

Governance & Organization Manual



2010-2011

www.saddleback.edu





Our Vision:

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

Our 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.

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INTRODUCTION

Saddleback College's Governance and Organization Manual documents the college's decision making processes and administrative structure with emphases on the strategic planning process, roles of the college and South Orange County Community College District, participatory governance and committee structure, and college administrative functions in fulfilling the college's 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.

College Decision Making and Participatory Governance

As required by the Accrediting Commission of Community and Junior Colleges, the California Education Code, and Title 5, California Code of Regulations, college processes have been established to provide for the effective participation of faculty, staff, administrators, and students when important college issues are discussed and decisions made. Each Division is encouraged to hold regular meetings where issues are discussed and information conveyed. Participation and input is encouraged no matter the rank of the employee or official title. Classified and Academic Senate members are encouraged to convey information to and from their constituencies providing input and feedback at all levels. Discussions on significant issues are often presented at the bi-annual President's Breakfast or at all college meetings.

The classified representative bodies and the Academic Senate have procedures in place to select representatives to serve on campus committees and decisions making bodies. Representatives from each group sit on the strategic planning groups, and leadership serves on the Planning and Budget Steering Committee and on Consultation Council. It is their responsibility to carry input from the groups they represent to the decision making bodies where the mission, vision, and goals of the college are determined so that all voices are heard.

College leadership has worked with the Board of Trustees to increase the ability of faculty to serve in key leadership roles by increasing the amount of reassigned time and/or stipends available to them. The college dPresident, Chancellor, and Board of Trustees work closely with the academic senate when making decisions on academic and professional matters. The Deans Cabinet meets bi-weekly. On opposite weeks all administrators and managers meet to review issues of importance.

Students are represented on all bodies. ASG designates representatives to all governance committees and to Consultation Council. The ASG President is seated with the other governance leadership at Board of Trustee meetings.¹

Role and Responsibilities of the Governing Board, Chancellor, and the College President

Role of the Governing Board

Saddleback College and the South Orange County Community College District constituent groups derive

¹ Accreditation Draft Self Study Report, Standard IV

their roles and responsibilities through Government Code, California Education Code (E.C.), the California Code of Regulations (CCR) Title 5, board policy and accompanying administrative regulations.

Roles and Responsibilities of the Trustees

California Education Code, Division 7 EC§ 70902 defines the Role of the Board of Trustees. “Every community college district shall be under the control of a board of trustees, herein referred to as the ‘governing board.’ The governing board for each community college district shall establish, maintain, operate and govern one or more community colleges in accordance with the law.” The governing board shall do all of the following:

- Establish policy for and approve current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district.
- Establish policies for and approve credit courses of instruction and educational programs.
- Establish academic standards, probation, dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.
- Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors, establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of the state.
- To the extent authorized by law, determine and control the district’s operational and capital outlay budgets . . . determine the need for elections for override tax levies and bond measures, and request that those elections be called.
- Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.
- Establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
- Establish rules and regulations governing student conduct.
- Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.
- In its discretion, receive and administer gifts, grants, and scholarships.
- Provide auxiliary services as deemed necessary to achieve the purposes of the community college.
- Within the framework provided by law, determine the district’s academic calendar, including the holidays it will observe.
- Hold and convey property for the use and benefit of the district. The governing board may acquire, by eminent domain, any property necessary to carry out the powers or functions of the district.

Board Policy 112 Duties and Responsibilities of the Board of Trustees (adopted August 27, 2007) delineates the duties and responsibilities of the board of trustees within the district and expresses their commitment to:

- Establish the mission of the District;

- Assure the development and implementation of short-term and long-term educational and facilities plans;
- Assure fiscal health and stability;
- Monitor institutional effectiveness and educational quality;
- Delegate power and authority to the Chancellor/Chief Executive Officer to effectively lead the district;
- Work respectfully with the Chancellor and the District/College faculty and staff;
- Refer suggestions and concerns to the Chancellor;
- Work respectfully with other Board members;
- Hire and evaluate the Chancellor;
- Advocate for and protect the District;
- Establish policies that implement the District mission and goals, and set prudent ethical and legal standards for college operations;
- Represent the public interest.

Board policies are available to all district employees and the public. Corresponding administrative regulations are available to all employees on MySite. New board policies, updates and revisions are acted upon at most monthly board meetings. On the bottom of each board policy is a notation of the policy history, when adopted and when revised. ²

Delegation of Authority to the Chancellor

California Education Code §70902(d) states that “the governing board of a community college district. . . may adopt a rule delegating the power to the district’s chief executive officer or any other employee or committee as the governing board may designate.” Acting in compliance of this statute the SOCCCD Board of Trustees adopted Board Policy (BP) 2100 Delegation of Authority to the Chancellor. This policy ensures that the Board of Trustees employs a qualified person as chancellor and chief administrative officer of the district. The chancellor has full authority and responsibility for the proper conduct of the business and education programs of the district.

The Board of Trustees specifically authorizes the Chancellor to perform, but is not limited to, the following functions:

1. To hire academic and classified employees for the district, subject to ratification by the Board.
2. To authorize and direct employees of the district to incur travel expenses, including but not limited to mileage to conduct district business, including conference travel, within the limits and budget requirements (CA Ed. Code, Section 87032).
3. To sign applications for funds and contracts for the district, subject to ratification by the Board (CA Ed. Code, Section 81655).
4. The Board hereby delegates to the Chancellor or his or her designee the authority to accept employee resignations on its behalf at any time. Resignations shall be deemed accepted by the board when accepted in writing by the Chancellor or his or her designee. If the resignation does not specify an effective

² Accreditation Draft Self Study Report, Standard IV

date, the Chancellor or his or her designee shall fix an effective date for the resignation which shall be within 60 days. When accepted by the Chancellor or his or her designee, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification at the next regular meeting (CA Ed. Code, Sections 87730 and 88201).

5. To establish and maintain the district's purchasing procedure (CA Public Contract Code, Sections 20650, et seq, and CA Ed. Code, Sections 81641 et seq; Board Policy 3200).

Board Policy 2001 (Administrative Organization) further provides:

The Board of Trustees affirms its legal responsibility to adopt policies governing the District and its colleges. In so doing, it directs the Chancellor to implement those policies within an approved organizational structure (CA Ed. Code, Section 70902).

For the District and the colleges to be governed and administered in an effective manner, it is necessary that lines of communication be established within the organization so they allow for the orderly transaction of business.

The Chancellor is authorized and responsible for organizing all District standing and ad hoc committees to assist in the operation of the District. Each College President is authorized and responsible for organizing college committees as needed to assist in college operations.

To support the board's stated philosophy concerning internal administration, it is the policy of the board that all matters called to its attention by District personnel or by students shall be presented through the Chancellor. Conversely, the board shall direct appropriate matters through the Chancellor.

Delegation of Authority to the College President

As stated in Board Policy 2101 regarding Delegation of Authority to the College President, the President is "the Chief Executive Officer of the college . . . The President is responsible for implementing the colleges' strategic plan and district policies. The President's administrative organization shall be the established authority on campus and the College President is the final authority at the college level."

According to the SOCCCD job description for the College President (ID #006):

Definition

The President is the chief executive officer of the college, with leadership and management responsibility for the effective operation of the college, including the educational programs, student support services, personnel, annual budgets, facilities, community and external relations, planning, evaluation, and special projects related to the mission of the college.

Supervision Received and Exercises

Reports and is directly responsible to the district Chancellor.

Exercises supervision over the administration, faculty, and classified staff of the college.

Examples of Duties and Responsibilities

Discharges responsibilities in accordance with the policies, procedures, and approved plans of the district and the Board of Trustees, as well as state and national requirements.

Provides leadership for the educational programs of the college, ensuring the effective operation of curriculum development, program review and academic planning processes, and instructional support services.

Provides leadership for student support services necessary to ensure student access to college programs and services, student success in educational programs, and student development.

Directs all aspects of college personnel management, including the selection of a qualified and diverse faculty and staff, effective evaluation processes, teaching and work assignments, professional development activities, contract administration, and disciplinary actions when necessary.

Directs the development and management of annual college budgets, in accordance with accepted governance and accountability standards.

Provides leadership to ensure that campus facilities are well planned and well maintained.

Maintains an effective administrative organization and delegates appropriate responsibilities to the college administrative staff.

Provides leadership for the development of the college's long-range plans, annual goals, and short-term objectives.

Is responsible for the safety and well being of college staff and students.

Implements a college governance program which is participative, accountable, and effective.

Promotes effective communication within the college, with the district, and with the Board of Trustees.

Represents the college to the community, schools, four-year colleges and universities, state and national agencies, professional organizations and other public entities.

Assists the College Foundation in its efforts to develop resources for the college.

Attends meetings of the district and Board of Trustees.

Performs additional duties as assigned by the Chancellor and the Board of Trustees.

PARTICIPATORY GOVERNANCE

Representatives of the California Community College Trustees, Chief Executive Officers of the California Community Colleges, and the Academic Senate of the California Community Colleges recommended curtailing the use of the term “shared governance” in favor of the more precise terms defined by Education Code §70902 (b)(7), which requires the Board of Governors to enact regulations to “ensure faculty, staff, and students...the right to participate effectively in district and college governance.” Education Code §70902 (b)(7) further specifies “the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.”

The Board of Governors adopted Title 5, California Code of Regulations, which defines the right of the Academic Senate, the Classified Senate, and the Associated Student Government (ASG) to participate effectively in District and College governance.

Title 5 procedures specify different levels of involvement for each body:

- The Academic Senate represents faculty;
- The Classified Senate represents classified staff; and
- ASG represents students.

The meetings of the Academic Senate and ASG are open meetings pursuant to Government Code §54950 et. Seq. The meetings of the Classified Senate are also open meetings.

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

ACADEMIC SENATE

The Academic Senate shall be the representative body of the Saddleback College Faculty, established for the purpose of participating with the Administration of Saddleback College and the Board of Trustees in the formulation of college and district policy in academic and professional matters, to include but not be limited by Board Policy 2100.1, BP 2100.2, and sections 53200-53204 of Title 5 of the Administrative Code of California. The Academic Senate shall also communicate with other colleges in the formulation of policy in academic and professional matters.

MEMBERSHIP

- 2 senators from Advanced Technology & Applied Science
- 2 senators from Business Science
- 3 senators from Counseling Services & Special Programs
- 1 senator from Emeritus Institute
- 2 senators from Fine Arts
- 3 senators from Health Science/Human Services
- 1 senator from Learning Resources
- 3 senators from Liberal Arts
- 4 senators from Mathematics, Science & Engineering
- 2 senators from P.E./Kinesiology & Athletics
- 3 senators from Social and Behavioral Sciences
- (1 senator for every 10 full-time faculty)

Ex Officio – Classified Senate representative; Student representative for Associate Student Government

The Associate Faculty representational area may select four Senators. The Academic Senate President, President Elect, Vice President, Past President, and Secretary and any faculty member currently holding office in the Academic Senate for the California Community Colleges shall constitute the Executive Committee of the Academic Senate of Saddleback College, represent the Faculty at large and are seated in addition to those members of the Academic Senate.

MEETING TIME:

Meeting Times: Every other Wednesday from 2 p.m to 4 p.m

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****ASSOCIATED STUDENT GOVERNMENT**

The Associated Student Government (ASG) plans, organizes, promotes, sponsors and finances a comprehensive program of activities and services for all Saddleback College students. ASG, along with numerous campus clubs, participate in the planning and execution of special events such as: Blood Drives, Club Fairs, Homecoming, Earth Day, Multicultural Day, Campus-Wide BBQs and many more. ASG Members are also actively involved in various campus committees such as the Budget Committee, Food & Beverage Committee, and President's Council, to name a few.

MEMBERSHIP

ASG President

Chancellor of the Exchequer

Diversity Student Council Ambassador

Chief Justice of the Judiciary

Executive Cabinet Vice President, Secretary of E-Cab, Secretary of Events, Secretary of Publicity, Secretary of Commerce, Secretary of State, and General Members

Senate Vice President, Senate Secretary, Senator of Advanced Technology and Applied Science, Senator of Student Services, Senator of Veterans Affairs, Senator At-Large and Emeritus, Senator of Business Science, Senator of Counseling Services and Special Programs, Senator of Fine Arts and Media Technology, Senator of Health Sciences, Senator of International Students, Senator of Kinesiology and Athletics, Senator of Liberal Arts, Senator of Library and Learning Resources, Senator of Math, Science, and Engineering, Senator of Social and Behavioral Sciences

MEETING TIME:

Inter-Club Council Vice President, Assistant Vice President, Secretary, Director of Publicity, Director of Events, Director of Publicity for Clubs, Director of Finances

STANDING COMMITTEE (COUNCIL)

PURPOSE

CLASSIFIED SENATE

The Classified Senate shall represent classified employees of Saddleback College within the governance and decision-making at Saddleback College on matters that are not related to collective bargaining and contract negotiations

- A. To represent the opinions, needs and concerns of the classified staff in all aspects of governance and decision-making at Saddleback College on matters that are not related to collective bargaining and contract negotiations.
- B. To support the professionalism of the classified staff.
- C. To encourage individual leadership, contribution, and development among the member representatives to serve on the College and District decision-making committees
- E. To provide a centralized method of communication between classified staff and other areas of the College.
- F. To collect and disseminate information of interest to the classified staff.
- G. To represent the collective interests of the classified staff in all matters before any appropriate policy-making committee.

MEMBERSHIP

President

President Elect

Past President

Secretary

Treasurer

Members at Large:

Counseling Services & Special Programs

Counseling Services & Special Programs

Classified Senate Standing Committee Positions:

Academic Senate, Accreditation, Accreditation Steering Committee, Book Store, BP & AR, CSEA Representative, California Community College Classified Senate(4CS), Campus Environment, College Foundation, Commencement, Consultation Council(CC), Disaster Preparedness, Chancellors Docket and Cabinet, Equipment, Events Coordinator, Food & Beverage, Foundation Board of Governors, Marketing, Outreach, Planning Budget Steering Committee(PBSC), Safety Committee, Staff Development, Student Information System(SIS), Technology, Strategic Planning Groups, Educational Development, Student Affairs, Operational Support and Resources, College Advancement.

MEETING TIME:

2nd and 4th Wednesday, 12:15 p.m. to 1:30 p.m.

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****CONSULTATION COUNCIL**

The Consultation Council serves as the college's main strategic planning and recommending body. The Consultation Council is composed of representative from all college constituent groups. Members commit to serving on the Consultation Council for a two-year period.

MEMBERSHIP

President (Chair; non-voting)
Vice President of Instruction
Vice President of Student Services
Academic Senate President
4 additional Academic Senate Representatives
Classified Senate President
2 additional Classified Representatives
ASG President
1 additional ASG Representative
2 Deans
Director of Planning, Research, and Grants
Fiscal Director
1 External Affairs Representative

MEETING TIME:

Tuesdays at 1:30 p.m.

STANDING COMMITTEE (COUNCIL)

PURPOSE

MEMBERSHIP

MANAGEMENT TEAM

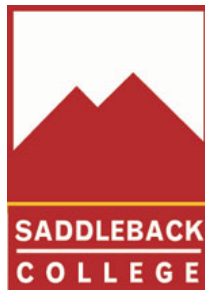
Consisting of college administrators and managers, the Management Team meets biweekly. Meetings are led by the college president and provide an opportunity to discuss issues pertinent to college decision-makers and supervisors, including accreditation, strategic planning, budget, and governance, to name a few.

President	Director of Fiscal Services
Vice President for Instruction	Director Instructional Support Services
Vice President for Student Services	Facilities Maintenance & Energy Projects Manager
Dean of Advanced Technology and Applied Science	Night Custodial Supervisor
Dean of Business Science, Vocational Education and Economic Development	Director of the Saddleback College Foundation
Dean of Counseling Services and Special Programs	Director of Student Development
Dean of Fine Arts and Media Technology	Coordinator of Outreach and Recruitment
Dean of Health Sciences and Human Services	Executive Assistant to the President
Dean of Liberal Arts and Learning Resources	Director of the Child Development Center
Dean of Mathematics, Science, and Engineering	Assistant Director of the Child Development Center
Dean of Physical Education/Kinesiology and Athletics	Director of College Technology
Dean of Social and Behavioral Sciences	Director of Supplemental Funding and Support Services
Assistant Dean of Nursing	Director of Learning Assistance
Assistant Dean of Counseling Services and Special Programs	Director of Admissions and Records
Director of Admissions and Records	Director of Performing Arts
Registrar	Director of Planning, Research, and Grants
Director of College Radio Station Operations	Director of Public Information and Marketing
Director of Community Education	Director of Safety and Security/ Chief of Police
Director of Emeritus Institute	Director of Student Health Center
Director of Facilities	Deputy Chief of Police
Assistant Director of Facilities	Assistant Athletic Director
Director of Financial Assistance and Scholarships	

MEETING TIME:

Every other Wednesday, 9:00 a.m.

Saddleback College Strategic Planning Process



**Recommended by the Consultation Council, 6/16/09
Approved by the President, 6/23/09
Revised, 7/24/09
Corrected 5/14/10**

Purpose

Saddleback College's strategic planning process is a comprehensive and collaborative tool for enabling the college to effectively achieve its mission and move towards its desired vision of the future. The purpose of this document is to outline Saddleback College's continuous and integrated strategic planning process whereby the college collectively identifies and prioritizes college-wide goals and strategies, implements these goals and strategies, and measures and evaluates the outcomes. Planning improves the efficiency and effectiveness of the college and facilitates better-informed decisions about the allocation of college resources. A result of the strategic planning process is a Strategic Plan that provides the direction of the college for the next three years.

Saddleback College uses a bottom-up approach to strategic planning which both begins and ends with all instructional programs and student support and administrative service units on campus and with input from all campus constituent groups. Utilizing external and internal scans and other planning documents, decisions are made about the strategic directions of the college and the goals and strategies needed to move in those directions. Once a Strategic Plan is finalized, budgeting and other resource allocation decisions will be largely informed by the Strategic Plan, in conjunction with the needs of instructional programs and administrative units on campus as expressed in completed Program and Administrative Unit Reviews. The Strategic Plan will not predetermine decisions. Instead, it will provide a guide or framework within which decision making will take place.

Periodic evaluation and review is also an essential part of strategic planning at the college. Both the process and the resulting plans will be critically evaluated on an ongoing basis in order to ensure that the needs of the college and all its constituent groups are being met.

Planning Bodies

Below is a list of all the planning bodies on campus. A Strategic Planning Organization Chart can be found on page 6.

Consultation Council

For the purposes of developing the Strategic Plan, the Consultation Council serves as the college's main strategic planning and recommending body. The Consultation Council is composed of all college constituent groups and includes:

- President (Chair; non-voting)
- Vice President of Instruction
- Vice President of Student Services
- Academic Senate President
- 4 additional Academic Senate representatives
- Classified Senate President
- CSEA appointment
- 1 additional Classified representative
- ASG President
- 1 additional ASG representative
- 2 Deans
- Director of Planning, Research and Grants
- Fiscal Director
- 1 External Affairs representative
- 1 additional Classified Management representative

Members should commit to serving on the Consultation Council for a two-year period, and representatives of each constituent group should rotate on and off the committee in alternate years, if possible.

Planning and Budget Steering Committee

A smaller committee serves as the Planning and Budget Steering Committee (PBSC) and will coordinate the Strategic Planning process, as well as the college budget process. This committee will report and make recommendations to the Consultation Council. The PBSC will include:

- Director of Planning, Research and Grants (Co-Chair)
- Fiscal Director (Co-Chair)
- Vice President of Instruction
- Vice President of Student Services
- Academic Senate President or designee
- Educational Planning and Assessment (EPA) Chair
- Classified Senate President or designee
- CSEA appointment
- 1 Dean

- Elected Chair of each of the Strategic Planning Group (if not already included)

Strategic Planning Groups

The following Strategic Planning Groups (SPGs) are responsible for developing recommended goals and strategies within their policy area in accordance with the process outlined in this document:

- Educational Development
- Student Affairs
- Operational Support and Resources
- College Advancement

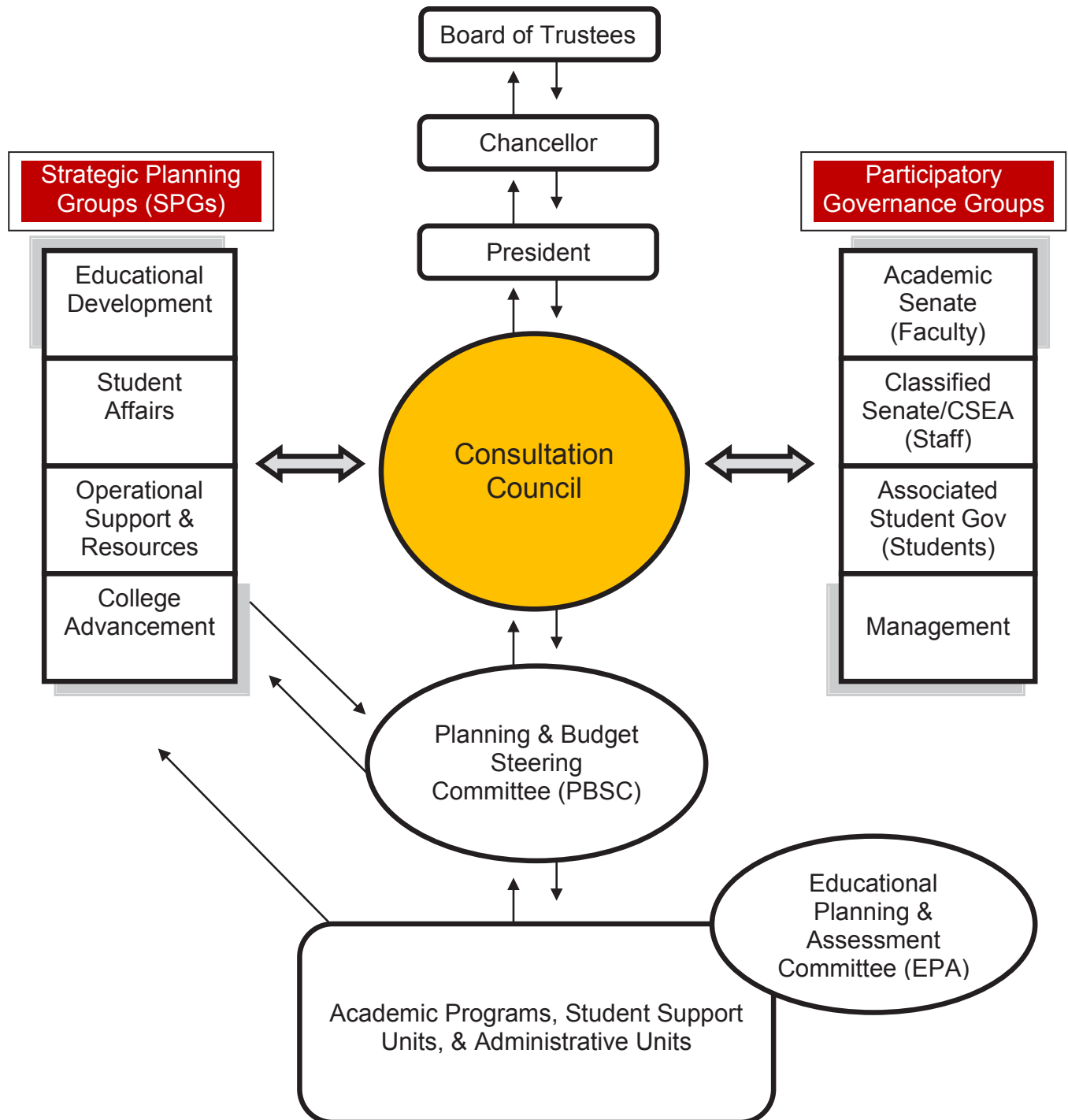
These groups are all standing college committees composed of representatives from all college constituent groups (see Appendix A for a description of the area of focus for each SPG and its recommended composition).

Educational Planning and Assessment Committee

The Educational Planning and Assessment Committee (EPA) is responsible for ensuring that all instructional programs and administrative units on campus complete a Program Review or Administrative Unit Review in accordance with the policies established by the Academic Senate (in the case of Program Reviews) and the Consultation Council (in the case of Administrative Reviews), as well as Student Learning Outcomes (SLOs) and Administrative Unit Outcomes (AUOs). These documents form the basis of the college's strategic planning process. The recommended minimum composition of the EPA includes:

- EPA Chair
- At least 4 additional Academic Senate representatives (preferably at least one from Instruction and at least one from Student Services)
- 2 Deans
- Research Analyst
- Research Specialist
- 2 additional Classified Senate representatives
- 1 Classified Manager

Strategic Planning Organizational Chart



Planning Terminology

Mission Statement: A broad description of what we do, for whom we do it, and our distinctive competencies. It describes the current purpose or philosophy of the college and our commitment to student learning and success.

Vision Statement: Describes what we want the college to look like, in ideal terms, in the future: both the results we would like to achieve and the characteristics we will need to possess in order to achieve those results. The Vision Statement provides direction and inspiration for the Strategic Plan.

Values: Statements of core priorities in the college's culture that guide how we operate. They provide ways of choosing among competing priorities and guidelines.

Strategic Directions: A list of three to five statements that will determine the major directions or thrusts of planning for the next three years.

Goals: Statements of what the college hopes to achieve in the next three years in order to attain the agreed upon directions. Goals focus on outcomes or results, and are SMART (Specific, Measurable, Achievable, Realistic, and Timely).

Strategies: Statements of approach and methods for attaining goals and resolving specific issues. While the Strategic Directions and Goals are set for the entire three year period of the plan, strategies are more fluid and may be altered and reprioritized during the implementation period of the plan.

Mission Statement → current/indefinite
Vision Statement → ideal future
Values → current/indefinite
Directions → 3 years
Goals → 3 years
Strategies → 1-3 years

Planning Documents and Databases

Below is a list of the planning documents and databases that will be utilized in the creation of each Strategic Plan. In turn, future versions of these documents may also be influenced by the Strategic Plan.

- District Goals and Strategic Plan
- External Scan (environmental scan)
- Internal Scan (student and employee surveys)
- Program Reviews
- Administrative Unit Reviews (including Categorical Program Self Evaluations)
- Equity Plan
- Transfer Plan
- ARCC Report
- Institutional Effectiveness Annual Report(s)
- Perkins IV Plan
- Educational and Facilities Master Plan
- Accreditation Report(s)
- inFORM Database
- Other documents as deemed necessary

Steps in the Strategic Planning Process

The steps in the strategic planning process are listed below, followed by a detailed description of each step. A flow chart of the process can be found as Appendix E.

- I. Mission Statement, Vision Statement, and Values
- II. External Scan
- III. Internal Scan
- IV. Strategic Directions
- V. Development of Goals
- VI. Determination and Prioritization of Goals
- VII. Development of Strategies
- VIII. Determination and Prioritization of Strategies
- IX. College-Wide Discussion of Proposed Strategic Plan
- X. Approval of Strategic Plan
- XI. Implementation of the Strategic Plan
- XII. Annual Strategic Plan and Budget Workshop
- XIII. Annual Assessment and Review

I. Mission Statement, Vision Statement, and Values

Yearly, the Consultation Council will review and revise, if necessary, the college's mission in accordance with Board Policy 101 to ensure that the mission is in alignment with the South Orange County Community College District's mission and with the functions of California community colleges as outlined in AB 1725.

Beginning in January each year, members of the Consultation Council will solicit input from their constituent groups. The Consultation Council will consider all suggestions, and a final version of the mission statement will be recommended to the President in April and sent to the Board for approval in May. Every third year, in conjunction with the strategic planning process, the college will revise the values and vision along with the mission.

II. External Scan

Every three years, the Office of Planning, Research and Grants will produce an external environmental scan that includes a current economic and demographic snapshot and a forecast for the next three years. This will consist of an executive summary of available data produced by the College Research Analyst.

Reports/data to be included in this summary will include, at a minimum:

- Orange County Business Council (OCBC) Annual Workforce Indicators Report
- Economic Modeling Specialists, Inc. (EMSI) Reports
- Integrated Postsecondary Education Data Systems (IPEDS) Report
- VTEA Core Indicators Reports

III. Internal Scan

Every three years, the Office of Planning, Research and Grants will produce an internal scan using data from surveys administered to all students (conducted every two years), and all faculty, staff, and managers (conducted every three years). The will consist of executive summaries of each survey produced by the College Research Analyst.

In addition, the Educational Planning and Assessment Committee will produce a summary report of all Program and Administrative Unit Reviews.

IV. Strategic Directions

Utilizing the internal and external scans as well as other planning documents, every three years the Consultation Council will conduct a SWOT (strengths, weaknesses, opportunities and threats) analysis using the form in Appendix C. Out of this analysis, the Council will develop 3-5 strategic directions consistent with the college's mission, vision, and values. Strategic directions are fundamental to the college in order to achieve its mission and move towards its desired future.

V. Development of Goals

The strategic planning groups will develop goals for their policy areas based on the strategic directions identified above. These groups will use the college's mission statement, vision statement, values, and the relevant planning documents listed previously in the development of these goals, which will serve to guide college decision making for the next three years.

The strategic planning groups will also solicit feedback from as wide a representation of the college community as possible as they develop the goals. This can be accomplished by obtaining recommendations from other college committees (see Appendix B) and subject matter experts in relation to specific Strategic Directions.

Once developed, the goals should be listed on the attached Strategic Planning Goals and Strategies Form (Appendix D) and then forwarded to the PBSC for review.

VI. Determination and Prioritization of Goals

The Planning and Budget Steering Committee (PBSC) will review the recommended goals to ensure that they are correctly constructed (as SMART goals) and submitted. If there are questions or concerns, PBSC will work with the specific SPG to resolve. The goals submitted by all of the SPGs will then be forwarded to the Consultation Council. The Consultation Council will review and revise the goals, determine which ones will be retained, prioritize them, and then return them to the SPGs for further action.

VII. Development of Strategies

The strategic planning groups will then develop specific strategies for the attainment of each of the prioritized goals. Once again, these groups will utilize the college's mission statement, vision statement, values, and the relevant planning documents listed previously in the development of strategies, which will serve as recommendations for specific actions to be taken over the next three years.

The strategic planning groups will also solicit feedback from as wide a representation of the college community as possible as they develop the strategies. This can be accomplished by obtaining recommendations from other college committees (see Appendix B) and subject matter experts in relation to specific goals.

Once developed, the strategies will be added to the Strategic Planning Goals and Strategies Form (Appendix D) and then forwarded to the PBSC for review.

VIII. Determination and Prioritization of Strategies

PBSC will review the recommended strategies to ensure that they are in alignment with the goals and correctly submitted. If there are questions or concerns, PBSC will work with the specific SPG to resolve. The strategies submitted by all of the SPGs will then be forwarded to the Consultation Council. The Consultation Council will review and revise the strategies, determine which ones will be retained, prioritize them, and then combine them into a proposed Strategic Plan.

IX. College-Wide Discussion of Proposed Strategic Plan

The proposed Strategic Plan will then be distributed to all college constituent groups for feedback. A college-wide meeting will also be held for additional feedback. The Consultation Council will consider all of the feedback and revise accordingly.

X. Approval of Strategic Plan

At the beginning of the spring semester in the year prior to the effective date of the new plan, the Consultation Council will consider the final version of Strategic Plan for recommendation to the President.

Once the Strategic Plan is finalized and approved, it will be posted on the Saddleback College web site (<http://www.saddleback.edu/gov/sp>), along with a Summary Strategic Plan that includes only the Mission Statement, Vision, Values, Strategic Directions, and Goals. The Strategic Plan will also be distributed widely throughout the college and district.

XI. Implementation of the Strategic Plan

The implementation of the Strategic Plan will begin with budget decisions for the following academic year.

All resource allocation decisions will be largely informed by the Strategic Plan, in conjunction with the needs of instructional programs and administrative units on campus as expressed in completed Program and Administrative Unit Reviews. For example, all funding requests and allocation recommendations must include a justification which demonstrates an alignment between the Strategic Plan and a specific Program or Administrative Unit Review (see Appendix F).

All resource allocation requests will be submitted to the PBSC for review before forwarding to the Consultation Council for action recommendations.

XII. Annual Strategic Plan and Budget Workshop

During the fall in-service each year, the PBSC will conduct a strategic plan and budget workshop, presenting an overview of the approved strategic plan, outlining the different categories of budget allocations, and giving a breakdown of spending and available funds for the current academic year.

XIII. Annual Assessment and Review

On an annual basis, the PBSC will:

- Review resources and make recommendations for the college budget based on principles and practices set forth in the College Budget Development Manual and in alignment with the Strategic Plan.
- Notify the college community of funding appropriations and direction for expenditures in accordance with the Strategic Plan.
- Monitor budget and resources to ensure success of the strategic planning process.
- Complete an Annual Review of the Strategic Plan in the spring of each year, and make suggestions to the CC for reprioritizing of goals and strategies.

Each spring, the Consultation Council may reprioritize strategies based upon the Annual Review and an evaluation of the accomplishments during the year. The strategic directions and goals, however, will remain constant for the entire three-year period of the plan.

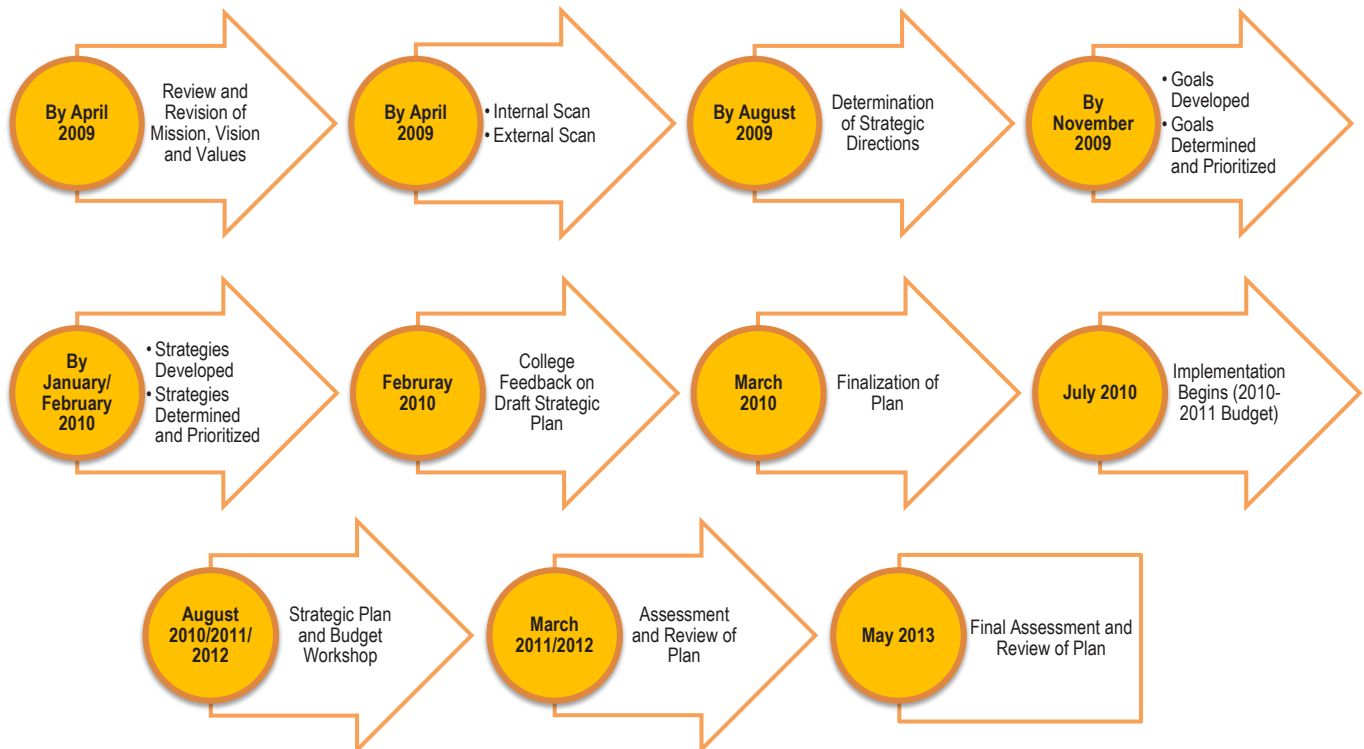
Planning Cycle

The entire planning cycle, including both the development and implementation of the plan, covers five academic years. The breakdown of this process is as follows:

Year 1	Spring	Review and Revision of Mission Statement, Vision Statement, and Values (BY LAST WEEK OF APRIL)
		Internal Scan Summary (BY LAST WEEK OF APRIL)
		External Scan Summary (BY LAST WEEK OF APRIL)
	Summer	Consultation Council Determines Strategic Directions by the week of In-Service (BY MID-AUGUST)
Year 2	Fall	Strategic Planning Groups Develop Goals (BY 1 ST WEEK OF NOVEMBER)
		Consultation Council Determines and Prioritizes Goals (BY 2 ND WEEK OF NOVEMBER)
		Strategic Planning Groups Develop Strategies (BY LAST WEEK OF JANUARY)
		Consultation Council Determines and Prioritizes Strategies (By 2 ND WEEK OF FEBRUARY)
	Spring	College Feedback on Draft Strategic Plan (BY LAST WEEK OF FEBRUARY)
		Finalization of Strategic Plan (BY MID-MARCH)
Year 3	July	Implementation of Strategic Plan Begins (Beginning with all decisions affecting the Year 3 budget)
	August	Annual Budget Workshop
	Spring	Annual Assessment and Review of Strategic Plan (BY MID-MARCH)
Year 4	August	Annual Budget Workshop
	Spring	Annual Assessment and Review of Strategic Plan (BY MID-MARCH)
Year 5	August	Annual Budget Workshop
	Spring	Implementation Ends
		Final Assessment and Review of Strategic Plan (BY MID-MAY)

This cycle is repetitive and begins again in the spring of each 4th year. For example, while we are still implementing the 2010-2013 Strategic Plan, in the spring of 2012 we will also beginning planning for our 2013-2016 Strategic Plan. See the chart on page 14 for a sample timeline for the 2010-2013 Strategic Plan. Also see the table on page 15 for a detailed view of the overlapping schedule of the next four planning cycles.

Strategic Planning Timeline for 2010-2013



Planning Cycles for Strategic Plans through 2022

Strategic Plan 2010-2013				
Year 1 – Planning Begins: Mission, Vision, Values; Scans; Strategic Directions (Spring 2009-Summer 2010)				
Year 2 – Planning: Goals and Strategies. Strategic Plan Finalized (Fall 2009-Spring 2010)				
Year 3 – Implementation Begins (July 2010) Annual Update (Spring 2011)	Strategic Plan 2013-2016			
Year 4 – Annual Update (Spring 2012)	Year 1 – Planning Begins: Mission, Vision, Values; Scans; Strategic Directions (Spring 2012-Summer 2013)			
Year 5 – Implementation Ends (Spring 2013)	Year 2 – Planning: Goals and Strategies. Strategic Plan Finalized (Fall 2012-Spring 2013)			
	Year 3 – Implementation Begins (July 2013) Annual Update (Spring 2014)	Strategic Plan 2016-2019		
	Year 4 – Annual Update (Spring 2015)	Year 1 – Planning Begins: Mission, Vision, Values; Scans; Strategic Directions (Spring 2015-Summer 2016)		
	Year 5 – Implementation Ends (Spring 2016)	Year 2 – Planning: Goals and Strategies. Strategic Plan Finalized (Fall 2015-Spring 2016)		
		Year 3 – Implementation Begins (July 2016) Annual Update (Spring 2017)	Strategic Plan 2019-2022	
		Year 4 – Annual Update (Spring 2018)	Year 1 – Planning Begins: Mission, Vision, Values; Scans; Strategic Directions (Spring 2018-Summer 2018)	
		Year 5 – Implementation Ends (Spring 2019)	Year 2 – Planning: Goals and Strategies. Strategic Plan Finalized (Fall 2018-Spring 2019)	
			Year 3 – Implementation Begins (July 2019) Annual Update (Spring 2020)	
			Year 4 – Annual Update (Spring 2021)	
			Year 5 – Implementation Ends (Spring 2022)	

Appendices

Appendix A: Strategic Planning Groups – Focus and Composition

The Strategic Planning Groups (SPGs) are the strategic planning bodies responsible for developing recommended goals and strategies. Below is the area of focus for each SPG and their proposed composition. Given the importance of this work and the need for as much representation as possible, an individual can only serve on one of these groups. The chairs of each SPG will be determined by its membership, and need to commit to serving in this capacity for three years (or through one planning cycle).

