

SADDLEBACK COLLEGE PLANNING & BUDGET COUNCIL (PBC)

Minutes April 10, 2007

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

PBC Membership: Neda Duggan, Andrew Love, Matt Suarez, John Ozurovich, Jerilyn Chuman, Kris Leppien-Christensen, Lise Telson, Rajen Vurdien, Ken Patton, Carol Hilton, Mary Williams, Bob Cosgrove, Margot Lovett, Jo Ann Alford, Miki Mikolajczak, Rich McCullough

President's Report

- Facilities Update: Village Café is NOW OPEN
- District Wide Goals meeting will be held April 18th and suggested changes to preliminary list to the College President by April 13th.
- College Mission Statement due to the Board in May.
- Special Board Meeting on Accreditation will be held on April 23rd from 3:00-5:00pm in Health Science Auditorium
- SC Technology, SC Equipment and Scheduled Maintenance Requests sent to Chancellor for April 23rd Board of Trustees Meeting. - Requests totaled approximately \$22M.
- A possible Board Forum will be held on May 14th starting at 3:00pm.
- Veterans Memorial Update – President McCullough attended the City Council of Mission Viejo meeting and gave a presentation on the Veterans Memorial. The Council voted unanimously to donate \$5,000 to the Memorial Fund.

Program Review Update: Wendy Gordon/ Library, Tom Weisrock gave presentation.

The Program Review for the Library was made by the Tom Weisrock reviewing both the programs strengths and challenges. 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/>

ACTION

PBC Minutes – April 3, 2007

APPROVED

Report from the SC Equipment Committee – Don Taylor

The Competitive Equipment Requests for 2007-2008 was distributed and reviewed, which did not include the non-instructional equipment requests. Also, reported that the SC Equipment Committee met with President McCullough, Vice President Vurdien, and Wendy Gordon for input to tie Program Review to disbursement of funds.

Recommendations were made and discussion took place.

The Equipment Committee presented the following seven questions for information and direction by the PBC:

1. The Equipment Committee would like the PBC to make a decision regarding whether to use Program Review in its determination of distributing equipment funds.
2. The Equipment Committee would like the PBC to determine to what extent the Program Review information to be used to determine allocations.
3. The Equipment Committee needs direction as to how the Program Review information will be filtered into the committee. What will be the process?
4. What will the timeline of implementation for Program Review information be used by the committee? Who will be responsible to determine whether the Program Review information meets the criteria for submission for funding? Will it be the Dean or the committee? The preference is that that determination be made by the Dean.
5. Should the number of students served in the department carry any weight with regard to the allocation of funds? Should it be by headcount, FTES or WSCH?
6. What additional criteria found in the Program Review should be included and what weight should the items carry?
7. The Equipment Committee also requests how detailed the information should be on the Program Review sheets regarding equipment needs. Does each item need to be identified?

It was proposed to support the Competitive Equipment Requests 2007-08 Committee recommendations and place the seven questions for review and study on a future PBC agenda.

ACTION: RECOMMENDED BY PBC AND APPROVED BY COLLEGE PRESIDENT

Strategic Planning Process: 2007 – 2010

- Student Success Planning Group (SSPG) presented recommendations of potential goals to PBC. Student Success Planning Group recommendations will be finalized and written as strategies for the requisite goal on the Strategic Planning forms to be submitted to PBC by June 1, 2007. Student Retention and Success Accountability will be included in the SSPG strategic plan final recommendations. The SSPG with the full support of Student Services Leadership Council strongly recommends the addition of Student Retention and Success Accountability as a tenth goal to the PBC Potential Goals. This will be rewritten to be similar to the other nine suggested goals and brought back to the next PBC meeting
- Enrollment Management, Campus Environment, Student Success, and Institutional Effectiveness Planning Group Chairs gave updates. 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.
- Proposed template to connect Departmental Program Review documents with Equipment, Technology and Human Resources Committees will be presented at the next PBC meeting by Jerilyn Chuman.

Process for Faculty Hiring Prioritizing– Margot Lovett

Discussion will continue at the next PBC meeting.

EOPS Coordinator Position Update

PBC was updated and discussion ensued. The committee will meet this Monday, April 16th to vote and present a recommendation to President McCullough.