update

- Welcomed Dr. Juan Avalos and Dr. Don Busche
- Science Building Update  
Brandye D'Lena notified that the state will not even consider a Bond on approved projects and not even begin discussion until 2011. The president will recommend that we move forward with an official request to fund the next stage of design of the Science Building and then continue moving forward to request bond funding.
- Basic Aid Board Policy  
we don't have a functional process as to how we allocate funds.
- Management Team Retreat, August 13-14, 2010

2. Approval of Minutes – May 25, 2010

**ACTION: APPROVED BY CONSULTATION COUNCIL**

3. Governance Group Updates

- ASG (Melissa Fenerci)
- Academic Senate (Carmen Dominguez)  
Carmen reported that the Academic Senate is working on organizing a curriculum committee. The New Faculty Orientation is scheduled for 8:00am on Thursday, August 19<sup>th</sup> and Saddleback's Senate will be hosting the area D meeting in October and will be working on Senate Goals and new faculty leadership. August 18<sup>th</sup> the Senate has their first meeting scheduled for the fall academic year and will be inviting all new administrators to attend followed by a reception. Also, concerns were voiced regarding what the College is going to do about Parking when school starts since staff parking has been eliminated in front of the Library.

4. Classified Senate (Russell Hamilton)

The Classified Senate Board Retreat was held on July 16<sup>th</sup> at the Norman P. Murray Center and the Senate reviewed past goals and accomplishments and set up some new goals for the year. Saddleback College's Senate website received a 2nd place award from 4CS and Russell was named as the President Elect for the Classified Leadership Institute and will assume the duties of President next year.

5. Accreditation Update (Don Busche/Bob Cosgrove)

- Self Study Report  
Bob gave a report on the current status and how the Self Study will be highlighted during In-service through several sessions. Will be having sessions during In-Service with a Q & A portion for all of the different divisions to review anticipated Accreditation visit.
- Substantive Change  
Don reviewed that there are a number of reasons that we will have to submit a separate

proposal for substantive changes for ATEP. We need to do some follow up with the Commission to get a firm understanding as to what we need to do and how to address the issues.

- The Visiting Team is scheduled to be here October 18-21, 2010.

6. **Associate Vice President for Fiscal Services and Operation**

The Associate Vice President for Fiscal Services and Operations position was reviewed.

**Both the Academic Senate and Classified Senate unanimously recommended to approve the re-classification of Carol Hilton, Director of Fiscal Services to Associate Vice President for Fiscal and Operations; Carol Hilton Abstained.**

**ACTION: APPROVED BY CONSULTATION COUNCIL AND RECOMMENDED TO THE PRESIDENT FOR CONSIDERATION**

7. **Budget and PBSC (Carol Hilton)**

Carol gave an update regarding Strategies and how to best implement the Strategic Plan and funding. The recommendation to Consultation Council from PBSC was to have the Strategic Planning groups reconvene in the Fall and develop/implement tactics to achieve their goals. She reviewed how to incorporate timelines and the existing planning groups for resource allocation. She reported that monies will be allocated in the Fall to get things started and continue with resource allocation. She also reviewed the State and Saddleback College's budget.

8. **Enrollment Update (Don Busche)**

The College was required not to increase number of sections, as well as, maintain weekly student contact hours and Saddleback managed both of these. Don noted that the classroom fill rate had decreased over the previous summer.

9. Department Chairs (Donald Busche)

10. Governance Manual (Jennie McCue)

Discussion took place and timeline for changes was extended.

11. ATEP (All)

Discussion took place.

12. Suggested Future Agenda Items

**Mission**

**“Saddleback College enriches its students and the south Orange County community by providing a comprehensive array of high-quality courses and programs that foster student learning and success in the attainment of academic degrees and career technical certificates, transfer to four-year institutions, improvement of basic skills, and lifelong learning.”**