Educational Development

Area of Focus	Proposed Composition
<ul style="list-style-type: none"> • Scheduling • OSH Budget • Degrees and Certificates • New Programs • Program Development • Curriculum • Academics • Career and Technical Education • Honors • Distance Education • Basic Skills • Faculty and Staff Development • Emeritus • Grants • Study Abroad 	<ul style="list-style-type: none"> • Vice President of Instruction • 3 Deans/Assistant Deans (preferably two from Instruction and one from Student Services) • Curriculum Chair • Basic Skills Initiative Chair • At least 4 additional Academic Senate representatives (preferably from both Instruction and Student Services) • 2 Classified Senate representatives • 1 or 2 ASG representatives • 1 Classified Management representative

Student Affairs

Area of Focus	Proposed Composition
<ul style="list-style-type: none"> • Matriculation • Retention • Persistence • Course Completion • Degree and Certificate Attainment • Enrollment Services • Counseling Services • Transfer • Student Life • Equity and Diversity • Tutoring • Student Support • Safety • Emergency Planning and Preparedness • Student Health • Special Programs • Food and Beverage • Bookstore 	<ul style="list-style-type: none"> • Vice President of Student Services • 3 Deans/Assistant Deans (preferably at least one from Instruction and one from Student Services) • Matriculation Coordinator • Transfer Coordinator • At least 4 additional Academic Senate representatives (preferably from both Instruction and Student Services) • 2 Classified Senate Representatives • 1 or 2 ASG representatives • LAP Director • 1 additional Classified Management representative

Operational Support and Resources

Area of Focus	Proposed Composition
<ul style="list-style-type: none"> • New Facilities • Scheduled Maintenance • Maintenance • Custodial • Grounds • Parking • Energy and Sustainability • Equipment • Technology • Transportation • Campus Beautification • Ergonomics • Classroom Set-Up • Facilities Usage • Duplication 	<ul style="list-style-type: none"> • Director of Maintenance and Operations • 2 Deans/Assistant Deans • At least 2 Academic Senate representatives (preferably one from Instruction and one from Student Services) • DSPS representative • 2 additional Classified Senate representatives • 1 or 2 ASG representatives • Fiscal Director • Director of ITC • 1 additional Classified Management representative

College Advancement

Area of Focus	Proposed Composition
<ul style="list-style-type: none"> • Marketing and Advertizing • Web Site • Internet • Catalog and Schedule • Internal and External Communication • Radio/TV Station • Outreach and Recruitment • Foundation • Alumni (Students, Faculty and Staff) • Community Education • Campus and Community Events • Government Affairs • Public Relations 	<ul style="list-style-type: none"> • Marketing Director • 2 Deans/Assistant Deans (preferably one from Instruction and one from Student Services) • At least 6 Academic Senate representatives (preferably from both Instruction and Student Services) • Coordinator of Outreach and Recruitment • 1 additional Classified Senate representative • 1 or 2 ASG representatives • Foundation Director • Community Ed Director • 1 additional Classified Management representative

Appendix B: Saddleback College Committees and Governance Groups

Governance Groups

Academic Senate
Classified Senate
Associated Student Government

Strategic Planning Groups

Educational Development
Student Affairs
Operational Support and Resources
College Advancement

College Committees

Alumni Steering
Bookstore
Campus Environment
Career Technical Education
College Foundation
Commencement
Consultation Council
DSPS Advisory
EOPS/Care Advisory
Equipment
Food and Beverage
Marketing
Matriculation Advisory
Outreach
Planning and Budget Steering
Safety (MSE Division)
Safety and Disaster Preparedness
Scholarship
Teacher of the Year
Technology
VTEA Advisory
Writing Center Steering

Management Committees

Deans' Cabinet
Management Team
President's Senior Staff

Classified Senate Committees

Staff Development

Academic Senate Committees

Academic Calendar
Academic Appeals
Academic Senate Elections
Academic Senate Executive
Accreditation
Basic Skills Initiative
Constitution and Bylaws
Cross-Cultural Studies Advisory
Curriculum
Distance Education
Educational Planning and Assessment
Equity Diversity
Faculty Development/Flex Activities
Faculty Development/Funding
Full-time Faculty Hiring Prioritization
General Education
Honors Board
Program Discontinuance
Academic Standards and Ethics
Study Abroad
Tenure Review/Mentoring Board
Transfer
Women and Gender Studies Advisory

Associated Student Government Committees

Budget
Diversity Student Council
Elections
Events Cabinet
Inter-Club Council (ICC)
Judiciary
Leadership Council
Senate

Bargaining Agencies and Committees

California School Employees Association (CSEA)
CSEA Chapter 586 Negotiating Team
Faculty Association
Faculty Association Executive
Faculty Association Negotiating Team
Faculty Association Representative Council

District Committees

Academic Calendar
Board Policy and Administrative Regulation
Advisory Council
Chancellor's Cabinet/Docket
Chancellor's Coordinating Council
Chancellor's Executive Team
College and District Research and Planning
District IT and Research Team
District Leadership Team
District Online Education Council
District Resources Allocation Council
District Technology Committee
Health and Wellness Advisory
inFORM
Master Plan Advisory Council
Records Retention
Sabbatical Leave
SIS Executive Steering Committee
Technology and Learning Services
Coordinating Council

Note:

In addition to the above committees, there are division and departmental committees, as well as advisory groups that serve the career technical, student services and grants areas.

Appendix C: SWOT Analysis Form

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • List the strengths of the college. • What do we do well? • What are our assets? 	<ul style="list-style-type: none"> • List the weaknesses of the college. • What can we do better? • What are we lacking?
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • List external opportunities. • What are the current needs of our students and our community? • What are the economic and other external trends that benefit us? • What essential programs are lacking in other colleges? 	<ul style="list-style-type: none"> • List external threats. • What are the economic and other external trends that negatively affect us? • What are other colleges doing better than us?

Appendix D: Strategic Planning Goals and Strategies Form

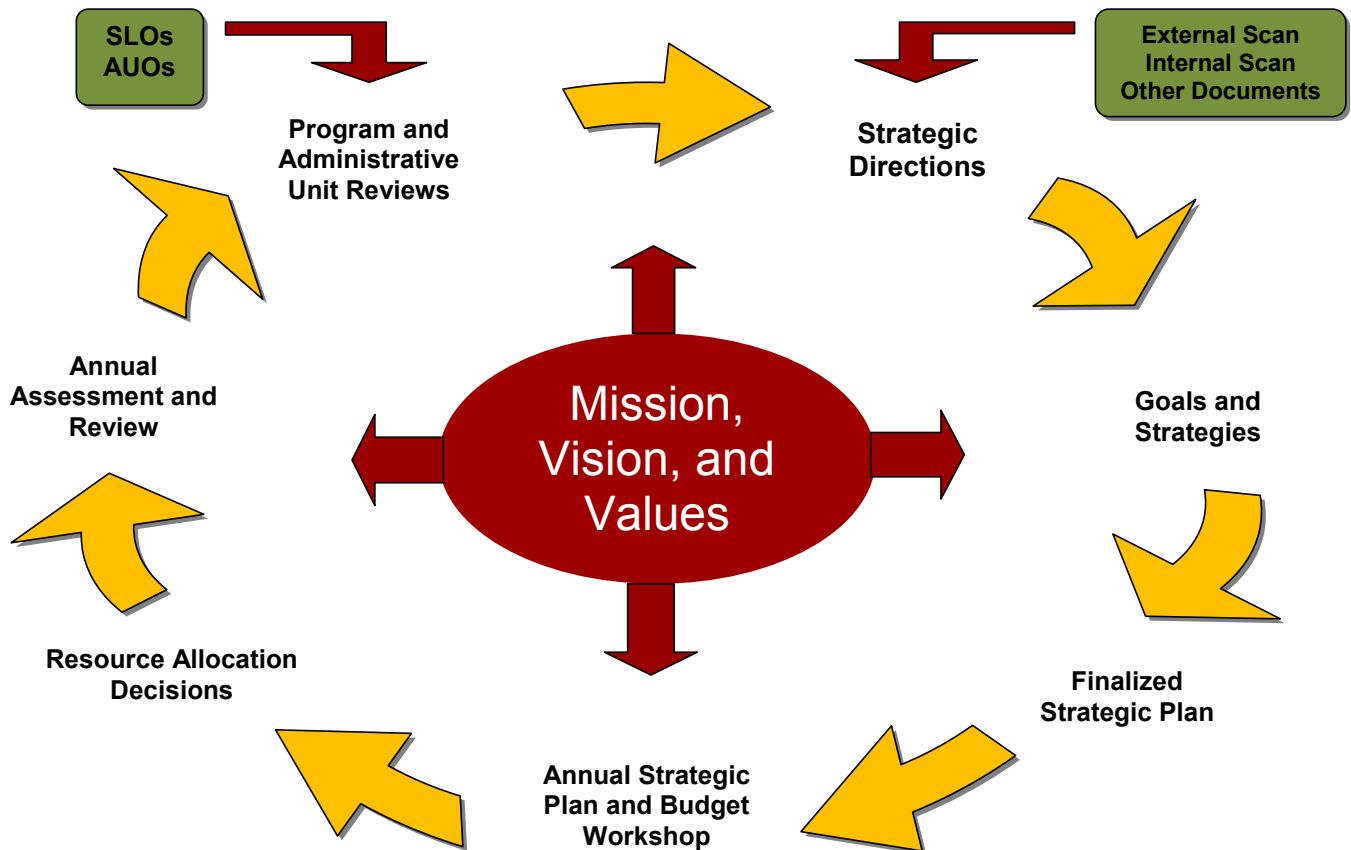
GOALS AND STRATEGIES
Name of the Strategic Planning Group

STRATEGIC DIRECTION:

GOAL:

STRATEGIES (Please include the target date in chronological order and identify the responsible person/group for each activity)	TARGET DATE	RESPONSIBLE PERSON/GROUP	ESTIMATED BUDGET	EXPECTED OUTCOME	METHOD OF ASSESSMENT	STATUS

Appendix E: Strategic Planning Process Flow Chart



**Appendix F:
Resource Allocation Request Form**

NOTE: This form is still in development.



STRATEGIC PLANNING RESOURCE ALLOCATION REQUEST FORM

Requestor Information

Resource Requested (List item or position):

Committee to Which Request is Being Submitted:

Requesting Program/Unit:

Date of Request:

Contact Name:

Extension:

Manager's Approval:

Date:

Justification

How is this need addressed in your program or administrative unit review? (Please attach copy of most recent Needs Assessment/Annual Review).

How is this request in alignment with Saddleback College's Strategic Plan? Please identify specific strategic directions, goals, or strategies from the most recent plan.

Action Taken

☐

Recommended
for Funding

☐

Not Recommended
for Funding

☐

Other:

Reason for committee's decision?

Outcomes and Assessment

(To be completed one year after receiving allocation and submitted to the Planning and Budget Steering Committee)

Date Allocation Received:

What were the outcomes of this allocation and how was it assessed?

Describe how this allocation has served to help the college achieve its mission and/or move towards its vision?

This form must be attached to all resource allocation requests. If recommended for funding, the recommending committee will forward the form to the Planning and Budget Steering Committee (PBSC).

STRATEGIC PLANNING

RESOURCE ALLOCATION REQUEST FORM – PAGE 2

Funding Rubric (To be used by the committees in the determination of which requests will be recommended for funding)					
Criteria	Exemplary 3 points	Superior 2 points	Adequate 1 point	Incomplete 0 points	Score
Alignment with the Mission and Vision of the College	Request is in alignment with the mission and vision of the College and is clearly stated.	Request is in alignment with the mission and vision of the college but is not clearly stated.	Request is tangentially in alignment with the mission and vision of the College.	Request is not in alignment with the current mission and vision of the college.	
Directly Linked to the Strategic Plan (weighted x 1.5)	Request is directly linked to the Strategic Plan. Strategic directions, goals and/or strategies are identified.	Request is linked to the Strategic Plan. However, strategic directions, goals, and/or strategies are not identified.	Request is tangentially linked to the Strategic Plan, or serves an ongoing need of the college.	Request is not currently linked to the Strategic Plan and does not serve an ongoing need of the college.	
Needs Assessment	Need is identified and well-documented in PR/AUR using specific evidence.	Need is identified and documented in PR/AUR but evidence is limited.	Need is clearly identified in PR/AUR but not adequately documented.	Need is not clearly identified or documented, or PR/AUR has not been completed.	
Impact on Student Success	Request provides significant specific evidence that the requested item/position would improve student success, and that there is no alternative already existing on campus.	Request provides some evidence that the requested item/position would improve student success. While alternatives may exist, they would not provide the same benefits.	Request provides some evidence that the requested item/position would improve student success, but is not an absolute necessity. Alternatives already exist on campus, although they might not be as efficient.	Request does not provide adequate evidence documenting the impact on student success. Good alternatives already exist on campus.	
Number of Students Benefited	This request will benefit all students served by the college.	This request will benefit the majority of students served by the college.	This request will benefit some of the students served by the college.	This request will not benefit the students served by the college at this time.	
Cost Impact	Cost is fair and reasonable for expected benefit.	Cost is a concern, but there is clear demonstration that benefits will outweigh the costs.	Cost is a concern, but expected benefit may outweigh concerns.	Cost is prohibitive or excessive for item/position requested.	
Total					

**Saddleback College
2010-2013
Strategic Plan**

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.

Vision

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

Values

Saddleback College embraces:

Commitment

We commit to fulfilling our mission to serve the south Orange County community.

Excellence

We dedicate ourselves to excellence in academics, student support, and community service.

Collegiality

We foster a climate of integrity, honesty, and respect.

Success

We place our highest priority on student learning and delivering comprehensive support for student success.

Partnership

We strive to develop strong and lasting partnerships among students, faculty, staff, and the community.

Innovation

We anticipate and welcome change by encouraging innovation and creativity.

Academic Freedom

We endorse academic freedom and the open exchange of ideas.

Sustainability

We promote environmental sustainability and use our resources responsibly to reduce our ecological impact.

Inclusiveness

We cultivate equity and diversity by embracing all cultures, ideas, and perspectives.

Global Awareness

We recognize the importance of global awareness and prepare our students to live and work in an increasingly interconnected world.

**Saddleback College
2010-2013
Strategic Plan**

STRATEGIC DIRECTION #1: Improve Student Preparedness

Saddleback College will ensure that students gain the foundational skills necessary to complete college level work and achieve career goals.

GOAL 1: 80% of all students who seek certificates, associate degrees, and declare transfer as a goal will be assessed, placed and complete a professional educational plan.

STRATEGIES:

- A. Fully implement use of My Academic Plan (MAP).
- B. Develop and implement a plan to fund the matriculation program.
- C. Create a more comprehensive and efficient system for assessment and testing.

GOAL 2: Increase by 5% the number of individuals with an unidentified career goal who receive career assessments and job acquisition skill development services.

STRATEGY:

- A. Develop a comprehensive career, job, and life development program.

GOAL 3: Improve the progression rate of students in Math, English and the ESL program sequence from levels 300 to 200 and from 200 to transfer courses by 5% in each level.

STRATEGIES:

- A. Develop and implement a comprehensive follow-up and retention plan for those students who have been identified as “at risk” and/or are on academic probation.
- B. Establish and implement a plan that promotes student completion of their basic skill courses as outlined in their educational plan.
- C. Develop a comprehensive tutoring program.

**Saddleback College
2010-2013
Strategic Plan**

STRATEGIC DIRECTION #2: Excel In College Transfers

Saddleback College will increase student transfers to four-year colleges and universities.

GOAL 1: Improve by 5% student transfers to four-year institutions.

STRATEGIES:

- A. Establish a comprehensive stand-alone Transfer Center.
- B. Establish a system to identify and support student populations who have been unsuccessful in reaching their intent of transferring to a college or university.
- C. Establish a Preparing for a Career in Teaching (PACT) Center.

GOAL 2: Improve by 15% the number of students classified as transfer ready.

STRATEGIES

- A. Expand and utilize technological resources to increase the number of transfer ready students.
- B. Develop and implement a transfer ready outreach plan.

GOAL 3: Increase by 20% the number of students in the Honors Program.

STRATEGIES

- A. Match counseling services to the increase in honors students.
- B. Develop a class scheduling process that more effectively meets the needs of honors students.
- C. Develop and implement an honors outreach plan.

**Saddleback College
2010-2013
Strategic Plan**

STRATEGIC DIRECTION #3: Enhance Resources

Saddleback College will improve its ability to expand and develop alternative sources of revenue to support college priorities.

GOAL 1: Increase external foundation contributions to \$1 million annually.*STRATEGIES*

- A. Establish and utilize a comprehensive alumni database to increase contacts and support.
- B. Expand business, community, and individual partnerships to increase financial contributions.
- C. Strengthen planned giving.

GOAL 2: Realize a minimum of \$1 million in savings per year through the implementation of college efficiencies.*STRATEGIES*

- A. Increase grant funds.
- B. Establish a comprehensive and efficient system to effectively identify, review, revise, and implement college efficiencies on an annual basis.

GOAL 3: Meet funding requirements to fulfill the “20-year Facilities and Scheduled Maintenance Plan”.*STRATEGIES*

- A. Establish funding and commence construction of the new sciences building.
- B. Secure adequate basic aid and college funding for scheduled maintenance.
- C. Develop alternative funding sources to support planned projects.

GOAL 4: Improve the efficiency of college-wide communications and marketing strategies through a centralized system.*STRATEGIES*

- A. Enhance communication with students and faculty to include the latest technology.
- B. Develop and implement a plan that integrates marketing and public relations into the larger college community.
- C. Create an innovative Visitors’ Center.
- D. Develop and implement a campaign to increase the number of high school employees that would recommend Saddleback College.

**Saddleback College
2010-2013
Strategic Plan**

STRATEGIC DIRECTION #4: Foster Innovation

Saddleback College will employ innovative ways to enhance programs and meet increasing student and workforce demands.

GOAL 1: Meet or exceed state targets for each Career Technical Education (CTE) Perkins core indicator.

STRATEGIES

- A. Establish and implement a system of tracking student progress toward program completion.
- B. Develop and implement a student success program to improve the percentage of students completing CTE degrees certificates, and occupational skills awards.

GOAL 2: Establish an integrated and comprehensive economic and workforce development program.

STRATEGIES

- A. Form collaborative partnerships with local, state and national organizations to enhance CTE.
- B. Develop career pathways and career ladders with industry and education partners.

GOAL 3: Double the training services offered to faculty in the areas of teaching innovation and best teaching practices

STRATEGY

- A. Expand the scope of the Institute for Teaching and Learning.

**STANDING COMMITTEE
(COUNCIL)****PURPOSE**

To review, evaluate, and approve or deny student petitions requesting academic renewal, permission to repeat a course, increases in or removal of unit limits, and reinstatement from disqualification status.

MEMBERSHIP

Director, Admissions and Records

Dean of Counseling and Special Programs, VP Student Services

4 Counselors

Instructor, Mathematics

Instructor, Reading

MEETING TIME:

Every Thursday at 1:30 p.m.

ACADEMIC APPEALS AND STANDARDS COMMITTEE

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

MEMBERSHIP

MEETING TIME:

BOOKSTORE COMMITTEE

Provide a forum for communicating needs of students and faculty to the bookstore managers and for the bookstore managers to communicate their processes and new programs to assist students and faculty. In addition, this committee assesses all bid proposals in alignment with the SOCCCD District contract management, renewal, and/or bid process.

Student Development, Chair
Faculty, HSHSEI
Faculty, SBS
Dean, Kinesiology, Physical Education & Athletics
Faculty, ATAS
EOPS (Classified Senate)
Faculty, MSE
Faculty, MSE
VP, Student Services
VP, Instruction
Text Manager, Follett
ASG Student Representatives (3)

TBD

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****MEMBERSHIP****MEETING TIME:****CALWORKS STATE ADVISORY COMMITTEE**

The Chancellor's Office regularly convenes the community colleges CalWORKs State Advisory Committee. The committee provides guidance on policy development, overall program implementation, best practices, and identifies needs of students and the colleges CalWORKs program. The representatives also disseminate information about CalWORKs within the region, association or constituency

Composition of committee (number of members)

CalWORKs Coordinators from Ten Regions across the State (10)

California Community College Business Officers (1)

California Community College Student Services Officers (1)

California Community College Academic Senate (1)

California Community College Financial Aid Services (1)

California Community College Student Senate (1)

California Community College Chief Instructional Officer (1)

California Community College DSPS Program Representative (1)

California Community College Child Care and Development Representative (1)

California Community College EOPS/CARE Program Representative (1)

The committee meets approximately four times per year and as needed. The committee also communicates regularly via email.

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

MEMBERSHIP

MEETING TIME:

CAMPUS ENVIRONMENT COMMITTEE

An opportunity for students, staff and faculty to come up with creative ways to maintain and improve the appearance of the campus.

Student Development, Chair
 Faculty, ATAS
 Faculty, SBS
 Dean, Fine Arts
 Faculty, ATAS
 Community Alliance Network
 Faculty, MSE
 Faculty Rep, MSE
 Faculty Rep, MSE
 Community Alliance Network
 Faculty, LALR
 Faculty, Fine Arts
 Maintenance & Operations
 Classified Senate, Graphics Department
 Faculty, ATAS
 Dean, ATAS
 Classified Senate, Fine Arts PIO
 Faculty Rep, Fine Arts
 ASG student Representatives (3)

TBD

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****MEMBERSHIP****MEETING TIME:****COMMENCEMENT COMMITTEE**

The Commencement Committee plans, designs, and implements all arrangements for the College's annual commencement ceremony. Members solicit advice and input from the College community regarding ideas for improving this event.

Director, Student Development (Chair)
 Classified Staff, Student Development
 Faculty, CSSP
 Classified Staff, Student Development
 Director, Campus Safety
 Director, Admissions and Records
 Director, Public Information and Marketing
 Dean, Counseling Services and Special Programs
 Counselor and Matriculation Coordinator
 Registrar
 Outreach Coordinator
 Vice President for Student Services
 Classified Staff
 Classified Staff, Video Production Specialist, Fine Arts and Media Technology
 Assistant Director of Facilities
 Faculty, CSSP and Transfer Center Coordinator
 Faculty, Emeritus Art Instructor/Painting
 Dean, Fine Arts and Media Technology
 Classified Staff, VPSS Office
 Faculty, Physical Education and Kinesiology
 Classified Staff, Lighting and Sound Designer, Fine Arts and Media Technology

TBD

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

DEANS' CABINET

The Dean's Cabinet reviews, makes recommendations and determinations regarding staffing. College wide planning, budget, administration, and curriculum implementation. The Cabinet services as the central administrative coordinating body for all programs affecting students.

MEMBERSHIP

Vice President for Instruction (Chair)
Dean, Business Science Division
Dean, Fine Arts & Media Technology
Dean, Counseling Services & Special Programs
Dean, Social & Behavioral Sciences
Dean, Advanced Technology & Applied Science
Dean, Mathematics, Science & Engineering
Dean, Liberal Arts & Learning Resources
Dean, Physical Education
Assistant Dean, Counseling Services & Special Programs
Assistant Dean, Director of Nursing
Director, Emeritus Institute

MEETING TIME:

Every other Wednesday, 9:00 a.m. to 11:00 a.m.
AGB 107

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****MEMBERSHIP****MEETING TIME:****DSPS ADVISORY COMMITTEE**

An advisory committee consisting of professionals from the disability community throughout South Orange County serves as a formalized forum for mutual discussion, and exchange of information and recommendations shared between the Saddleback College Special Services Department and the professional community. The committee advises the program on trends, issues and needs in the various fields of disability. This mutual exchange can provide for the development of programs and services for disabled students attending Saddleback College

Chair: DSPS Coordinator/Counselor

DSPS Irvine Valley College

Career Specialist, University Deaf and Hard of Hearing Program

Department of Rehabilitation Representative (3)

Director of Special Education, Laguna Beach Unified School District

Adult Transition Program, Capistrano Unified School District

Orange County Department of Education

Area Manager, Regional Center of Orange County

Dayle McIntosh Center Representative

J. Serra Catholic High School Representative

Santa Margarita Catholic High School Representative

Silverado High School Representative

Laguna Hills High School Representative

El Toro High School Representative

Trabuco High School Representative

Mission Viejo High School Representative

Aliso Niguel High School Representative

Capistrano Valley High School Representative

San Clemente High School Representative

Dana Hills High School Representative

California State University Fullerton Representative

University of California Irvine Representative

Irvine Valley College Representative

Annually

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

MEMBERSHIP

MEETING TIME:

EOPS/CARE ADVISORY COMMITTEE

The purpose of the advisory committee is to assist the college in developing and maintaining effective extended opportunity programs and services.

The term of each committee member shall be for two years, July of the year of appointment to June 30 of the second succeeding year. Members may serve more than one term. The committee shall consist of no fewer members than the members of the local Board of Trustees. Members shall serve without compensation. Members may be reimbursed for necessary expenses incurred in performing their duties.

The Advisory Committee should include representation from college personnel, EOPS students, local or feeder high schools, community and business sector and four-year colleges where possible.

The EOPS Advisory Committee shall meet at least once during each academic year. And, the CARE Advisory Committee and/or interagency group meetings shall meet at least twice during each academic year.

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****EQUIPMENT COMMITTEE**

The College Equipment Committee receives an annual budget amount from the Fiscal Office, solicits requests both instructional and non-instructional campus wide, reviews department/division equipment requests, in regards to College Equipment Plan, Program Reviews and the College Strategic Plan and in consultation with the Technology Committee, makes appropriate recommendations for funding of requests annually to the Planning and Budget Steering Committee (PBSC). The PBSC then makes recommendations to the Consultation Council (CC) and President who then notifies the College Equipment Committee of their decisions and the campus community is then notified of the approved requests. The Committee maintains an instructional and non-instructional three year College Equipment Plan as well as a history of previous expenditures. The Committee membership is a shared governance committee with representation from Faculty, Classified Staff, Administration and Classified Leadership. Meetings are held as needed on Thursday afternoons from 4:00 to 5:00 pm in the Technology and Applied Science Conference Room. Only committee members have voting rights and the meeting is open. Agendas are given to the Committee members prior to each meeting and all requests are kept for the members to review. Minutes are sent to the Academic Senate for posting on their web site.

MEMBERSHIP

Deans (2)

Faculty (2)

MSE Faculty Rep.

CSEA Rep.

Classified Management Representative

Classified Representative

Budget Manager

College Equipment Committee Timelines and Process 2008-2011

1. College Equipment Committee reviews forms for Competitive Equipment Request 2010-2011.xls and Non-Instructional Equipment Request 2008-2009.xls
2. Forms titled Competitive Equipment Request 2010-2011.xls and Non-Instructional Equipment Request 2010-2011.xls emailed out to campus by January 30, 2011.
3. Completed forms due February 20, 2011 at 5:00 pm to dtaylor@saddleback.edu for the priority listings and the necessary forms for consideration for this next year's 2010-2011 Saddleback College Competitive Equipment/Furniture requests and Non-Instructional Equipment Request 2010-2011.

**EQUIPMENT COMMITTEE
(COUNCIL)**

4. Recommendations from the College Equipment Committee to the Planning and Budget Council within 3 weeks of receiving the Budget from the Fiscal Office, March 27, 2011.
5. Amount available for fiscal year 2010-2011, to be disbursed after July 1, 2011, assuming no mid year budget adjustments are made by the State. The manager/dean approved electronic form requests and a priority listing from each area/division must meet this deadline for the Saddleback College Equipment Committee's consideration for next fiscal year.
6. Priorities for each item requested from the area/division will be 1, 2, 3, etc. in increasing sequence, 1 being the highest priority, for any item to be considered by the committee. On the appropriate form, under your justification, be sure to include relevant information from your program review.
7. Equipment is defined as anything \$200 or more per each item on a single request. Questions about definitions of equipment or technology can be addressed by Mark Schiffelbein, mschiffelbein@saddleback.edu, Technology Equipment Chair, Carol Hilton, Chilton@saddleback.edu, Fiscal Office or Don Taylor, College Equipment Committee Chair, dtaylor@saddleback.edu .

WASC Accreditation:

In order to comply with WASC accreditation guidelines which state that resource allocation must be tied directly to integrated planning, the Planning and Budget Steering Committee (PBSC) is currently devising a process that will be required for all funding requests and decision-making. This process will go into effect for the 2009-2010 academic year.

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****FOOD AND BEVERAGE COMMITTEE**

Provide a forum for communicating needs of students, faculty, and staff to the Cafeteria, Coffee Cart, and Food Vending managers and for those managers to communicate their processes and new programs to assist students and faculty. In addition, this committee assesses all bid proposals in alignment with the SOCCCD District contract management, renewal, and/or bid process.

MEMBERSHIP

Student Development Office, Chair
Classified Staff, Graphics Department
Faculty, Counseling Services & Special programs
Faculty, Physical Education & Kinesiology
Faculty, HSHS
Classified Staff, Student Development Office
Vice President, Student Services
ASG student Representatives (3)

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)**

ESTABLISHMENT

PURPOSE

MEMBERSHIP

MEETING TIME:

FOUNDATION

Fall 2009

This committee serves as a liaison between the campus and community to encourage financial and in-kind support to the college and partnership opportunities. Members of this committee provide input into Foundation programs and activities to best serve campus needs.

Director, Performing Arts Operations

Friends of the Library

Dean of Athletics

Counseling

Director of KSBR

Other members to be determined

Monthly, To be determined.

Administration and Governance Building, President's Conference Room

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****INTERNATIONAL STUDENT ADVISORY COMMITTEE**

The International Student Advisory Committee is comprised of members who have a vested interest in institutional policies and practices that impact international students at Saddleback College. The Committee has been established to discuss and address the following as they pertain to international students:

- Outreach
- Admissions criteria
- Student services
- Co-curricular programming and student activities
- Immigration policies and practices

MEMBERSHIP

International Student Program Specialist

TBD, Classified Staff

TBD, Community Member

TBD, International Student Representative

2 Faculty

Coordinator of Outreach and Recruitment

Director of Admissions and Records

Registrar

Director of Public Information and Marketing

Director, Learning Assistance Program

Co-Chair of English as a Second Language Department

Co-Chair of English as a Second Language Department

MEETING TIME:

Bi-annual meetings (once each semester)

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

MEMBERSHIP

MEETING TIME:

MARKETING AND COMMUNICATIONS COMMITTEE

Plan and implement college-wide marketing and communications activities, including advertising, public relations, special events, and branding strategies. Develop college-wide standards for print and electronic communications.

Director of Public Information and Marketing (Chair)

Dean of Fine Arts

Coordinator of Outreach and Recruitment

Director of Community Education

Foundation Director

Director of Admissions and Records

College Public Information Officer

Senior Graphic Designer

Fine Arts Public Information Officer

Director of College Radio Station Operations

Video Production Specialist

Assistant Athletic Director

At least two faculty members

Wednesdays, 1:30 p.m.

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****MEMBERSHIP****MATRICULATION ADVISORY COMMITTEE**

The Matriculation Advisory Committee meets to oversee the matriculation program's various components and to ensure quality services to our students.

DSPS Coordinator/Counselor
 English Composition Instructor
 Senior Matriculation Specialist
 Reading Instructor
 Senior Matriculation Specialist
 Vice President for Instruction
 Reading Instructor
 Director of Admissions, Records & Enroll. Services
 Reading Instructor
 Mathematics Instructor
 Dean/Counseling Services & Special Programs
 Dean/Math, Science & Engineering
 Matriculation Coordinator/Counselor
 Admissions & Records Registrar
 ESL Instructor
 Dean/Liberal Arts/Learning Resources
 Senior Matriculation Specialist
 Coordinator Outreach & Recruitment
 Vice President for Student Services
 Counselor
 Counselor

MEETING TIME:

Meets three times during the academic year.

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

MEMBERSHIP

MEETING TIME:

OUTREACH COMMITTEE

To provide guidance and input regarding issues of General Outreach for Saddleback College. Family Night, High School Counselor's Day, and Senior Day Task Force Task Force Committees report to this group.

Coordinator of Outreach and Recruitment, Chair
Director of Student Development
Director of Community Education
Career Services Technician
Director of Public Information and Marketing
Transfer Center Coordinator
One (1) Dean
Director of Admissions and Records
Senior Matriculation Specialist
Disabled Students Program Specialist
At least five faculty

Wednesdays, 11:30 a.m. to 12:30 p.m.

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****PLANNING AND BUDGET STEERING COMMITTEE**

The Planning and Budget Steering Committee (PBSC) will coordinate the Strategic Planning process and the college budget process. This committee will report and make recommendations to the Consultation Council

MEMBERSHIP

Director of Planning, Research, and Grants (Co-Chair)

Fiscal Director (Co-Chair)

Vice President of Instruction

Vice President of Student Services

Academic Senate President or designee

Educational Planning and Assessment (EPA) Chair

Classified Senate President or designee

One (1) Dean

Elected Chair of each of the Strategic Planning Groups (if not already included)

MEETING TIME:

Every other Thursday, 1:30 p.m. to 3:30 p.m.

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

PRESIDENT’S EXECUTIVE TEAM

The purpose of the Presidents Executive Team includes: the dissemination of information, to advocate for student needs, promote professional development; and collective planning and collaborative decision making

MEMBERSHIP

Vice President for Instruction
Vice President for Student Services
Director of Fiscal Services

MEETING TIME:

Mondays at 3:00 p.m.

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****MEMBERSHIP****MEETING TIME:****SCHOLARSHIP COMMITTEE**

The Scholarship Committee is a standing college committee which coordinates the giving of donations to scholarships, and the procedures for distribution of funds to students. The committee is also responsible for the planning of a scholarship award ceremony in which scholarships are announced and the recipients and donors are recognized

Vice President of Student Services
 Director of Student Development
 Administrative Assistant, Student Development
 Administrative Assistant, Student Development
 Theatre Production Manager, Performing Arts
 Director of Performing Arts & Operations
 Director, Saddleback College Foundation
 Project Specialist, Saddleback College Foundation
 Director of Financial Aid and Scholarship

Committee meets monthly from December through May.
 Additional meetings are held as necessary in the
 AGB Small Conference Room
 Meeting dates and times will vary

**AD HOC COMMITTEE
(COUNCIL)**

PURPOSE

MEMBERSHIP

MEETING TIME:

TEACHER OF THE YEAR

To manage the nomination process for the Saddleback College Professor of the Year and the Orange County Teacher of the Year processes.

Committee membership is contingent and follows the following process:

First round: the Associated Student Government Senate narrows the pool of candidates and nominates one full-time and one part-time faculty member for the honor(s).

Second round: a committee comprised of students, the Deans that oversee the departments of the finalists, as well as the Academic Senate approve of and put forward the finalists.

TBD

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****MEMBERSHIP****MEETING TIME:****TECHNOLOGY COMMITTEE**

The Technology committee is a standing committee that serves to develop and coordinate the College Technology Master Plan. This plan will provide for the replacement and/or upgrading of existing technology as well as recommendations for new and emerging technologies.

Chairperson

Administration

2 Deans

Faculty

2 appointed by Academic Senate

Classified Staff

1 appointed by CSEA

1 appointed by Classified Senate)

Classified Leadership

Director of Fiscal Services

Director of College Technology)

Thursdays, 10:30 a.m. to 11:30 a.m.
AGB Conference Room

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

VETERANS EDUCATION AND TRANSITION SERVICES (VETS)

The purpose of the VETS Advisory Committee is to advise and assist the Saddleback College VETS program in meeting its mission and reaching its vision.

MEMBERSHIP

College President
Committee Chair and VETS Director
Vice President of Student Services
Dean of Counseling Services & Special Programs
Director of Fiscal Services/ Veterans Affairs
Director of Admissions & Records
Director of Financial Aid
Director of Public Information and Marketing
Director of Student Health Center
Coordinator of Outreach and Recruitment
Classified Leader At Large
Faculty at Large
Academic Administrator At Large
VETS Counselor
Veterans Club Advisor
VETS Virtual One Stop Webmaster
Adapted Kinesiology Chair
Special Services Representative
Student-Veteran
Veterans Center Director
Laguna Hills VA Satellite Clinic
Camp Pendleton Representative
Veterans of Foreign War
American Legion Post 862
CSU Long Beach Representative
CSU Fullerton Representative

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****ACADEMIC APPEALS COMMITTEE**

To review student applications for special academic matters, give directions to Admission & Records, and to communicate to students the decisions made by the faculty and administration regarding their issue

MEMBERSHIP**MEETING TIME:**

TBD

**STANDING COMMITTEE
(COUNCIL)**

ACADEMIC CALENDAR COMMITTEE

PURPOSE

To determine the Academic Calendar

MEMBERSHIP

Open

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****ACADEMIC SENATE ELECTIONS COMMITTEE**

To solicit nominations for the Senate Executive committee, coordinate and oversee the election process and verify the election of officers.

MEMBERSHIP

Open

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

MEMBERSHIP

MEETING TIME:

ACADEMIC SENATE EXECUTIVE COMMITTEE

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****ACCREDITATION COMMITTEE**

To direct the Accreditation Self Study and address concerns from ACCJC or WASC.

MEMBERSHIP

Open

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)**

ACADEMIC STANDARDS AND ETHICS COMMITTEE

PURPOSE

To adjudicate issues regarding academic standards & ethical conduct.

MEMBERSHIP

Open

MEETING TIME:

Convenes when required.

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****MEMBERSHIP****MEETING TIME:****BASIC SKILLS INITIATIVE COMMITTEE**

The mission of Saddleback's Basic Skills initiative is to establish a comprehensive and interactive college-wide approach to building students' basic skills to prepare them for success with college-level coursework while supporting them to reach their educational goals. Faculty and staff across the disciplines provide this supportive foundation by using the best practices in basic skills' education (i.e. reading, writing, math, ESL and student services support.)

BSI Coordinator
 Reading Discipline Expert
 English Discipline Expert
 ESL Discipline Expert
 Information Competency Discipline Expert
 Math Discipline Expert
 Advisory Committee
 Counselors/Student Service Rep
 LAP Director
 Research Analyst
 Faculty at Large
 Pres. Academic Senate/Rep
 Rep Enrollment Management
 Adjunct Faculty

Discipline Specialists with Coordinator – every Tuesday
 Entire BSI Advisory Group – every other Tuesday, 3:30 – 4:45 pm

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

CONSTITUTION & BYLAWS COMMITTEE

To review and recommend changes to the Academic Senate Constitution and By-laws.

MEMBERSHIP

Open

MEETING TIME:

Convenes when required.

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

CROSS-CULTURAL STUDIES ADVISORY COMMITTEE

To support and promote cross-cultural studies in both its academic and extra-curricular activities at Saddleback College. This includes the development of curriculum, the organizing of events to raise awareness of multicultural issues and perspectives, and the maintaining of a Cross-Cultural Studies Center with resources for the use of faculty, staff, and students on campus.

MEMBERSHIP

TBD

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

MEMBERSHIP

CURRICULUM COMMITTEE

The College Curriculum Committee reviews, approves, and recommends additions, deletions, and changes in the curriculum. The Curriculum Committee articulates and coordinates curriculum matters with Irvine Valley College, and serves to review, approve, and recommend new programs and instructional requirements for students.

Chair

Vice President of Instruction

Academic Senate President

Curriculum Publication Specialist

Curriculum Assistant

Articulation Officer

CurricUNET Representative

Business Science 1 Dean and 2 Faculty

Counseling and Special Programs 1 Dean and 2 Faculty

Emeritus Institute 1 Director and 2 Faculty

Fine Arts 1 Dean and 2 Faculty

Health Science & Human Services 1 Dean and 2 Faculty

Kinesiology 1 Dean and 2 Faculty

Learning Resources 1 Dean and 2 Faculty

Liberal Arts 1 Dean and 2 Faculty

Math, Science & Engineering 1 Dean and 2 Faculty

Social & Behavioral Sciences 1 Dean and 2 Faculty

Advanced Technology & Applied Science 1 Dean and 2 Faculty

MEETING TIME:

Tech Review meets in September and October on Tuesdays from 8:30 – 5:30.
Curriculum Committee meets on alternating Thursdays at 3 p.m.

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****DISTANCE EDUCATION COMMITTEE**

To develop policies and to encourage practices that contributes to the quality and growth of distance and online education at Saddleback College.

MEMBERSHIP

Open

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

EDUCATIONAL PLANNING AND ASSESSMENT COMMITTEE

The Educational Planning and Assessment Committee (EPA) is responsible for ensuring that all instructional programs and administrative units on campus complete a Program Review or Administrative Unit Review in accordance with the policies established by the Academic Senate (in the case of Program Reviews) and the Consultation Council (in the case of Administrative Reviews), as well as Student Learning Outcomes (SLOs) and Administrative Unit Outcomes (AUOs). These documents form the basis of the college's strategic planning process

MEMBERSHIP

The recommended minimum composition of the EPA includes:

EPA Chair

At least 4 additional Academic Senate Representative (preferably at least one from Instruction and at least one from Student Services)

2 Deans

Research Analyst

Research Specialist

2 additional Classified Senate Representatives

1 Classified Manager

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****EQUITY & DIVERSITY COMMITTEE**

1. To promote student equity and student success, including effective teaching methodologies and approaches to student learning styles
2. To facilitate training for hiring committees
3. To foster a campus climate conducive to faculty diversity and student achievement. The committee advises the college on guidelines, laws and regulations relating to equal employment opportunity and cultural diversity and promotes the integration of equity and diversity issues in appropriate activities

MEMBERSHIP**MEETING TIME:**

TBD

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

FACULTY DEVELOPMENT/FLEX ACTIVITIES COMMITTEE

To employ the features of the Flexible Calendar Program in order to make available to faculty members opportunities for improvement in staff (personal/professional), and instructional areas.

MEMBERSHIP

2 faculty from each of the instructional areas

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

FACULTY DEVELOPMENT/FUNDING COMMITTEE

To oversee the disbursement of Faculty Development Funds for approved conferences and projects.

MEMBERSHIP

1 faculty member from each of the instructional areas

MEETING TIME:

Tuesday, 3 p.m.

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

FULL-TIME FACULTY HIRING PRIORITIZATION COMMITTEE

The faculty hiring committee is the mechanism for identifying and prioritizing the hiring of new faculty members. The committee reviews requests for new and replacement faculty positions.

MEMBERSHIP

The Faculty Hiring Prioritization Committee is an Academic Senate committee that is comprised of one faculty representative from each of the instructional areas recognized by the Academic Senate, and the academic deans. The Vice President for Instruction and the Academic Senate Past President chair the committee as ex officio members.

MEETING TIME:

Last Monday in September of each academic year: Oral presentations for each new requested position.

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****GENERAL EDUCATION COMMITTEE**

To review the general education requirements for compliance with state standards and relevance to national, state and community needs and to provide the curriculum committee with rationale or minority reports on all proposals.

MEMBERSHIP

The Academic Senate designates the Curriculum Chair as the chair for this committee. Membership is limited to one faculty member per division, elected by the division and approved by the Academic Senate. Two academic administrators appointed by the Vice-President for Instruction (Advisory, non-voting). One representative of the Classified Senate (Advisory, non-voting). The Vice President for Instruction and Academic Senate President of designee (Advisory, non-voting).

MEETING TIME:

Thursday 4 p.m.

**STANDING COMMITTEE
(COUNCIL)**

HONORS PROGRAM BOARD

PURPOSE

The Honors Program Board serves to develop and coordinate the Saddleback College Honors Program

MEMBERSHIP

Liberal Arts; Emeritus Institute(Co-Chair)
Social and Behavioral Science (Co-Chair)
Office of Instruction (ex officio)
Transfer Center Director (ex officio)
Liberal Arts
Liberal Arts
Liberal Arts
Liberal Arts
Mathematics, Science, and Engineering
Current Honors Program teaching Faculty (ex officio)
Transfer Center Honors counselors (ex officio)

All ex officer members of the committee are full voting members.

MEETING TIME:

Mondays, bi-monthly
2:30 – 3:30 p.m.
Honors Student Lounge, Library 315

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****PROGRAM DISCONTINUANCE COMMITTEE**

To review, upon formal initiation of the process by the Academic Senate, the qualitative and quantitative evidence for program discontinuance

MEMBERSHIP

Curriculum Chair
Vice President of Instruction
Division Dean
Program faculty

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

STUDY ABROAD COMMITTEE

To facilitate opportunities for students to study abroad while receiving credit at Saddleback and to develop global awareness.

MEMBERSHIP

Open

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

TENURE REVIEW/MENTORING BOARD COMMITTEE

To consult with the Faculty Association on tenure review processes in accordance with California Ed Code 87610.1 and to ensure that all new faculty members receive an orientation and ongoing mentoring.

MEMBERSHIP

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

TRANSFER COMMITTEE

It is the mission of the Saddleback College Transfer center to ensure a transfer culture by providing resources and counseling services to empower students so they can achieve their desired transfer goal and career objective.

MEMBERSHIP

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

WOMEN & GENDER STUDIES ADVISORY COMMITTEE

To support and promote women’s and gender studies in both its academic and extra-curricular activities at Saddleback College. This includes the development of an interdisciplinary curriculum that seeks to examine the ways in which race, ethnicity, class, sexuality and other experiences intersect with gender and how these perspectives shape our lives. We are committed to both campus awareness and community activism surrounding gender issues and are committed to the development and maintenance of resources for the use of faculty, staff, and students on campus.

