

SADDLEBACK COLLEGE
Consultation Council (CC)
September 11, 2012

Minutes

Attendance

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| <ul style="list-style-type: none">• Tod Burnett, President• Don Busche, Vice President of Instruction• Juan Avalos, Vice President of Student Services• Christopher McDonald, Dean• Donna Rane-Szostak, Dean – Absent• Tammy Rice, Dean (Sub-Representative)• Dan Walsh, Academic Senate Representative• Kim Stankovich, Academic Senate Representative• Bruce Gillman, Academic Senate Representative• Bob Cosgrove, Academic Senate President• Kim Darcy, Academic Senate Representative | <ul style="list-style-type: none">• Carol Hilton, Vice President of Admin. Services• Jennie McCue, External Affairs Representative• Leslie Humphrey, Classified Management• Don Mineo, Classified Senate President• Mike Sauter, Classified Senate President Elect• CSEA - Absent• Sophie Miller, Manager Office the President• Eric Bremen, ASG President• Caroline Durdella, Research, Planning & Accreditation• Cadence Wynter, Dean |
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1. Approval of Minutes – August 28, 2012

ACTION: APPROVED BY CONSULTATION COUNCIL

2. President's Update

- Rest in Peace Darrell Deeter—you will be greatly missed.
- BOG Approves System-wide Enrollment Priorities
- SB 1456
- Homecoming, Sat, Sep 29th, 4pm
- Business Process Analysis Workshop, Tue, Oct 9th, 3:30pm, AGB
- State of the College Community Breakfast, Thu, Oct 11th, 7:30am-9am
- K-12 Partnership Breakfast, Tue, Oct 30th, 7:30am-9am
- SRP Enrollment Deadline, Fri, Oct 5th
- California Shakeout on Thursday, October 18th.

3. Governance Group Updates

- ASG (Shireen Ebrahim for Eric Bremen) Shireen reported that ASG is excited to have Audra back. Student senate is composing surveys to get input from students regarding things such as wi-fi, blood drive, homecoming tailgate, etc. She thanked everyone for their ASG support. Questioned veterans parking privileges and what the status was. An overview of the past history and current parking permit status was given.
- Academic Senate (Bob Cosgrove) - Bob expressed the sadness the college is experiencing over loss of our dear faculty member Darrel Deeter. Bob reported that the academic senate is looking into how to improve the experience of adjunct faculty, such as, copying and office space. The more we can think about how to assist this faculty it will enhance student success ultimately. Up to 30 faculty members can apply to attend "Great Teachers" in January.
- Classified Senate (Don Mineo) – The classified senate is putting together a list of senate members and will be reporting back the information to CC.

4. Accreditation (Bob Cosgrove/Don Busche)

- Draft Accreditation Follow-up Report 2012 (Claire Cesareo-Silva)
Claire handed out the latest Draft of the Accreditation Follow-up Report for final review and approval. Discussion ensued with input, clarification and changes made.

With changes made to the Draft of the Accreditation Follow-up Report Dan Walsh moved to approve, it was seconded by Bob Cosgrove.

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

5. Library and Learning Resource Center (Dan Walsh)

Dan passed out a letter regarding the name of Library and Learning Resource Center and reported that the Academic Senate of Saddleback College is formally requesting that Saddleback College seek to name the Saddleback College library building. Discussion ensued.

