

**SADDLEBACK COLLEGE  
PLANNING & BUDGET COUNCIL (PBC)  
MINUTES  
June 12, 2007**

**College Mission:** To provide access to learning opportunities that promote 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, Melissa Cornelius, Matt Suarez, John Ozurovich, Tony Lipold, Kris Leppien-Christensen, Lise Telson, Rajen Vurdien, Ken Patton, Carol Hilton, Mary Williams, Bob Cosgrove, Carmen Dominguez, Jo Ann Alford, Rich McCullough

**President's Report**

- A facilities Update was provided for the BGS renovation, Stadium Update, Sciences Building, and Library.
- WASC Accreditation Mid-Term Report - 2007 Update: Mary Williams  
The following calendar for the 2007 WASC Midterm Report was distributed and reviewed: Draft 2 Due to PBC June 19<sup>th</sup>; Draft 3 due to PBC July 17<sup>th</sup>;  
In-service Meeting - August 15<sup>th</sup>; Send report to the Board of Trustees for Information, August 27<sup>th</sup>; Board Signatures, September 24<sup>th</sup>; PBC Recommendation to the College President, September 25<sup>th</sup>; Report Due to ACCJC October 15<sup>th</sup>.
- PBC On Campus Strategic Plan Workshop – Thursday, July 19<sup>th</sup>
- Board Workshop at SC – September 24, 2007 from 3:30 -4:30 pm in SSC 212  
(Prior to Board Meeting)

**Program Review Update: Wendy Gordon / none scheduled**

**PBC Minutes – June 5, 2007**

**ACTION: APPROVED BY PBC**

**Continuation of the 2007-2008 SC Budget Planning Summary – Carol Hilton**

Carol reviewed the 2007-08 Proposed Tentative Budget (Unrestricted) and the Saddleback College 2006-07 Final Budget (Unrestricted).

**Strategic Planning Process: 2007 – 2010**

- Completed Strategic Plans from all four Planning Groups are due to PBC during the month of June.  
Completed Plan: Campus Environment – June 5, 2007 (**accepted**)  
Completed Plan: Enrollment Management – June 12, 2007 (**accepted**)  
Completed Plan: Institutional Effectiveness – June 19, 2007  
Completed Plan: Student Success – June 26, 2007
- 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.

**The Equipment Committee forwarded the 7 questions below (provided by Dean Taylor) concerning the coordination of the distribution of equipment funds with Program Review data (note: these same 7 questions may also apply to the Technology Committee) for PBC's input and response. Discussion ensued with the following suggestions:**

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.  
**Yes - Program Review should be a major determinant in allocating 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.  
**PBC requests a proposal from the Equipment Committee. Program Review should be given substantial weight but the traditional criteria need not be abandoned.**
3. The Equipment Committee needs direction as to how the Program Review information will be filtered into the committee. What will be the process?  
**PBC requests a proposal from the Equipment Committee. A detailed annual update form is being developed to keep the Program Review data current.**
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 the determination be made by the Dean.  
**PBC requests a proposal from the Equipment Committee. Program Review should be considered from now on. Any programs which have not yet been scheduled to complete Program Review should not be penalized. The Equipment Committee should assess the Program Review data.**
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?  
**The number of students served should be one of the factors considered, but programs with restricted enrollment, such as Nursing or Technical Programs should not be penalized. Either FTES or WSCH (They correlate 100 %) should be used since they drive the funding model and are central to some planning goals.**
6. What additional criteria found in the Program Review should be included and what weight should the items carry?  
**PBC requests a proposal from the Equipment Committee. The detailed annual update form should provide the necessary information.**
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?  
**PBC requests a proposal from the Equipment Committee. The detailed annual update form should provide the necessary information.**

**PBC suggests that Wendy Gordon be consulted on these questions. Linking Program Review and planning goals to funding decisions is part of WASC Recommendation 2D and must be addressed by the College. This item will be brought back to the June 19<sup>th</sup> PBC meeting for further discussion and consideration.**