MEMBERSHIP

TBD

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****CLASSIFIED SENATE**

The Classified Senate shall represent classified employees of Saddleback College within the governance and decision-making at Saddleback College on matters that are not related to collective bargaining and contract negotiations

- A. To represent the opinions, needs and concerns of the classified staff in all aspects of governance and decision-making at Saddleback College on matters that are not related to collective bargaining and contract negotiations.
- B. To support the professionalism of the classified staff.
- C. To encourage individual leadership, contribution, and development among the members of the senate.
- D. To provide informed member representatives to serve on the College and District decision-making committees
- E. To provide a centralized method of communication between classified staff and other areas of the College.
- F. To collect and disseminate information of interest to the classified staff.
- G. To represent the collective interests of the classified staff in all matters before any appropriate policy-making committee.

MEMBERSHIP

President

President Elect

Past President

Secretary

Treasurer

Members at Large:

Counseling Services & Special Programs

Counseling Services & Special Programs

Classified Senate Standing Committee Positions:

Academic Senate, Accreditation, Accreditation Steering Committee, Book Store, BP & AR, CSEA Representative, California Community College Classified Senate(4CS), Campus Environment, College Foundation, Commencement, Consultation Council(CC), Disaster Preparedness, Chancellors Docket and Cabinet, Equipment, Events Coordinator, Food & Beverage, Foundation Board of Governors, Marketing, Outreach, Planning Budget Steering Committee(PBSC), Safety Committee, Staff Development, Student Information System(SIS), Technology, Strategic Planning Groups, Educational Development, Student Affairs, Operational Support and Resources, College Advancement.

MEETING TIME:

2nd and 4th Wednesday, 12:15 p.m. to 1:30 p.m.

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

CLASSIFIED SENATE STAFF DEVELOPMENT

The Staff Development committee consists of representation from the CSEA and classified senate members. Funds provide seminars to enhance job skills, work performance and classified development day and are in compliance with Title 5 Education Code 87153. Funds have also been allocated by the college in order to provide the staff with opportunities to take classes, attend conferences and seminars and other activities to promote growth for the individual and improve job skills. Other activities include group functions designed to enhance communication, morale and collegial participation. The committee reviews individual requests for funds and coordinates group functions.

MEMBERSHIP

Chairman, Communication Arts
Community Education
Maintenance & Operations
Math/Science/Engineering
Health Sciences
ITC
Student Services
Student Services
PE/Athletics

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****BUDGET COMMITTEE**

The Budget Committee is a standing committee through ASG's Senate and consists of a team of students who represent, and are members of, the 3 branches of student government. The Budget Committee meets as needed to discuss ASG budgetary matters and is chaired by the Chancellor of the Exchequer, or treasurer. Though this committee is usually small it is successful in working on every aspect of the ASG budget as well as developing fiscal recommendations for the 3 branches. The Budget Committee works on such things as: developing the budget for the upcoming school year; reviewing funding applications and allocation requests; revising the Finance Code in the ASG Bylaws; developing criteria for ASG funded scholarships; overseeing fundraising and the ASB Stamp

MEMBERSHIP**MEETING TIME:**

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

DIVERSITY STUDENT COUNCIL

The Diversity Student Council is a standing committee through ASG's Senate and its members do not only represent the 3 branches of student government but also the student population of Saddleback as a whole. Members of the Diversity Student Council do not have to come from the internal ranks of the student government but can be any layperson that is a student of Saddleback College. The Diversity Student Council meets on a weekly basis and is chaired by the Ambassador of the Diversity Student Council. The goal of Diversity Student Council is to diversify the campus and plan and inform the student body of multicultural events sponsored by the committee. The Diversity Student Council may plan events that recognize such occasions as Persian New Year, Black History Month, and Cambodian New Year. Diversity Student Council has worked with the Black Student Union, Appreciation of Pilipino American Culture Club, and Dr. Anouar Majid, a Moroccan author (A Call for Heresy: Why Dissent is Vital to Islam & America) and professor of African, American, Native American, and Mexican Literatures at the University of New England.

MEMBERSHIP

MEETING TIME:

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****ELECTIONS COMMITTEE**

The Elections Committee is a freestanding committee chaired by the ASG President. The members of the committee are chosen by the President and may not be running in the election and cannot campaign or endorse any candidate running. The committee is designed to interpret the rules and procedures of the election as mandated in the Constitution, Bylaws, and any other relevant documents or policies published. The Elections Committee meets prior to elections in order to prepare effectively and efficiently

MEMBERSHIP**MEETING TIME:**

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

EVENTS CABINET

The Events Cabinet is one of the three branches of the Saddleback College Associated Student Government. Events Cabinet is chaired by the Vice President of Events Cabinet and is made up of several secretary positions as well as several general members' positions. There are the secretaries of events, state, commerce and publicity each with their own purpose in planning the events that are sponsored by the Associated Student Government. The events planned by the Associated Student Government are designed to incorporate as many students as possible and encourage them to participate in campus life. Events planned and implemented by Events Cabinet are Blood Drives, Homecoming, Food Drives, and Earth Week. The Events Cabinet also has a small programming budget that the members preside over. Events Cabinet members are also required to sit on college wide committees like Commencement, Food & Beverage, Bookstore, and Campus Beautification. Members of the Events Cabinet may also represent all of ASG at state events like the California State Student Senate

MEMBERSHIP

MEETING TIME:

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****JUDICIARY COMMITTEE**

The Judiciary Committee is the oversight committee of the Associated Student Government and is to remain objective and as unbiased as possible at all times. Chaired by the Chief Justice of the Judiciary, its membership consists of 2 members from each branch (Senate, ICC, E-Cab) of Student Government who are nominated and selected by their representative branches. The Judiciary Committee meets weekly to maintain Attendance Records, Hours Reports, and Evaluation Records for each member of student government. The committee is responsible for notifying the chair of each branch if a member is not fulfilling their obligations on student government. The Judiciary Committee also recognizes those who have offered exemplary service to ASG. Judiciary Committee is also responsible for overseeing frequent revisions and changes to the Constitution and Bylaws and recommending these changes to the Leadership Council and Senate. The Chief Justice advises Senate on any internal affairs matters as well as the Constitution and Bylaws revisions.

MEMBERSHIP**MEETING TIME:**

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

LEADERSHIP COUNCIL

The Leadership Council is the Executive Board of the Associated Student Government. Chaired by the President its membership includes Vice President of Senate, Vice President of Events Cabinet, Vice President of Inter-club Council, Chancellor of the Exchequer, Chief Justice of the Judiciary, and Ambassador of Diversity Student Council. The Leadership Council meets weekly with the Director of Student Development to discuss ASG overall. It also is an opportunity for the chairs of all branches and committees to communicate and work together in the most effectively cohesive manner possible. The Leadership Council brainstorms ideas for potential upcoming events as well as planning Leadership Retreats and Workshops. Leadership Council also represents the line of succession to the Presidency and is responsible for sharing in the burdens and responsibilities of the President's position like going to Board and Foundation meetings and representing Student Government at social gatherings and state events.

MEMBERSHIP

MEETING TIME:

**STANDING COMMITTEE
(COUNCIL)****PURPOSE****SENATE**

Senate is one of the three branches of the Saddleback College Associated Student Government. This branch is chaired by the Vice President of Senate and includes 14 Senate seats, one secretarial position, and the advisory positions of Chancellor of the Exchequer, Chief Justice of the Judiciary, and Ambassador of Diversity Student Council. The fourteen senators represent each academic department as well as other interest groups in order to represent each and every Saddleback Student effectively. Senators include Advanced Technology & Applied Science; At-Large Students & Emeritus Institute; Business Science; Counseling Service & Special Programs; Fine Arts; Health Sciences & Human Services; Kinesiology & Athletics; Liberal Arts; Library & Learning Resources; Mathematics, Science, & Engineering; International Students; Social and Behavioral Sciences; Student Services; Veterans Affairs. It is the Senator's responsibility to meet with their Division Dean/Director/Department Chair to report on events or concerns and relay all pertinent information back to Senate in the weekly meeting. Senate also receives college-wide allocation requests through the Funding Application Process for funding from Senate's Contingency Fund. Senate, advised by the Chancellor of the Exchequer, reviews each application and funds deserving events and programs. Senate also has the ability to make revisions to the Constitution and Bylaws. Members of Senate may also represent all of ASG at state events like the California State Student Senate.

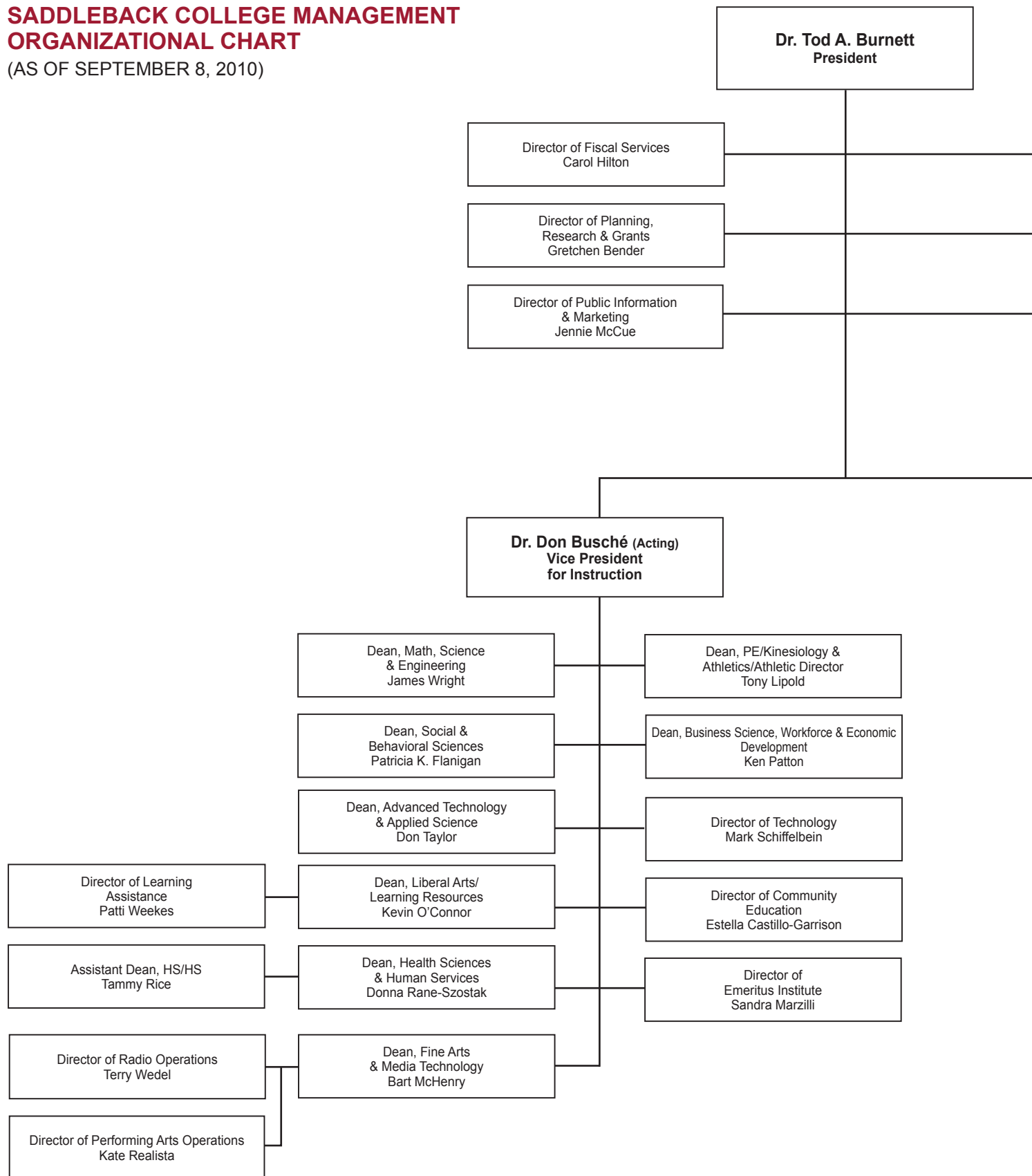
MEMBERSHIP**MEETING TIME:**

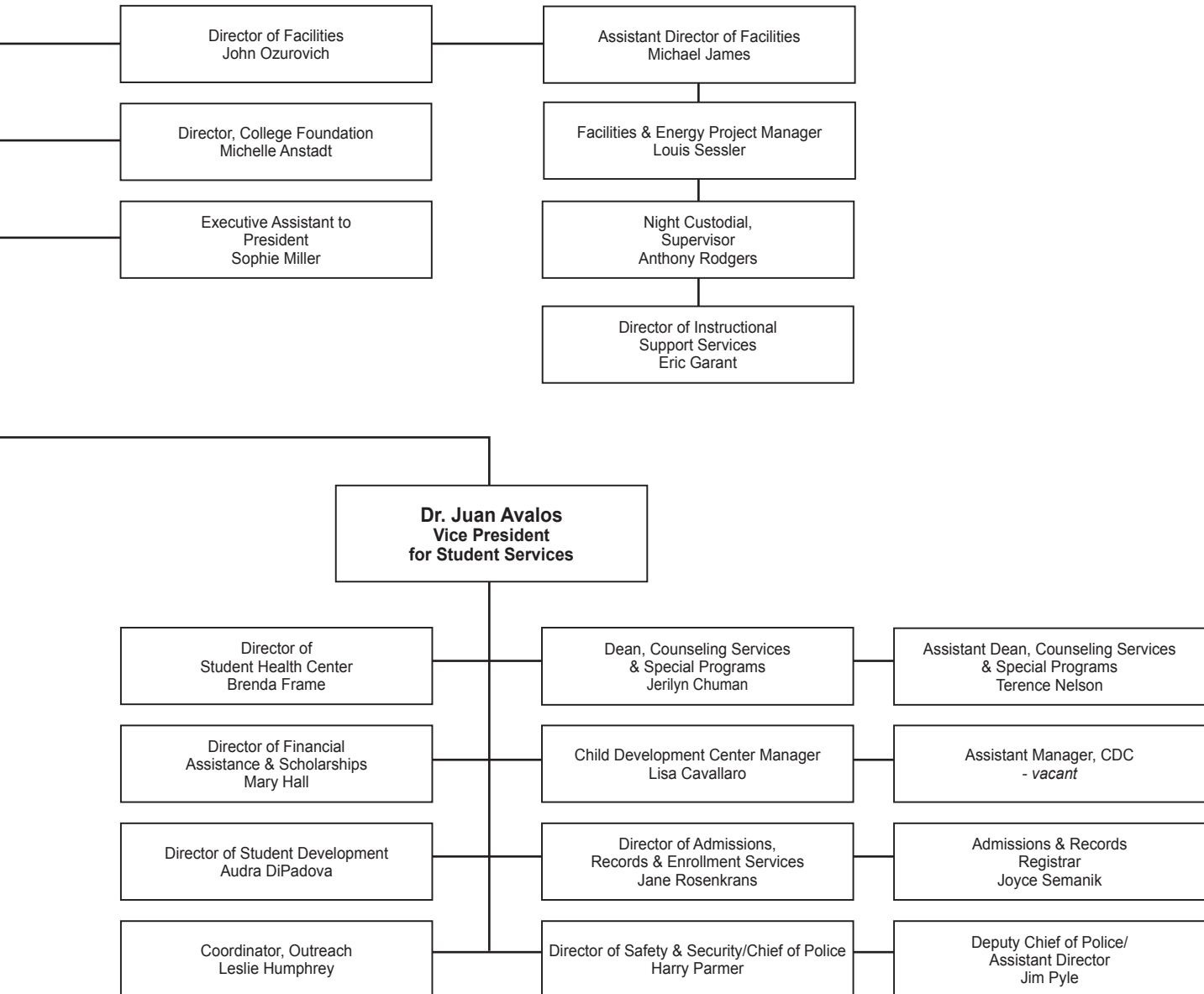
COLLEGE ADMINISTRATION



SADDLEBACK COLLEGE MANAGEMENT ORGANIZATIONAL CHART

(AS OF SEPTEMBER 8, 2010)





OFFICE OF THE PRESIDENT

As stated in Board Policy 2101 regarding Delegation of Authority to the College President, the President is “the Chief Executive Officer of the college...The President is responsible for implementing the colleges’ strategic plan and district policies. The President’s administrative organization shall be the established authority on campus and the College President is the final authority at the college level.”

According to the SOCCCD job description for the College President (ID #006):

Definition

The President is the chief executive officer of the college, with leadership and management responsibility for the effective operation of the college, including the educational programs, student support services, personnel, annual budgets, facilities, community and external relations, planning, evaluation, and special projects related to the mission of the college.

Supervision Received and Exercises

Reports and is directly responsible to the district Chancellor.

Exercises supervision over the administration, faculty, and classified staff of the college.

Examples of Duties and Responsibilities

Discharges responsibilities in accordance with the policies, procedures, and approved plans of the district and the Board of Trustees, as well as state and national requirements.

Provides leadership for the educational programs of the college, ensuring the effective operation of curriculum development, program review and academic planning processes, and instructional support services.

Provides leadership for student support services necessary to ensure student access to college programs and services, student success in educational programs, and student development.

Directs all aspects of college personnel management, including the selection of a qualified and diverse faculty and staff, effective evaluation processes, teaching and work assignments, professional development activities, contract administration, and disciplinary actions when necessary.

Directs the development and management of annual college budgets, in accordance with accepted governance and accountability standards.

Provides leadership to ensure that campus facilities are well planned and well maintained.

Maintains an effective administrative organization and delegates appropriate responsibilities to the college administrative staff.

Provides leadership for the development of the college’s long-range plans, annual goals, and short-term objectives.

Is responsible for the safety and well being of college staff and students.

Implements a college governance program which is participative, accountable, and effective.

Promotes effective communication within the college, with the district, and with the Board of Trustees.

Represents the college to the community, schools, four-year colleges and universities, state and national agencies, professional organizations and other public entities.

Assists the College Foundation in its efforts to develop resources for the college.

Attends meetings of the district and Board of Trustees.

Performs additional duties as assigned by the Chancellor and the Board of Trustees.

Office of the President

Dr. Tod A. Burnett, President

Dr. Don Busché, Vice President for Instruction

Dr. Juan Avalos, Vice President for Student Services

Carol Hilton, Director of Fiscal Services

Michelle Anstadt, Director of the Saddleback College Foundation

Gretchen Bender, Director of Planning, Research, and Grants

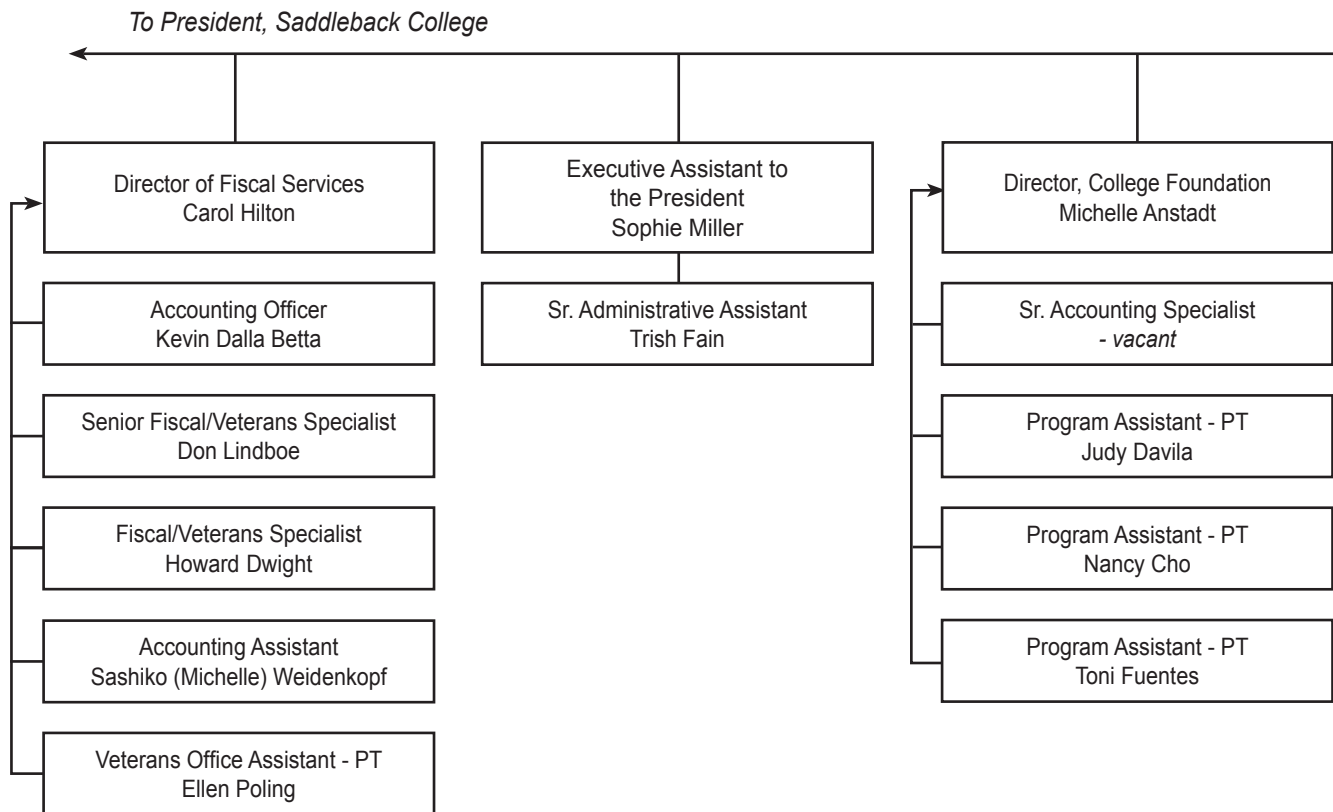
Jennie McCue, Director of Public Information and Marketing

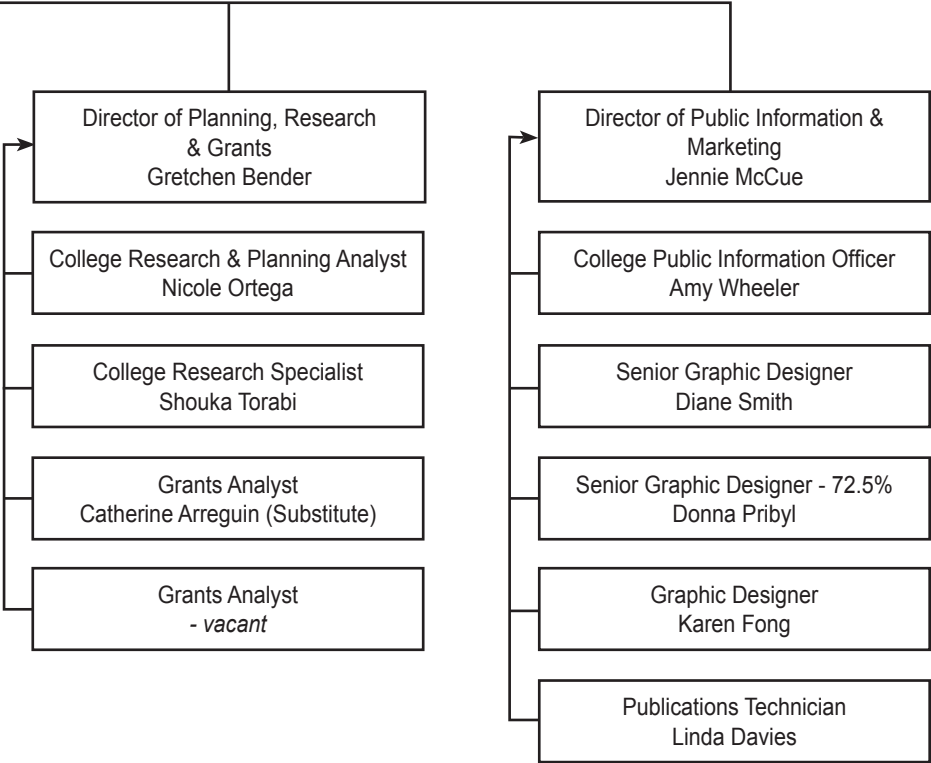
John Ozurovich, Director, Facilities, Maintenance, and Operations

Sophie Miller, Executive Assistant to the President

Trish Fain, Senior Administrative Assistant to the President

OFFICE OF THE PRESIDENT ORGANIZATIONAL CHART





STUDENT PAYMENT, VETERANS AND FISCAL OFFICE

To provide outstanding service and support in an effective and efficient manner that ensures student and staff success in achieving objectives.

Carol Hilton: Director College Fiscal Services

1. Manage the Fiscal, Veterans and Student Payment Offices including supervision of personnel
2. Provide college leadership in areas of planning, budget, and fiscal services
3. Serve as member of Presidents Executive Team
4. Serve as college chief financial officer
5. Represent college in all issues relating to budget and fiscal

Donald Lindboe: Senior Fiscal/Veterans Specialist

1. Coordinate the daily operations of the Student Payment and the Veterans Offices
2. Coordinate schedules of temporary and work-study staff
3. Train and provide technical expertise to the staff
4. Administer Veterans Administration (VA) education benefits programs.
5. Prepare a variety of reports and correspondence

Howard Dwight: Fiscal/Veterans Specialist

1. Process payments, refunds, and payment deferrals for students.
2. Administer Veterans Administration (VA) education benefits programs.
3. Assist in providing training and supervision to the permanent, temporary, and work-study staffs of the Student Payment and Veterans Offices.
4. Coordinate the daily operations of the two offices in the absence of the Senior Fiscal/Veterans Specialist.

Kevin Dalla Betta: Accounting Officer

1. Provide technical assistance to college staff relating to budget, accounting and fiscal issues
2. Complete various reports and spreadsheets
3. Provide expertise in accounting systems software
4. Coordinate with district staff
5. Provide assistance to the Director of Fiscal Services

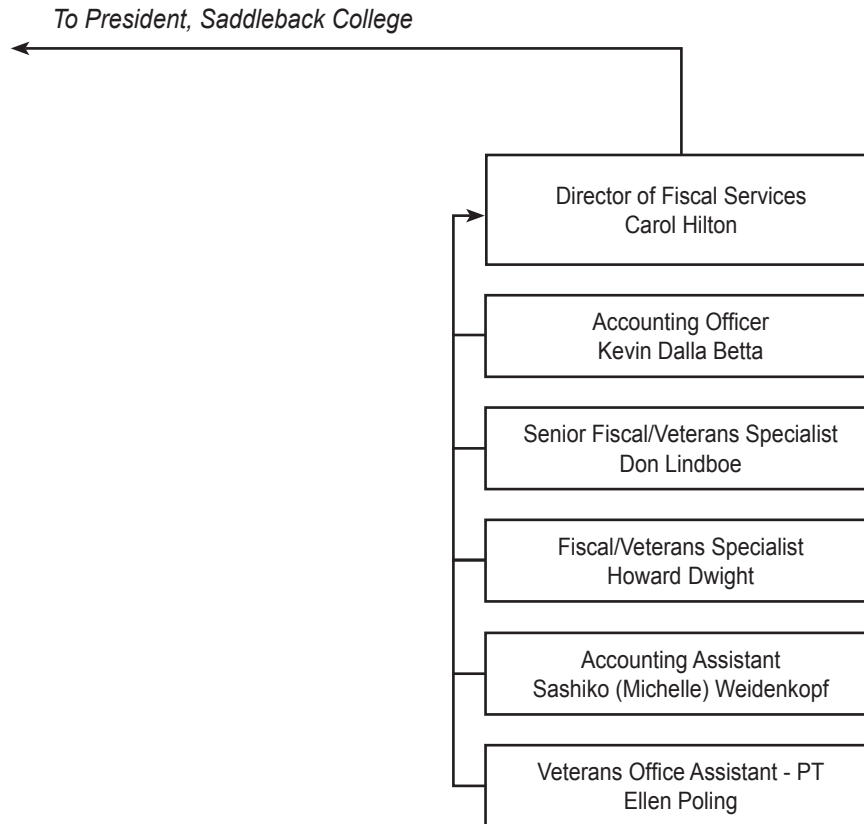
Michelle Weidenkopf: Accounting Assistant

1. Process payments, refunds and payment deferrals for students.
2. Respond to inquiries regarding various charges and fees.
3. Audit student accounts for accuracy and completeness.
4. Provide general clerical and administrative services.

Ellen Poling: Veterans Office Assistant (28 hrs per week)

1. Assist in administration of VA education benefits programs.
2. Provide routine supervision of VA work-study staff.
3. Provide general clerical and administrative services.

**STUDENT PAYMENT,
VETERANS and FISCAL OFFICE
ORGANIZATIONAL CHART**



OFFICE OF PLANNING, RESEARCH and GRANTS

The Planning, Research and Grants Office facilitates college-wide continuous improvement and innovation through integrated strategic planning, institutional research, resource allocation and grant development.

This office plays a central role in the decision-making needs of the college in order to promote institutional effectiveness and to sustain vitality in a rapidly changing environment. The goals of the Office of Planning, Research and Grants include providing support through data-based information that is useful for planning and decision making and support in the development of funding opportunities.

Gretchen C. Bender, MPA – Director

1. Provide leadership, coordination, and support on all matters related to strategic and other college planning and educational research.
2. Provide leadership, administration and advocacy in the functions of long and short range planning, educational research fund development, grant writing and oversight.
3. Develop, organize, facilitate, implement, review and evaluate a comprehensive, integrated, and collaborative strategic planning process for the College.
4. Direct the College in the development of its Facilities and Education Master Plan.
5. Work with the Academic Senate, Classified Senate, and College faculty and staff to enhance faculty and staff professional development programs to achieve College strategic planning and research goals.
6. Collaborate with the Academic Senate for the integration of Student Learning Outcomes, Administrative Unit Outcomes, and Program Reviews with College planning process for accreditation processes.
7. Support the College accreditation efforts and the program review process of non-instructional units.
8. Serve as liaison to other educational providers, including K-12, and higher education partners on matters relating to strategic planning, research, and grants.
9. Coordinate research efforts related to strategic planning, accountability reporting mandates such as the ARCC (Accountability Reporting for Community Colleges), and all other activities related to institutional effectiveness including the Institutional Effectiveness report.

Grants Office

1. Assist college programs and staff in the grant development process including the identification of external funding opportunities to support College projects.
2. Plan, develop, implement, monitor and evaluate grants.
3. Orient College administrators, managers, faculty and staff regarding project/grant needs and potential resources; disseminate information about grant opportunities to appropriate staff; prepare and circulate a manual of guidelines for the preparation of grant applications; provide individual and small group assistance in identifying potential funding sources for programs.
4. Supervise grant proposal development and submission; assist faculty and staff with grant concept development; provide training in grant writing; and write and edit grant proposals.
5. Develop and monitor contracts and subcontracts with individuals or organizations related to all grant activities; prepare, maintain and monitor master calendar of all grant activities and report dates to comply with all required documentation and guidelines.

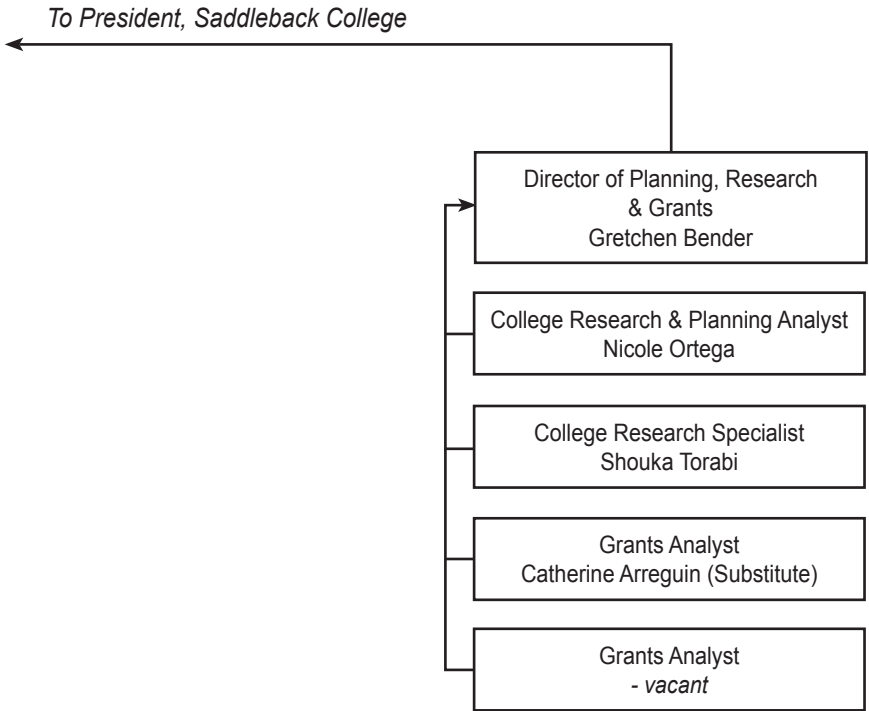
6. Assure compliance with a variety of applicable laws, rules, regulations and restrictions related to the expenditure of grant funds; provide technical support to faculty and staff in developing grant budgets and preparing comprehensive reports and summaries of activities.
7. Prepare or oversee the preparation of financial reports, final claim and program reports for submission to funding agency; maintain official project/grant files, including award document/contract, all financial expenditure documents, Board approval, personnel documents, reports, and claims.
8. Develop and maintain a grants web site for the College; maintain files, records, and database of all grant proposals and activities.
9. Facilitate advocacy relationships with personnel in funding agencies, corporate and private foundations, legislative staffs and associations; represent the College in partnership collaboratives in community, governmental, and professional organizations as appropriate and/or as assigned; attend District, College, Foundation and other meetings as required.
10. Serve as liaison with other departments, divisions, and outside agencies; interact with other staff to provide needed data to support grant applicants; work with the college foundation and/or its grant writer to seek grants; work with outside agencies that provide grants to build partnerships.

Research & Planning Office

1. Assist in implementation of program reviews, College planning activities, accreditation processes, and decision-making processes related to student success and institutional effectiveness.
2. Coordinate procedures for College enrollment tracking, measurement, and planning; provide research support including data acquisition and analysis for enrollment management and planning.
3. Participate in Program Reviews; develop and create surveys for the College's annual mandatory Program Review process; plan and implement survey schedules; collect, input, and process data from surveys; provide research and technical assistance to programs for the analysis, interpretation, and presentation of data in their final reports.
4. Participate in the analysis, report preparation, and dissemination of information/results related to statistical, demographic, and empirical studies used in College programs and services; consult with College administrators regarding research needs, current studies, results of research, and related matters; edit and review College statistical information for accuracy and conformity to standards.
5. Develop and implement effective and sound survey instruments as determined by the administration, faculty, or staff for both required and investigative data trends analysis; collect and process data; analyze data and present results in comprehensive reports; assist College leadership to access student demographic data as well as with data analysis for additional planning purposes.
6. Participate in a variety of reports and external surveys; write or provide technical and editorial assistance in the writing and publishing of special reports and publications; complete surveys as requested/required by external private or public agencies.
7. Provide the necessary research support to existing grants as required; provide research support for grant applications.
8. Coordinate with District Information Technology and District Research and Planning Office staff for the development and implementation of an accurate, effective and useful District management information system.

9. Coordinate with College leadership for a campus-wide research agenda; edit and review College-related statistical information for accuracy and conformity to standards; assist College leadership with other specific research requirements including those for accreditation.
10. Operate computer and peripheral equipment including the technical aspects of current spreadsheet and database management software; utilize query programs to access mainframe data; download and transfer data as required for various projects.
11. Create, design, and maintain assigned office website; publish latest research information on site.

**OFFICE OF PLANNING,
RESEARCH and GRANTS
ORGANIZATIONAL CHART**



OFFICE OF PUBLIC INFORMATION and MARKETING

Saddleback College's Office of Public Information and Marketing directs the college's public relations and marketing efforts, including but not limited to media relations, coordination of college-wide marketing and branding efforts, promotion of college news and events to the internal college community and external south Orange County community, government relations, event planning, and other communication and marketing-related activities.

The college's graphics and publications department provides graphic services for the college community. Services include design of newsletters, brochures, programs, fliers, banners, signage, and other graphics as needed.

Director of Public Information and Marketing – Jennie McCue

Plan, organize and direct the public information, community relations, media, marketing, graphic and web design, publications and other internal and external communication programs, services, operations and activities for the college; create, write, produce, publish, and distribute a wide variety of materials; train, supervise and evaluate the performance of assigned personnel; provide for media coverage; plan, organize, and administer public relations activities; chair the college's marketing committee and lead the development of the college's marketing plan; coordinate the production of various print and electronic publications, coordinate with District public affairs, governmental relations and marketing efforts.

College Public Information Officer – Amy Wheeler

Performs a variety of activities involving public information and marketing activities, including publicity, advertising and promotions; writes and coordinates press releases with the press and broadcast media; develops and disseminates a wide variety of information and publications of public interest; serves as a college liaison with the media, disseminates internal and external communications through press releases, website home page announcements, My Site announcements, and social networking sites. Composes website content. Oversees social networking and other public relations activities for the college's alumni program.

Senior Graphic Designer – Diane Smith (40 hours/week) and Donna Pribyl (29 hours/week)

Leads, plans, coordinates and participates in a variety of graphic design activities including photography, printing, typesetting, concept development, publication design and layout; produces a variety of publication, graphic design, and instructional graphics; assists other staff in the design of publications and materials; operates and maintains a variety of equipment used in the production of graphic materials; and performs a variety of technical duties relative to assigned area.

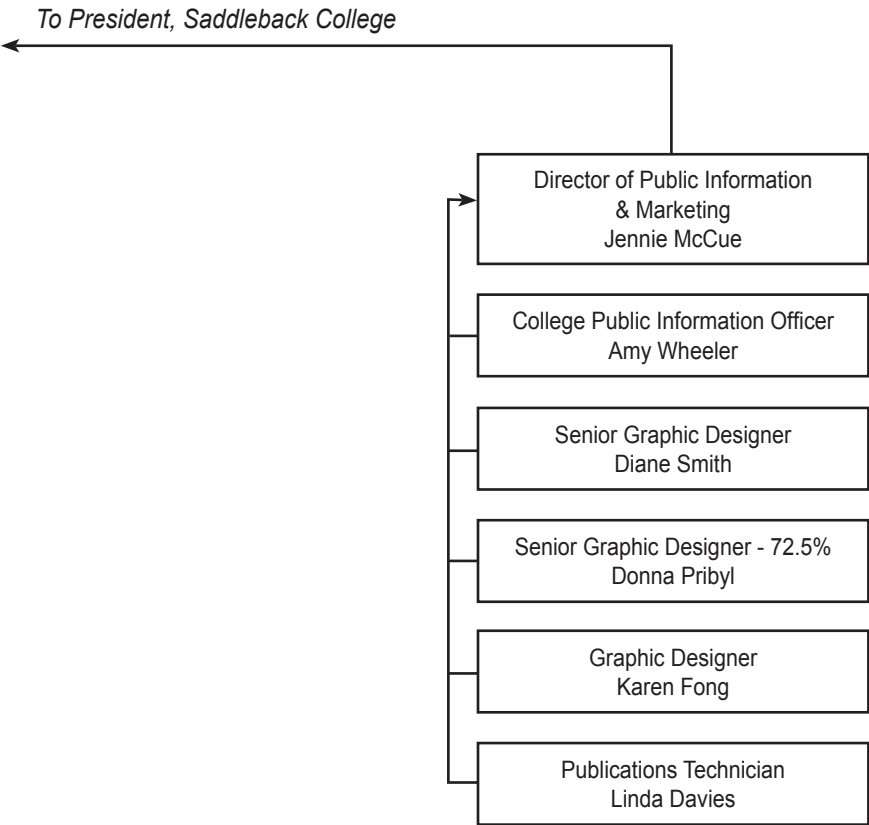
Graphic Designer – Karen Fong

Produces a variety of publications, graphic design, and instructional graphics; assists other staff in the design of publications and materials; coordinates and participates in the production of the annual schedule of classes and student handbook, involving computer applications, graphic design, concept development, and layout; performs a variety of duties related to the production of signage; operates and maintains a variety of equipment used in the production of graphic materials; and performs a variety of technical duties relative to assigned area.

Publications Technician – Linda Davies

Performs a variety of technical duties in the production of typeset publications and documents including booklets, brochures, flyers, forms, programs, note paper, business cards, teaching aids, instructional materials, newspapers and other similar items; operates and maintains a variety of equipment used in the production of publications; and performs a variety of technical duties relative to assigned area.

**OFFICE OF PUBLIC INFORMATION
and MARKETING
ORGANIZATIONAL CHART**



DEPARTMENT OF FACILITIES MAINTENANCE AND OPERATIONS

The Facilities Maintenance and Operations Department directs construction, modification, and maintenance of the college's facilities and physical resources including buildings, swimming pools, athletic fields, electro-mechanical systems, grounds and landscape maintenance, custodial services and vehicle and equipment maintenance. The Department also provides pool vehicle dispatching services for Saddleback College and District. In support of the many diverse activities at the college, the department sets up equipment for many special events.

John Ozurovich – Director of Facilities

1. Plans, organizes, coordinates and directs facilities operations and activities.

Mike James – Assistant Director of Facilities

1. Assists Director of Facilities in directing daily operations of department.
2. Provides direct supervision of building maintenance, grounds maintenance, equipment/automotive maintenance and day custodial staff.

Eric Garant – Director Instructional Support Services

1. Manages and coordinates special projects

Louis Sessler – Facilities Maintenance & Energy Projects Manager

1. Directs construction management and maintenance
2. Manages personnel performing electrical, plumbing, HVAC, and swimming pool maintenance.

