

**SADDLEBACK COLLEGE
PLANNING & BUDGET COUNCIL
MINUTES
May 6, 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 provided: BGS, SM Building, Stadium, Sciences Building, Library Move & Renovation, Veterans Memorial dirt moved next week, FA Restroom Building, TAS, SA Building, Upper Quad and Loop Road and Library/SM Plaza
- SC Tenure Track Hiring update was provided: 19 positions accepted, 3 open until filled, 2 moving forward.
- Remember Scholarship Ceremony: Thursday, May 15th in Gymnasium (new venue), Ceremony starts at 6:00p
- Remember SC Graduation Ceremony: Friday, May 23, 10:00am in SC Stadium
- Leadership Forum/PBC Retreat: Thursday, June 5th at the Mission Viejo Country Club from 8:00a to 4:30p
- Special follow up PBC meeting on Friday June 13th from 9:00a to 3:00p, location TBD

2. Program Review Update: Medical Assisting & Marine Science Technology

- The Program Review for the Marine Science Technology was made by Morgan Barrows, reviewing both the department's strengths and weaknesses. Some of the department's greatest strengths emphasized are its faculty and associate faculty; providing students with a great variety of classes, including very technical classes and gives students access to lots of different boats inexpensively. Some of the challenges are no full-time Marine Science Technology instructor, the need for classified staff, low enrolled classes, and maintaining the department's fleet of 16 boats.
- The Program Review for the Medical Assistant Program was made by Kay Stevens reviewing both the department's strengths and weaknesses. Some of the Departments strengths reviewed were consistent enrollment; three certificate options-Clinical, Administrative, and Comprehensive; 100% of students sitting for the state certification examination have passed; and division support for instructional supply and equipment needs has been strong. Some of the weaknesses are the need for a dedicated computer lab for the Medical Assistant Program; marketing of the program; need for full-time instructor for insurance and coding.

3. PBC Minutes – April 29, 2008

ACTION: APPROVED BY PBC

4. DRAC Update – Carol Hilton

Carol reviewed the current DRAC District Allocation Model for fiscal year 2008-2009 model and discussion ensued concerning the allocation of funds within the SOCCCD.

5. Basic Aid Funding Requests 2008-2009: Safety Related Projects; ADA Related Topics; High Priority Projects; Instructional Equipment; Non Instructional Equipment; Technology and Scheduled Maintenance

The PBC reviewed the Saddleback College Basic Aid Funding Request for 2008-2009: The Safety Related Projects= \$2,775,000; The ADA Related Projects=1,955,000; The High Priority Projects=\$5,950,000; Instructional Equipment=\$2,071,108; Non Instructional Equipment=\$704,855; Technology=\$2,996,166 and the Scheduled Maintenance=\$9,885,000. The Saddleback College Basic Aid Request totals \$26,337,129

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) have 10 completed courses. Will be completing the SLO training with all of the Divisions.
- Recommendations #5 & #6 Task Force = Alannah Rosenberg, Miki Mikolajczak, Mary Williams, John Ozurovich/Carol Hilton, Dean Jim Wright, Rajen Vurdien, Lise Telson, Andreea Serban and Trustee Dave Lang with Richard McCullough as Chair

7. Saddleback College Strategic Plan: 2007 – 2010

- Reports for all four Planning Groups can be found at:
<http://www.saddleback.edu/gov/pbc>.