

**SADDLEBACK COLLEGE  
PLANNING & BUDGET COUNCIL  
MINUTES  
February 12, 2008**

**College Mission:** To provide access to learning opportunities that promote student success; to foster intellectual growth, individual expression, and to support a dynamic and diverse environment of innovation and collegiality.

**PBC Membership:** Andrew Olson, C. J. Park, Daune Main, John Ozurovich, Tony Lipold, Lise Telson, Rajen Vurdien, Ken Patton, Carol Hilton, Mary Williams, Carmen Dominguez/Miki Mikolajczak, Alannah Rosenberg, Jo Ann Alford, Morgan Barrows, Sophie Miller, Rich McCullough

**1. President's Report**

- Facilities Update: BGS, SM Building, Stadium, Sciences Building, Library Move & Renovation, Veterans Memorial, FA Restroom Building, TAS, SA Building, Upper Quad
- SC 40<sup>th</sup> Anniversary Celebration – Calendars were passed out commemorating the 40<sup>th</sup> Anniversary Celebration.
- SC Tenure Track Hiring Update was given.
- Former San Francisco Mayor and Speaker of the California Assembly, The Honorable Willie Brown, February 21<sup>st</sup> 12:00 noon in McKinney Theatre.
- Student Success Initiative funds dispersal for future PBC Meeting.
- ARCC 2008 Report: College Performance Indicators Update scheduled for February 19<sup>th</sup>
- WASC Accreditation Commission Report on California Community Colleges was reviewed.

**2. Program Review Update: Health and Recreation**

The Program Review for the Health Department was made by Jan Duquette reviewing both the programs strengths and weaknesses. Some of the strengths emphasized are that the program has New Titles for courses to articulate with CSU/UC colleges, amazing Guest Speakers, Power Point Presentations, and additional classes added in 2008-day, afternoon, and night classes for Summer. Some of the weaknesses emphasized are that an additional lecture classroom is needed, in PE 304 lecture room new flooring, locking cabinets to secure room, student desks, and soundproofing is needed.

The Program Review for the Recreation Department was made by Jan Duquette reviewing both the programs strengths and weaknesses.

Some of the strengths emphasized were that there will be new courses to begin 2008-09 and courses transferrable for CSU for Recreation Administration Major w/emphasis on Outdoor Recreation. Some of the weaknesses emphasized were the need for a full time Professor and the need for more support staff, and convert locker room to much needed classroom space.

All completed Program Reviews are posted on the Institutional Effectiveness website under "Completed Program Reviews" at the following link: <http://www.saddleback.edu/gov/senate/ie/>

**3. PBC Minutes – February 5, 2008**

**ACTION: APPROVED BY PBC**

**4. Prioritized new or changed Classified Positions from each of the four Planning groups:**

- Campus Environment – John Ozurovich
- Enrollment Management – Rajen Vurdien
- Student Success – Lise Telson
- Institutional Effectiveness – Morgan Barrows
- Additions/Changes to College Classified Positions: 2004-2007.

It was recommended to bring this item back to the 2/19/08 PBC meeting for further discussion and consideration of one additional position.

### **5. Accountability System for CTE Programs Assisted with Perkins Funds**

Don Taylor made a presentation on the new rules and regulation on the Perkins 4 requirements. District required representation was reviewed with a request made to identify names and there positions to represent the required 7 groups (Business, Industry, Labor Organizations, Special Populations, Faculty, Students, and Others). There is no limit to how many representatives, but the majority of faculty should be representatives of career and technical education. The state of California requires goals set and reported to the state and we need a process for the 2 year mandated review. The state required plan needs to be turned in by April 1<sup>st</sup>.

### **6. Veterans Services Enhancement Plan – Lise Telson and Carol Hilton**

Reviewed Veterans Outreach and Retention Program proposal which includes a location designated for the Veterans to have a one stop place to assist the Veterans with counseling, outreach, and education benefit requirements. A three Phase Veterans Services Enhancement Plan was presented and each phase was reviewed, as well as, the overall plan. It was recommended that Phase I be implemented as ongoing and to fund \$5,000 initially for equipment and materials. The Veterans Services Enhancement Plan will be reassessed in Spring 2008 to determine whether to move forward to Phases II and III.

**ACTION: RECOMMENDED BY PBC AND APPROVED BY THE COLLEGE PRESIDENT**

### **7. Saddleback College Strategic Plan: 2007 – 2010**

- Review the “Cost or Estimated Budget” Planning Group’s Strategies in the SC Strategic Plan: 2007-2010. It was suggested to link the strategies from all four groups so that there is coordination between all four groups. Alannah Rosenberg volunteered to create a spreadsheet showing the Cost or Estimated Budget for all four Planning Groups.
- Reports, minutes, and general information for all four Strategic Planning Groups are posted on the PBC website <http://www.saddleback.edu/gov/pbc/>. Please visit these websites for continuous updated information.

### **8. Technology Committee Requests and the Program Review Process – Eric Garant**

The Technology and Equipment Committees are working towards incorporating Program Review as part of the decision making process. Technology and Equipment Planning is not always incorporated in Program Review or done so in a general way. Departments should not be penalized if their requests are not included in Program Review and a general simple program should be available as part of Program Review. The Technology Planning and Program Review process was discussed and suggestions made. It was stressed that the process was kept simple to avoid a workload burden. It was noted that it is important to have a way to look at the global perspective to make decisions and once Curiculenet is implemented it should help to streamline the process.