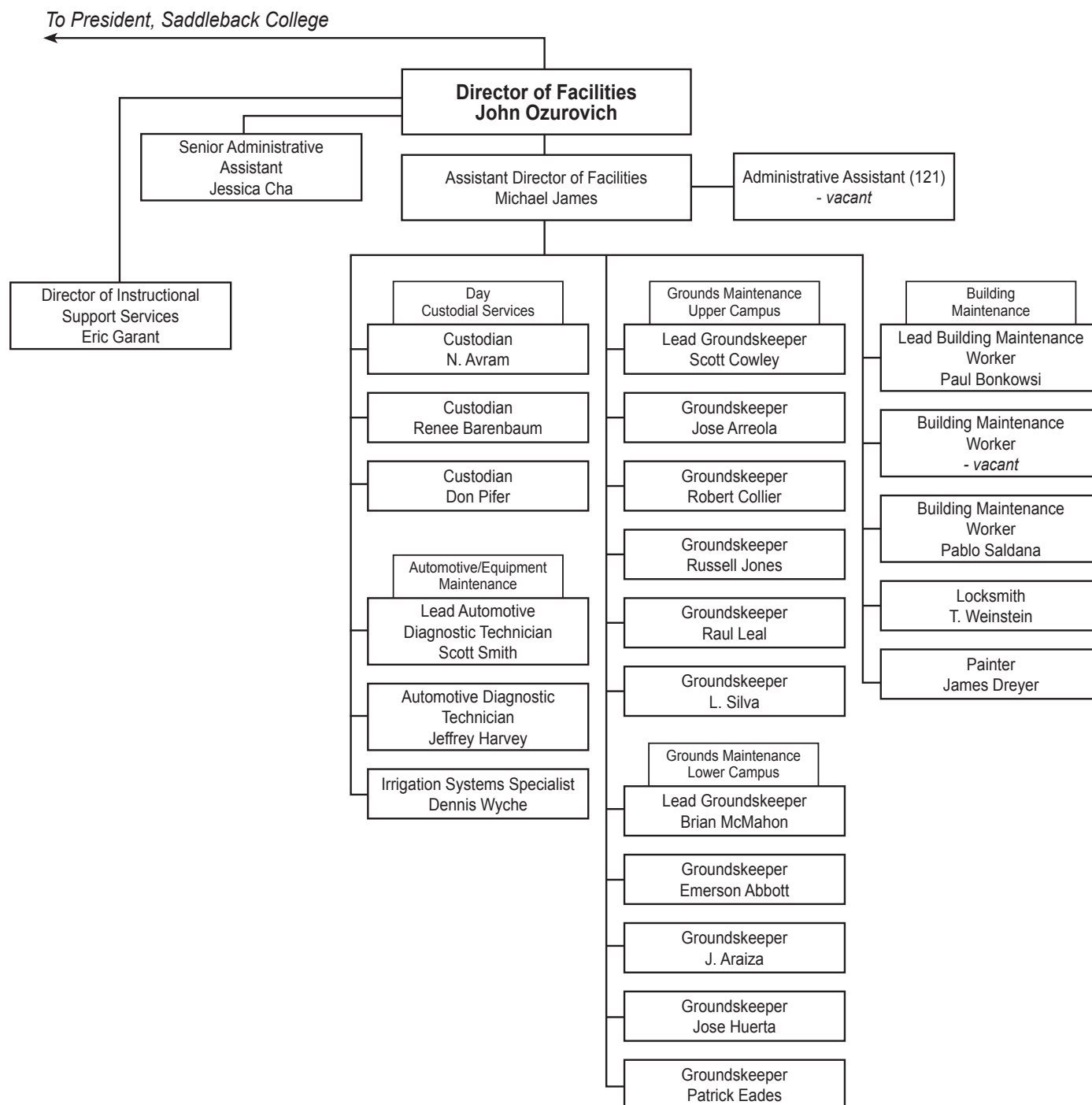
Anthony Rodgers – Night Custodial Supervisor

1. Supervises night custodial operations
2. Manages College's recycling program

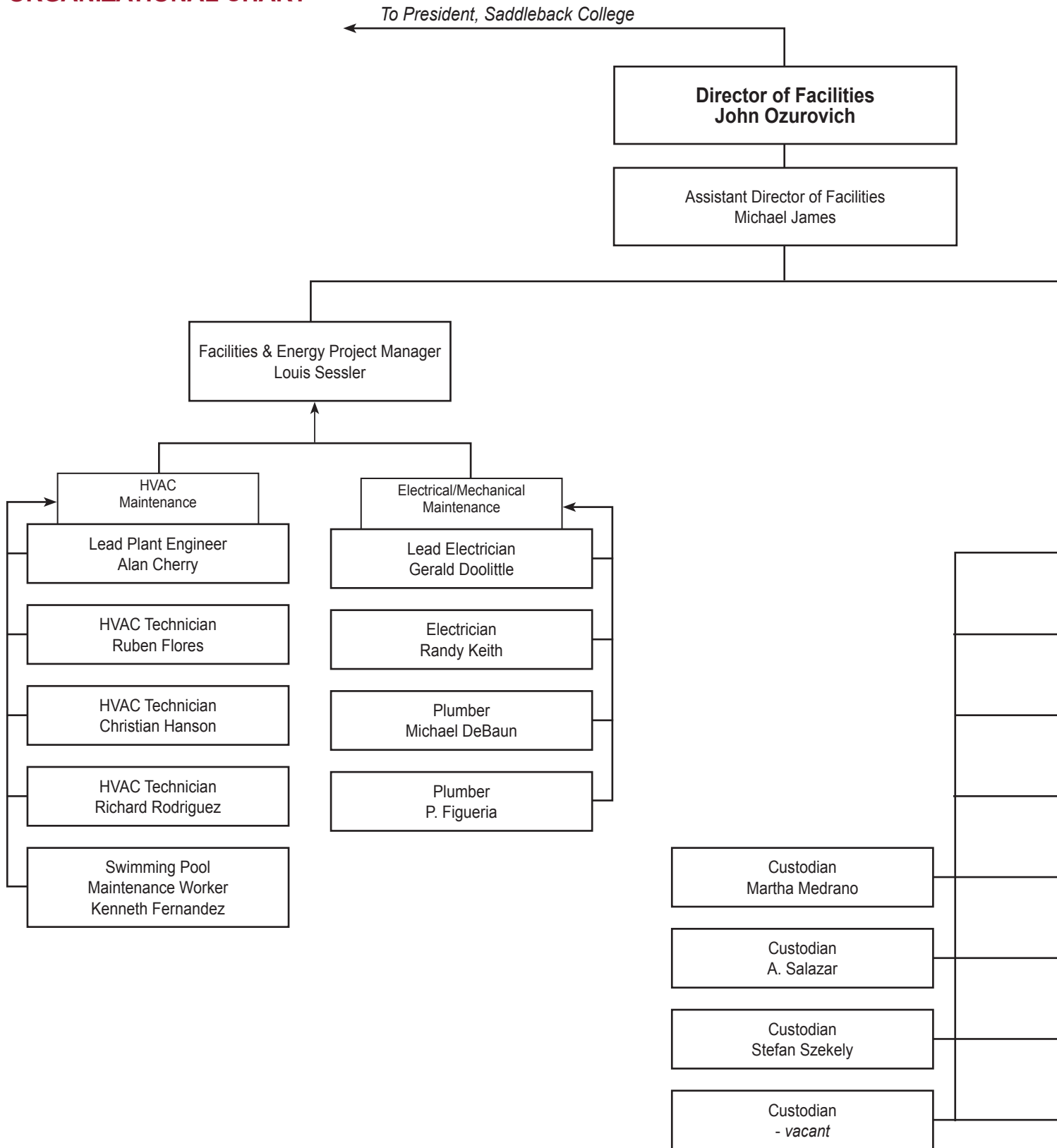
Jessica Cha – Senior Administrative Assistant

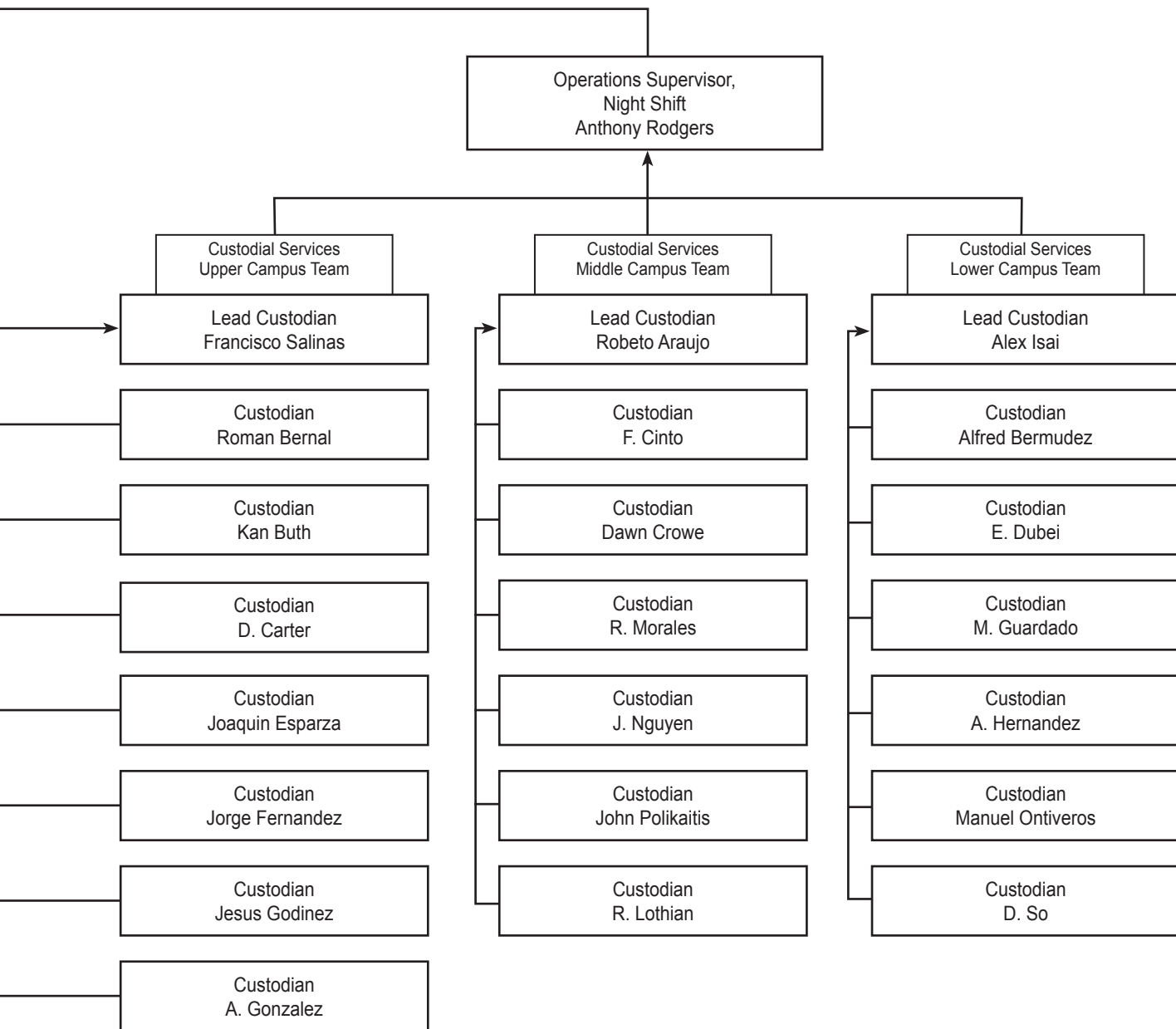
Vacant – Administrative Assistant

OFFICE OF THE PRESIDENT FACILITIES, MAINTENANCE and OPERATIONS ORGANIZATIONAL CHART



FACILITIES, MAINTENANCE and OPERATIONS ORGANIZATIONAL CHART





OFFICE OF INSTRUCTION

The Office of the Vice President for Instruction has ten instructional divisions. The Vice President, with office support from the Dean of Academic and Physical Support Services and Vocational Education, assists the instructional divisions to meet the College's goals and objectives.

Dr. Don Busché (Acting) – Vice President for Instruction

Kathleen Schlick – Executive Assistant

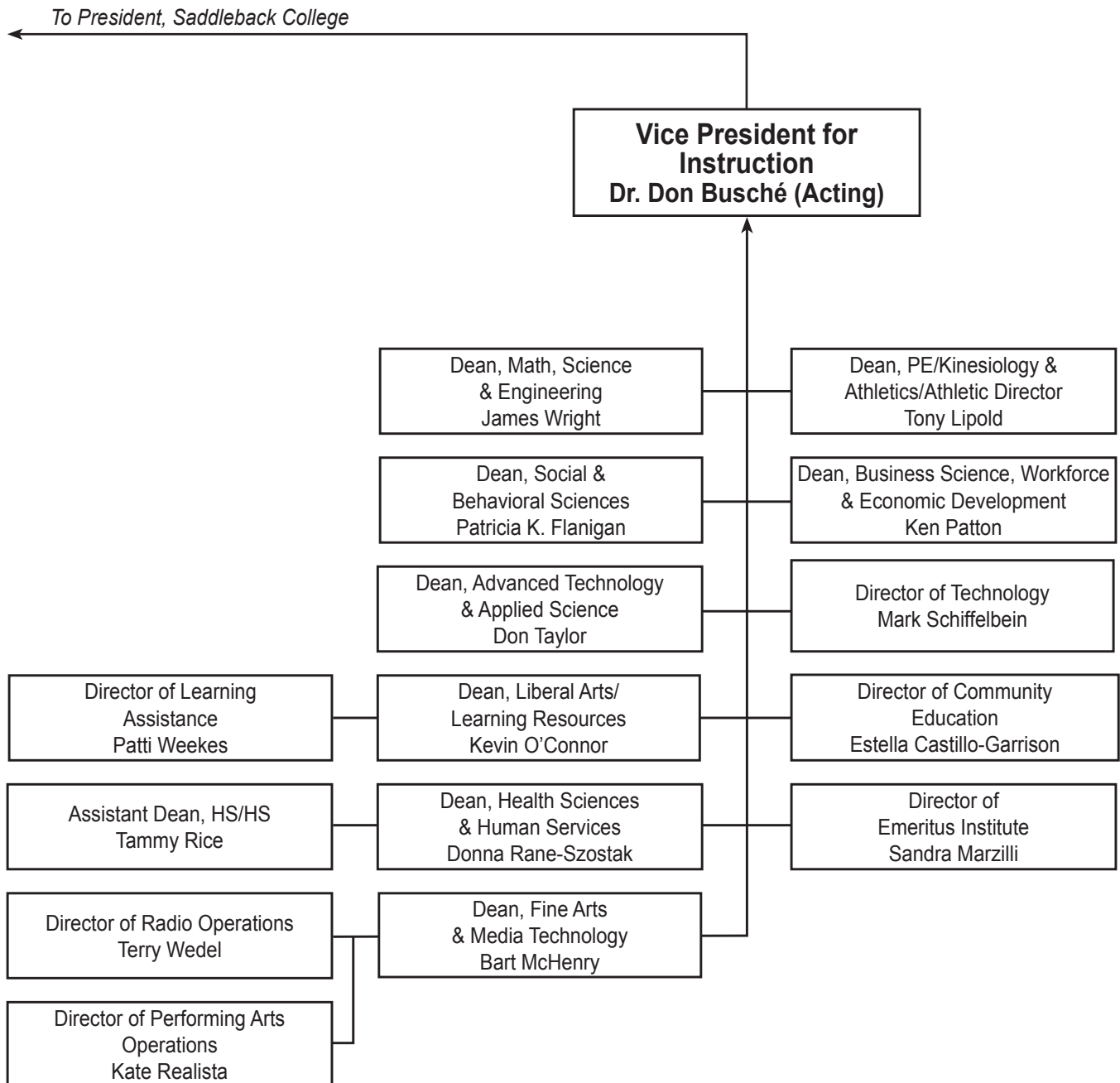
Linda Bashor – Curriculum Publications Specialist

Brooke Lange – Curriculum Assistant

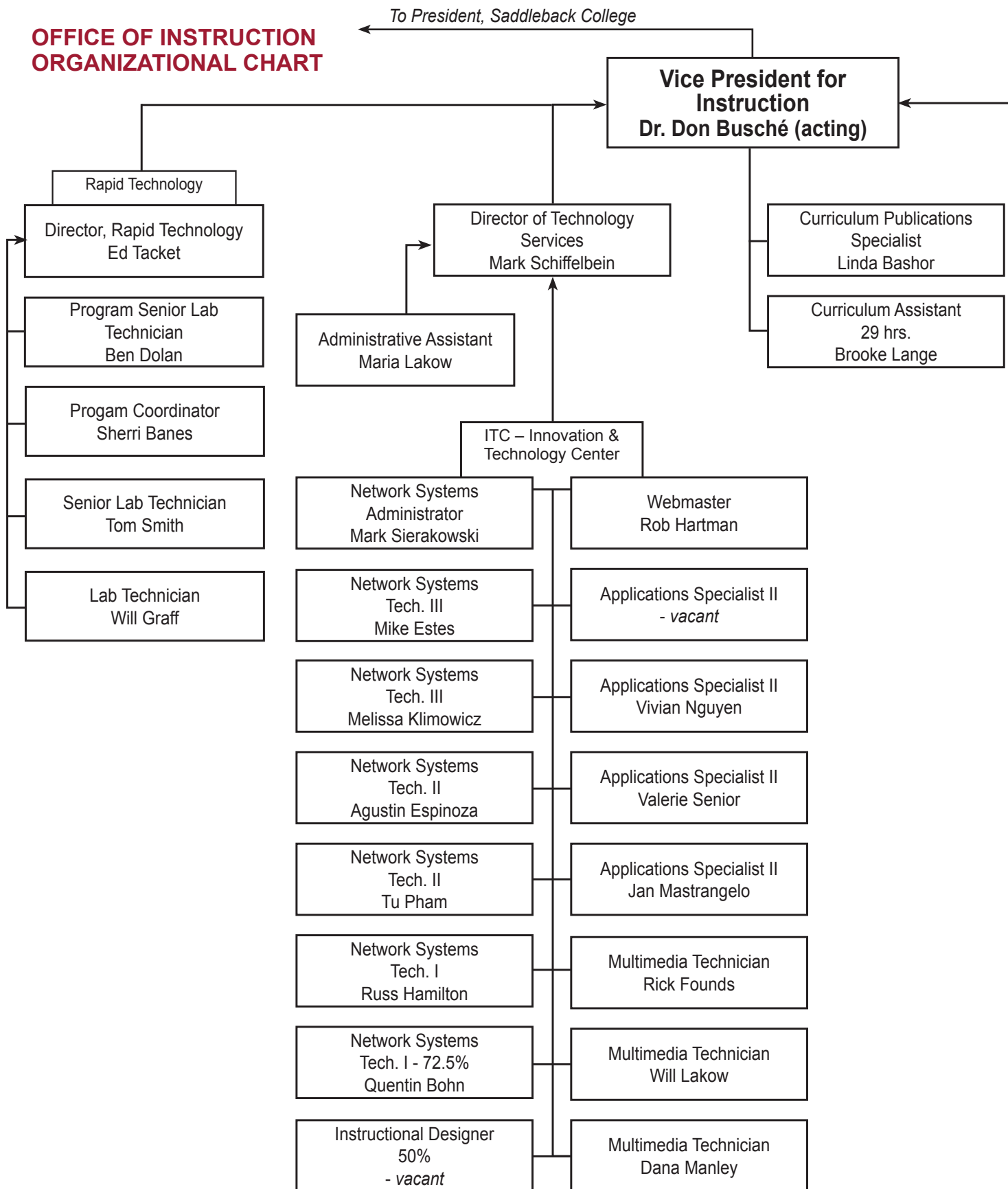
Sheri Nelson – Senior Administrative Assistant

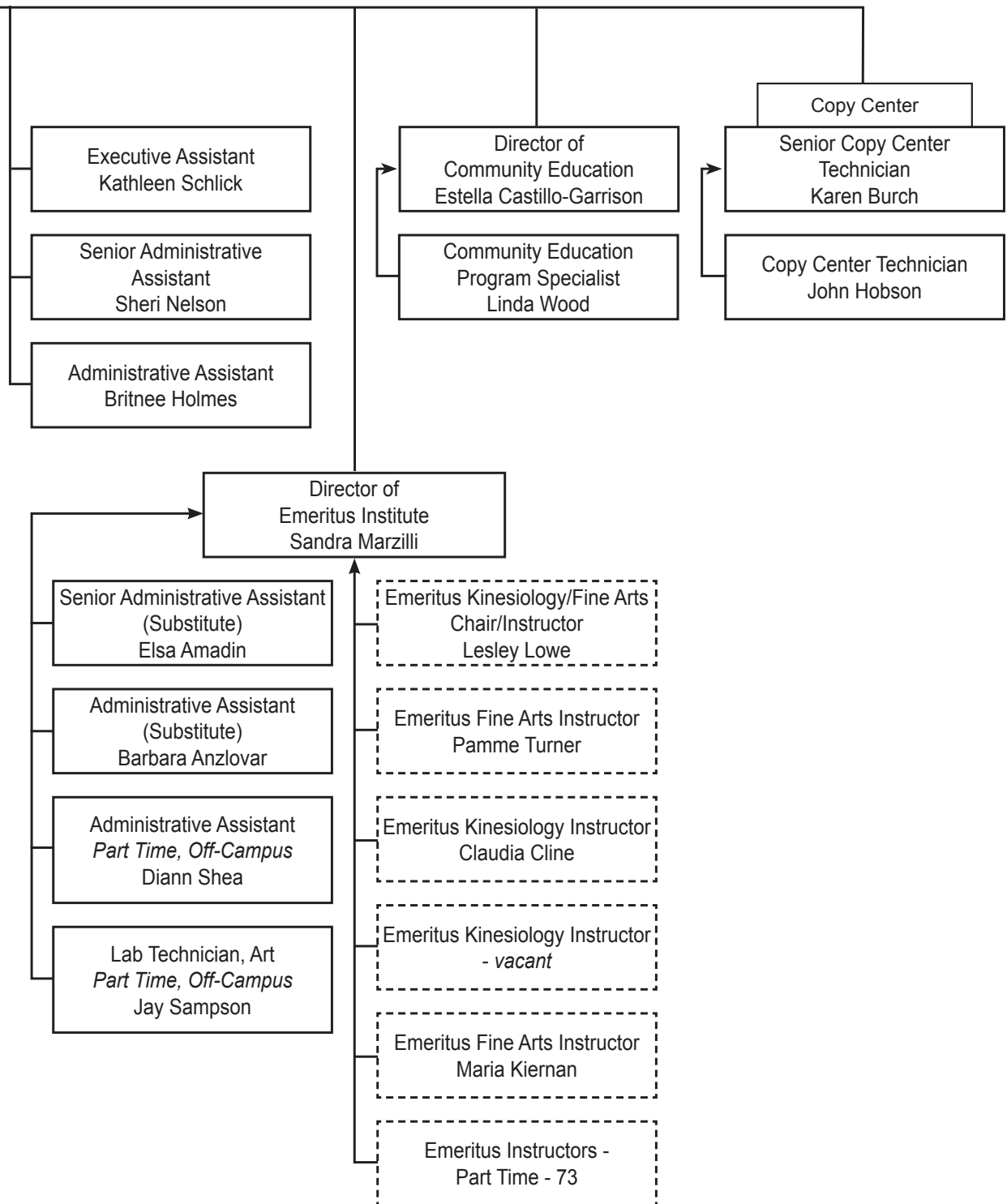
Britnee Holmes – Administrative Assistant II- Academic Senate Office

OFFICE OF INSTRUCTION ORGANIZATIONAL CHART



OFFICE OF INSTRUCTION ORGANIZATIONAL CHART





DIVISION OF ADVANCED TECHNOLOGY AND APPLIED SCIENCE

The Advanced Technology and Applied Science Division serves traditional students as well as diverse populations, community and public agencies, and business and industry. The Division's mission is to provide quality technical instruction and career preparation to our students and participate in the vision and mission of Saddleback College. Recognizing career development as an intrinsic part of the educational process and respecting the complexities of the changing workforce, the Division serves the needs for both immediate job placement and long-term career planning. The Division believes that education should be self-directed, lifelong learning that benefits the individual, the community, and society. It takes responsibility for involving faculty, employers and the community in educational and career planning activities.

Don Taylor – Dean of Advanced Technology and Applied Science

Elle Dubois – Senior Administrative Assistant

1. Administrative Assistant to the dean
2. Cooperative Work Experience Program coordination and curriculum update
3. Cosmetology Program coordination and curriculum update
4. OSH reports, payroll and absence reports, instructor load sheets
5. Grade collection, review and audit
6. Textbook collection, review, submission and audit
7. Instructor committee assignments, office schedule preparation
8. Field trip requests
9. Work orders, property transfers, key requests
10. Contracted classes and independent studies
11. New faculty training in payroll and related procedures
12. Student help coordination and training
13. Advisory Committee coordination for Cosmetology program
14. Paperwork for interviewing and hiring new associate faculty
15. Paperwork, orientation for new associate faculty

Maria Miller – Senior Administrative Assistant

1. Administrative Assistant to the dean
2. Division curriculum files, maintain and update
3. Class scheduling and reporting
4. Special topics course updating
5. Material Fee updates
6. Assignment letters to associate faculty
7. Paperwork for interviewing and hiring new associate faculty

8. Paperwork, orientation for new associate faculty
9. Division catalog revisions
10. Certificate program revisions
11. ATAS Division Handbook update
12. Technical Review and curriculum Committee preparation
13. Agenda and Minutes for Division and Department Chair meetings
14. Maintain Advisory Committee lists, letters, minutes
15. Brochure inventory control, update, print and distribution
16. Division flyer update and print
17. Website content management
18. Student help coordination and training
19. Budget, requisitions, transfers
20. Supply control and purchases
21. Accounting of categorical accounts
22. Oversee accounts for division and a specified group of departments
23. Process and fax any division forms as necessary
24. Oversee office equipment including machine supplies, repair, and maintenance

Vacant – VTEA Project Specialist

1. Budgets, expense transfers
2. Perkins IV accounts, dedicated revenue, fee-based accounts
3. Faculty development grant files
4. Field trip expenses, audits
5. Conference requests, reimbursement claims
6. Grade collection, review, audit

Blake Stevens – Architecture, Drafting, Manufacturing Chair

Lem Chin – Architecture/Drafting Instructor

Vacant – CAD Drafting Instructor

Eugene Evancoe – Electronic and Computer Maintenance Technology Chair

Tom Smith – Senior Lab Technician, ATAS 50%

Clifford Meyer – Automotive Technology Chair

Darrell Deeter – Automotive Technology Instructor

Brian Yarnall – Senior Lab Technician, Automotive, 50%

William (Mike) Dale – Lab Technician, 55%

Morgan Barrows – Environmental Studies, Marine Science, Aquarium and Aquaculture Chair

John Richards – Lab Technician, Environmental Studies 50%

Suzanne Hewitt – Family & Consumer Science and Nutrition Chair

Lindsay Fox – Fashion/Fashion Merchandising Chair

Diane McGroarty – Fashion Merchandising Instructor

Arlene Thomas – Interior Design, Travel and Tourism Chair

Alinde Herron – Interior Design Instructor

Priscilla Kessler – Sr. Lab Technician, Consumer and Family Resources (11 mo.)

Karen Taylor – Graphics Chair

Chris Claflin – Graphic Design Instructor

Will Baldwin – Lab Technician, Graphics 50%

Robert Farnsworth – Horticulture Chair

Zane Johnson – Horticulture Instructor

Yvonne Alliman – Lab Technician, Horticulture

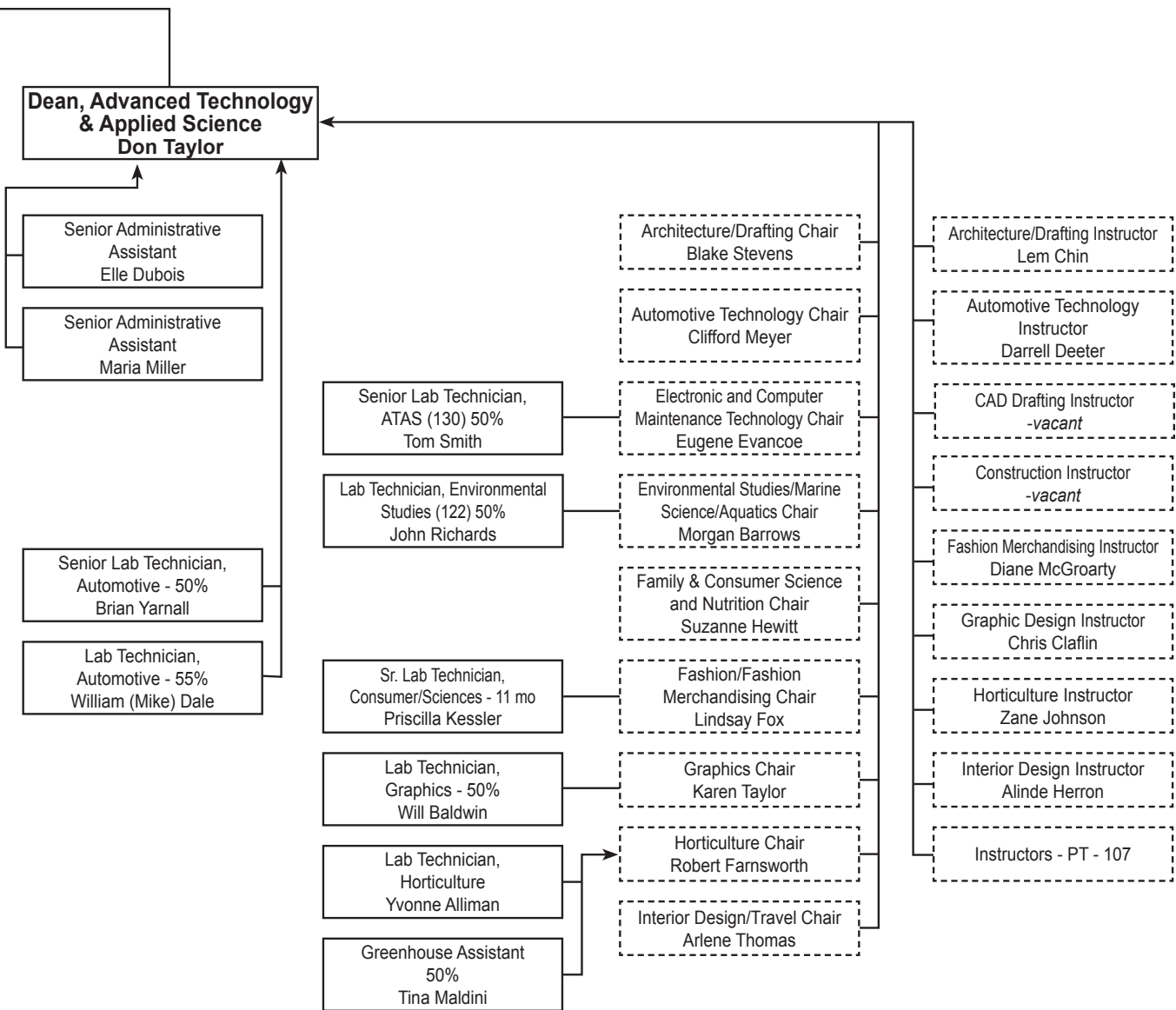
Tina Maldini – Greenhouse Assistant 50%

Vacant – Construction Instructor

Part Time Instructors (107–110)

ADVANCED TECHNOLOGY and APPLIED SCIENCE ORGANIZATIONAL CHART

To Vice President for Instruction



DIVISION OF BUSINESS SCIENCE, WORKFORCE AND ECONOMIC DEVELOPMENT

The Business Science Division provides a comprehensive, high-quality education in all areas of business. A variety of occupational and professional programs are offered for entry – level employment and upgrading of existing skills. The Division provides opportunities for retraining in new careers as well as unique educational partnerships with business and industry. The Division provides comprehensive programs for students pursuing a Certificate or Associate degree program, and/or baccalaureate degrees at universities or other institutions of higher education. The curriculum is designed to provide experiences that enable students to be responsive to the needs, values and work patterns of a technology-changing global society.

Mira Manchik – Senior Administrative Assistant

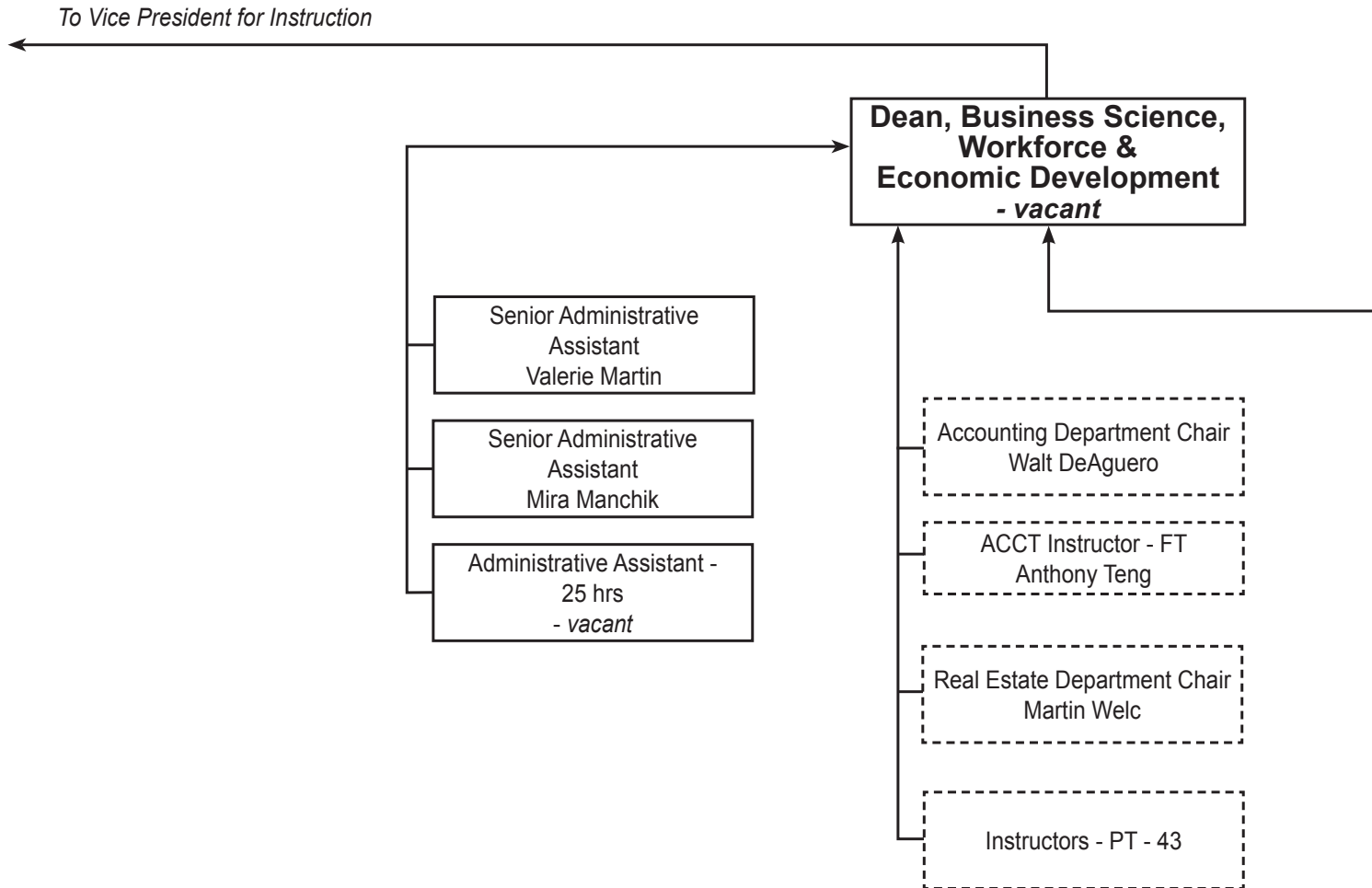
1. Assists in coordination and communication of Department Chair needs and activities
2. Advisory Committees (Advisory Committee letters and lists)
3. Class Schedules
4. OSH reports
5. Enrollment reports
6. Instructor office hours schedules
7. Certificated and Classified hiring
8. Budget
9. Textbook orders
10. Requisitions and POs
11. Division dBase
12. Conference requests and reimbursements
13. Perkins (budget, payroll, hiring, etc.)
14. RapidTech (budget, payroll, hiring, etc.)
15. Faculty in-service
16. Curriculum
17. Student aides
18. Ads and marketing materials
19. Student Evaluation of Faculty summaries

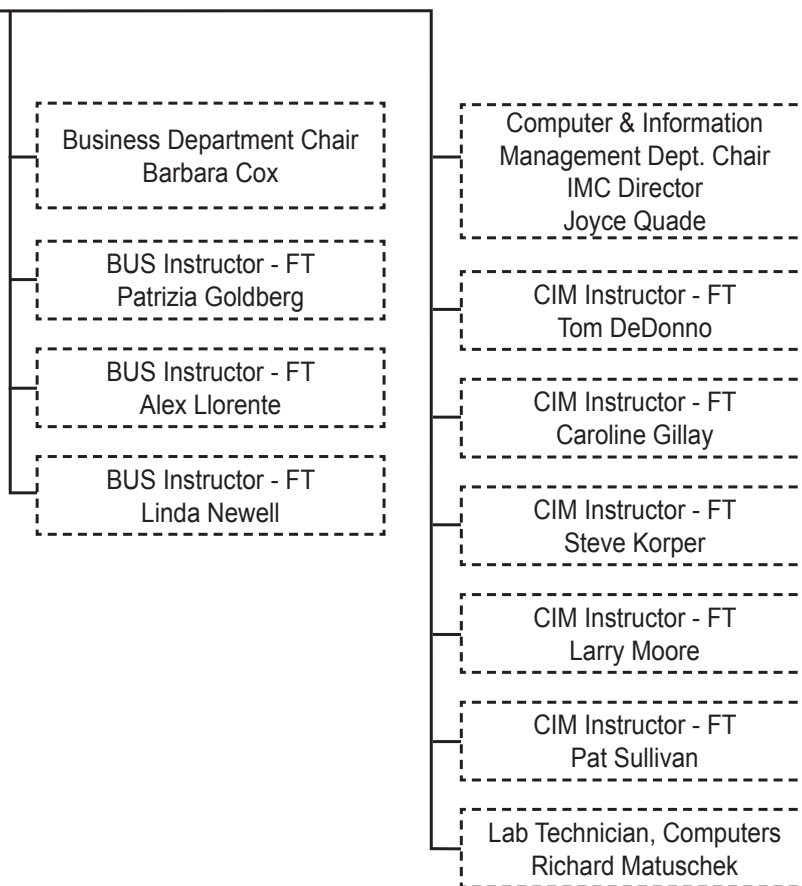
Valerie Martin – Senior Administrative Assistant (Curriculum)

1. Assignment letters
2. Course syllabi
3. Curriculum changes
4. Class Schedule development
5. Curriculum

6. Grades
7. Key requests
8. Field trip requests; insurance waivers
9. Absence reports
10. Hourly payroll and substitute pay requests
11. Off-campus classes
12. Budget and POs
13. Supplies and inventory

**BUSINESS SCIENCE, WORKFORCE
and ECONOMIC DEVELOPMENT
ORGANIZATIONAL CHART**





DIVISION OF FINE ARTS AND MEDIA TECHNOLOGY

The Division of Fine Arts and Media Technology is committed to both the education and cultural enrichment of the people of South Orange County. Consisting of seven distinct areas, Art, Music, Photography, Speech, Theatre and Performing Arts Productions, and Cinema/Television/Radio, the Division offers diverse range of instructional opportunities to students as well as producing a spectrum of visual and performing arts events. Dedicated to the principles of intellectual and artistic excellence, the Division of Fine Arts and Media Technology prides itself on the quality and integrity of its instructional and artistic offerings.

