

**SADDLEBACK COLLEGE
PLANNING & BUDGET COUNCIL (PBC)
MINUTES – April 26, 2005**

PBC Membership: Rania Karfar & Chantel Ghafari – ASG
Dr. Carmen Dominguez & Claire Cesareo-Silva – Academic Senate
Dr. Jim Wright & Jerilyn Chuman – Deans' Cabinet
Mary Williams & Leslie Humphrey – Classified
Jane Rosenkrans – Classified Management
Carol Hilton – Budget Manager
Dr. Rajen Vurdien & Lise Telson – Vice Presidents
Dr. Rich McCullough - President

President's Report

- At the April 25th Board Meeting, the separation of the Division of Fine Arts, P.E. and Athletics was approved to the Division of Fine Arts and the Division of Physical Education & Athletics.
- The Australia Study Abroad Program was approved.
- GKK Architects and the Mass Group were approved to prepare the Five Year Master Facilities and Education Plan. First meeting to be held on May 6, 2005. Report to be completed by March/April 2006. A number of committees will be involved in the master plan. It was recommended that a Dean be appointed to the original group working on the Five Year Master Facilities and Education Plan.
- Bainbridge consultant was approved to do the study on the BGS building. Will be meeting with the Bainbridge group to discuss all issues. In 4-5 weeks we should have a very definitive answer; how long is it going to take and how much it is going to cost. Consultants will talk to faculty and staff in the BGS Building.
- Have hired seven new faculty members to date.

Management of Charitable Contributions

- Consensus was that there should be a simple process.
- Develop a form to be submitted as an application.

Classified Hiring Committee Model

- Place on college website or MySite.
- Develop an online form for requests to be submitted to PBC.

Current SC Grant's Office Tracking Log.

- An update on the current Grants including dates and amounts was reviewed.
- Working on website to provide process/procedure for grants including the sending out of information on available grants.
- Recommendation made on how can we improve ways to develop grants and better inform faculty?

Proposal for the Establishment of a Student Learning Outcomes Team and Implementation Process

- Overview of history of how task force team was established.
- Student learning outcomes is part of the way we must operate.
- Determine qualifications for educational research/assessment officer.
- Must set up the process. Next week (May 3, 2005) the PBC will spend an hour discussing this proposal so that a decision can be made.
- Bring back in the next week for action. Academic Senate has approved it.

Technology Committee and Equipment Committee

- Invite Equipment and Technology Committee Chairs to next PBC (May 3, 2005) to discuss the process and to provide some direction to the committees.