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

6. Planning (Caroline Durdella)

- District-wide Planning Council Meeting Recap - Doing updates to all of the planning documents and updates will be forwarded to Randy Peebles.
- Integrated Planning and Resource Allocation Timeline - Handed out and reviewed July 2012 to August 2014 Integrated Planning and Resource Allocation Timeline.
- Environmental Scan - The District is developing a scope of work for the SOCCCD Environmental Scan scheduled to be executed in the Spring term. The colleges will be given an opportunity to help shape the information contained in the document. This is an opportunity to gather information that isn't readily available to us. Some of the things that are normally included in environmental scans include: population projections, economic and labor force projections, as well as, social and technological trends. This is our opportunity to provide input regarding the kinds of information the district will collect to support its next phase of planning. Please feel free to email Caroline your input or schedule an appointment with her to discuss the kinds of things that you think would be useful to you when you are doing program planning. It is important that feedback is received and will shape the scope of the bid no later than September 28th. Both colleges and district services will be able to use this data for the future.
- District-wide Climate Survey - Draft of District-wide Climate Survey was distributed and reviewed. SOCCCD is conducting a survey to assess the climate district-wide. Noted that honest insights and opinions are very valuable contributions to understanding and evaluating collegiality at the district. Caroline requested that CC review and forward any feedback and stressed that this is our opportunity to make substantive changes to the survey. She also noted that she would very much like broad-based input so that she can represent the college in the best way possible. Please send feedback to Caroline by 9/17/12 and to please solicit input with constituencies.

7. District Great Start Orientation Plan (Carol Hilton)

- Carol handed out and reviewed the Great Start Orientation Plan. The objective of phase one of the Great Start program would be to provide an "on-time" orientation for all employees during their first week of employment in the District and to provide high quality and consistent information each time. The objective of phase two of the Great Start program would be to provide an orientation for specific job and site-related duties and a more in-depth orientation for a district-wide knowledge base.
- Phase one would convert the existing orientation program to a digital video series to be viewed and completed online by all employees, ideally on the first day of first week of employment. It is anticipated that such a program can be developed for use during the 2012-13 fiscal year. Digitalizing orientation presentations will provide consistent delivery; a process rather than an event; future access to information; and training documentation. Phase one would capture this information, improve the quality and consistency of delivery and provide a means for supervisors to measure and track training. The new program would be developed by individual who currently participate in orientation sessions with support from IVC staff, who have generously agreed to provide assistance through their videography program and facilities.
- Phase two of the program will create access to knowledge about additional aspects of our organization. At the earliest, development would begin in 2013 with phase two ready to implement in the 2014-15 fiscal year. A process to provide access to email for new employees on their first

day of work has recently been established. Ideally, in addition to email each new employee is to have appropriate keys to the work area, business cards as necessary, and a nameplate in place on the first day of work. This phase would contain brief digital video segments including a welcome message and overview of each college by the College President, an overview by each of the Vice Chancellors on their areas of responsibility, and Presentations from the College Vice Presidents. Phase two will also include site tours of their entire college followed by a tour of the other college. Human Resources would work with supervisors to develop a first-week orientation about specific elements and responsibilities of the new portion. Supervisors would be guided on developing an agenda for routine items such as start times, lunch and work breaks, call-in-sick procedures, and other department or college practices. Also, additional programs can be focused to suit the needs of individual employee groups.

8. Duties and Responsibilities of the Classified Committee Chair for Classified Recruitment (Carol Hilton)

Carol reviewed the Duties and Responsibilities of the Classified Committee Chair for Classified Recruitment handout created by Human Resources. She reviewed steps currently in practice prior to job announcement through after the job is announced and applicants have applied and the position is closed. Carol requested that any input regarding the current process be forwarded to her. She also reviewed Human Resources document “Ten Ways to Hire Classified Staff Faster”.

9. IVC MOU (Don Busche)

Don handed out the most current IVC and Saddleback College 2012 Memorandum of Understanding (MOU). Don reviewed the MOU history and what some of the outcomes due to decisions made in the past regarding service areas for the colleges prior to the MOU, as well as, purpose and principles, termination of agreement, and financial considerations. He also noted that the District Coordinating council shall be brought back whose function is to determine the need for specific new programs within the SOCCCD. For programs at ATEP, the council shall rely primarily on data that address labor market need in the region and whenever practicable, conjoint programs shall be explored. The council shall address the rationale (in terms of curricular, fiscal, human resource, and enrollment impacts upon both colleges) when new and existing programs and courses are being considered for ATEP.

10. Announcements and Suggested Future Topics

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