

# SADDLEBACK COLLEGE

## Consultation Council (CC)

May 8, 2012

### 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</b></li><li>• <b>Terrence Nelson, Assistant Dean - Absent</b></li><li>• <b>Rocky Cifone, Dean</b></li><li>• <b>Dan Walsh, Academic Senate President</b></li><li>• <b>Kim Stankovich, Academic Senate Representative</b></li><li>• <b>Bruce Gillman, Academic Senate Representative</b></li><li>• <b>Bob Cosgrove, Academic Senate Representative</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>Jane Rosenkrans, Classified Management</b></li><li>• <b>Don Mineo, Classified Senate President</b></li><li>• <b>Jan Mastrangelo, CSEA Representative</b></li><li>• <b>Mike Sauter, Classified Senate President Elect</b></li><li>• <b>Joseph Hassine, ASG President</b></li><li>• <b>Nick Martinez, ASG Representative</b></li><li>• <b>Sophie Miller, Executive Assistant to the President</b></li></ul> |
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#### 1. Approval of Minutes – April 24, 2012

**ACTION: APPROVED BY CONSULTATION COUNCIL**

#### 2. President's Update

- Thank you Joseph and Dan!
- Congratulations Carol
- Congratulations Professors David DiLeo, Ken Lee and Rob Henry
- Congratulations Professors Alston, Leppien-Christensen; Fier; Hernandez-Bravo; and Innins
- Board of Trustees Meeting Recap; Gwen Plano Remarks
- District Services Survey due May 25<sup>th</sup>
- Hiring Update
- Bill Habermehl Retirement Announcement, effective June 29<sup>th</sup>
- Employee district residents
- Scholar Athlete Luncheon, Thu, May 10<sup>th</sup>, 12 noon, SSC 212
- Scholarship Ceremony, Thu, May 10<sup>th</sup>, 3pm-5pm, Gym
- Nursing Pinning Ceremony, Tue, May 15<sup>th</sup>, 7pm, McKinney Theatre
- Commencement, Fri, May 18<sup>th</sup>, 9am, Gym

#### 3. Governance Group Updates

- ASG (Joseph Hassine)-Eric Bremen is the new ASG President. ASG was contacted about a e-book donations and they are looking into it.
- Academic Senate (Dan Walsh)—Dan thanked everyone and a special thanks to President Burnett for all of the faculty hiring which is still in the process. He also reported that during the summer three Academic Senate Executive members can still do actions. Dan also gave an update on transfer degrees math and geography which should be ready for summer.
- Classified Senate (Don Mineo) - The smoking survey is underway. Staff development funds have been distributed. Elections will take place at the next 2 senate meetings and the new officers will officially begin July 1<sup>st</sup>.

#### 4. Program Reviews

- Cinema/Television Radio (Charlie Myers)  
The program review for the Cinema/Television Radio was made by Charlie Myers, reviewing both the department's strengths and weaknesses. Some of the department's greatest strengths emphasized are its highly functional faculty and staff that work well together with team effort; providing students with one of the best programs in the state and students have seen great success in employment due to the Cinema/Television Radio programs. The student population is very diverse and students drive from all over to attend this program. Some of the challenges are current audio, software and tools. Library expansion and 3 different locations of classes which are very separate which makes it difficult.

- Computer Maintenance Technology/Electronic Technology (Eugene Evancoe)  
The Program review for the Computer Maintenance Technology/Electronic Technology was made by Eugene Evancoe reviewing both the department's strengths and weaknesses. Some of the department's strengths are that they offer vocational programs, as well as, one certificated program for students looking to upgrade their skills and/or looking for job opportunities. This program is an excellent program and consistently has good reviews across the board. Some of the challenges are that the students are not able to work on the most current computer systems/hardware since once the computer is taken apart it no longer is under warranty so they are not purchased new. The students work on the trickle down computers but it is necessary to regularly upgrade the operating systems to meet the needs of the students taking these classes.

#### 5. District Technology Plan and Budget (Mark Shiffelbein)

A draft of the 2012-2017 Technology Master Plan was distributed at the 4/10/12 CC meeting. It is a 5 year plan to be updated and reviewed regularly. Everyone was asked to review and provide feedback to Mark via email or bring their comments back to Consultation Council. It should be considered to include the college plan be included in district-wide technology plan. At the 4/24/12 CC meeting the draft of the 2012-2017 Technology Master Plan was reviewed and discussion ensued requesting any additional suggestions or additions. At the 5/14/12 CC meeting a recommendation was made to move forward with the District Technology Plan contingent on the acceptance of the recommendations made by Saddleback College and Irvine Valley College to be implemented for one year and then to be brought back for review the following year.

- **ACTION (1): Motion made to endorse the list contingent that all conditions narratively are met and move forward to BARC. No Second and motion was withdrawn. Discussion ensued.**
- **ACTION (2): Motion made to adopt the District Technology Plan with the condition that Saddleback College and Irvine Valley College recommendations are followed:**
  - **Vote: 16 Approved, 2 Declined**
  - **APPROVED BY CONSULTATION COUNCIL AND RECOMMENDED TO THE PRESIDENT FOR CONSIDERATION**

#### 6. Statement of Ethical Behavior (All)

The newest revised version was sent out to all of the governance groups to take back to their constituent groups for review and recommendation at the last CC meeting.

The most current version of the Saddleback College Statement of Ethical Behavior was reviewed which contained the input from all constituent groups. Discussion took place and once revisions and additions were made a request for approval and to move forward with changes and input from Academic Senate was made.

**ACTION: APPROVED BY CONSULTATION COUNCIL AND RECOMMENDED TO THE PRESIDENT FOR CONSIDERATION WITH INPUT FROM ACADEMIC SENATE**

#### 7. Task Force on Committees

Everyone is being challenged by the amount of time spent on committees and in addition District Services has created many new additional committees that are effective but time consuming. A recommendation was made to have a Task Force to look at district-wide committees and a request was made to put forward committee member recommendations for task force.

#### 8. Mission and Vision Statements (All)

The Saddleback College Consultation Council reviewed the college vision and mission statements as part of the 2010-2013 Strategic Plan. The Consultation Council recommended to President Burnett that no changes be made to the college vision and mission statements.

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

#### 9. CurricUNET (Dan Walsh)

Dan voiced concerns in regards to CurricUNET and CursSIS and access by District Services. There are problems in multiple areas and levels and Dan stressed their needs to be discussion to have these concerns and issues addressed that faculty have with District Services.

## **10. Board Retreat and Evaluation**

### **11. Human Resources Review (Sophie Miller)**

Sophie handed out the list of suggestions made by the management team for Human Resources for review and input. Discussion ensued and additional input was requested and this item will be brought back.

### **12. Fiscal Update (Carol Hilton)**

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

### **13. Board Policy and Review Council (Don Busche/Juan Avalos)**

Don will send out Board Policy's for CC's review and input.

### **14. Announcements and 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.*”**