

**SADDLEBACK COLLEGE**  
**PLANNING & BUDGET COUNCIL (PBC)**  
**MINUTES**  
**July 19, 2005**

**President's Report**

Update on BGS building was given. The faculty and staff move to the Library building is in progress. A copier, fax machine, mail slots, and locks on filing cabinets will be provided. The rooms have been cleaned, mold gone, plywood put in place, walls painted, flooring replaced were needed. Classrooms will be done for the fall semester.

**PBC Retreat – July 12<sup>th</sup> – Rancho Capistrano - Recap**

SC Budget Analysis, Enrollment Information: trends and predictions, Marketing Information, and College Committees presentations were reviewed. The structure of presentations was excellent and they were extremely helpful.

**Classified Hiring**

Discussion took place and suggestions were made regarding how to address filling needed classified positions and budget concerns.

- Increase FTES
- Create lower level classified positions to fill many needs.
- Look at the budget and see where dollars can be carved for new classified positions
- Review classified positions to determine the best use of each position.

This item will be brought back after discussion takes place with the Deans to see if there is a proposal they would like to submit.

**SLO Update**

Saddleback College's SLO implementation plan is a plan for more than just writing the SLO's it also incorporates assessment and the uses of that assessment to improve teaching and services at the college. PBC recommends that President McCullough request from Chancellor Mathur a 2 year commitment for the amount of reassigned time he already approved for the Fall of 2005.

**RHORC Building**

Several requests have been made for the use of the former RHORC building. Discussion ensued. This will be put on the Leadership Forum agenda for discussion.

**Enrollment Management Steering Committee**

It was proposed that PBC support the steering committee to hire a consultant to do a full marketing plan to target 2006-07 enrollments. Consensus by PBC to move forward and explore the possibility.

**SLO Research Analyst - Deans' Cabinet Agenda Item**

Recommendation was made that PBC support the Assessment and Program Review Analyst position and put this position forward at top priority to the classified prioritization committee out of urgency to be hired this fall.

