

**SADDLEBACK COLLEGE
PLANNING & BUDGET COUNCIL
MINUTES
April 22, 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, Connie McClain, John Ozurovich, Tony Lipold, Lise Telson, Rajen Vurdien, Ken Patton/Tammy Rice, 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 was given: BGS, SM Building, Stadium, Sciences Building, Library Move & Renovation, Veterans Memorial, FA Restroom Building, TAS, SA Building, Upper Quad and Loop Road
- SC Tenure Track Hiring update (as of 4/29/08) – 3 second level interviews are currently scheduled and tenure track position offers have been made and accepted by 17 applicants, 1 screening committee is on hold because of inadequate applicant pool, and 1 committee is pulled due to “Work to Contract”, 2 screening committees are currently interviewing and the Academic Senate is holding on approving 1 screening committee for a one year sabbatical replacement position.
- Hewlett Recognition of Promise site visit is scheduled for April 22nd to highlight 6 successful basic skills programs on campus (LAP, Math, Nursing, Veteran's Outreach, EOPS Mentoring/Latina Math).
- Leadership Forum/PBC Retreat: Thursday, June 5th at the Mission Viejo Country Club from 8:00a to 4:30pm.
- Special follow up PBC meeting on Friday June 13th in AGB from 9:00a to 3:00pm.

2. Program Review Update: Financial Assistance & Office of Instruction

The Program Review for the Office of Instruction was made by Vice President Vurdien, reviewing both the department's strengths and weaknesses. Some of the strengths emphasized are that the department prides itself in the way it quickly responds to questions and provides solutions to problems. Some of the needs are Distance Education will require an additional technology application specialist as the program grows; curriculum office would benefit from SPSS software; and to have the Office of Instruction employees housed in the same area, rather than being scattered throughout the AGB Building.

Financial Assistance & Scholarship Office Program Review was given by Mary Hall, Student Services & financial Aid Director, reviewing both the department's strengths and weaknesses. Some of the program strengths emphasized were the dedication and enthusiasm of the SFASO staff to meet the needs of students; good working relationship with other departments; strong state, federal and institutional programs. Some of the program challenges are encouraging students to file financial aid applications early and getting them to complete their files; increasing the numbers and maintaining program compliance to satisfy state and federal regulations; threat of elimination of the competitive cal grant funding for

community college students due to the proposed state budget reductions; elimination of lenders from the Federal Educational Loan Program and the need for additional office space.

3. PBC Minutes – April 15, 2008

ACTION: APPROVED BY PBC

4. SOCCCD IT Projects 2007-2008 & 2008-2009 Update: Jim Phaneuf, Assoc. Director, IT

Jim reviewed Section 1 College Projects for 2008-09 for District IT suggested by individuals and groups at the Colleges. It was requested that review and ranking be done, as well as, other projects the colleges would like to propose submitted no later than Monday, May 5, 2008 to Andrea Serban. After the presentation discussion took place and the list was prioritized.

The following projects for 2008-09 for District IT suggested by Saddleback College have been approved and ranked by the College starting with 1 – highest priority:

- 1) Enhancement to the new Student Information System. A number of very desirable features have been identified in the Student Information System focus group sessions that fall outside of the current scope boundary. With additional funding, the implementation of these features could be achieved. If this project is approved by the colleges, a list of the identified features will be distributed to the colleges for prioritization.**

- 2) Populate the student PIN in the student record so that students can renew library materials online. Activating the PIN field will also make possible implementation of electronic reserves.**
The first phase of this project will be to work with Sirsi to implement LDAP (directory of users) integration with the Sirsi system so that students can use their MySite password to access the library system. Ideally, once a student has logged into MySite, a link would appear that would connect the student to the library system without having to authenticate a second time. Sirsi's only documentation with regard to LDAP integration states: "If you are interested in using the LDAP User Authentication feature contact your SirsiDynix Client Sales consultant for pricing and scheduling information." An alternative first phase would be to simply populate all of the patron records with the appropriate MySite PIN, but in the past we have chosen to avoid this solution in favor of tighter integration with MySite. The second phase of this project will be to identify all of the self-service areas that the library wants to implement and modify the web-based catalog pages to support those services. This is a complex project.

- 3) Implement the BOGW Fee Waiver now available from Xap Corporation in conjunction with CCCApply (the online application we use) and integrate the information from the BOGW Fee Waiver applications with EOPS tracking and MIS reporting.**

- 4) Integrate the completed "My Academic Plan" (MAP) with the Student Information System so that faculty, students and staff have**

full access to the most current information and such that EOPS, DSPTS, Matriculation required program standards of educational plans are fully tracked.

The College would like to request the Credentials, Inc. project as part of priority #4. This project is of significant impact to the College.

The Credentials, Inc. projects may be at little or no cost but do require some IT staff hours.

- a. Transcripts Plus: The Admissions and Records managers would like to have our students utilize the Transcripts Plus system when ordering transcripts from the A&R lobby, with no extra cost to the students. This process is comparable to the Credentials, Inc. Parking Permit request system utilized by our Campus Police. The college would pay a minimal service charge to Credentials, Inc. for this service.
- b. Robo Registrar: Credentials, Inc. offers the ability to automatically print transcripts to a printer within the department once the electronic request is received. We would like to add this feature.
- c. Electronic Student Authentication for Credentials, Inc. services: We would like to investigate the Electronic Student Authentication for Credentials, Inc. services within the MySite web portal similar to the Parking Permit request system.

5) 7x24 help desk: This will fund a one year pilot program to contract with a help desk company to provide 7x24 help desk support for faculty and students. A cost/benefit analysis will be performed at the end of the year to determine if the service should be continued.

6) Power Tools enhancements – these enhancements are dependent on the development of the new schedule in the Student Information System. The scope of the enhancements needs to be clarified.

ACTION: RECOMMENDED BY PBC AND APPROVED BY THE COLLEGE PRESIDENT

5. SC Basic Aid Requests for 2008-2009: Technology, Equipment and Scheduled Maintenance proposals are being developed. The proposals are due to the Chancellor by

6. WASC Accreditation “Focused” Progress Report – Due October 15, 2008

- Time Line for Report: Board of Trustees Presentation for August & September, 2008.
- Recommendation # 3 Task Force = IE Planning Group and Dean Flanigan with Dr. Morgan Barrows as Chair; (Meetings are currently underway).
- Recommendations #5 & #6 Task Force = Alannah Rosenberg, Miki Mikolajczak, Mary Williams, John Ozurovich/Carol Hilton, Jim Wright, Rajen Vurdien, Lise Telson, Andreea Serban and Trustee Dave Lang with Richard McCullough as Chair.
- Report on Recommendations #5 & #6 Task Force Meeting was held on Monday, April 21st with all members present except Alannah. A draft report was presented and discussed.