Bart McHenry – Dean of Fine Arts and Media Technology

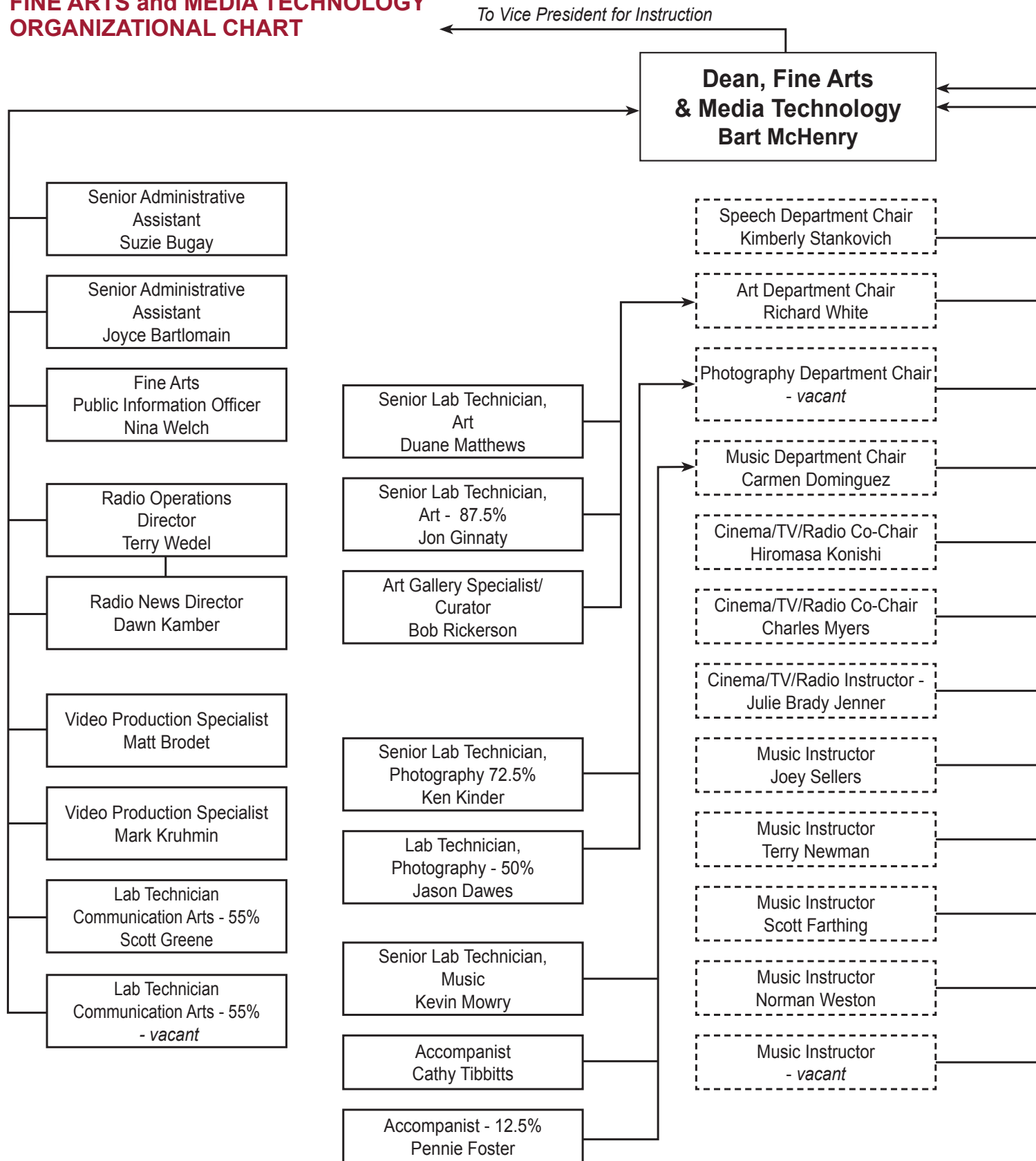
Suzie Bugay – Senior Administrative Assistant

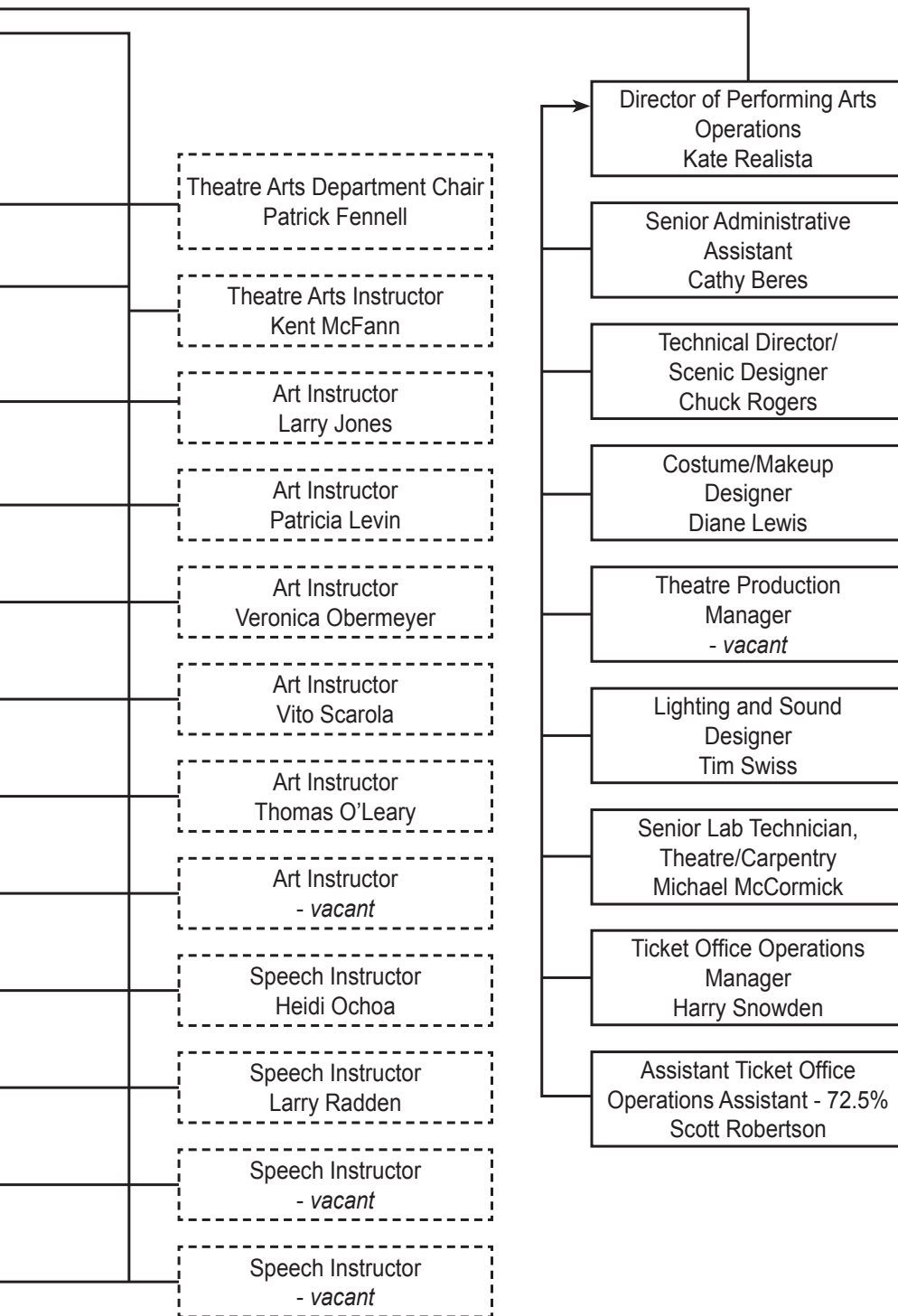
1. Assistant to the Dean
2. Division reports
3. Load, overload, OSH, LHE's
4. Payroll and absences for certificated and classified staff
5. Course scheduling
6. Curriculum and catalog
7. Office procedures and assignment
8. Liaison with public/students/division

Joyce Bartlomain – Senior Administrative Assistant

1. Budgets
2. Requisitions and purchase orders
3. Room utilization
4. Master Calendar
5. Field trips
6. Grades
7. Textbook orders
8. Liaison with public/students/division

FINE ARTS and MEDIA TECHNOLOGY ORGANIZATIONAL CHART





Performing Arts and Theatre Operations

Saddleback College's Performing Arts and Operations coordinate the performing arts programs of the college to serve the cultural and entertainment needs of students and the community. It is responsible for the operation of the McKinney Theatre and Studio Theatre facilities including production management, lighting, sound, costume and scene shops.

Director of Performing Arts and Operations – Kate Realista

- Plan, organize, coordinate, implement, direct and evaluate the operations and activities of the performing arts programs of the college to serve the cultural, educational and entertainment needs of students and the community. Research and contract appropriate artists and performances for productions, including guest artist and summer stock programs.
- Prepare and administer annual program budgets relative to Theatre Arts and Music department productions, Saddleback Civic Light Opera, Professional Guest Artists Series and Passport to the Arts programming.
- Facilitate the needs of all productions in the theater complex including the theatre, music and dance departments, professional guest artists, SCLO, rentals and on campus events.
- Assign work activities, projects and programs including the ticket office, lighting, sound, costume, stage and set design and construction; monitor work flow; review and evaluate work products, methods and procedures; establish and monitor timelines. Evaluate performance of assigned personnel.
- Develop public relations and marketing activities to promote and publicize college performing arts programs and special events; develop, direct and implement audience and patron development efforts; schedule and present on and off campus theatre, music, dance performances.
- Solicit contributions and sponsorships from outside sources to fund college performing arts programs; research, write and procure performing arts grants that benefit campus performing arts programs; oversee fundraising activities of the performing arts support organization Angels for the Arts of Saddleback College.
- Provide technical expertise to the division and college concerning performing arts and assure a clean, safe theatre facility.

Senior Administrative Assistant – Cathy Beres

Performs the full range of administrative, secretarial, and clerical assistance in support of Performing Arts and Theatre Operations office; secures rights and royalties for performances, facilitates flow of budgetary requests, liaison to the Angels for the Arts of Saddleback College, secures hospitality for professional guest artists.

Theatre Production Manager – Vacant

Performs complex technical work in an instructional setting for highly complex subject area; plans, organizes and supervises a number of theatre production activities within the Fine Arts Division; creates and maintains the master calendar of events for the theatre complex; assists in the creation of production budgets; recruits and hires NBU personnel; facilitates production communication; provides event planning, monitoring and technical support for student lab sessions and all users of the performing arts theatre; and performs a variety of technical tasks relative to the preparation and production of events.

Lighting and Sound Designer – Tim Swiss

Oversees and participates with staff and students in the design and engineering of lighting and sound elements for a wide variety of theatre productions, college classes, professional guest artists, civic light opera and other events as assigned; installs, maintains and repairs specialized theatrical lighting and sound equipment, stage machinery and scenic elements as required; and provides technical staff assistance to the division.

Technical Director/Scenic Designer – Chuck Rogers

Oversees and coordinates all technical aspects of the staging of college, guest artist, division and community theatrical performances that utilize the Saddleback College theatre facilities; provides technical guidance and oversight to stage and student lab sessions; provides a high level of instructional assistance and support to the theatre arts faculty; ensures proper integration of lighting, sound, staging, set, and any/all technical elements of events in the theatre facilities; works with the Theatre Production manager to oversee the production schedules, ASG funded student events within the division, and budget for theatre department, division and other productions using the theatre facilities; and designs and coordinates scenic elements for theatre productions as assigned.

Costume/Makeup Designer – Diane Lewis

Designs and participates with students in the preparation of costumes and makeup for theatre productions: obtains, cuts and sews appropriate materials and notions for the creation of costumes; researches period, styles and methods, provides renderings for fulfillment of conceptualized design; facilitates costume maintenance needs for professional guest artists; provides technical staff assistance to the Performing Arts Director.

Stage/Set Carpenter – Michael McCormick

Performs a variety of duties involved in the construction of scenery and props for theatre productions including drafting plans, obtaining supplies and operation a variety of hand and power tools, equipment and machinery; and provides lead supervision over student and part time staff in the construction of scenery.

Ticket Office Operations Manager – Harry Snowden

Plans, coordinates, implements, promotes and oversees assigned programs, projects, and/or initiatives for College ticket office operations; performs a variety of technical, administrative, and programmatic work in support of assigned programs, directs, coordinates, and monitors the work of assigned staff, and performs a variety of accounting and record keeping duties relative to ticket sales, promotions and data collection.

Ticket Office Operations Assistant – Scott Robertson

Organizes, oversees and participates in the sale of tickets by phone, internet, mail or in person including single, group and complimentary tickets, season subscriptions and summer event tickets: performs a variety of technical, administrative, and programmatic work in support of assigned programs; and performs a variety of accounting and record keeping duties relative to ticket sales, promotions and data collection.

COLLEGE RADIO STATIONS – KSBR, OCRockRadio.com

The mission of the College Radio Stations is to provide students with an educational experience in a professional broadcasting environment, to reflect credit upon the South Orange County Community College District as the licensee by exhibiting outstanding performance, and to favorably reflect Saddleback College's goals of service to its community by providing public service programming that addresses important subject matter within the station's licensed coverage area. The college radio stations fall under the direction of the Division of Fine Arts and Media Technology.

Terry Wedel – Director of Radio Operations

1. Manage and direct the operations of KSBR-FM and OC Rock Radio
2. Supervise, coordinate, and train personnel at the stations including paid staff, students, community volunteers, and contractors
3. Direct and organize on-air and off-air fundraising activities, including underwriting and events
4. Coordinate the installation, maintenance, and repair of broadcast-related equipment and computer software
5. Assure compliance with FCC administrative and technical regulations
6. Be on-call to respond to broadcast emergencies and malfunctions
7. Maintain the District's agreements and contracts with music licensing organizations and agencies

Dawn Levin – Radio News Director

1. Coordinate the production of news and public affairs programming
2. Oversee news preparation activities; review and select stories for daily broadcasts; report on public meetings and events; schedule, conduct and record phone interviews with various sources; write and rewrite news stories.
3. Host weekly public affairs show on County issues and organizations.
4. Maintain public inspection files according to established FCC rules and regulations.
5. Assign and review the work of assigned student staff.

Judy Davila – Program Assistant (Shared with Foundation)

1. Maintain fundraising database (DonorPerfect)
2. Assist with the coordination of fundraising activities
3. Provide administrative office support duties

DIVISION OF HEALTH SCIENCES AND HUMAN SERVICES

The Division of Health Sciences and Human Services is comprehensive in nature, consisting of a number of Health Sciences and Human Services programs. Health Science program offerings consist of Nursing, the largest program; Paramedic and EMT; Medical Assistant and Medical Insurance; Phlebotomy and Medical Laboratory Technician; and Sign Language. Human Service program offerings consist of Human Services and Mental Health Worker.

Donna Rane-Szostak – Dean, Health Science and Human Services

Under the direction of the Vice President for Instruction, the Dean of Health Sciences and Human Services is responsible for

1. Planning, organizing, and supervising all aspects of the division including; emergency medical technology, nursing, health sciences, human services, medical assistant, paramedic, and sign language.
2. Participate in the selection of new faculty and classified staff members for the division.
3. Supervise and evaluate probationary and tenured members of the faculty and classified staff in keeping with the policies of the Board of Trustees and administrative procedures.
4. Interface with the community and external, local and state agencies in all matters of community relations and academic affairs associated with the division.
5. Chair annual advisory committee meetings with all academic and clinical partners for all allied health programs
6. In consultation with Academic Chairs, faculty, and classified staff, performing the following duties as they relate to the division:
 - a. develop the schedule of classes;
 - b. manage the assigned facilities;
 - c. prepare long-range plans, and statements of goals and objectives;
 - d. planning, analysis, review and revision of division instructional and extracurricular programs
 - e. develop, submit, and manage the annual budget requests for equipment, supplies, and personnel;
 - f. direct and approve curriculum development;
7. Submit and manage the annual budget requests for equipment, supplies and personnel; direct the acquisition, maintenance and use of both instructional and non-instructional equipment; and maintain an equipment-replacement plan.
8. Seek additional fund sources including grant development and academic and clinical partnerships
9. Provide required accreditation or regulatory reports for college and programs including: Paramedics, EMT, Phlebotomy, Medical Laboratory Technology, and Medical Assisting.
10. Monitor the use and needs of specialized labs, facilities and equipment for skills labs; supervise the ordering, inventorying, maintenance and storage of supplies and equipment.
11. Coordinate and facilitate the resolution of student, faculty and staff conflicts and problems.
12. With faculty and the Vice President for Instruction develops schedule of courses to meet the needs of students and District requirements

13. Promote the development of new or revised curriculum; recommend and implement new programs
14. Assist faculty to update curriculum in keeping with societal, community, technological, demographic and College changes.
15. Collaborate with faculty and staff to conduct programs within all programs and departments.
16. Supervise faculty assignments and oversee workload for full- and part-time faculty in compliance with Education Code, Union contract, and regulations

Tamera Rice – Assistant Dean, Director of the Nursing Program

1. Responsibility for overall management of the Associate Degree Nursing Program
2. Assist Dean in overall management of the division
3. Serves as the nursing program liaison to the Board of Registered Nursing and the National League for Nursing Accrediting Commission
4. Maintains nursing program compliance with the accreditation and legal standards of the Board of Registered Nursing, the National League for Nursing Accrediting Commission and other accrediting agencies
5. Directs the collection and analysis of data for annual reports, self-study reports and site visits required by the Board of Registered Nursing, the NLNAC and other accrediting agencies
6. Coordinates the recruitments, admission and ongoing advisement of nursing students
7. Conducts ongoing systematic program evaluation and assessment of student success
8. Provides leadership in the development of new programs and alternative scheduling based on industry, community and college input
9. Seeks, maintains and evaluates off-campus clinical placements for nursing and health sciences students in accordance with accreditation guidelines
10. Seeks and coordinates agreements with clinical agencies to provide funding for additional nursing and health sciences students and classes
11. Participates in the recruitment, selection, orientation, supervision and evaluation of faculty for the nursing program in accordance with the requirements of the accreditation agencies
12. Plans and conducts regular nursing faculty meetings and other meetings
13. Directs the development, implementation and evaluation of curriculum for the nursing program
14. Develops the schedule of classes and faculty teaching assignments for the nursing program and other assigned courses
15. Develops and manages the nursing program budget
16. Serves as the nursing program representative to local, state and national nursing organizations.
17. Seeks grants

Lisa Austin – Senior Administrative Assistant

1. Class schedule and changes
2. Instructor assignment letters
3. Division curriculum preparation
4. College catalog and course outlines
5. Employment forms for Faculty, Staff and short-term
6. Payroll for Administrators, Faculty, Staff and short-term
7. Input Instructor's office schedules, computer load schedules
8. Minutes of Division meetings

Janet Jacob – Senior Administrative Assistant

1. Assist Nursing Program Director and Assistant Dean in maintaining compliance with Board of Registered Nursing and National League for Nursing Accrediting Commission regulations and standards and reports
2. Manages Nursing faculty meetings, advisory meetings, Career Fair, student orientation, Nursing Pinning, College Fairs
3. Maintains all student files, nursing database, new nursing applications
4. Tracks attrition, retention for BRN and NLN reports
5. Maintains records of student clinical health, background check and liability insurance clearances
6. Maintains nursing faculty meeting minutes, nursing team minutes and nursing committee minutes, and Policy handbook
7. Maintains waitlist for transition class and advanced placement students
8. Release students for registration
9. Schedules appointments for Program Director
10. Update and oversee design and printing of annual student handbook
11. Provide support to division office staff-phones, walk-in students

Ryan Brook – Administrative Assistant

1. Budgets and purchasing
2. Facilities issues
3. Distribution and coordination of Textbook Adoption forms
4. Coordination of collection of syllabi for duplication
5. Coordination of Institutional Memberships and Material Fees
6. Publish Division newsletter
7. Requests to College Equipment and Technology committees and purchasing of approved items
8. Swipe card and key issues
9. Pagers and cell phones
10. Conference requests
11. Back up for front desk
12. Special projects as assigned by Dean and Assistant Dean

Vacant – EMT/Paramedic, HS Program Specialist

1. Provide general administrative support to the EMT and Paramedic Program
2. Budget, purchasing and inventory
3. Maintains student clinical schedules
4. Maintains all student files, paramedic program application
5. Maintains records of student clinical health, background check and liability insurance clearances
6. Release students for registration, registration assistance for sponsored paramedic students
7. Payroll for short-term employees; maintain records

Margaret “Peggy” Dakin – Human Services, Medical Assisting/Medical Insurance, Phlebotomy and Sign Language – HS Program Specialist

1. Maintains records of student clinical health, background check and liability insurance
2. Manages advisory meetings, College Fairs, graduations and Red Ribbon event
3. Provide support to division office staff, phones and walk-in students
4. Prepare and maintain bulletin boards, marketing, brochures, flyers and mailing lists
5. Order instructional supplies, memberships, subscriptions and textbook desk copies for faculty
6. Prepare program completion certificates
7. Prepare and track student progress in all programs
8. Release students for registration
10. Prepare letters and packets for programs’ licensing boards
11. Provide support to program department chairs and faculty and collect information requested by the division and college
12. Maintain Human Services facility contracts for the division

Catherine Ayad – MLT Program Assistant

1. Monitor/Manage MLT Grant
2. Budgets and quarterly reports
3. Requisitions
4. Organize meeting and events for MLT
5. MLT Orientation and information sessions
6. MLT applications
7. Minutes for meetings
8. MLT Classes and graduates tracking
10. JTA enrollment of students for EDD

Vacant – Program Assistant (Categorical)

1. Manage contracts for over 100 clinical practice facilities
2. Develop surveys for Health Sciences and Human Services, Programs, faculty and courses.
3. Processes nursing program applications

4. Provides prospective students information in regards to the Health Sciences programs and application procedures.
5. Submits and follows up on work orders for all division related needs.
6. General faculty support as related to general Division resources

Victoria Orlich – Nursing Student Success Grant Assistant

1. Monitor/Manage Nursing Student Success Grant
2. Budgets and quarterly reports
3. Requisitions
4. Organize meeting and events for Nursing Student Success Grant
5. Nursing Student Success Grant orientation and information sessions
6. Nursing Student Success Grant applications
7. Minutes for meetings
8. Nursing Student Success Grant classes and graduates tracking

Jennifer Forouzesh, Diane Pestolesi – Assistant Directors; Nursing

1. Assist with student clinical placement
2. Assist with faculty schedules
3. Evaluate part time faculty
4. Participate in nursing advisory committee
5. Participate in Associate Degree Nursing Director meetings
6. Participate in the Orange County Long Beach Consortium
7. Advise students
8. Assign clinical mentors to faculty
9. Obtain Board of Registered Nursing (BRN) approvals for part time faculty, assistant instructors and clinical teaching assistants.
10. Monitor technology use and needs in the department and division, maintain inventory of Health Science software in division computer lab
11. Assist with data collection, reports and self studies for the National League for Nursing (NLN) and Board of Registered Nursing (BRN)
12. Chair nursing curriculum committee to ensure currency, and compliance with accreditation standards
13. Coordinate Nursing Pinning ceremony each semester.

Randy Hardick – Department Chair, Emergency Medical Technician

1. Prepare and schedule classes
2. Community inquiries
3. Staff meetings, in-services, maintain records
4. Liaison with O.C. Emergency Medical Services and local ambulance services
5. Departmental budget

6. Liaison for Associate Faculty
7. Attend advisory meeting
8. Faculty evaluation assistance to Dean
9. Academic advisement and counseling
10. Meetings with various agencies
11. Curriculum and instruction liaison for associate faculty
12. Maintains currency of curriculum for County, State and National Guidelines
13. EMT course completion certificates

Kim Branch-Stewart – Department Chair, Human Services

1. Prepare and schedule classes
2. Annual Red Ribbon event
3. Conduct staff meetings
4. In-service meetings
5. Departmental budget
6. Full-time and associate faculty liaison
7. Advisory Committee Board meetings
8. Placement for students in certificate programs
9. New courses and certificate options
10. Program marketing questionnaires
11. Annual Graduation Awards ceremony
12. Faculty evaluation assistance to Dean
13. Academic counseling
14. Human Services department representative in state and national organizations.
15. Oversees curriculum and certificate programs that require state approvals and certifications

Kay Stevens – Department Chair, Medical Assistant and Insurance/Coding

1. Prepare and schedule classes
2. Curriculum and development changes
3. Plan and conduct department and Advisory committee meetings
4. Monitor class enrollments and make recommendations for closing/adding course sections
5. Faculty and staff evaluation assistance to Dean
6. Faculty, staff and student liaison
7. Interviews and in-service for associate faculty
8. Participate in planning and identifying goals and priorities for Department and division resources and activities
9. Conduct program review and facilitate the creation and management of program and course level Student Learning Outcomes

10. Provide information and assistance to community regarding program and career opportunities, manage program promotion and marketing, and assist in placement of graduates from program
11. Oversee department budget, equipment and supplies

Scott Tharpe – Department Chair, Medical Laboratory Technology/Phlebotomy

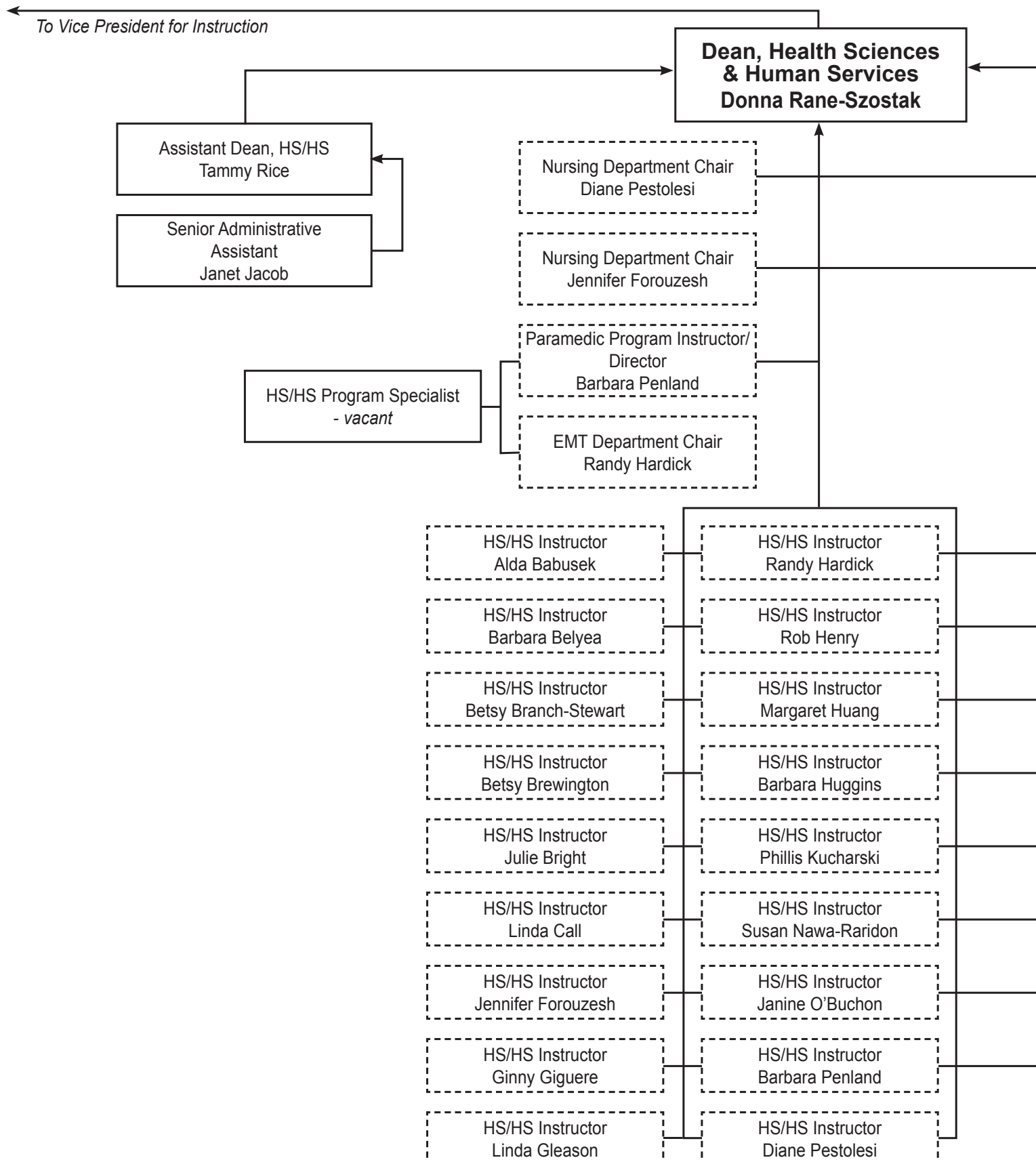
1. Prepare and schedule classes
2. Community and student inquiries
3. Staff meetings with faculty; maintain records
4. Liaison between department and Clinical Affiliates
5. Interviews and in-service for associate faculty
6. Oversee departmental budget, equipment and supplies
7. Liaison between full-time and associate faculty
8. Advisory board meetings; records
9. Market MLT/Phlebotomy programs
10. Faculty evaluation assistance to Dean
11. Academic advisement, counseling of students
12. MLT/Phlebotomy Program graduation planning
13. Works with program faculty to ensure that curriculum meets requirements for state and national approvals and accreditations.
14. Maintains reports and self studies for state and national certifications, approvals and accreditations

Barbara Penland – Department Chair, Paramedic

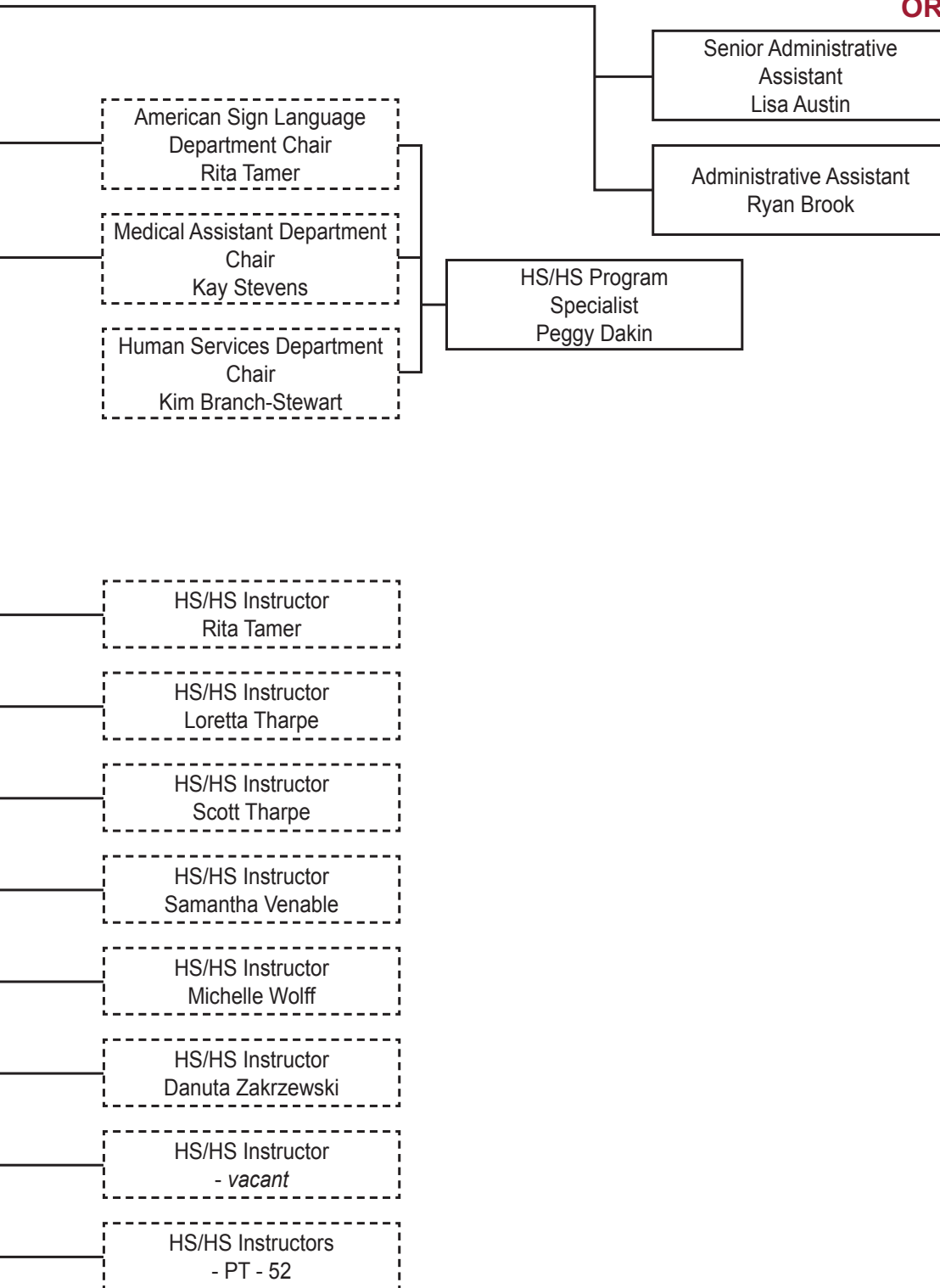
1. Prepare and schedule classes
2. Liaison between Department and O.C. Emergency Medical Services
3. Interviews and in-service for associate faculty
4. Departmental budget
5. Liaison between full-time and associate faculty
6. Advisory board meetings
7. Faculty evaluation assistance to Dean
8. Academic advisement, counseling of students
9. Paramedic Program graduation planning
10. Meetings with fire chiefs, paramedics, hospitals, County agencies
11. Academic advisement, counseling of students
12. Curriculum and instruction liaison with Medical Director
13. Maintains currency of curriculum for State, County Emergency Medical Protocols and state and national approvals and accreditations
14. EMT and Paramedic student completer certification to O.C. Emergency Medical Services

Rita Tamer – Department, Chair Sign Language

1. Prepare and schedule classes
2. Conduct staff meetings
3. Departmental budget
4. Full-time and associate faculty liaison
5. Create new courses and options
6. Faculty evaluation assistance to Dean
7. Curriculum and development changes
8. Student and faculty problem solving
9. Interviews and in-service for associate faculty



HEALTH SCIENCES and HUMAN SERVICES ORGANIZATIONAL CHART



DIVISION OF LIBERAL ARTS AND LEARNING RESOURCES

The Division of Liberal Arts and Learning Resources (LA/LR) oversees the largest number of class offerings for the College and District, across ten academic departments and over 20 programs.

The Division currently offers comprehensive general education courses, providing key course work for core and breath requirements, as well as critical thinking and life skills for the A.A. degree program and transfer course work. Also, the division offers a journalism certificate program. Courses offered are designed to provide students with a strong background in basic and college-level skills in reading, writing, English As-A-Second Language, as well as in literature, creative writing, humanities, journalism, library science, philosophy, and international languages in ten language programs.

The division encourages and showcases student writing, publishing the Lariat, a national and State award-winning college newspaper; Orange Appeal, the College magazine; the Wall, a literary magazine; and International Voice, a publication of international student writing. And, an annual High School Writing Awards program reaches out to prospective students.

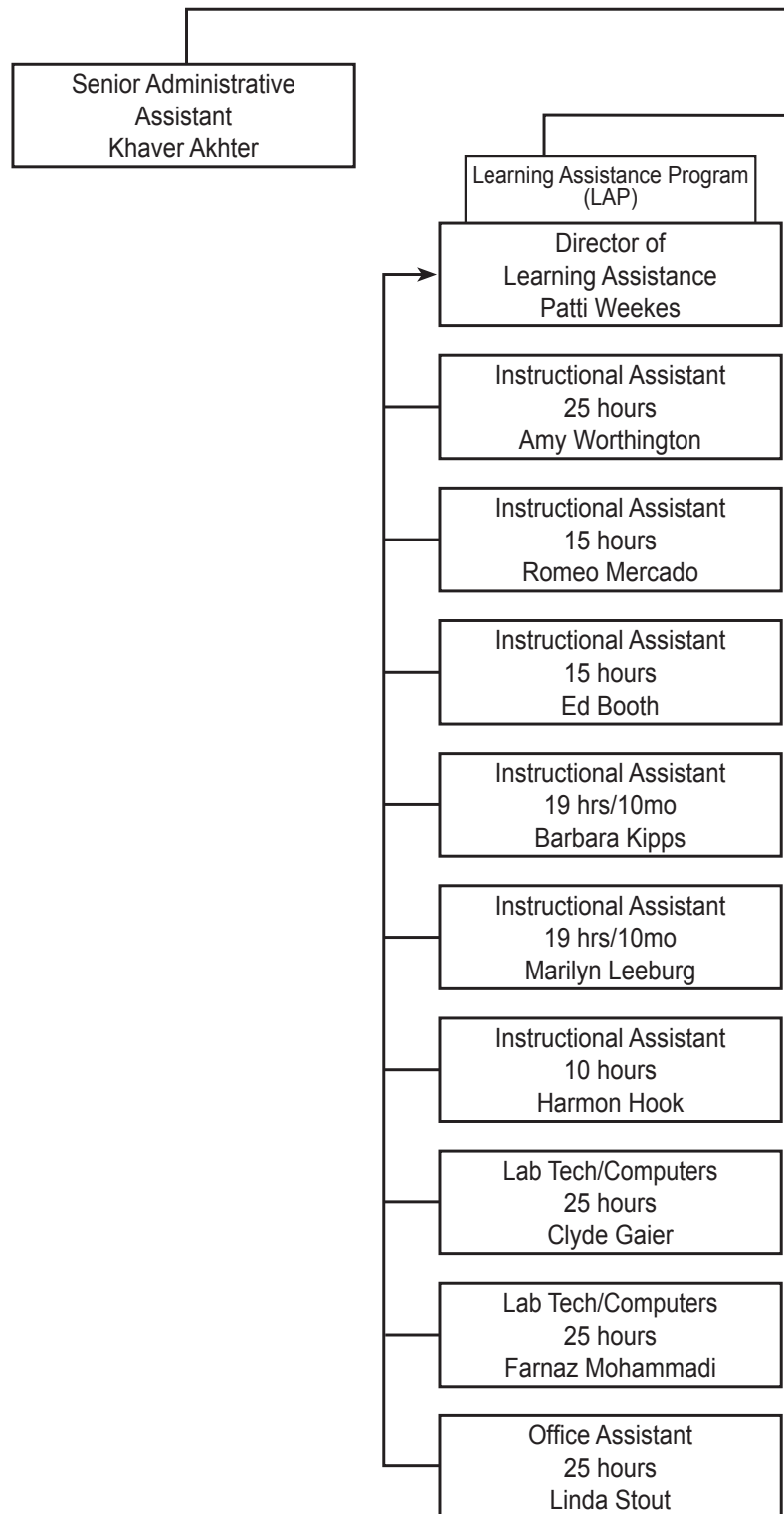
With a focus on student success and faculty involvement, the LA/LR division provides college-wide services, including the Library, the Learning Assistance Tutorial Program (LAP), Interdisciplinary Computer Center (ICC), Writing Center, Reading Lab, International Language Lab, Journalism Lab, Information Competency Lab, and Open Computer Lab. LA/LR is also the curriculum hub for the College's highly successful Honors Program.

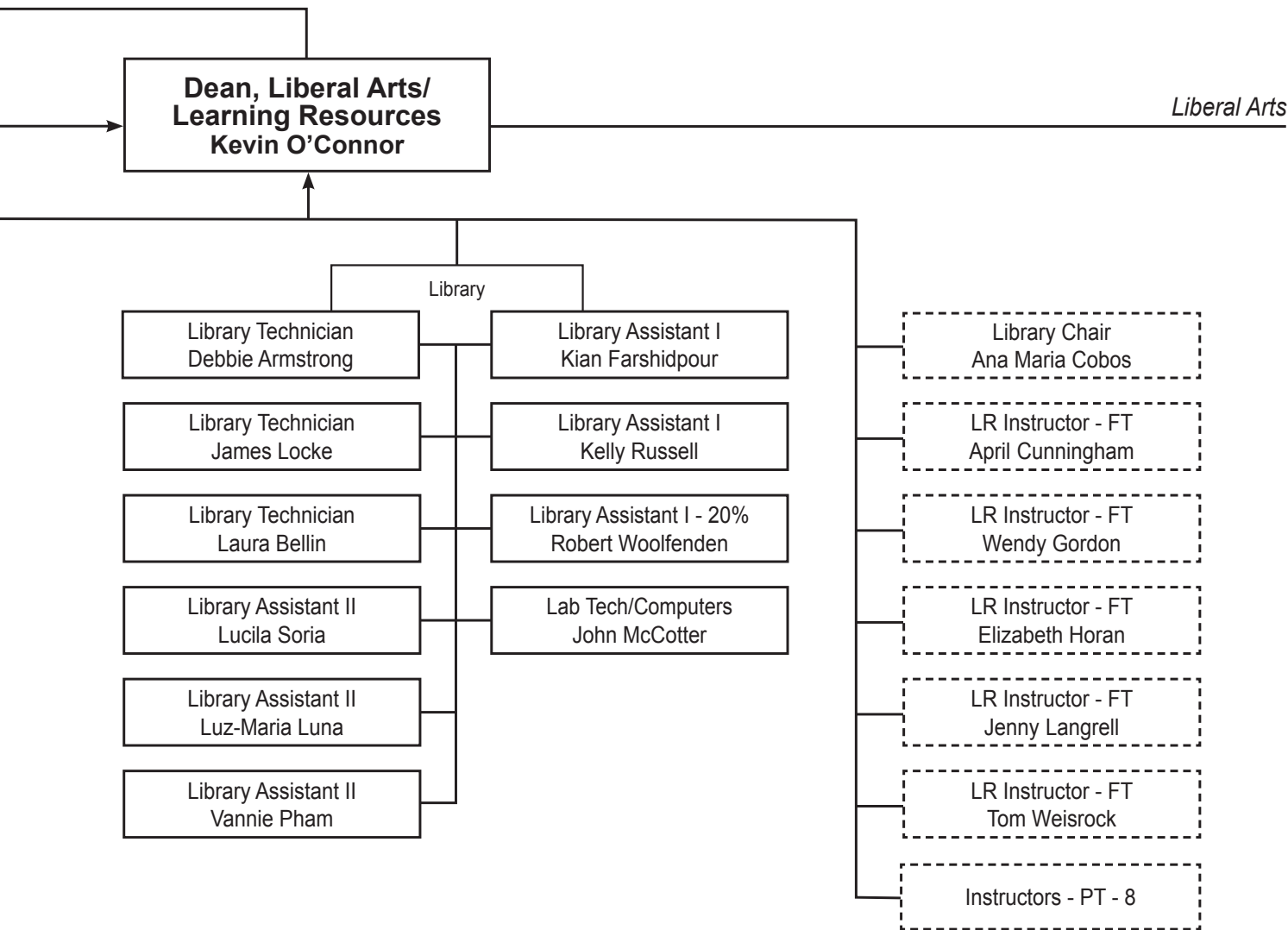
Study Abroad has always been an additional defining characteristic of the division, with numerous travel/study experiences offered each year, including a semester in Oxford, England and a summer program in Santander, Spain.

The division works closely with Matriculation and the Basic Skills Initiative, the emphasis being on English, ESL, Reading, and Information Competency. LA/LR faculty are responsible for validating test instruments and evaluating student challenges.

