



## 2024-25 SanFACC Mentor Program

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 participating 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 and a recommendation form from a colleague are also required as part of the application packet.

Participants will be selected based on the following criteria:

- Must be a permanent full-time employee poised to enter or advance into community college administration as next career move
- Evidence of leadership experience
- Clarity of desired outcomes as a result of participation in the program
- Motivation and commitment to fully engage in the program
- Willingness to engage in mentoring activities outside of work hours

**Process:** A campus-based selection committee will review and score applications and select up to 3 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 2024-2025 Meetings:**

- Applications are due by **April 5th, 2024**
- The selection results will be announced no later than June 2024

**2024-25 Mandatory program meetings:**

- **2024-2025 Opening Orientation:**  
Rio Hondo College, 9/12/24, 5:30-8:00pm
- **Fall 2024 Gathering:**  
Remote/Zoom, 11/7/24, 4:00-5:30pm
- **Closing Celebration**  
Cerritos College 5/1/25, 6:00-8:00pm

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

**Cerritos College: Lydia Alvarez**  
E-mail: [lavarez@Cerritos.edu](mailto:lavarez@Cerritos.edu)  
Phone: 562-860 2451 x2838

**Chaffey College: Tamari Jenkins**  
E-mail: [Tamari.Jenkins@chaffey.edu](mailto:Tamari.Jenkins@chaffey.edu)  
Phone: 909-652-6926

**Glendale College: Krista Raimondo Limon**  
E-mail: [kraimondo@glendale.edu](mailto:kraimondo@glendale.edu)  
Phone: 716 -998-4356

**Mt. San Antonio College: Lisa Rodriguez**  
E-Mail: [lrodriguez208@mtsac.edu](mailto:lrodriguez208@mtsac.edu)  
Phone: 909- 274-4177

**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

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