

**The Mission of the Student Success Planning Group is to encourage, document and support the persistence and retention of Saddleback College students.**

**NOTES**

*Meeting conducted by:* Lise Telson

*Members in attendance:* Juanita Baltierra, JoAnn Alford, Linda Gleason, Don Mineo, Larry Perez, Jan Mastrangelo, Joyce Semanik, Steve Handa, Nick Nikbakht, Carolyn Kukyendall  
*Invited guest:* Dean Chuman

**Prioritization of New Classified Positions** (See attachment)

The SSPG reviewed classified position requests which were forwarded from the divisions to Senior Staff and from Senior Staff to the four planning groups to review, prioritize and recommend to PBC. SSPG received requests for positions most related to the Student Success Planning Group Mission.

VP Telson reminded the Group that in the final analysis, because of 50% law, requests for positions that are instructional may receive a higher priority. None the less the objective is to prioritize based on the Student Success plans for 2007-2010 emphasizing the most critical needs for 2007-08 while insuring that the methodology used would be based on the Nine Strategic Goals as determined by PBC for the 2007-2010 planning process.

It was agreed that the process was very difficult because not all members of the planning group felt prepared to judge the relative importance of the positions to Divisions of the college. The SSPG also shared a concern that without representation in the areas of some positions it was difficult to make a fair judgment about the need for the position for 2007-08. Discussion ensued whereby the membership of SSPG agreed that no process is completely fair and that if the decision making was based on the nine strategic directions and the written goals in the plan--that it would be in line with College planning.

The position of **Network Systems Tec II-ITC** was discussed. Don Mineo and Jan Mastrangelo both explained the need for the position and what it does.

Dean Chuman spoke to clarify positions that had come from the CSSP. She explained why the group wanted a web master position and why the position for the **Senior Administrative Assistant** to work in the Transfer Center was so important and how it came to pass that the College no longer funded the position. A lively discussion ensued and the Group and Dean Chuman agreed that the position request for Web Master should be amended to the position of "**Web Designer, Applications Specialist II**" for the entire Student Services Division including assistance with all units of Student Services.

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Lise Telson explained to the group that positions that had already been included by the SSPG in the planning goals for 2007-2010 should be given special consideration because the SSPG had studied and agreed to their importance and recommended their inclusion in the goals submitted to PBC. These positions include the following: **Senior Administrative Assistant-Counseling/Transfer; Accounting Assistant for Fiscal, and Administrative Assistant for Assistant Dean.** In addition several goals expressed the needs for more support to educationally and financially disadvantaged and disabled students

Following further discussion about the Senior Matriculation/Outreach position, with group consensus and with the concurrence of JoAnn Alford, (Matriculation Coordinator) the decision was to delete the word "Outreach" from the **Senior Matriculation Specialist** position request.

The SSPG determined that the requests for the following positions: **Sr. Transfer Center Specialist; Transfer Center Specialist and Administrative Assistant II Soc. /Behavioral Science** were actually reorganizations which required a study of the current level of positions and therefore needed the concurrence of the classified union and human resources thus could not at this time be considered with the new positions. Lise Telson said that she would explain this to the leaders of those units and to PBC.

A lively discussion ensued about the position of **Program Assistant- Health Science.** Although one of the College's nine strategic planning directions is, "Promote and Enhance Health Science Programs", the goal was written to retain nursing students through grant funds not through additional College general funds. It was explained that the College earlier in 2007-08 already utilized general college funds to hire one full-time, permanent tenure track faculty member in nursing and another one year full-time temporary faculty member also through general funds as **a required match** to the Health Science grant funds. Therefore it was discussed that further general funds for this position may not be as important for 2007-08 as for other areas that did not have this level of College support for positions.

After further discussion the SSPG decided to rate each position from **0 to 5**, with 5 as the highest ranking. One member of the committee, Larry Perez, felt more comfortable ranking from 0 to 2 rather than 0 to 5. Each member ranked openly by placing the number for each position on the white board. Further discussion took place as Jan Mastrangelo and Barbara Sendaba placed the numbers on an excel spreadsheet. At that time it was decided that three members absent at the time of the ranking- Steve Handa, Patti Weeks and Nick Nikbakht would be given the opportunity to hear about the discussion they missed and then provide their ranking at which time the final numbers would be conclusive.

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Subsequently, it was Nick Nikbakht's (student) choice to abstain from the voting; he is new to the Group this semester, had to leave the meeting quite early into the discussion and did not feel qualified to make a definitive decision.

Finally it was agreed that the ranking with inclusion from all SSPG members and the discussion high points-with scores would be shared at PBC on December 4<sup>th</sup>, by Lise Telson and JoAnn Alford.