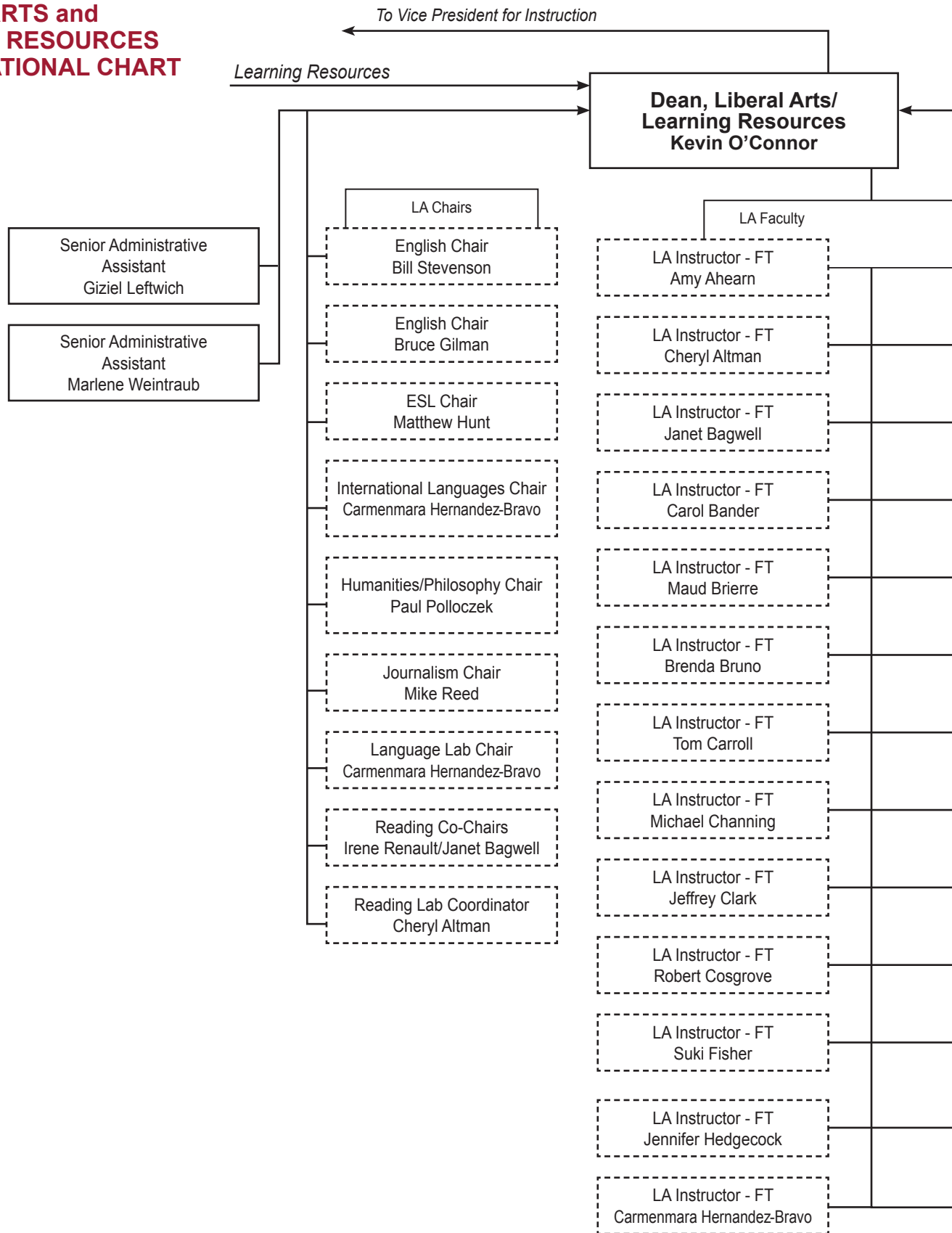
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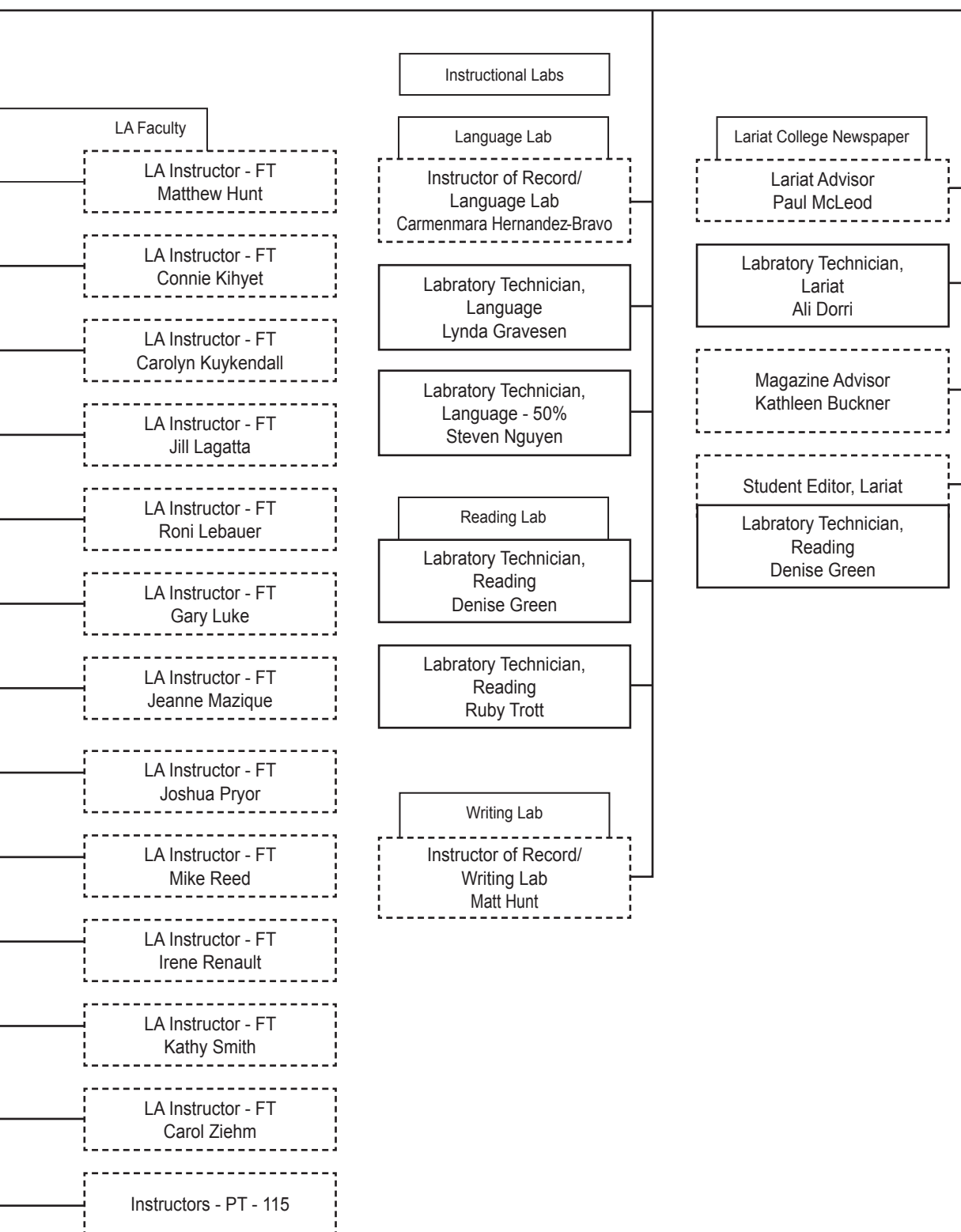
To Vice President for Instruction





LIBERAL ARTS and LEARNING RESOURCES ORGANIZATIONAL CHART





LEARNING ASSISTANCE PROGRAM

The mission of the Learning Assistance Program is to provide access to learning opportunities that promote student success and class retention as well as to foster independent learning and support instruction in a dynamic learning environment.

Patti Weekes – Director of Learning Assistance

- Plan, develop, and implement the goals and objectives of the Learning Assistance Program and Interdisciplinary Computer Center; develop and implement program policies and procedures.
- Coordinate program activities with student services and instructional program personnel.
- Select, train, motivate, supervise, and evaluate the performance of tutors.
- Develop, manage, and evaluate program activities and operations; compile and analyze data related to program participation and evaluation.
- Prepare, implement, and administer annual program budgets.
- Communicate with District and College administrators and support personnel, representatives of State and federal agencies, educational institutions, counselors, and others to coordinate programs and activities.

Amy Worthington – Instructional Assistant (25 hours)

- Provide general instruction and assistance to ESL and English students on a variety of course-related matters.
- Provide continuous training and mentoring for student, volunteer, and paid tutors.
- Schedule English and ESL tutors to maximize coverage during the LAP's operating hours
- Maintain communication with faculty members: (1) to keep them informed about the LAP's program and hours (2) to recruit qualified tutors, asking for faculty recommendations (3) to offer classroom visits in order to discuss LAP services with students (4) to confer on other course-related issues.
- Participate in tutor training classes, as requested.
- Prepare various reports and memos for faculty, staff, and tutors regarding LAP operations and activities.

Romeo Mercado – Instructional Assistant (15 hours)

- Provide general instruction and assistance to math and science students on a variety of course-related matters.
- Provide continuous training and mentoring for student, volunteer, and paid tutors.
- Schedule math and science tutors to maximize coverage during the LAP's operating hours.
- Maintain communication with faculty members: (1) to keep them informed about the LAP's program and hours (2) to recruit qualified tutors, asking for faculty recommendations (3) to offer classroom visits in order to discuss LAP services with students (4) to confer on other course-related issues.
- Participate in tutor training classes, as requested.
- Prepare various reports and memos for faculty, staff, and tutors regarding LAP operations and activities.

Ed Booth – Instructional Assistant (15 hours)

- Provide general instruction and assistance to math and science students on a variety of course-related matters.
- Provide continuous training and mentoring for student, volunteer, and paid tutors.
- Schedule math and science tutors to maximize coverage during the LAP's operating hours.
- Maintain communication with faculty members: (1) to keep them informed about the LAP's program and hours (2) to recruit qualified tutors, asking for faculty recommendations (3) to offer classroom visits in order to discuss LAP services with students (4) to confer on other course-related issues.
- Participate in tutor training classes, as requested.
- Prepare various reports and memos for faculty, staff, and tutors regarding LAP operations and activities.

Barbara Kipps – Instructional Assistant (19 hours, 10 months)

- Provide general instruction and assistance to accounting and English students on a variety of course-related matters.
- Provide continuous training and mentoring for student, volunteer, and paid tutors.
- Schedule accounting tutors to maximize coverage during the LAP's hours of operation.
- Maintain communication with faculty members: (1) to keep them informed about the LAP's program and hours (2) to recruit qualified tutors, asking for faculty recommendations (3) to offer classroom visits to discuss LAP services with students (4) to confer on other course-related issues.
- Prepare various reports and memos for faculty, staff, and tutors regarding LAP operations and activities.

Marilyn Leeburg – Instructional Assistant (19 hours, 10 months)

- Provide general instruction and assistance to ESL and English students on a variety of course-related matters.
- Provide continuous training and mentoring for student, volunteer, and paid tutors.
- Develop, conduct, and schedule online English tutoring; train other online English tutors.
- Maintain communication with faculty members: (1) to keep them informed about the LAP's program and hours (2) to recruit qualified tutors, asking for faculty recommendations (3) to offer classroom visits in order to discuss LAP services with students (4) to confer on other course-related issues.
- Prepare various reports and memos for faculty, staff, and tutors regarding LAP operations and activities.

Harmon Hook – Instructional Assistant (10 hours)

- Provide general instruction and assistance to math and science students on a variety of course-related matters.
- Provide continuous training and mentoring for student, volunteer, and paid tutors.
- Schedule math and science tutors to maximize coverage during the LAP's operating hours.
- Maintain communication with faculty members: (1) to keep them informed about the LAP's program and hours (2) to recruit qualified tutors, asking for faculty recommendations (3) to offer classroom visits in order to discuss LAP services with students (4) to confer on other course-related issues.

- Participate in tutor training classes, as requested.
- Prepare various reports and memos for faculty, staff, and tutors regarding LAP operations and activities.

Clyde Gaier – Lab Technician, Computers (25 hours)

- Provide computer assistance to students on a variety of course-related matters.
- Design, update and monitor LAP web pages, links to online tutorial support and promotional materials.
- Oversee technology and procedures for online tutoring; develop and update online training manual.
- Answer questions and provide information regarding software programs, features and equipment.
- Train and oversee federal work-study students and tutors in the Interdisciplinary Computer Center (ICC).
- Troubleshoot and assist in performing routine maintenance and minor repairs on disk drives, keyboards, terminals and printers.
- Participate in the ordering and maintenance of supplies, materials, and equipment.
- Assist students with enrollment via MySite and in gaining access to Blackboard.
- Maintain communication with faculty members regarding student support using technology.

Farnaz Mohammadi – Lab Technician, Computers (25 hours)

- Provide computer assistance to students on a variety of course-related matters
- Answer questions and provide information regarding software programs, features and equipment.
- Maintain a clean and safe learning environment.
- Train and oversee federal work-study students and tutors in the Interdisciplinary Computer Center (ICC).
- Troubleshoot and assist in performing routine maintenance and minor repairs on disk drives, keyboards, terminals and printers.
- Participate in the ordering and maintenance of supplies, materials, and equipment.
- Respond to inquiries and requests for information; answer phones.
- Assist students with enrollment via MySite and in gaining access to Blackboard.
- Maintain communication with faculty members regarding student support using technology

Linda Stout – Office Assistant (25 hours)

- Serve as receptionist for the LAP, performing general clerical work, answering phones, maintaining files and records.
- Perform duties in support of LAP programs, like preparing and maintaining the LAP appointment book and maintaining up-to-date files and records.
- Present program information to students, faculty, and the community.
- Train and oversee all desk staff, which may include work-study students and tutors.
- Schedule student appointments and provide LAP tutors with schedule cards, listing the appointments the desk staff has scheduled for them on a given day.

DIVISION OF MATHEMATICS, SCIENCE AND ENGINEERING

The mission of the Division of Mathematics, Science and Engineering is to develop and inspire all students in rigorous, high quality post secondary education in lower division courses in mathematics, science and engineering with vision for tomorrow. The main focus of the six departments within the Division is to offer lower-division baccalaureate transfer courses and also provide a selection of pre-college courses by the Mathematics Department. The Division Administrative Unit provides administrative support for the faculty and staff in the Division of Mathematics, Science and Engineering (MSE).

Suzanne Anderson – Senior Administrative Assistant

1. Administrative Assistant to the Division Dean
2. Meeting agendas and minutes
3. Special project research
4. Conference Requests, Reimbursement Claims, In-service forms
5. Grades
6. Division reports
7. Registration and Purchase Orders
8. Inventory/office supplies
9. Special Events
10. Curriculum
11. Assignment letters
12. Textbook orders and supplemental materials
13. Prerequisite Evaluation input
14. Webpage management
15. Facility maintenance forms

Vacant – Senior Administrative Assistant

1. Division Administrative Assistant
2. Payroll: classified and academics and absence reports
3. OSH Reports
4. Instructor load cards and loading
5. Grades
6. Scheduling
7. Requisitions and Purchase Orders
8. Division reports
9. Special projects research
10. Weekly budget reports
11. Daily enrollment reports
12. Prerequisite Evaluation input

13. Facility maintenance forms
14. Division budgets, reports, and transfers

Dona Kirsten – Office Assistant (29 hours/week)

1. General office duties including phone and student contact
2. Grades
3. Course outline and syllabi file maintenance
4. Field course/field trip expenses reports, vehicle requests and insurance
5. Meet and greet students/faculty/staff/visitors
6. Direct students with issues and/or concerns
7. Prerequisite evaluation input
8. Maintain office equipment
9. Mail distribution
10. Provide support and assistance to faculty and staff
11. Assist the Dean and two Senior Administrative Assistants with special projects

Astronomy

The Astronomy Associate Degree Program prepares students for entry-level career opportunities such as Planetarium or Observatory Technician/Assistant by working with the Saddleback College Solar Observatory. Completion of the program provides comprehensive preparation for upper-division work at four-year institutions.

Biology

The Biology Associate Degree Program gives the transfer biological science major the opportunity to obtain an AA or AS degree in the student's area of specialization including pre-med and other pre-professional allied health areas. Completion of the program provides comprehensive preparation for upper-division work. While a baccalaureate degree is recommended for those considering professional careers, attainment of an AA or AS degree supports attempts to gain entry-level employment in the biological science fields.

Chemistry

The Chemistry Associate Degree Program gives the transfer chemistry major the opportunity to achieve an AA or AS degree in the student's area of specialization. Completion of the program provides comprehensive preparation for upper-division work. While a baccalaureate degree is recommended for those considering professional careers related to chemistry, the attainment of an AA or AS degree supports attempts to gain entry-level employment at the technician level in government and academic chemical laboratories, and in industries such as chemicals, petroleum, foods, pharmaceuticals, medical/dental products, plastics, and environmental and analytical services.

Computer Science

The Computer Science Associate Degree Program prepares the student for junior-level standing in a

computer science program. Completion of the program provides the general background and specialized skills necessary to find employment in industry, business, and academia.

Engineering

The engineering curriculum lets the transfer student achieve an Associate in Science degree in his/her area of interest. A baccalaureate degree is recommended preparation for those considering professional careers in this field, and the completion of the suggested program at Saddleback provides comprehensive preparation for upper-division engineering. This program is based on recommendations of the Engineering Liaison Committee of the State of California. It prepares the student for junior standing at colleges and universities in California in any major branch of engineering work.

Geology

The Geology Associate Degree Program gives the transfer geology/earth science major the opportunity to achieve an AA or AS degree in the student's area of specialization. A baccalaureate degree is recommended for those considering professional careers in the geological sciences, and completion of the suggested program at Saddleback provides comprehensive preparation for upper-division work. The AS degree also supports attempts to gain entry-level employment as a technician in a number of professional settings.

Mathematics

The curriculum in mathematics gives the transfer student the opportunity to achieve an AA degree in the student's area of specialization. A baccalaureate degree is recommended preparation for those considering professional careers related to this field, and the completion of the suggested program provides comprehensive preparation for upper-division work. The Associate degree also supports attempts to gain entry-level employment in a variety of fields related to mathematics.

Oceanography

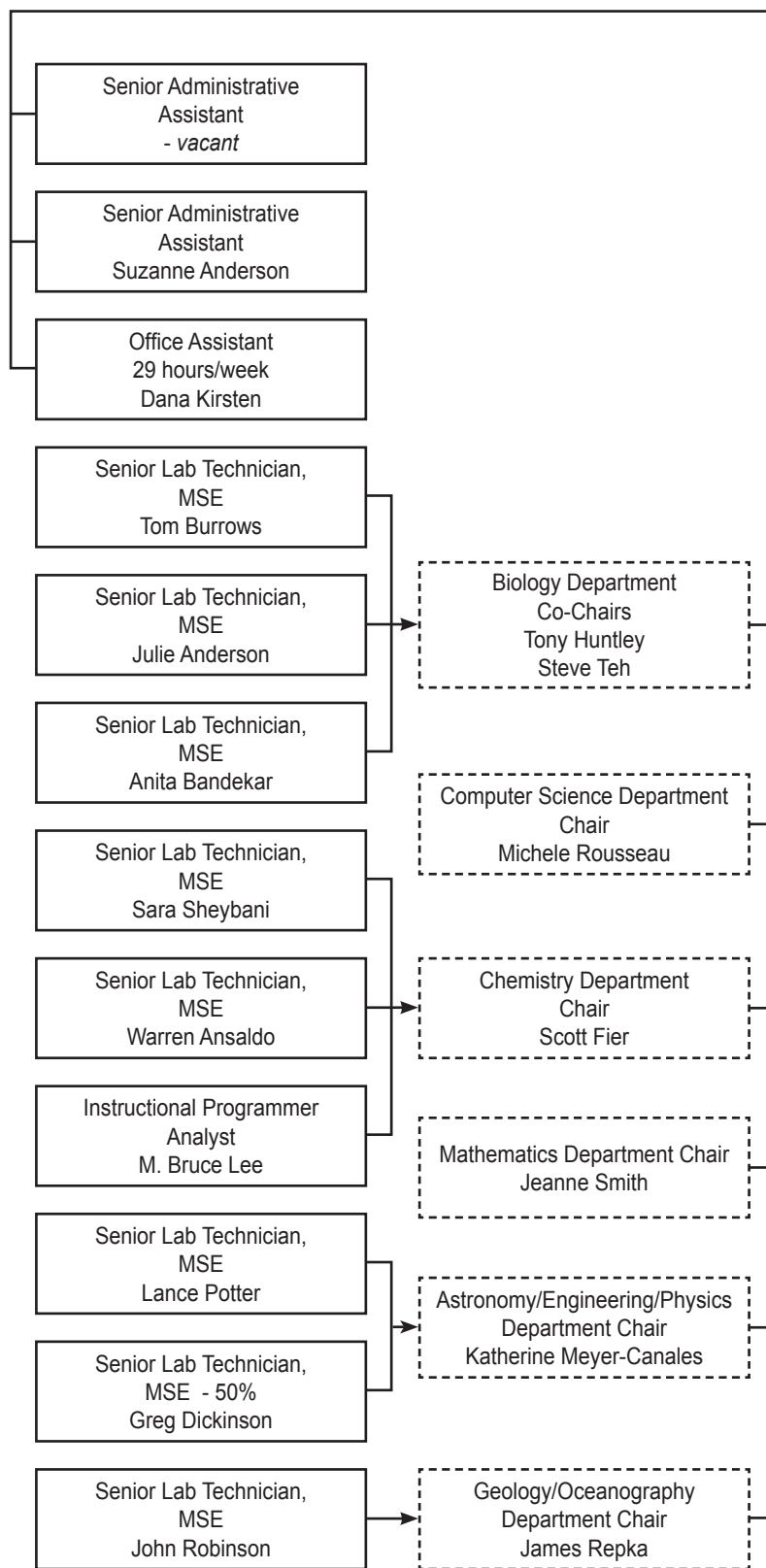
The Oceanography Program prepares the student for junior-level standing as an oceanography major. Completion of the program at Saddleback provides comprehensive preparation for upper-division work along with a general background and specialized skills to help the student find entry-level employment in a number of related marine settings.

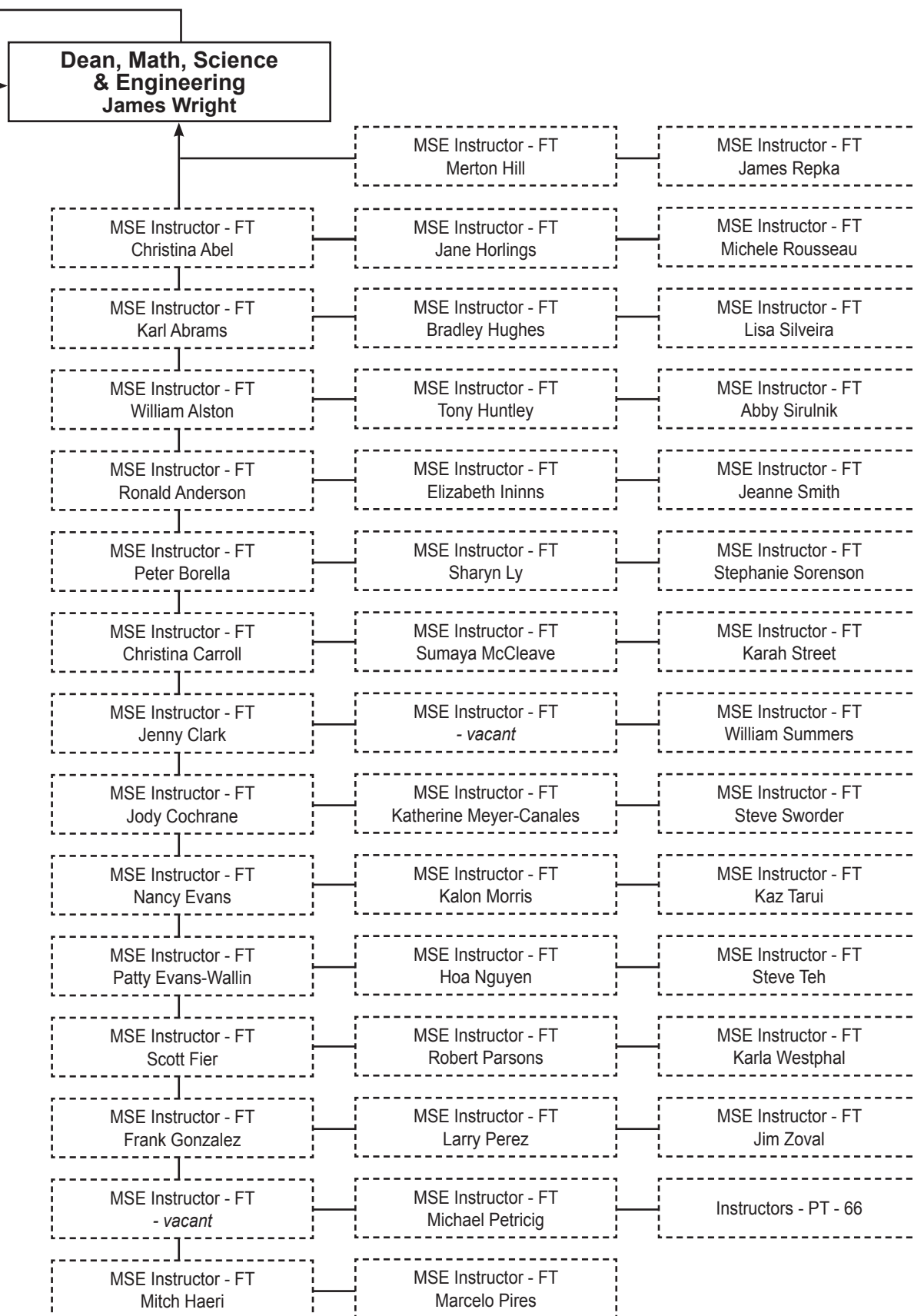
Physics

The Physics Program prepares students to transfer into majors in physics, chemistry, and engineering at a four-year institution with junior-year standing. Preparation is also provided for professional majors including medicine and dentistry. Many other health service majors and technical programs are complemented by completion of this program.

**MATHEMATICS, SCIENCE
and ENGINEERING
ORGANIZATIONAL CHART**

← To Vice President for Instruction





DIVISION OF PHYSICAL EDUCATION AND KINESIOLOGY

Tony Lipold – Dean, and Athletic Director, PE/KN & Athletics

1. Reports to the Vice President for Instruction and is responsible for management of the instructional programs of the division.
2. Provides administrative leadership and directional support in the development, organization, and management of the athletic programs of the division.
3. Exercises direct supervision over assigned employees and works under the direction of the Vice President for Student Services to provide quality athletic programs and represent the athletic interests of Saddleback College.
4. Participates in the selection, supervision, and evaluation of academic and classified employees.
5. Develops and manages the athletic department budget.
6. Formulates and prepares budget reports as necessary
7. Coordinates with the Sports Information Officer the development and submission of information for college publications.
8. Prepares statistical data for the evaluation of athletic programs.
9. Schedules and conducts Athletic Department meetings.
10. Attends all pertinent athletic meetings including conferences and state meetings and all athletic events that are mandatory with the conferences.
11. Maintains an up-to-date Athletic Policy and Procedures manual. Coordinates registration procedures for athletes each semester, arranges for counseling and academic advisement to assure athletic eligibility of athletes, and assists coaches and athletes with problems related to registration, transfer, and eligibility.
12. Completes all athletic eligibility forms.
13. Oversees and supervises the management of the facilities, reviews all athletic facility use requests, approves faculty/coaches key requests, coordinates athletic facilities use with Master Calendar, and works closely with grounds and maintenance staff regarding facilities.

Gerald Hannula – Assistant Athletic Director

1. Performs a variety of activities involving public information management including publicity, advertisements, and promotion of college athletic programs.
2. Coordinates news releases with the press and broadcast media; provides highly complex staff assistance to the Dean of Physical Education/Kinesiology and the Athletic Director; assists the Athletic Director with athletic eligibility, scholar-athlete recognition, special projects, and reports pertaining to the athletic department.
3. Secures, schedules, and supervises game workers at athletic competitions and coordinates public relations activities with other related offices.
4. Coordinates information released to the press and broadcast media; compiles statistics; schedules interviews between coaches or students and the press; monitors sport progress, wins and losses; and responds to general media questions.
5. Develops and coordinates the distribution of college publications including brochures, schedule cards, game programs, and other materials.

6. Updates various record lists and statistics on all sports.
7. Train, schedule, supervise and process pay for workers such as scorekeepers, announcers, etc. for all offered sports.
8. Assists the Athletic Director and attends meetings in his place as needed.

Maggie Cheng – Senior Administrative Assistant

1. Provides administrative support to the Dean of Physical Education and Athletics and faculty and staff in the division.
2. Works closely with Department Chair and uses electronic technology to input schedule and curriculum changes, track budget, and prepare purchase requisitions and budget transfers.
3. Tracks and maintains full-time faculty loads.
4. Assists new faculty, both full-time and associate.
5. Maintains Dean's calendar. Processes paperwork for HR requests.
6. Responsible for processing paperwork for absences and timesheets for payroll.
7. Coordinates Division meetings and prepares and disseminates minutes.
8. Works with Master Calendar to coordinate college events in athletic facilities and coordinates and obtains permits for classes using other off-site facilities.
9. Monitors and participates in budget development.

Jess Perez – Administrative Assistant

1. Provides administrative support duties to assist the Athletic Director in meeting reporting requirements, functional responsibilities, and research objectives.
2. Coordinates office support.
3. Develops schedules related to athletic activities and services.
4. Maintains calendars and coordinates committee and other meetings.
5. Reviews, updates and informs the administrator and others of essential timelines.
6. Coordinates the flow of activities through the office in relation to priorities and schedules.
7. Assures the timely completion of work in accordance with established policies, procedures, and standards.
8. Facilitates communications between Athletic Director, students, coaches, academic and classified staff, other offices, educational institutions, and public agencies.
9. Interacts and relays information, questions, and decisions regarding college athletic programs.
10. Coordinates team transportation.
11. Processes all requisitions (District and ASG) for athletic expenditures, equipment, officials, etc.
12. Assists in all aspects of the CCCAA eligibility process.

Brad Hoseith – Administrative Assistant (50%)

1. Provides administrative support duties to assist the Assistant Athletic Director.
2. Maintains Athletic Department website.

Debra Kerr – Athletic Trainer

1. Provides athletic training services to athletic teams at home and during travel and applies preventative and protective taping and padding for athletes.
2. Under the supervision of a physician, applies general first aid including cleaning and dressing wounds and applying splints to fractures; performs emergency first aid as required.
3. Coordinates team physicals; maintains and updates medical records, injury reports, treatment logs, and progress reports; coordinates insurance claims and medical bills.
4. Under supervision of a physician, develops and implements rehabilitation of injured athletes; assists in the development of conditioning programs.
5. Oversees athletic training room, supply and equipment maintenance and inventory and prepares purchase orders for supplies and equipment.
6. Plans, prioritizes, assigns, supervises and reviews the work of student assistants involved in function activities.

Brad McReynolds – Athletic Trainer

1. Provides athletic training services to athletic teams at home and during travel and applies preventative and protective taping and padding for athletes.
2. Under the supervision of a physician, applies general first aid including cleaning and dressing wounds and applying splints to fractures; performs emergency first aid as required.
3. Coordinates team physicals; maintains and updates medical records, injury reports, treatment logs, and progress reports; coordinates insurance claims and medical bills.
4. Under supervision of a physician, develops and implements rehabilitation of injured athletes; assists in the development of conditioning programs.
5. Oversees athletic training room, supply and equipment maintenance and inventory and prepares purchase orders for supplies and equipment.
6. Plans, prioritizes, assigns, supervises and reviews the work of student assistants involved in function activities.

Kathleen Brennan – Athletic Equipment Specialist/Driver

1. Performs a variety of duties related to fitting, issuing, repairing, maintaining, and storing athletic and physical education uniforms, equipment, and supplies.
2. Supervises and maintains the women's locker room.
3. Prepares and maintains related records and reports.
4. Sets up equipment for athletic events and drives athletes to off-campus games.

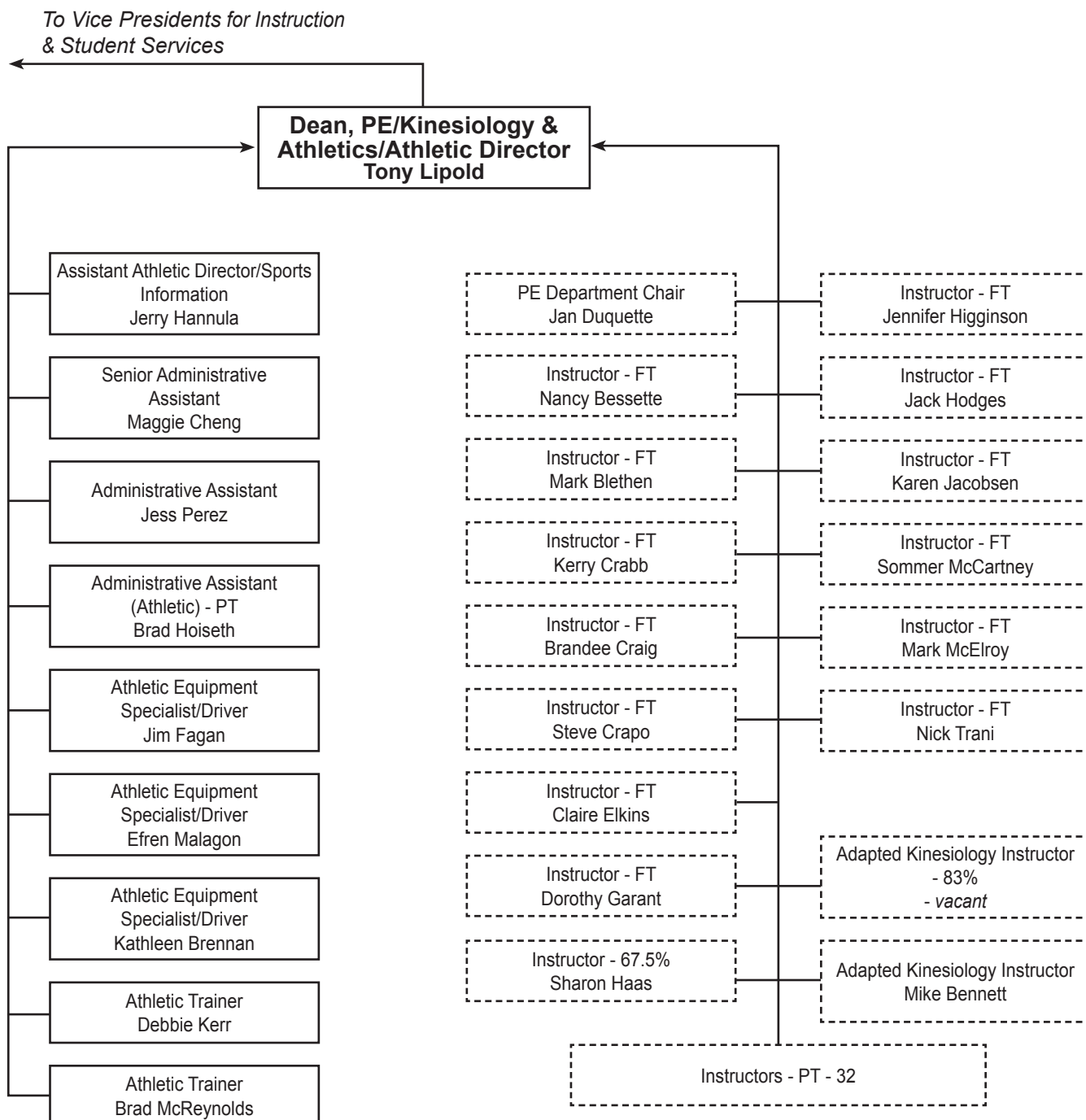
Jim Fagan – Athletic Equipment Specialist/Driver

1. Performs a variety of duties related to fitting, issuing, repairing, maintaining, and storing athletic and physical education uniforms, equipment, and supplies.
2. Supervises and maintains the men's locker room.
3. Prepares and maintains related records and reports.
4. Sets up equipment for athletic events and drives athletes to off-campus games.

Efren Malagon – Athletic Equipment Specialist/Driver

1. Performs a variety of duties related to fitting, issuing, repairing, maintaining, and storing athletic and physical education uniforms, equipment, and supplies.
2. Supervises and maintains the men's locker room.
3. Prepares and maintains related records and reports.
4. Sets up equipment for athletic events and drives athletes to off-campus games.

PHYSICAL EDUCATION and KINESIOLOGY ORGANIZATIONAL CHART



DIVISION OF SOCIAL AND BEHAVIORAL SCIENCES

The Division of Social and Behavioral Sciences provides a comprehensive and varied learning experience for all students. Our mission is to educate students for a lifetime of success. We offer day and evening, full-term classes, late start general education classes, and short-term full credit 8 week classes. Our classes are taught by expert faculty members in a variety of different modes, including large and small lecture, interactive learning, computer assisted instruction, and online instruction broadcasting.

ANTHROPOLOGY

Anthropology is a diverse and comprehensive discipline that investigates the biological and cultural life of human beings in all times and in all places. An anthropology degree provides students with an appreciation of other ways of life, different systems of belief and knowledge, and, perhaps most importantly, a better understanding of the world in which they live. The department of anthropology at Saddleback College is committed to teaching each of the four sub-fields of the discipline: cultural anthropology, archaeology, linguistic anthropology, and biological anthropology. The department also has a strong emphasis on the study of contemporary issues, such as ethnic and transnational identity, political conflict and social movements, human rights and indigenous rights, the cross-cultural making and meaning of race and gender, and the anthropological study of science. Saddleback College offers a wide range of anthropology courses taught both traditionally and online.

CHILD DEVELOPMENT AND EDUCATION STUDIES

The Child Development program at Saddleback College is a theory-based, hands-on early childhood education program that offers opportunities for students to deepen their understanding of children and families and the unique teaching and learning process that applies to the early years.

The Child Development program offers options for professional development, professional certification and transfer to four year institutions. All options are designed to educate and prepare students to work with culturally diverse groups of children in schools, centers, and homes.

CROSS CULTURAL STUDIES

The Cross-Cultural Studies program is intended to provide an understanding and appreciation of diversity in the United States. The program is interdisciplinary in scope and explores the history and experiences of African Americans, Asian Americans, Chicanos(as)/Latinos(as), Middle Eastern Americans, and Native Americans. The course of study addresses such issues as individual cultural identity, relations between these cultures and the dominant culture of the United States, cross-cultural communication, and the contributions of diverse ethnic groups and cultures to a pluralistic society. The objective of the program is to foster students' understanding of diversity as it relates to such topics as ethnicity, race, gender, sexual orientation, religion, and class.

ECONOMICS

Although divided into two main areas, all of economics pertains to one overarching problem: the ability of human wants to outstrip available resources. Topics covered under "macro" economics are national income measures, business cycles, unemployment, inflation, economic growth and development, monetary and fiscal policy, government debt: the United States banking system, and international trade and finance. "Micro" economics focuses on household, business, and some government decision-making.

Topics include the functioning of markets under perfect (supply-and-demand) and imperfect competition, antitrust and regulation, environmental policy, and the distribution of personal income and wealth.

EDUCATION

The Education department prepares students for a diverse range of teaching opportunities at a variety of levels. The program provides support for those just entering the field as well as to those who are already working in the classroom and community. Classes that meet the early fieldwork coursework requirements of the California Commission on Teacher Credentialing can also be found in this department.

GEOGRAPHY

Geography is a holistic discipline that focuses on Earth's processes and how humans adapt and manipulate their environment. Geographers study and examine the description of plant and animal life including man and his industries.

GIS

Geographic Information Systems (GIS) is an interdisciplinary field of study closely linked with geography, geology, environmental sciences, cartography, spatial analysis, and information technology. GIS has become an indispensable tool for spatial analysis used in many industries such as: public health, business, emergency services, public works, real estate and environmental concerns.

HISTORY

History studies the chronological records of significant events in the world and the United States including explanations of their causes. See the class schedule link on the left to find the wide range of courses that we offer.

POLITICAL SCIENCE

Political Sciences surveys principles and problems of politics and government in the United States and globally. We familiarize students with the basic systems and theories, ideologies, and models of political analysis. We focus on issues of power, freedom, justice, and property. Special topics include area studies and the issues of ethnicity and gender in political structures.

PSYCHOLOGY

The goal of the psychology program at Saddleback College is to provide a comprehensive introduction to the science of psychology for both students whose major is psychology and those taking psychology courses to fulfill general education requirements. We provide high quality instruction in courses which meet transfer requirements to many four year institutions. Further, personal growth and insight fostered through coursework in psychology will provide students with a repertoire of skills to relate to the culturally diverse world in which they live.

SOCIOLOGY

Sociology emphasizes the sociological perspective of human behavior, institutions and patterns of human interaction, origins and the nature of culture, the socialization processes, social forces and consequences of sociological change.

WOMEN'S and GENDER STUDIES

The Women's and Gender Studies program at Saddleback College explores how women's lives have been and continue to be affected by society's values, traditions, and institutions. The curriculum examines how language and belief structures shape both women's and men's status in society and culture, and how the experiences of women differ by race, class, ethnicity, nationality, religion and sexual orientation.

In many instances, Women's and Gender Studies courses provide the only information students may receive about the literary, artistic, scientific and political contributions of women throughout history. Students are encouraged to study, interpret and critique the experiences of women by examining the theories of feminist scholars and the contributions of writers, artists, social activists of varying backgrounds. In an effort to be as inclusive as possible, the curriculum stresses not only the acquisition of analytic skills, but also the integration of personal and social awareness.

Linda Hall – Senior Administrative Assistant

1. Assistant to Division Dean
2. Maintenance of policies and procedures books
3. OSH reports
4. New faculty orientation
5. Instructor activity letters
6. Class schedules, room utilizations, load sheets
7. Division correspondence, personnel records
8. Evaluation files
9. Curriculum catalog and course outline files
10. Division liaison with faculty, students, and public
11. Inventory and duplicating log
12. Webpage management
13. Facility maintenance of assigned division spaces

Susan Brown – Administrative Assistant

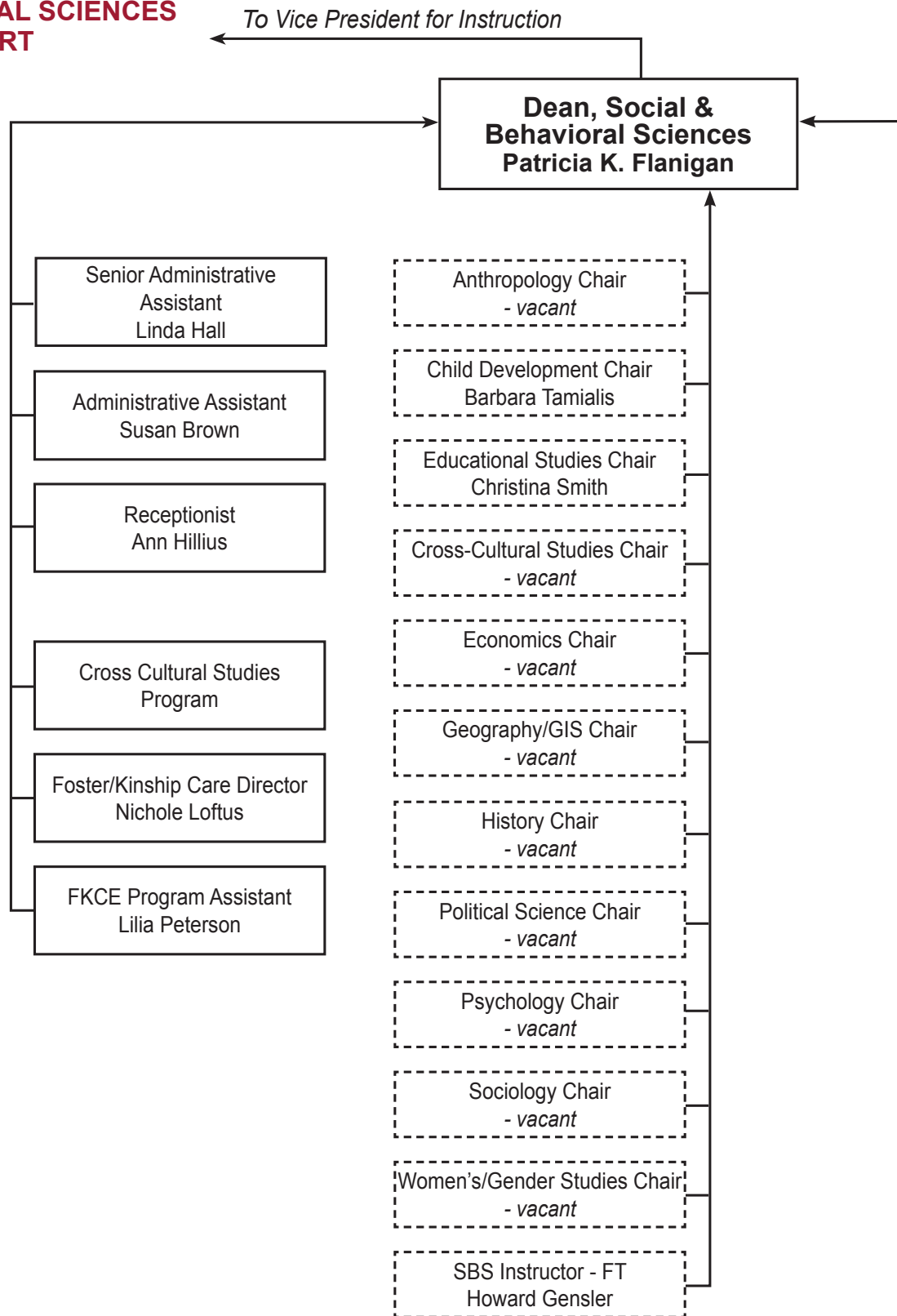
1. Payroll and absence reports
2. Textbook orders
3. Requisitions, Purchase Orders, work orders
4. Guest speaker honoraria
5. Conference request, reimbursement claims
6. Office and instructional supplies
7. Independent studies, contract classes
8. Field trip requests
9. Webpage management
10. Division budgets, reports, and transfers

11. Facility and maintenance of assigned division spaces
12. Advertising for division related courses
13. Division liaison with faculty, students, and public
14. Maintain video library

Ann Hillius – Receptionist

1. Answer telephones
2. Meet and greet students/visitors/faculty
3. Direct students with issues and/or concerns
4. Maintain office equipment
5. Handle mail
6. Provide support and assistance to faculty and staff
7. Assist the Dean, Sr. Admin and Admin with special projects
8. Inventory department equipment

SOCIAL and BEHAVIORAL SCIENCES ORGANIZATIONAL CHART



SBS Instructor - FT Bill Billingsley	SBS Instructor - FT Scott Howlett	SBS Instructor - FT Dan Walsh
SBS Instructor - FT Timothy Braatz	SBS Instructor - FT Kris Leppien-Christensen	SBS Instructor - FT Ken Woodward
SBS Instructor - FT Cristy Brenner	SBS Instructor - FT Margot Lovett	SBS Instructors - FT
SBS Instructor - FT Allison Camelot	SBS Instructor - FT Sharon MacMillan	
SBS Instructor - FT Claire Cesareo-Silva	SBS Instructor - FT Micael Merrifield	
SBS Instructor - FT Anne Cox	SBS Instructor - FT Sherry Miller-White	
SBS Instructor - FT April Cubbage-Vega	SBS Instructor - FT June Millovich	
SBS Instructor - FT David DiLeo	SBS Instructor - FT Amira Rezec	
SBS Instructor - FT Bob Ferguson	SBS Instructor - FT Alannah Rosenberg	
SBS Instructor - FT Renée Garcia	SBS Instructor - FT Christina Smith	
SBS Instructor - FT Caroline Gee	SBS Instructor - FT Maureen Smith	
SBS Instructor - FT Howard Gensler	SBS Instructor - FT Barbara Tamialis	
SBS Instructor - FT Lee Haggerty	SBS Instructor - FT Larry Twicken	

EMERITUS INSTITUTE

The Emeritus Institute plans and implements a comprehensive instructional program of credit and non- credit courses designed to meet the educational needs of older adults. The Emeritus classes are offered primarily at off-campus locations. The Division handles necessary facilities and support services. A satellite office is operated in Laguna Woods Village community. The program is advised by the Emeritus Advisory Council, a volunteer community group.

