

**SADDLEBACK COLLEGE  
PLANNING & BUDGET COUNCIL (PBC)  
MINUTES  
May 13, 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.**

1. **President's Report**

- A facilities update was provided: BGS, SM Building, Stadium, Sciences Building, Library Move & Renovation, Veterans Memorial, FA Restroom Building, Library/SM Plaza, TAS, SA Building, Upper Quad and Loop Road
- SC Tenure Track Hiring Update: 19 positions accepted, 2 open until filled, 3 moving forward.
- The rescheduled ATEP update meeting now scheduled for Wednesday, May 13<sup>th</sup> at 10:30p in SSC 212
- Scholarship Ceremony: Thursday, May 15<sup>th</sup> in Gymnasium (new venue) 5:00 -6:00pm Reception, 6:00pm Ceremony begins
- SC Graduation Ceremony: Friday, May 23 10:00 am - SC Stadium
- Leadership Forum/PBC Retreat: Thursday, June 5<sup>th</sup> at the Mission Viejo Country Club from 8:00a to 4:30p
- Special follow up PBC meeting on Friday June 13<sup>th</sup> from 9:00a to 3:00p, location TBD
- Review of PBC: Narrative and Flow Chart for college wide distribution
- No PBC meeting during Finals Week – Tuesday May 20<sup>th</sup>
- Promenade Apartment's request was reviewed. The President will contact the managers and share the concerns mentioned: traffic on Marguerite, demolition and construction issues; safety and security issues and what would be direct benefit to the College
- Faculty Development Funds proposal from the Academic Senate was reviewed and will come back to the next PBC meeting

2. **Program Review Update: M & O Custodial Support Services**

Anthony Rogers, Mike James, and Luis Sessler gave a report and presentation. Strengths long termed employees and experienced in the field, loyalty, motivation, good shift hours, challenges staff needed, getting staff and faculty support and cooperation, training program/procedures updated, acquire a new truck or van, separate software dedicated to the custodial division. Challenges Need 4 additional staff, create opportunities for staff to move upward, need a larger building space for the division staff, Opportunities, implement a Certificated Custodial Training Program for leads and custodians, develop a custodial survey form to be used annually. Some of the challenges are that no food in the classrooms is not always enforced and when events are held that all of the food is not removed immediately. Suggestions were made to work with staff and faculty to help assist in enforcing no food in the classroom. Suggestions were made such as offering a certificated program by training in house. An enthusiastic discussion ensued on how we can assist the custodians by forming a partnership. Concerns and suggestions were made regarding the BGS Building.

3. **PBC Minutes – May 6, 2008**

**ACTION: APPROVED BY PBC**

4. **Saddleback College Mission Statement** was reviewed for any suggested changes for the 2007-2008 academic year. The decision was to not make any changes to the existing Mission Statement and to have a discussion about the Mission Statement at the Leadership Forum/PBC Retreat on June 5<sup>th</sup>.