



## 2019-20 SanFACC Mentor Program

### D E S C R I P T I O N

*The SanFACC Mentor program seeks to build both individual and regional leadership capacity among full-time/permanent community college employees. Mentees with a clear interest in entering or advancing in community college management will be paired with mentors from neighboring colleges already serving in an administrative role. This experience provides a safe environment to develop a knowledge base that supports effective leadership and management. Participants are enriched by experiencing the best practices and lessons learned from colleagues across the region.*

The program is sponsored by the **San Gabriel/ Foothill Association of Community Colleges** (SanFACC). Participating colleges in this year's Mentor Program include Chaffey College, Glendale College, Mt. San Antonio College, Pasadena City College, Rio Hondo College and Cerritos College.

**Eligibility:** This program is open to all full-time/permanent employees within a community college who are seriously considering moving into or advancing in an administrative position in a community college.

**Benefits:** Mentees participating in the program will receive one-on-one assistance and advice regarding their own professional development, and have the opportunity to job shadow and gain experience and insight into community college management. They will apply their expanded skills and knowledge to their work, therefore benefiting their colleges. It is also expected the Mentors will benefit from the experience and perspective their mentees can offer. Please note that participation in the program does not guarantee promotion within an organization. Recruitment for college positions will continue to be open to all and provide equal opportunities to job applicants.

#### **Mentor and Mentee Expectations:**

- Attend the 3 program meetings scheduled throughout the year listed on the next page
- Communicate at least once a month and complete the activities listed on a jointly developed learning contract. Lists of potential activities will be provided.
- Read and discuss the selected "Leadership" reading provided for that program year.
- Offer feedback on their experiences via brief mid and end of year program evaluations.

**Application:** Employees interested in participating in the program must submit an application describing their professional background, their career goals, and the specific areas they would like to learn about. A resume, an acknowledgment form from their supervisor, and a letter of recommendation are also required as part of the application packet.

Participants will be selected based on the following criteria:

- Specific evidence of interest in entering or advancing in community college administration
- Defined career goals and identified areas of professional growth needed to advance to these goals
- Motivation and commitment to fully engage in the program
- Willingness to commit to completing program activities on their own time

**Process:** A campus based selection committee will review and score applications and select potential mentees to be brought forward to a SanFACC matching meeting. Mentors will be sought, based on their expertise in the fields that mentees want to learn about and their commitment to invest their time into future leaders' careers. Please note that program coordinators will make every effort to recruit mentors that match mentees' requests, but the availability of mentors in a specific job category cannot be guaranteed.

**Timeline and Mandatory 2019-2020 Meetings:**

- Applications are due by **April 5, 2019**
- The selection results will be announced in Summer 2019

**2019-20 Mandatory program meetings:**

**2019-2020 Opening Orientation:**  
Mt SAC, 9/5/19, 5:30-8:00pm

**Fall 2019 Gathering:**  
Pasadena City College, 11/7/19, 6:00-8:00pm

**Spring 2020 Closing Celebration**  
Rio Hondo College, 5/7/20, 6:00-8:00pm

*For more information, please contact the coordinator at the following participating colleges:*

**Chaffey College: Cindy Walker**  
E-mail: [Cindy.Walker@chaffey.edu](mailto:Cindy.Walker@chaffey.edu)  
Phone: 909-652-6908

**Glendale College: Lara Kartalian**  
E-mail: [larak@glendale.edu](mailto:larak@glendale.edu)  
Phone: 818-240-1000, ext. 5751

**Mt. San Antonio College: Lianne Greenlee**  
E-mail: [lgreenlee@mtsac.edu](mailto:lgreenlee@mtsac.edu)  
Phone: 909-274-6044

**Pasadena City College: Jason Robinson**  
E-mail: [jrobinson26@pasadena.edu](mailto:jrobinson26@pasadena.edu)  
Phone: 626-585-7049

**Rio Hondo College: Katie O'Brien**  
E-mail: [kobrien@riohondo.edu](mailto:kobrien@riohondo.edu)  
Phone: 562-463-3223

**Cerritos College: April Griffin**  
E-mail: [agriffin@Cerritos.edu](mailto:agriffin@Cerritos.edu)  
Phone: 562-860-2451 x 2849

**SPONSORING COLLEGES**