Sandra Marzilli, Emeritus Director

1. Plan, direct and review the activities and operations of the Emeritus Institute program
2. Planning, development, and administration of all courses and educational events
3. Coordinate assigned activities with other College programs, departments and outside agencies
4. Develop, plan and implement Emeritus Institute goals and objectives, recommend and administer policies and procedures
5. Development and submission of the schedule of classes, and keep curriculum and programs up-to-date for the Emeritus Institute
6. Advise and assist faculty, students, and community members on matters related to the Emeritus Institute
7. Schedule facilities, work with external agencies to ensure compliance with standards, rules, and regulations of off-campus facilities
8. Select, train, motivate and evaluate personnel
9. Provide highly responsible and complex administrative support to the VP Office of Instruction

Elsa Amadin, Senior Administrative Assistant (Substitute)

1. Emeritus budget
2. Faculty/Facility agreements
3. Curriculum input / Tech Review
4. Prepare requisitions for payment of facility usage fee, office/fee base supplies
5. Prepare Department Chairs stipend pay
6. Advisory committee meetings; minutes, handouts & presentation
7. Distinguished Guest Lecture Series; Speaker's paperwork, develop a weekly program, prepare stipend pay for the speaker and registration for the students
8. Emeritus instructors/staff personnel records
9. Input, correct, and update Emeritus Class schedule
10. Assist students with registration/enrollment and questions by phone and in person

Barbara Anzlovar, Administrative Assistant (Substitute)

1. Prepare monthly payroll reports
2. Faculty evaluations paperwork
3. Associate faculty relations; new faculty orientations & computer instruction
4. Facility packets each new semester

5. Laguna Woods Village gate passes
6. Class dismissals due to elections and pool switching
7. Faculty In Service meeting packets
8. Field trips
9. New hire orientation packets
10. Assist with grants for department, other clerical support
11. Assist students with registration/enrollment and questions by phone and in person
12. Supervise work study student

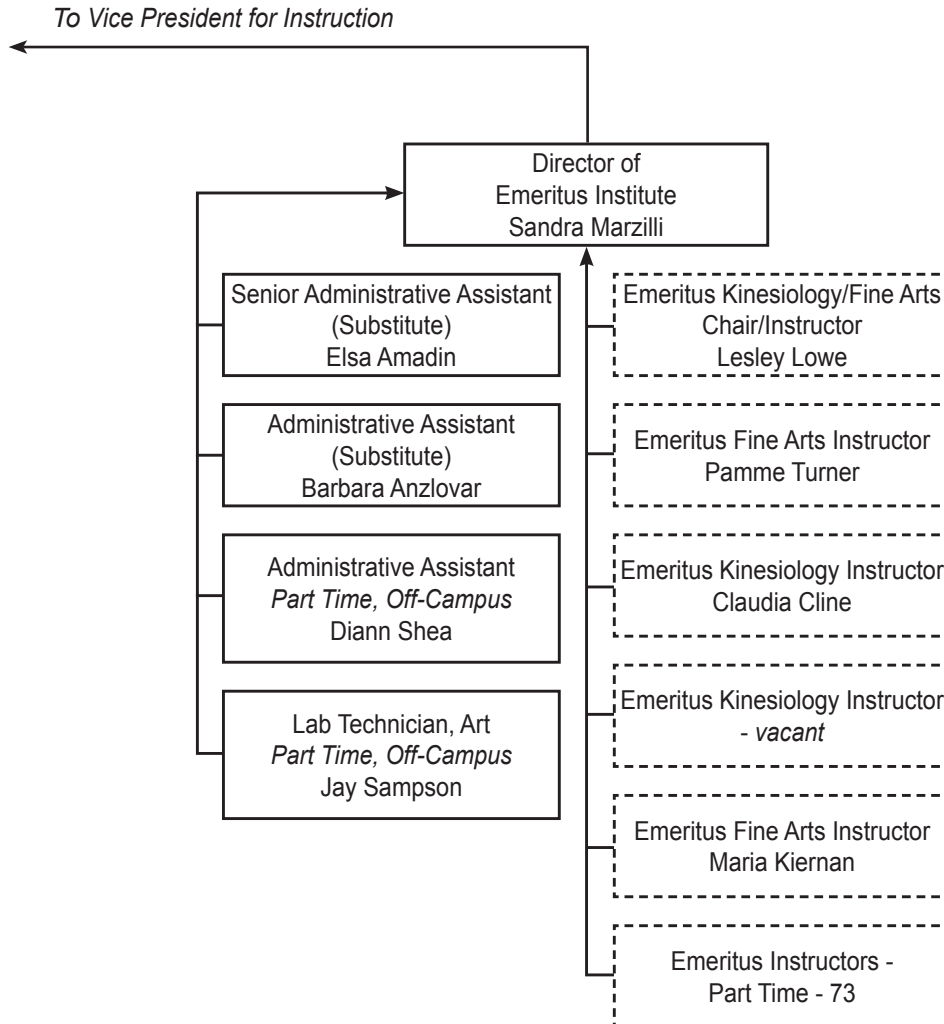
Diann Shea, Administrative Assistant, Part-time, Laguna Woods Village Office

1. Manages the satellite office in Laguna Woods Village
2. Assists and provides information to Emeritus faculty/students
3. Assists with Emeritus special events
4. Updates the Emeritus Policy & Procedure Manual
5. Updates the Associate Faculty Handbook
6. Calculates and prepares Laguna Woods Village Potters & Sculptors invoices
7. Creates flyers for all off campus sites listing classes offered at their facilities
8. Assists students with registration/enrollment and questions by phone and in person

Jay Sampson, Art Lab Technician Part-time, Laguna Woods Village, Clubhouse 4

1. Art laboratory assistant for Laguna Woods Village Emeritus classes
2. Inventory control for Emeritus at Laguna Woods Village
3. Equipment control for Emeritus at Laguna Woods Village

EMERITUS INSTITUTE ORGANIZATIONAL CHART



OFFICE OF COMMUNITY EDUCATION

The Office of Community Education plans and implements a comprehensive self-supporting, fee-based schedule of short-term, not-for-college credit programs, seminars, and classes that complement the state-funded instructional program. This includes program planning, coordination with instructional divisions, scheduling, marketing, and evaluation. Areas of emphasis include youth programs, continuing education for professionals, consumer education, travel, special interest seminars, and proctoring services for outside colleges and universities.

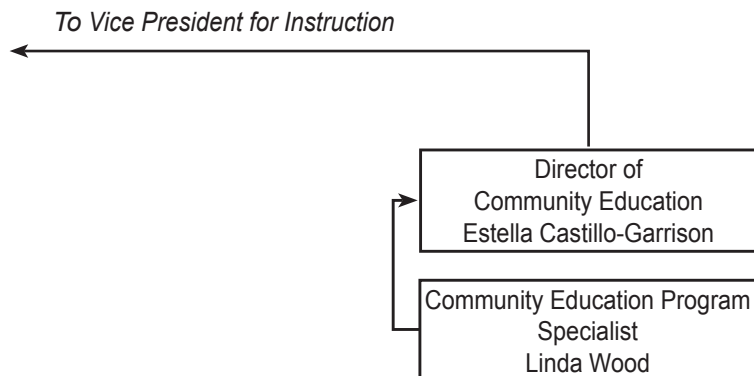
Estella Castillo-Garrison – Director

1. Program management
2. Plan, organize, staff, and direct administrative processes, including registration, fee collection, accounting, purchasing, and other support for classes and programs
3. Select, hire, and evaluate subject matter consultants to coordinate Community Education activities and programs
4. Review and schedule not-for-college credit classes for adults and children
5. Staff development
6. Implement and maintain registration system
7. Ongoing community needs assessment
8. Editor of the Gaucho Guide catalog and email newsletters
9. Create and manage the distribution of program catalogs, brochures, flyers, and other materials to publicize Community Education
10. Maintain Community Education website
11. Compile, analyze, and evaluate data related to program participation
12. Develop and monitor department budget
13. Liaison with College Fiscal Office regarding Community Education accounts
14. Develop and implement Department marketing and advertising plans
15. Maintain instructor contracts and process instructor payments

Linda Wood – Community Education Program Specialist

1. Income and refund reconciliation
2. Bankcard deposits
3. Check and cash deposits
4. Program registration
5. Process payroll and absence reports
6. Process Requisitions and Purchase Orders
7. Maintain budget records and bank statement reconciliations
8. Order and inventory office and instructional supplies
9. Issue program reports

OFFICE OF COMMUNITY EDUCATION ORGANIZATIONAL CHART



OFFICE OF COLLEGE TECHNOLOGY

The Office of College Technology provides technical support to the campus and has two locations. The Innovation and Technology Center (ITC) is located in Village 2 and is responsible for the campus data network, computers, telephones, audio/visual and web design. The Center for Instructional Design and Distance Education (CIDDE) is located in BGS 249 and supports faculty and staff in the areas of distance education, training for computer applications and media design.

Technical support positions are under the supervision of the Director of Technology Services.

Network Systems Administrator

Responsible for the college data network, college servers and complex trouble shooting of data systems.

Webmaster

Responsible for the creation and maintenance of the college web site. The webmaster also assists with complex web applications and maintains network hardware related to web services.

Network Systems Technicians (I - III)

Performs work activities relating to the deployment, maintenance and operation of the college's data networks, terminals and station equipment. A Network Systems Technician is responsible for a variety of intermediate level and hands-on technical responsibilities related to local- and wide-area data networks, including design, engineering, operations, and documentation. In addition, a Network Systems Technician coordinates installation, management, operation and maintenance of college network systems.

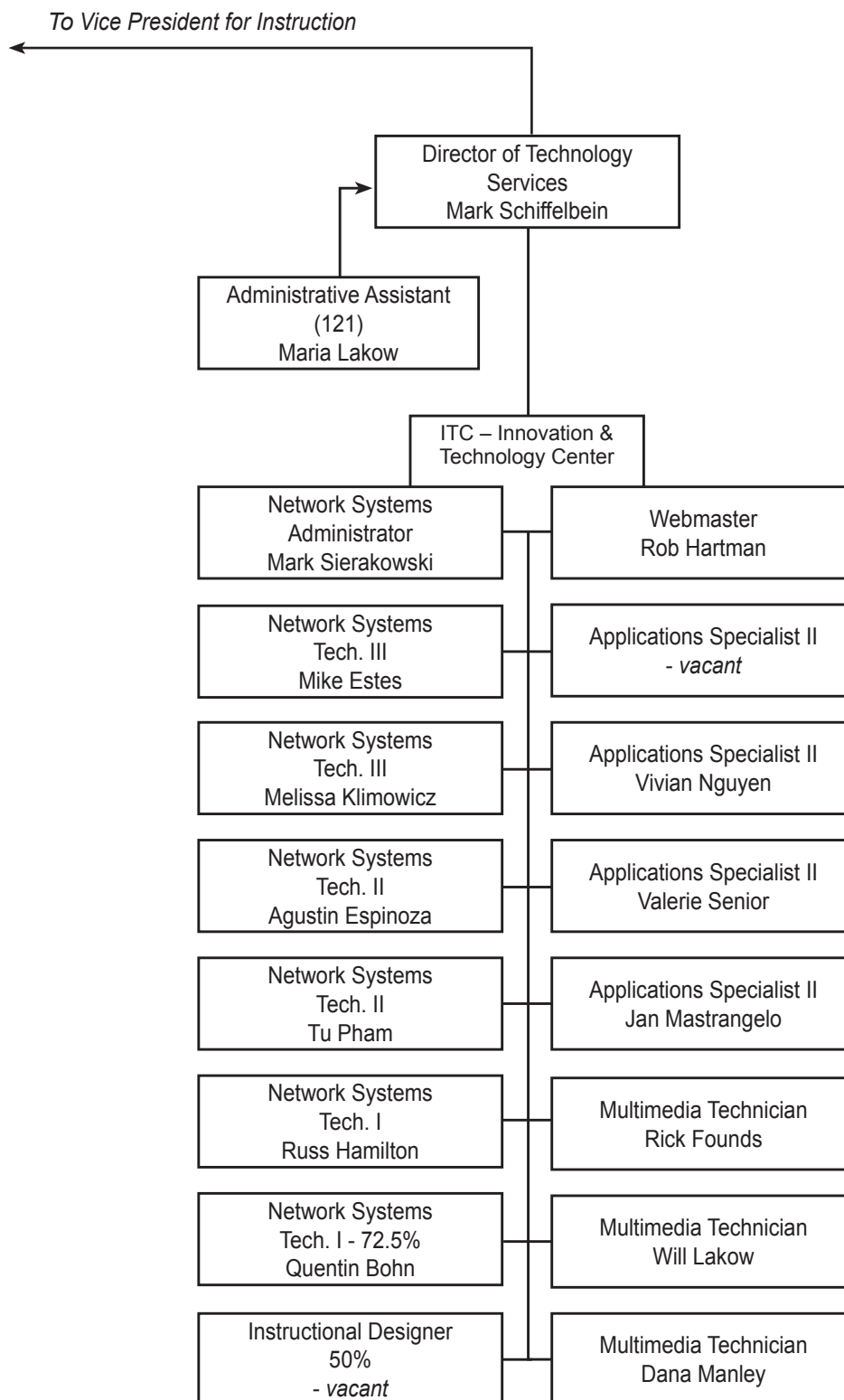
Applications Specialists (I - II)

Provides and coordinates software application support including end-user documentation, distance education support, training, and/or assistance to students, faculty and staff. Application Specialists provide complex problem-solving resources to users through research, analysis and consultation, and facilitate the transfer of information between users and technicians.

Audio Visual Technicians

Audio visual technicians deliver and maintain a wide variety of computerized and traditional instructional support hardware and software to the various classrooms and laboratories as determined by faculty and staff requests.

OFFICE OF COLLEGE TECHNOLOGY ORGANIZATIONAL CHART



OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES

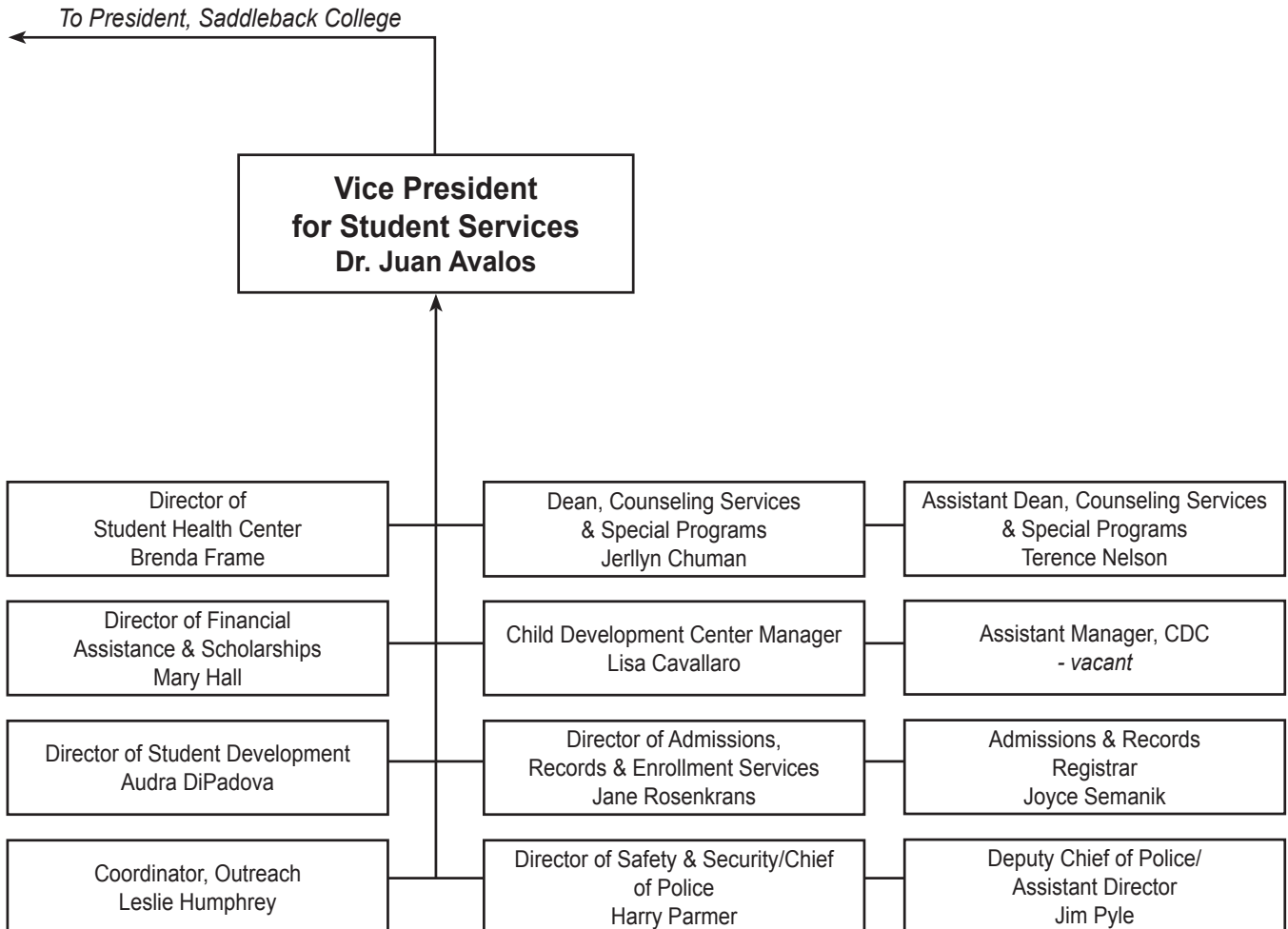
The mission of the Office of the Vice President for Student Services is all encompassing:

- a) to provide professional expertise, support, encouragement, professional development and oversight for all Student Services programs and budgets: Counseling & Special Programs; Student Development; Financial Assistance & Scholarships; Campus Safety; The Student Health Center; The Child Development Center, Bookstore; Cafeteria; Student Government and student discipline;
- b) to recruit new students as well as provide services that support all current and potential students in developing and reaching personal, vocational, and educational goals; and
- c) to increase student success, retention, and graduation and transfer rates.

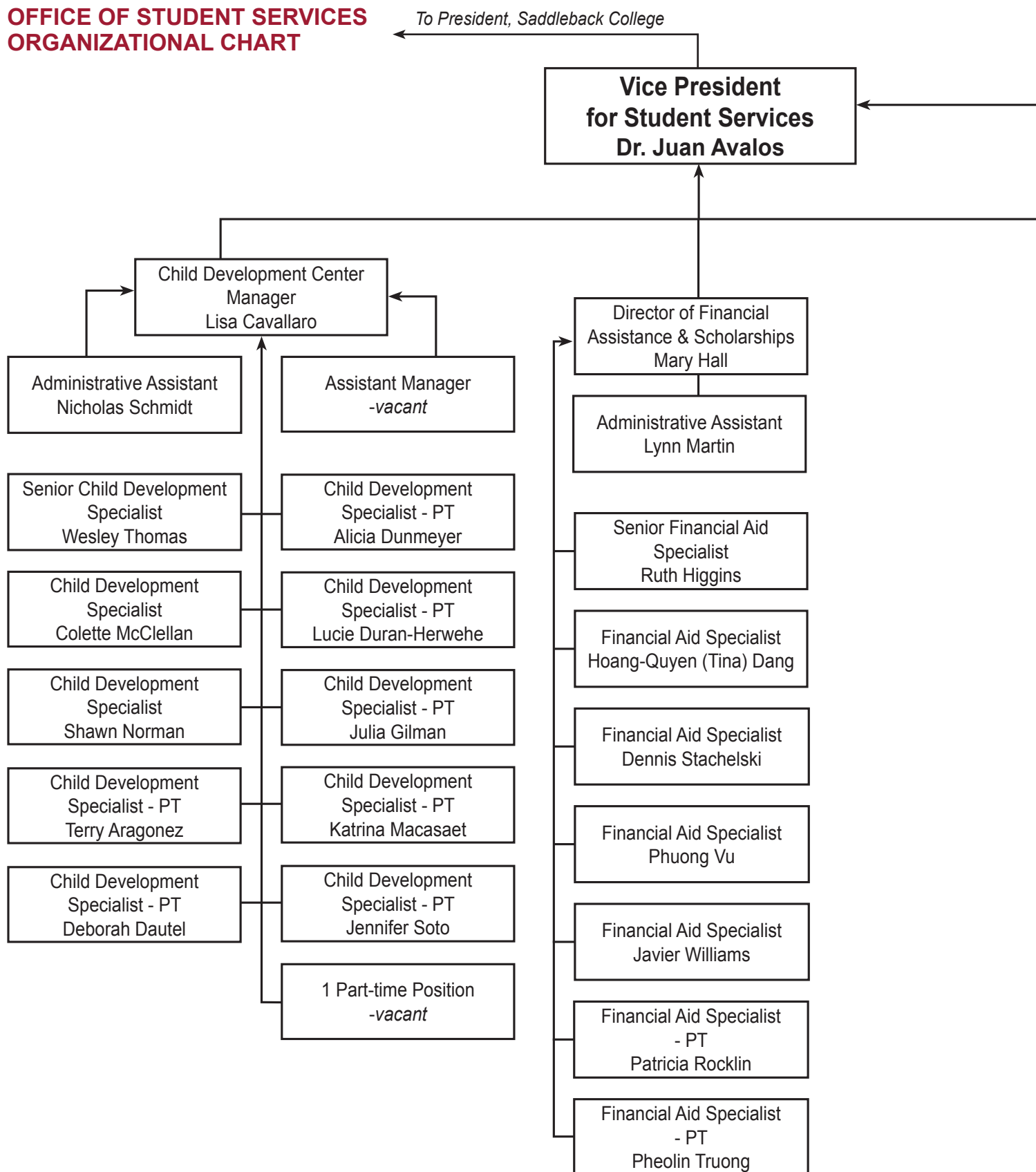
Dr. Juan Avalos – Vice President for Student Services

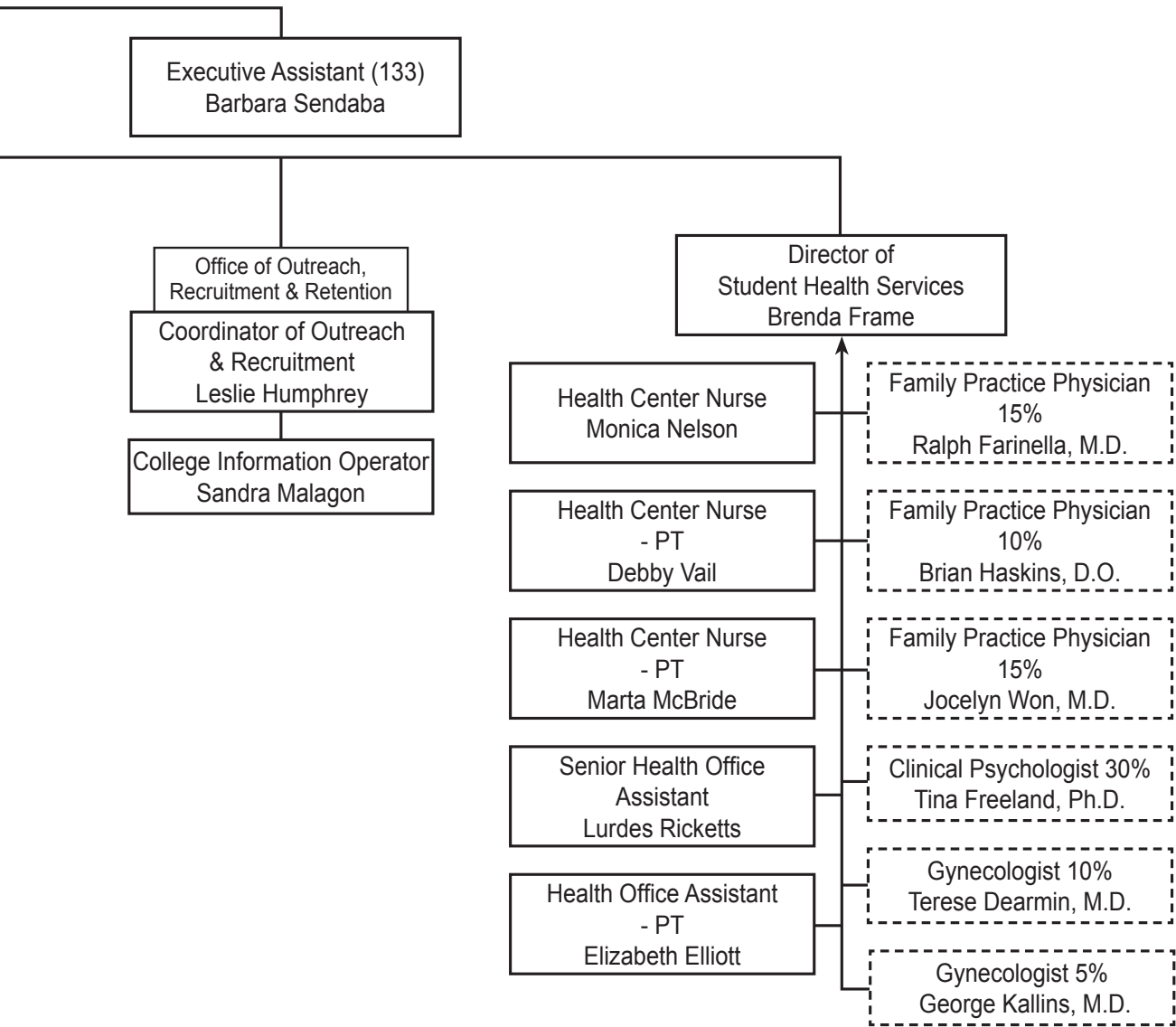
Barbara Sendaba – Executive Assistant

OFFICE OF STUDENT SERVICES ORGANIZATIONAL CHART



OFFICE OF STUDENT SERVICES ORGANIZATIONAL CHART





DIVISION OF COUNSELING SERVICES AND SPECIAL PROGRAMS

The Counseling Center provides personal, academic, career, and vocational counseling, advisement, orientation, assessment, instruction and other programs and services to meet the personal, social, academic, vocational and educationally related needs of Saddleback College students.

The Office of Special Services provides prescriptive support services and specialized instruction for students with physical or health impairments, learning disabilities, or hearing, speech, or vision limitations.

The Center for Career/Life Development offers college, career and re-entry services to first-time students, people changing careers, and others who are seeking re-direction with their lives. Specific services include college, occupational, career information materials, as well as computerized college and career services.

The Extended Opportunity Programs and Services (EOPS) is an outreach and retention program designed to assist low income and educationally disadvantaged students achieve a college education.

The Cooperative Agencies Resources for Education (CARE) is a supplement program of EOPS. CARE provides educational support services for EOPS eligible students who are single heads of households receiving CalWORKs (California Work Opportunity and Responsibility to Kids) funds.

The California Work Opportunity and Responsibility to Kids (CalWORKs) program is designed to help students develop the skills necessary for employment that leads to financial independence.

Veterans Education and Transition Services (VETS) is a program that provides support services to United States military veterans, active duty military personnel, and their loved ones.

Personal Counseling

1. Personal growth
2. Interpersonal relationships
3. Referral to other agencies or practitioners
4. Values and personality inventories
5. Substance abuse
6. Stress management
7. Crisis intervention
8. Women's issues
9. Support groups
10. Scholastic difficulties
11. Learning strategies

Career Services

1. Career decision making
2. Career change assistance

3. Interest inventories, personality testing and values assessment
4. Job readiness preparation and job search strategies
5. Adults in life transition – unemployment transition
6. Career trends and labor market information
7. Computerized career assessment and career search information
8. Lending Library: books, e-books, guides and videos
9. Workshops and individual appointments
10. Career counseling
11. Research majors and schools
12. Nonprofit organization referrals
13. Job postings through Nacelink
14. Job retention skills
15. Experiential learning opportunities referrals
16. Orange County Labor Market Information

Academic Advisement

1. Transfer information
2. Academic planning
3. Selection of a major
4. Planning for pre-professional majors
5. College catalogues, directories, and related information
6. Articulation of new courses and programs with four-year schools
7. Occupational certificate and training programs
8. Graduation requirements and information
9. Articulation of vocational courses with secondary schools
10. My Academic Plan (MAP) assistance

Instructional Courses

1. Educational and vocational planning
2. Career and vocational exploration
3. Assessment of prior learning
4. Personal growth topics
5. Study Skills
6. Relationships skill building
7. Leadership skill development

**Extended Opportunity Program & Services and
Cooperative Agencies Resources for Education**

1. Academic counseling
2. Personal and career counseling
3. Transfer assistance
4. Peer advisement
5. Tutoring
6. Priority registration
7. Book service
8. Grants
9. Special theme workshops and support groups

CalWORKs/TANF

1. Academic counseling
2. Personal counseling
3. Individualized career development
4. On-going support and encouragement
5. Assistance in completing College Admissions Application
6. Priority registration
7. Work Study
8. Submit request to Social Services for : Books, health fee, material fees, parking permit
9. Referral to Re-Entry/Women's Center seminars and workshops
10. Referral to community agencies

Special Programs

1. Personal growth
2. Personal and career counseling
3. Learning assessment and diagnosis
4. Specialized courses for students with disabilities
5. Individualized assistance for students with physical disabilities and/or learning disabilities and acquired brain injuries
6. Registration assistance
7. Testing accommodations
8. Alternate media
9. Support Groups
10. High Tech Computer lab
11. Adapted Kinesiology

Seminars and Workshops

1. Academic planning workshops
2. Support groups
3. College orientations
4. College and university days
5. Awareness hours
6. College major workshops
7. Women's issues seminars/Men's issues seminars
8. Job search workshops
9. Financial aid workshops
10. Academic anxiety workshops
11. Career Center Orientation
12. Scholarship Search workshops
13. Career Technical Education

Matriculation

1. Assessment of basic skills
2. Orientation of campus programs and services
3. Advisement for selection of courses for student educational plan (SEP)
4. Early intervention for students with academic difficulties
5. Follow-up of student progress
6. Research and coordination
7. English and math prerequisite clearance

Transfer Center

1. Transfer Day
2. College Fairs both day and evening
3. Support services for under-represented transfer students
4. Four-year campus visits
5. Transfer and transition assistance, application, financial aid
6. Research and follow up
7. Articulation Agreements
8. Transfer Center visits from 4-year schools
9. UC TAGs (Transfer Admission Guarantee)
10. Workshops (study strategies, financial aid, advising self-esteem issues, college and community resources)
11. Transfer month activities
12. Gaucho Mentors

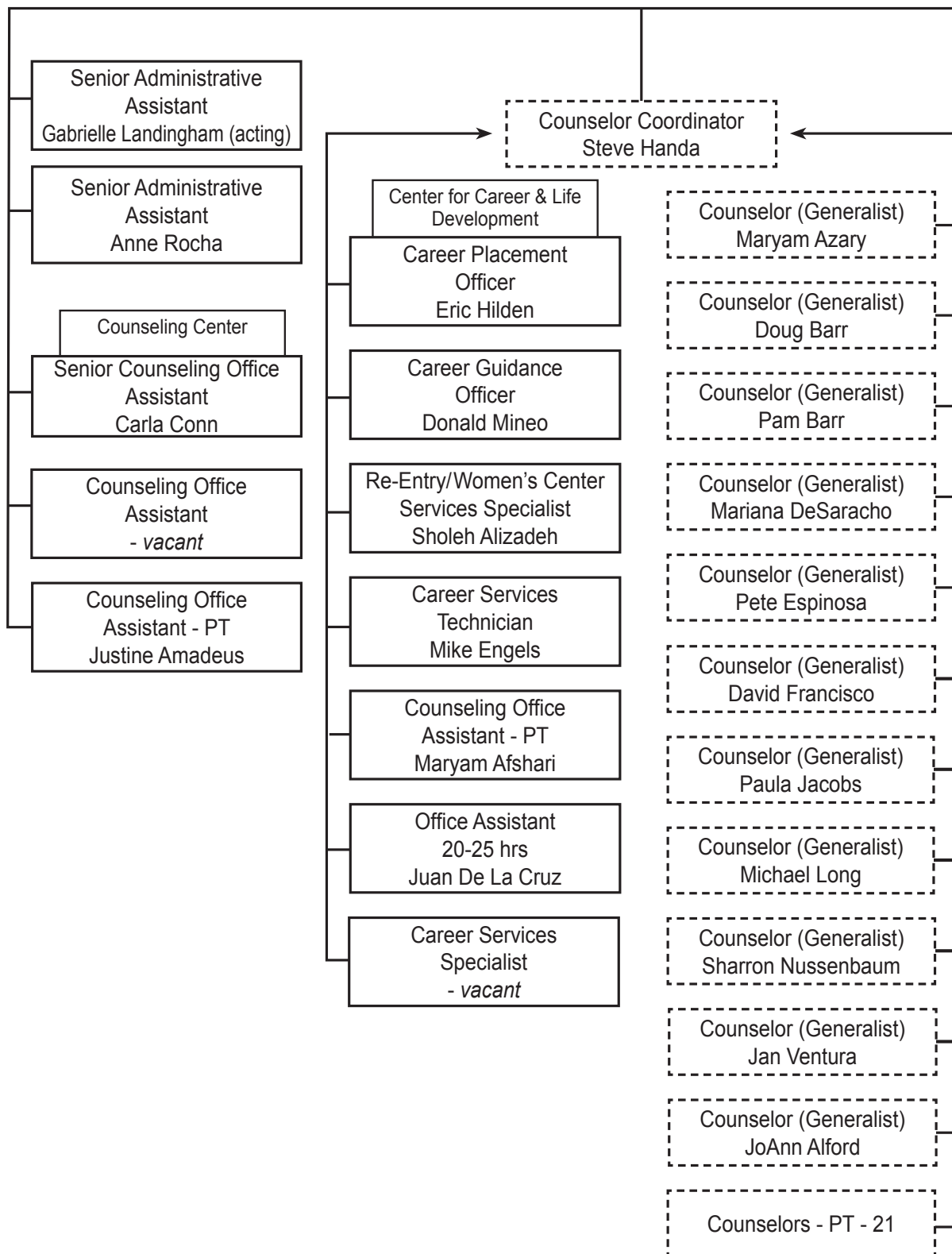
13. Transfer counseling
14. Project Pathways
15. Teacher Preparation Pipeline Grant
16. PACT – Preparing for a Career in Teaching
17. Class Visits
18. DCTC – Don't Cancel that Class visits

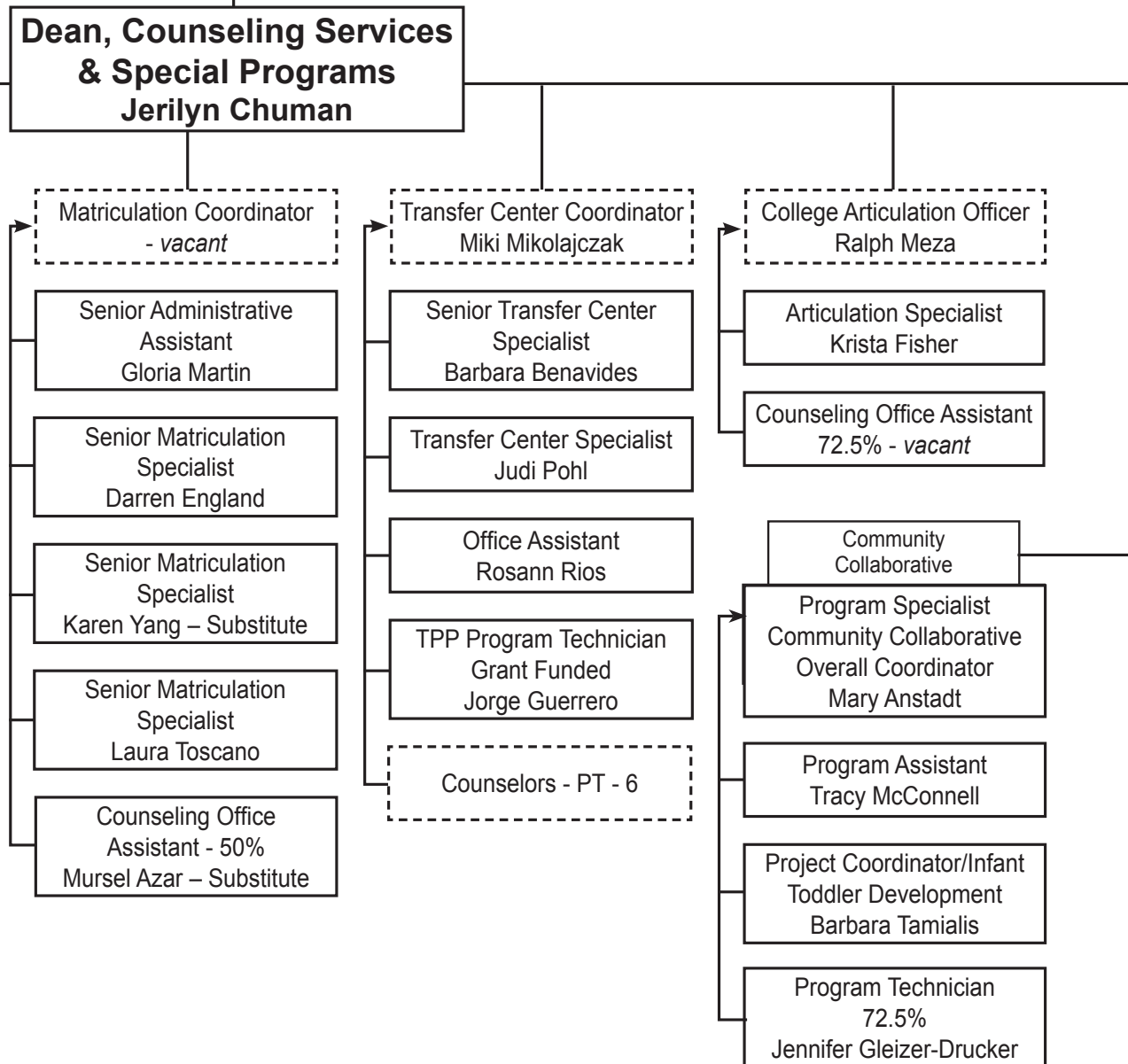
Career Services

1. Weekly Job Search Strategies Workshops
2. Job postings through NACELINK
3. Work Experience
4. Career development workshops
5. Annual Job/Career Fairs
6. Computerized career exploration resources
7. Resume writing and interviewing skills (video tapes and resource books)
8. How to Keep A Job
9. Federal, State, City job listings
10. Orange County Labor Market Information (ERISS computerized program)
11. Job market trends information (ERISS)
12. Employer resource center
13. On campus employer recruitment
14. Experiential learning opportunities
15. Annual Personnel/Temporary Agency Day
16. Internet Employment Search

COUNSELING SERVICES and SPECIAL PROGRAMS ORGANIZATIONAL CHART

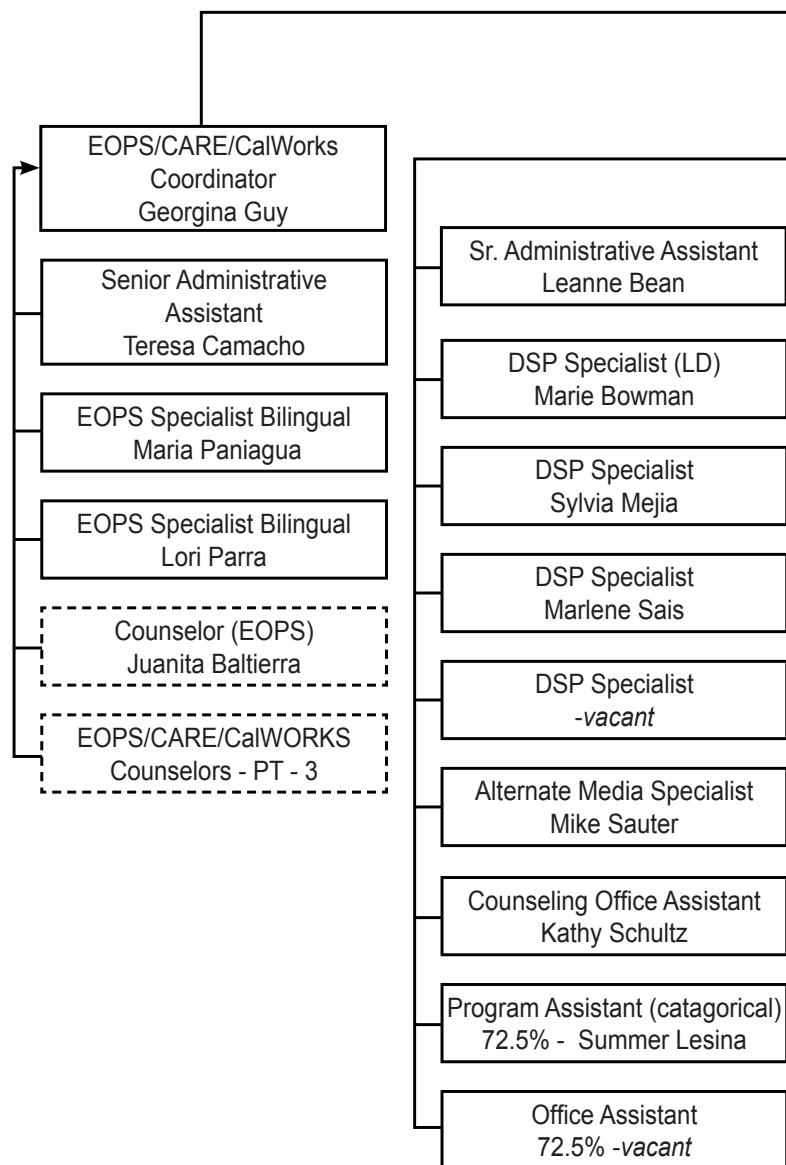
← To Vice President for Student Services

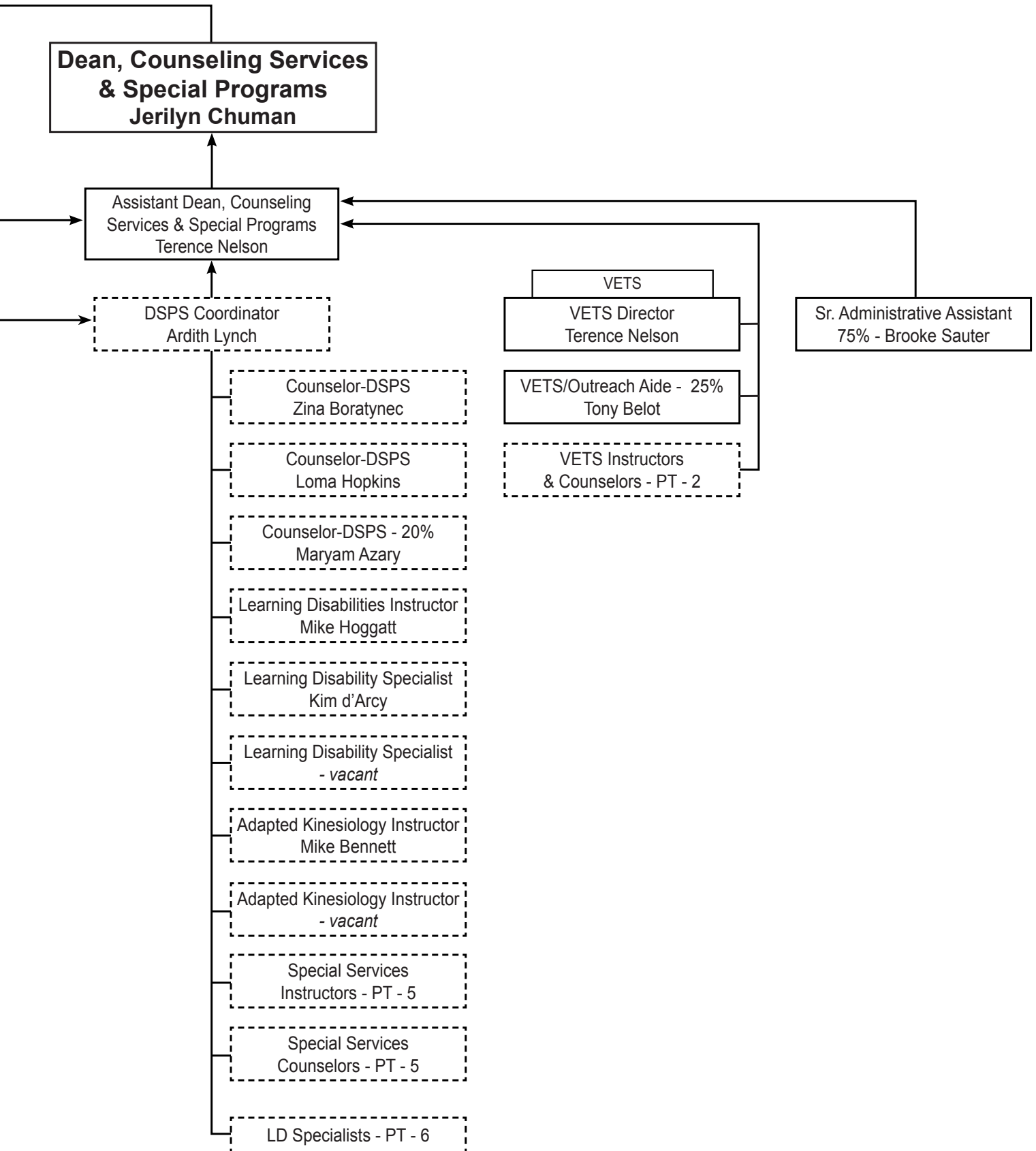




**COUNSELING SERVICES
and SPECIAL PROGRAMS
ORGANIZATIONAL CHART**

← To Vice President for Student Services





OFFICE OF ADMISSIONS AND RECORDS ENROLLMENT SERVICES

The Office of Admissions, Records, and Enrollment Services provides efficient, accurate, and timely services to students through the admissions, records management, and graduation processes. The office also provides roster and grade services to faculty and ensures that the student records are accurate and reliable for the purpose of an audit.

Director – Jane Rosenkrans

Registrar – Joyce Semanik

International Student Programs Specialist

Monika Connolly

Admissions and Records System Specialist

Craig Connor

Senior Admissions and Records Specialists

Fariba Dai

Shirley Gauthier

Connie Harrington

Doris Muchirahondo

Records Evaluators

Elva Araiza

Jeanne Barnhill

Julie Pahan

Evelia Ramirez

Senior Administrative Assistant

Lurdes Casillas

Admissions and Records Specialists I

Kimia Fahimi

Nancy Fiacco

Kathy McGann

Alicia Olvera

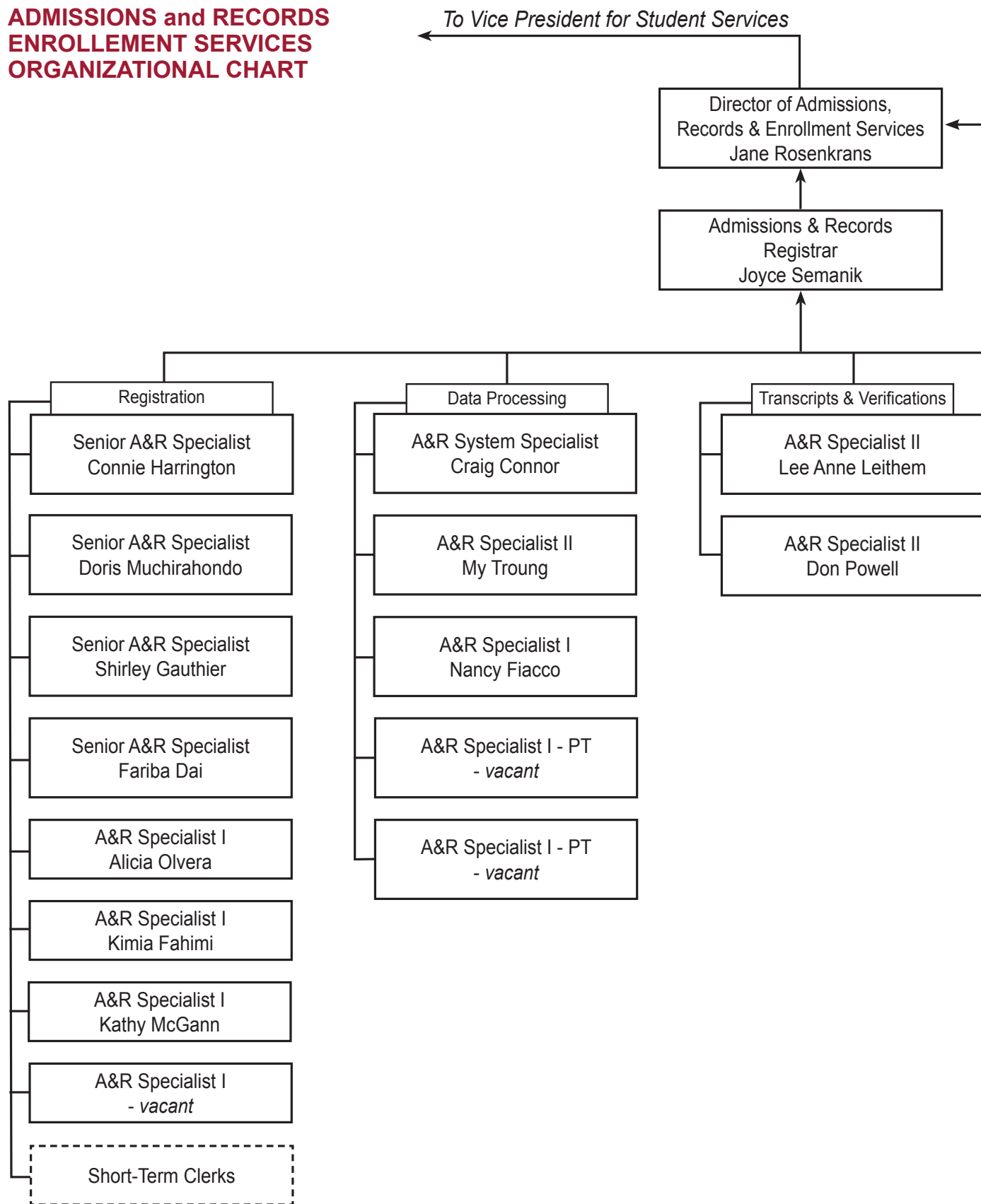
Admissions and Records Specialists II

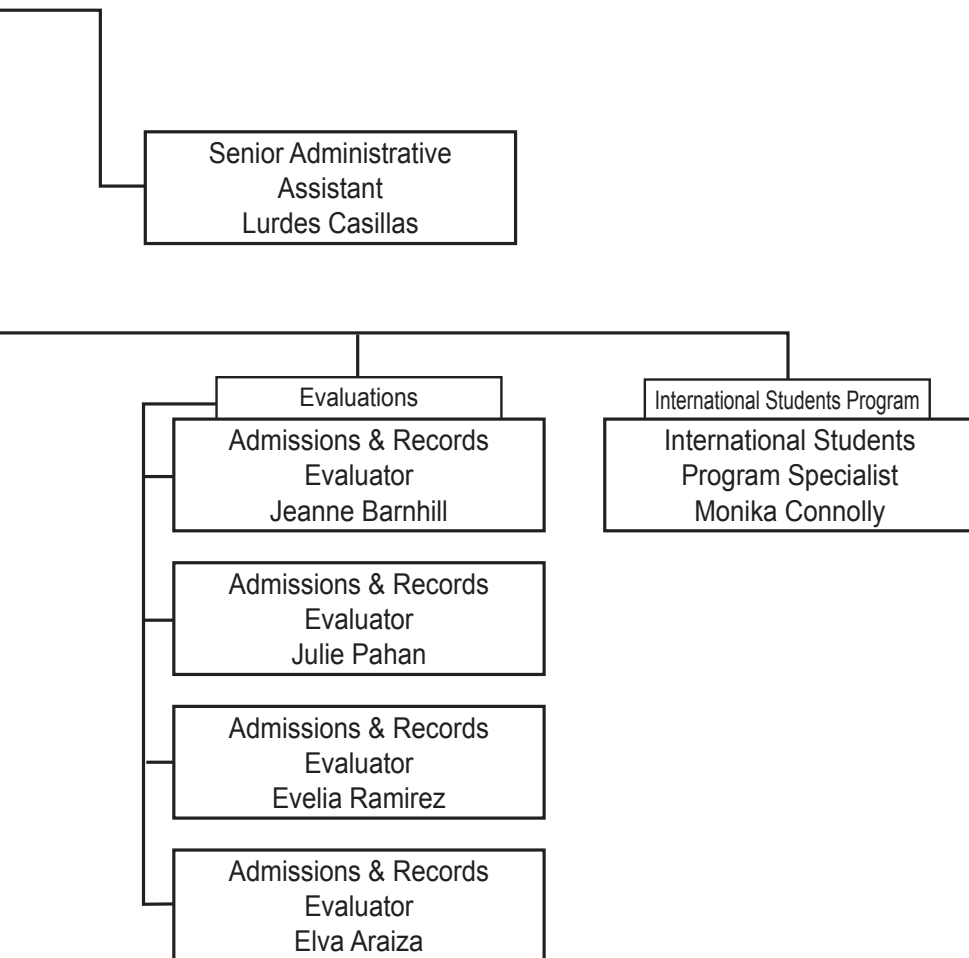
Lee Anne Leithem

Donald Powell

My Truong

**ADMISSIONS and RECORDS
ENROLLEMENT SERVICES
ORGANIZATIONAL CHART**





OFFICE OF STUDENT DEVELOPMENT

The Student Development Office is guided by the philosophy that students who participate in the life of a college excel both academically and personally, thus making their college experience more meaningful. Students who participate in co-curricular activities, building relationships with faculty, staff, and peers are most likely to stay in school and persist to graduation. The Student Development Office is therefore committed to supporting the leadership and personal development of our students through opportunities such as the Associated Student Government (ASG) and campus clubs. It is our mission to attend to the whole person in supporting student success.

In addition, the Student Development Office oversees a variety of other programs and committees. The office also provides services such as reserving conference rooms and campus posting information.

Audra DiPadova – Director of Student Development

1. Manages Student Development Office
2. Advisor to Associated Student Government
3. Associated Student Government budget development
4. Committee Chair for:
 - a. Campus Environment
 - b. Food & Beverage
 - c. Bookstore
 - d. Commencement
 - e. Teacher of the Year

Erin Long – Senior Administrative Assistant – Substitute

1. Associated Student Government budget management
2. Associated Student Government activities
3. Contract management
4. Room reservations (SSC 212)

Valeria Ibarra – Student Development Office Assistant – Substitute

1. Advises the Inter-Club Council and all campus clubs
2. Processes all club paperwork
3. Manages project specialists (7)
4. Room reservations (SSC 212)
5. Event management
6. Processes work orders

The Associated Student Government (ASG) plans, organizes, promotes, sponsors and finances a comprehensive program of activities and services for all Saddleback College students. The ASG Events Cabinet (E-Cab) and ASG Student hold regular meetings in their new office's conference room (SSC

211). ASG Inter Club Council (ICC) holds regular meetings in the Student Lounge (SSC 212).

ASG and ICC, along with numerous campus clubs, participate in the planning and execution of special events such as: Blood Drives, Homecoming, Earth Day, Multicultural Day, Campus-Wide BBQs and many more.

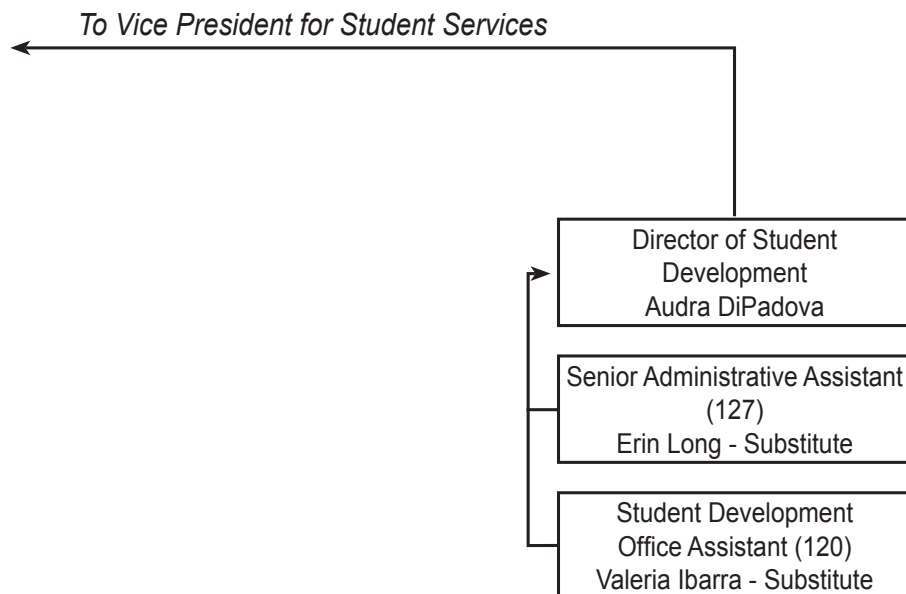
ASG Members are also actively involved in various campus committees such as the Budget Committee, Food & Beverage Committee, and President's Council, to name a few.

Participating in ASG, ICC and Campus Clubs gives students the opportunity to learn valuable leadership skills, organizational skills, and communication skills which will enhance their college experience and provide a foundation for their future. ASG also provides an excellent opportunity to have a voice in policy making on the campus.

The Associated Student Government (ASG) Funding Program

The Saddleback College Associated Student Government (ASG) is the representative governing body of the Associated Students of Saddleback College (ASSC). In its capacity as a recognized autonomous governance group, the ASG plans, organizes, and finances a comprehensive program of activities and services for all Saddleback College students. The ASG finances its programs of government, services, and activities through the sale of Associated Student Body cards, contract revenue, and other fundraising activities. Each year the ASG Budget Committee evaluates the ASSC student-generated revenue and is fully responsible for soliciting, considering, and awarding campus-wide allocation requests that provide essential financial assistance for student activities.

OFFICE OF STUDENT DEVELOPMENT ORGANIZATIONAL CHART



CAMPUS POLICE

The Saddleback College Campus Police Department is a service-oriented police agency. The Campus Police Department is staffed by fully-sworn Peace Officers, trained and regulated by standards established by the California Peace Officer Standards and Training (P.O.S.T.) Commission. The officers have the same authority as a Municipal Police Officer or County Deputy Sheriff.

Campus Police Officers are responsible for patrolling campus grounds, taking crime and incident reports, conducting investigations, enforcing all applicable laws, traffic regulations and providing a safe environment for our students, faculty, staff and guests.

Harry Parmer – Director of Safety and Security/Chief of Police

Jim Pyle – Deputy Chief of Police/Assistant Director

Andrew Craven – Parking Coordinator

William Arbuthnot – Police Officer

Joe Clayton – Police Officer

Santos Garcia – Police Officer

Ed Grijalva – Police Officer

Jeffrey Hsu – Police Officer

Dan Lincoln – Police Officer (PT)

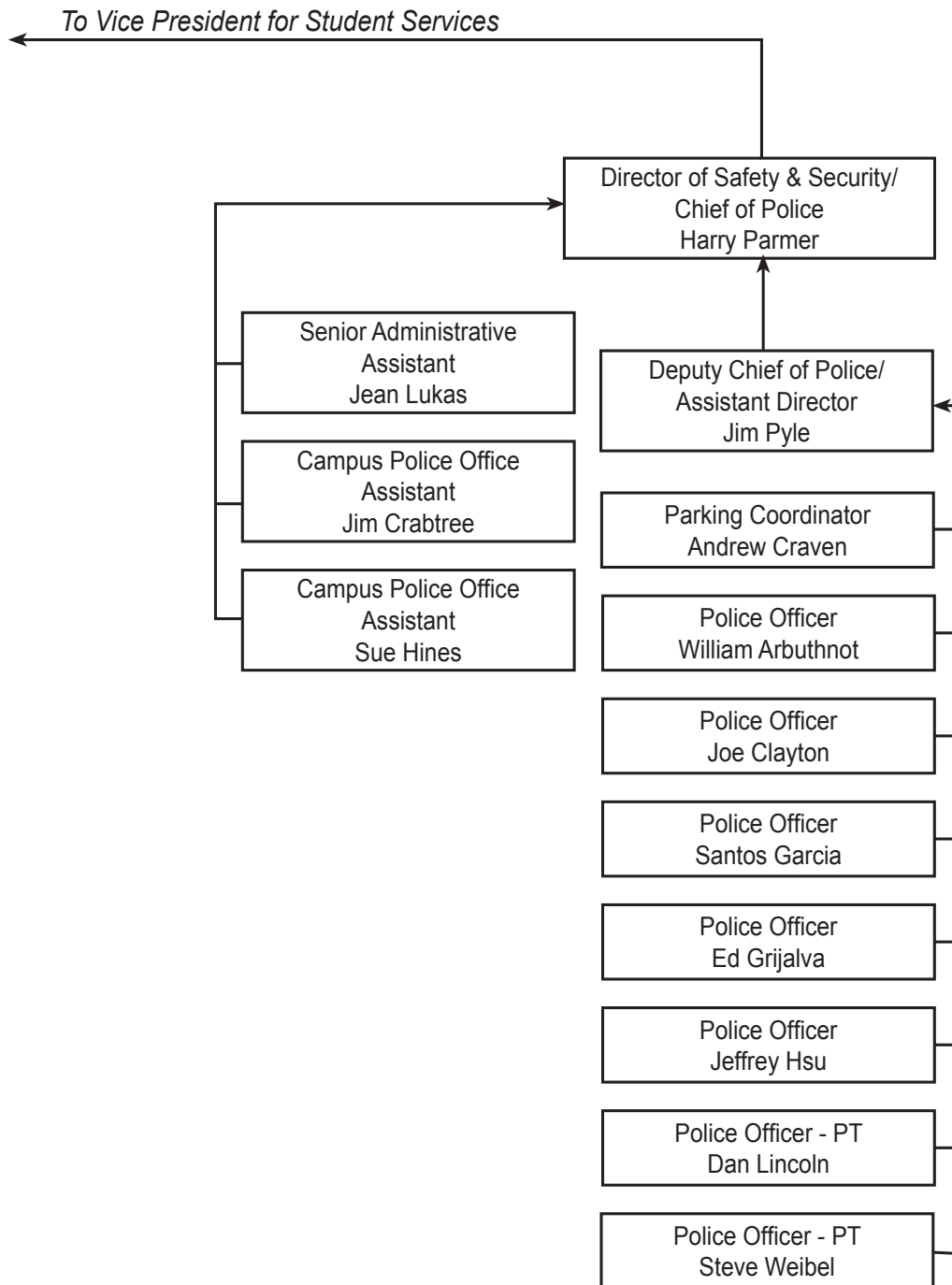
Steve Weibel – Police Officer (PT)

Jean Lukas – Senior Administrative Assistant

Jim Crabtree – Safety and Security Assistant

Sue Hines – Safety and Security Assistant

CAMPUS POLICE ORGANIZATIONAL CHART



OFFICE OF STUDENT HEALTH SERVICES

The mission of Student Health Services is to enhance the educational success of Saddleback College students by promoting wellness and addressing physical and psychological health concerns that create barriers to learning.

Brenda Frame, R.N. – Director of Student Health Services

1. Develop Student Health Services programs, policies, standards and current objectives
2. Coordinate Student Health Services operations and programs with community based health organizations and services
3. Supervise Health Center personnel including physicians, registered nurses, psychologists and counseling interns
4. Triage and treat routine and urgent medical and psychological issues
5. Provide crisis intervention
6. Provide health counseling and education to students in clinical and non–clinical settings
7. Respond to campus medical emergencies

Monica L. Nelson R.N. – Health Center Nurse

1. Provide supervision and direction to Student Health Center personnel, evenings and in the absence of Director of Student Health Services
2. Maintain and order pharmaceuticals, medical supplies and equipment
3. Triage and treat routine and urgent medical and psychological issues
4. Provide crisis intervention
5. Provide health counseling and education to students in clinical and non–clinical settings
6. Respond to campus medical emergencies

Marla H. McBride R.N. – Health Center Nurse (45% time)

1. Triage and treat routine and urgent medical and psychological needs of students
2. Provide crisis intervention
3. Provide health counseling and education to students in clinical and non–clinical settings
4. Respond to campus medical emergencies

Debra P. Vail R.N. – Health Center Nurse (25% time)

1. Triage and treat routine and urgent medical and psychological needs of students
2. Provide crisis intervention
3. Provide health counseling and education to students in clinical and non–clinical settings
4. Respond to campus medical emergencies

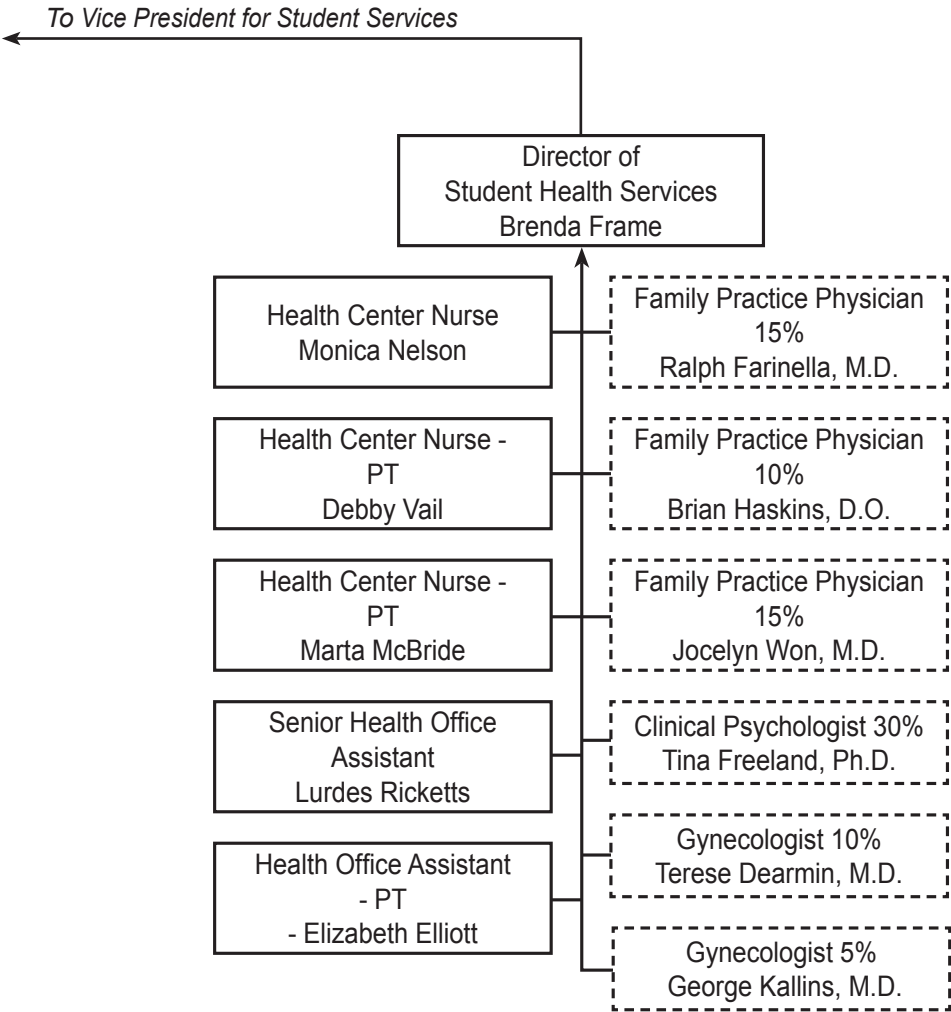
Lurdes D. Ricketts – Senior Health Office Assistant

1. Provide receptionist and secretarial services
2. Maintain patient information systems including charts, scheduling, medical information, HIPPA compliant data and office equipment
3. Provide accounting, accounts receivable and lab fee reconciliation services
4. Maintain current student health insurance information and accident insurance claim files

Elizabeth J. Elliott – Health Office Assistant (50% time)

1. Provide receptionist and secretarial services
2. Assist with maintenance of patient information systems and office equipment
3. Assist registered nurse in emergency and/or crisis situations

OFFICE OF STUDENT HEALTH SERVICES
ORGANIZATIONAL CHART



CHILD DEVELOPMENT CENTER

The Saddleback College Child Development Center offers services for preschool age children that are a minimum of 18 months of age and may remain in the program up to their entrance into kindergarten.

Lisa Cavallaro – Child Development Center Manager

Vacant – Assistant Manager

Nicholas Schmidt – Administrative Assistant

Wesley Thomas – Senior Child Development Specialist

Colette McClellan – Child Development Specialist

Shawn Norman – Child Development Specialist

Terry Aragonex – Child Development Specialist (PT)

Deborah Dautel – Child Development Specialist (PT)

Alicia Dunmeyer – Child Development Specialist (PT)

Lucie Duran-Herwehe – Child Development Specialist (PT)

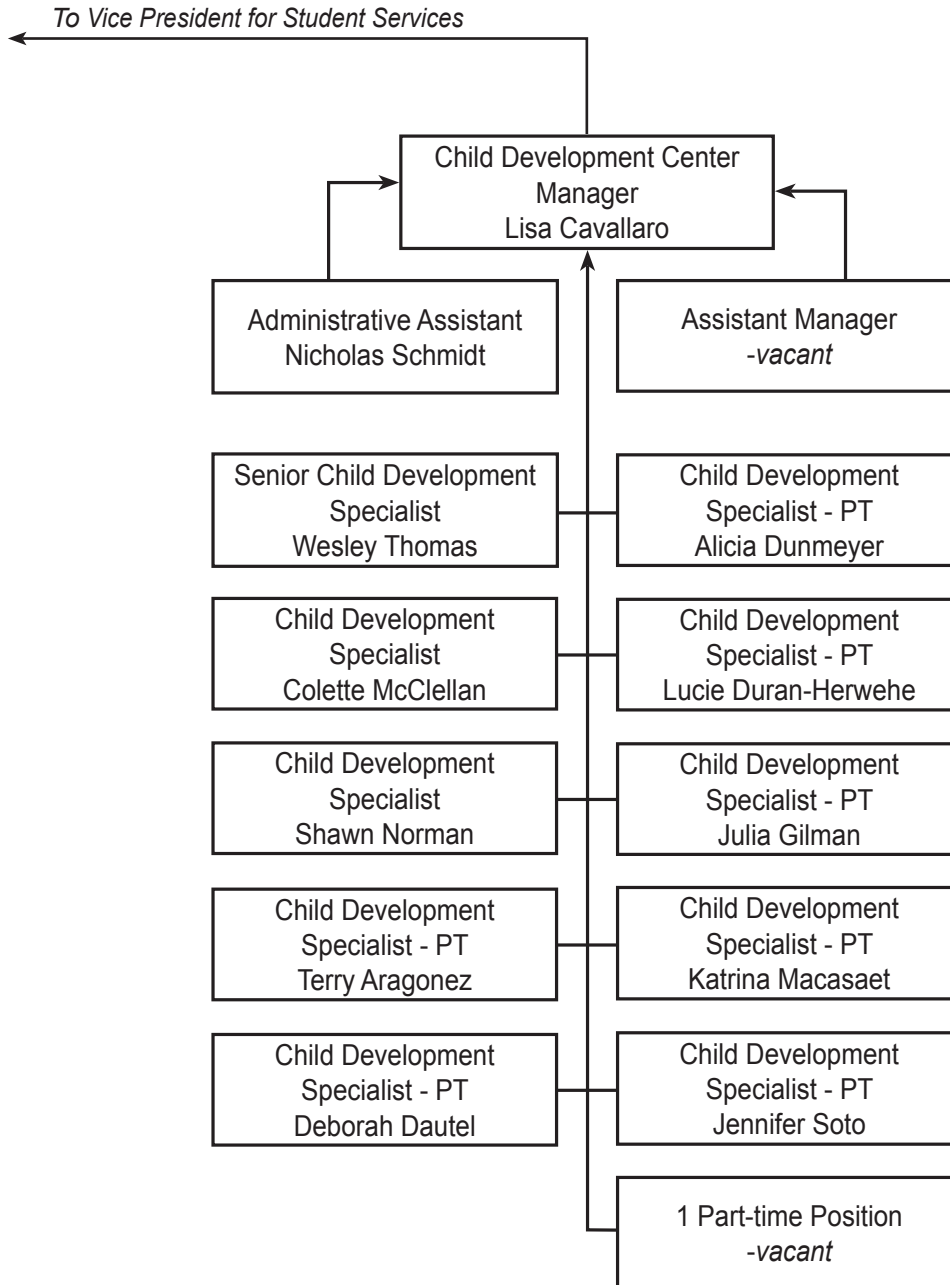
Julia Gilman – Child Development Specialist (PT)

Katrina Macasaet – Child Development Specialist (PT)

Jennifer Soto – Child Development Specialist (PT)

Vacant – One part-time position

CHILD DEVELOPMENT CENTER ORGANIZATIONAL CHART



STUDENT FINANCIAL ASSISTANCE & SCHOLARSHIP OFFICE

The Student Financial Assistance & Scholarship Office provides services to offset the cost of education to eligible students through Federal, State and institutional programs assisting in the pursuit of personal and educational goals.

Mary Hall – Director

1. Program management
2. Program development/scheduling/maintenance/reports/evaluation
3. Staff development and supervision

Lynn Martin – Administrative Assistant

1. Monitoring budget accounts, requisitions, travel arrangements
2. Classified payroll and HR forms
3. Emergency Loans

Ruth Higgins – Senior Financial Aid Specialist

1. Technical support for programs
2. Program reconciliation
3. Internal auditor
4. Perkins Loans due diligence

Hoang–Quyen (Tina) Dang – Financial Aid Specialist

1. Verification and awarding
2. Coordination of Federal Work Study Program

Javier Williams – Financial Aid Specialist

1. Verification and awarding
2. Outreach
3. Development of program information

Phuong Vu – Financial Aid Specialist

1. Validation of files
2. Verification and awarding
3. Direct Loan Processing

Dennis Stachelski – Financial Aid Specialist

1. Fee Waivers
2. Validation of files
3. Direct Loan Processing
4. Webpage support

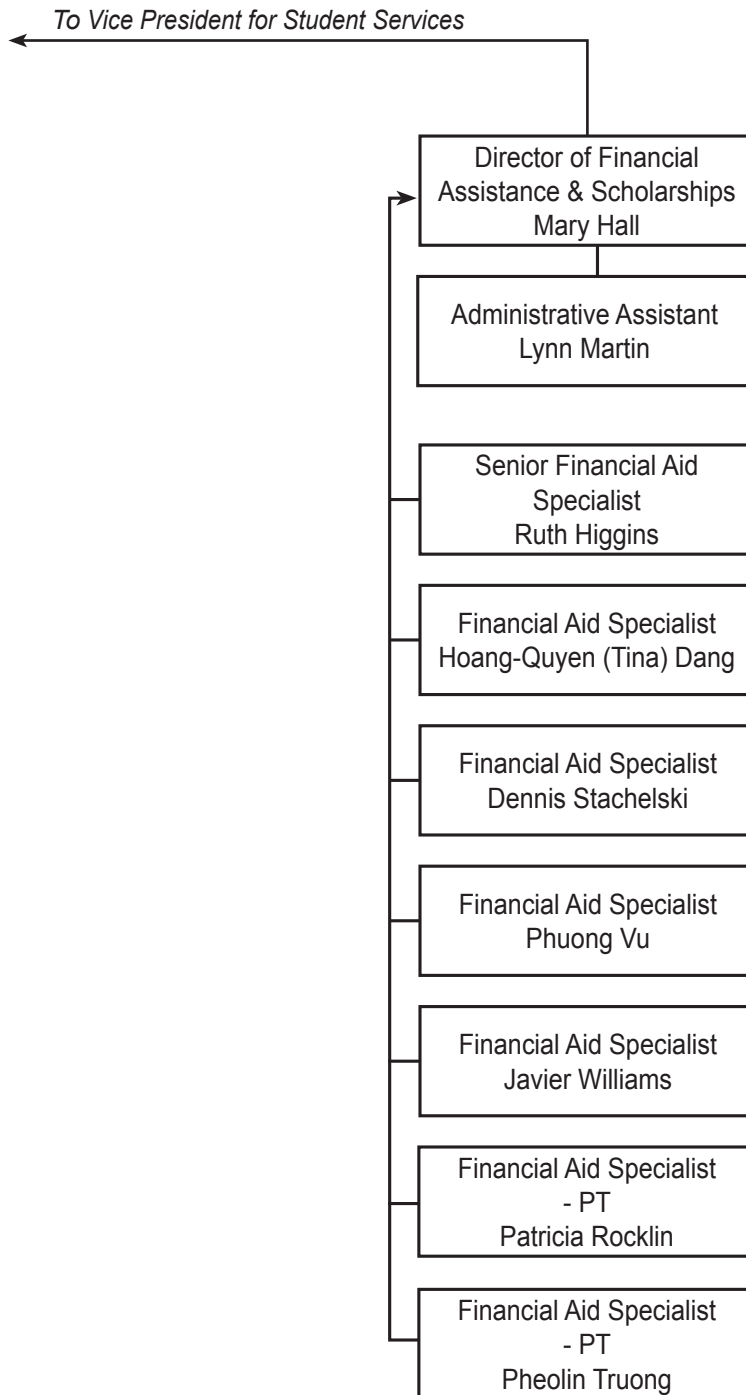
Patti Rocklin – Financial Aid Specialist

1. Scholarships
2. Validation of Files

Pheolin Truong – Financial Aid Specialist

1. Front Counter
2. Advisement to students
3. Validation of files
4. Web grants

**STUDENT FINANCIAL ASSISTANCE
and SCHOLARSHIP OFFICE
ORGANIZATIONAL CHART**



OFFICE OF OUTREACH, RECRUITMENT AND RETENTION

The primary goal of the Outreach Department is to attract new students to Saddleback College. This goal is accomplished through various activities such as high school visits, school presentation, participation in college fairs, campus tours, community outreach and coordinated campus events such as: Welcome Week, Family Night and Senior Day. The Student Information Center is also a function of the Outreach Department.

Leslie Humphrey – Coordinator of Outreach & Recruitment

1. Program planning, development, organization, coordination and implement the outreach, recruitment and retention programs.
2. Develop relationships within k–12 school districts and community entities.
3. Prepare and administer program budgets.
4. Oversee the Student Ambassador Program/Gauchos Guides
5. Oversee the Student Information Center
6. Chair of Outreach, Welcome Day, Family Night, Office of Relation with Schools, High School Advisory, High School Counselor's Day and Senior Day committees.
7. Oversee Campus Tours

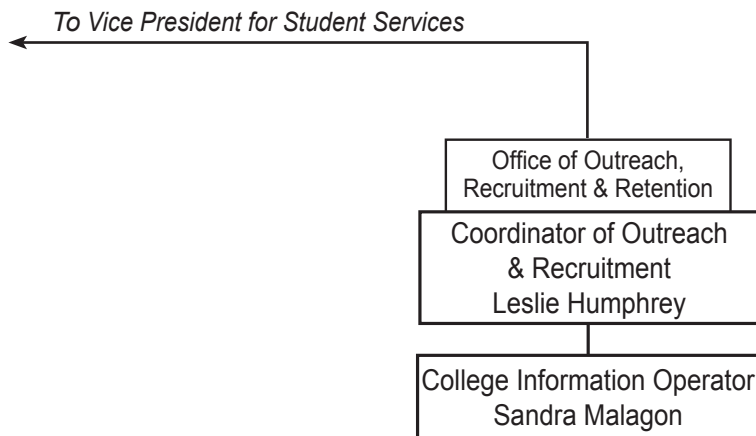
Sandra Malagon – College Information Operator

1. Operates the College switchboard.
2. Provides information and assistance to students, faculty, staff and the general public.
3. Performs a variety of general office support and clerical duties.
4. Provides assistance to students, staff, faculty and the general public at a central reception area.
5. Assist with supervision of the Student Information Center.

Outreach Aides

1. Conduct campus tours.
2. Provide assistance in the Student Information Center.
3. Assists with on-campus activities that promote student recruitment and retention.

**OFFICE OF OUTREACH,
RECRUITMENT and RETENTION
ORGANIZATIONAL CHART**



**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)

The California School Employees Association represents 230,000 dedicated, extraordinary school support staff throughout California. CSEA members perform a wide range of essential work in our public schools and community colleges, including security, food services, office and clerical work, school maintenance and operations, transportation, academic assistance and para-educator services, library and media assistance, computer services and more. CSEA was formed in 1927 when a determined group of Oakland custodians came together to support an elderly custodian who couldn't afford to retire because public schools had no pension plan for such employees. This small group of custodians saw the need to gain rights and benefits for themselves and other school employees, and began the organization to achieve this goal. Today, CSEA continues to thrive as a member-run union, democratically controlled by member volunteers in more than 750 local chapters throughout the state. We are proud of our contributions toward California's future and we strive everyday to carry out our mission to improve the lives of our members, students and communities.

MEMBERSHIP

MEETING TIME:

**STANDING COMMITTEE
(COUNCIL)**

PURPOSE

FACULTY ASSOCIATION

The South Orange County Community College District Faculty Association is committed to the support of all faculty members in the district through the support and defense of our rights under the contractual agreements that this association negotiated with the Board of Trustees of this District. The Faculty Association is committed to a fair and equitable work environment for both our Full-time and Associated Faculty members by providing freedom to accomplish our primary goal: providing the very best in education to our students. We endeavor to work with the Board of Trustees, both local college administrations, our campus communities, fellow district associations, and the general community of South Orange County.

MEMBERSHIP

Advanced Technology & Applied Sciences
Business Science
Counseling Services and Special Programs
Counseling Services and Special Programs
Fine Arts
Fine Arts
Health Sciences and Human Services
Learning Resources
Liberal Arts
Math, Science & Engineering
Physical Education/Kinesiology
Social and Behavioral Sciences
Associate Faculty
Associate Faculty
Grievance Chairperson

MEETING TIME:

TBD

**STANDING COMMITTEE
(COUNCIL)**

SOCCCD POLICE OFFICERS ASSOCIATION

PURPOSE

The purpose of this association is to unite all persons within its jurisdiction for economic, professional and social advancement. The aim of the association is to secure adequate compensation for its members for the performance of their professional duties and to improve conditions of employment through collective bargaining, legal activities, collective efforts in all areas of labor representation, legislative and political activity, and attempts to insure themselves and their families against health, disability, accident and any other problems that may occur. The association will perform these duties in a manner that brings credit to and reflects favorably upon professional law enforcement and the campus communities that our members serve.

MEMBERSHIP

MEETING TIME:



28000 Marguerite Parkway
Mission Viejo, CA 92692

949-582-4500

www.saddleback.edu

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Thomas A. Fuentes, William O. Jay, David B. Lang, Marcia Milchiker, Nancy M. Padberg, Donald P. Wagner,
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SADDLEBACK COLLEGE: Tod A. Burnett, Ed.D., President

