

**SADDLEBACK COLLEGE  
PLANNING & BUDGET COUNCIL  
MINUTES  
July 24, 2007**

**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:** Neda Duggan, Melissa Cornelius, Daune Main, John Ozurovich, Tony Lipold, Kris Leppien-Christensen, Lise Telson, Rajen Vurdien, Ken Patton, Carol Hilton, Mary Williams, Carmen Dominguez, Alannah Rosenberg, Jo Ann Alford, Alannah Rosenberg, Rich McCullough

**President's Report**

- A Facilities Update was provided: BGS, SM Building, Stadium, Sciences Building, Library Move & Renovation, Veterans Memorial and the FA Restroom Building.
- Board Workshop at SC will be held September 24, 2007, from 3:30 -4:30 pm in SSC 212 (Prior to Board Meeting)
- September 11, 2007 (Tuesday) preparation for Ceremony will commence in early August.
- ATEP Q & A SC Mtgs are scheduled for Tuesday, Sept. 18<sup>th</sup>, from 8:30-9:30am and Wednesday, Sept 19<sup>th</sup> from 3:00-4:00pm both in SSC 212
- SC Mission Statement: the Board would like for Saddleback to define "Character Development" and explain how this statement may be measured. This will be studied during the 2007-2008 academic year.
- An update on the Board of Trustees Meeting, July 23, 2007 on items pertaining to Saddleback College was presented.

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

**PBC Minutes – July 10, 2007**

**ACTION: APPROVED BY PBC**

**Mid-Term Accreditation Report – Randy Anderson & Mary Williams**

It is important to remember that a draft of the Mid-Term Report will go to the August 27<sup>th</sup> Board of Trustees Meeting and a final version of the Report will go to the September 24<sup>th</sup> Board of Trustees Meeting. The final Report will be sent to the WASC Commission prior to October 15<sup>th</sup>.

**Review of July 19<sup>th</sup> PBC Retreat**

Reviewed July 19<sup>th</sup> Retreat Agenda and Retreat Outcomes:

- Interim Strategic Plan 2006-2007 Planning Process
- Affirmed the completion of the Interim Strategic Plan 2006-07.
- Progress Report on Completion of Plan
- Budget allocation for Plan as approved by PBC and College President
- Identified Plan Items to carry over to Strategic Plan 2007-2010
- Affirmed acceptance of Interim Strategic Plan 2006-2007 by PBC

- Reviewed Recommended Strategic Directions for Strategic Plan 2007- 2010 based upon SC Educational Master Plan, SC Facilities Master Plan, OCBC, SC Equity Plan, College Demographic Study, Local High School Demographic Study and Socioeconomic Benefit Study.
- Distributed the Four Planning Groups Plan as accepted by PBC and each Planning Group Chair summarized major themes and points.
- Reviewed New Budget Allocated Funds for 2007-2008.

Saddleback College Strategic Plan 2007-2010

- Planning Challenges : Program Review –suggestions to enhance planning process to include Program Reviews will start discussions in PBC in early Fall  
Available Funds for Strategic Plan 2007-2010 will be based on growth, good management of funds and new Strategic Plan:
- Deans/Directors Manage the following: OSH, faculty replacement, supplies, classified replacement, equipment, technology and categorical funds - should be based on Program Reviews and Division Mission Statement.
- Available grants (\$7M from 2005-2007) & SC Foundation Grants (\$100,000/year)
- President’s PBC Fund for identified College projects (see below)
- Identified Minimum Resources Available for Strategic Plan from General Fund:
  - On going
  - One time
- The Common Themes in the Four Planning Group documents based on Strategic Directions and the College Mission Statement centered on hiring of more classified and tenure track faculty. Discussion ensued about a process for new classified hiring based upon the Strategic Plan. The proposal will come to PBC when formalized.
- Begin the process of recommendations for funding

**President’s Fund**

The Academic Senate Leadership brought a recommendation to PBC to establish a President’s Fund. This fund will enable the President to support the Strategic Plan and make as needed budget decisions.

**ACTION: RECOMMENDED BY PBC AND APPROVED BY THE COLLEGE PRESIDENT**

**Student Success Request**

The Student Service Center is the first area of contact for all students at Saddleback College and there are critical needs to better serve our students and to provide them with a state of the art facility. A presentation was given of the needs for Admissions and Records, Transfer Center, and the Lobby to best serve our students. Discussion ensued and it was requested that this item be brought back for further discussion showing specific plans for the A&R remodel. Jane Rosenkrans will be invited to the next PBC meeting for clarification on the proposed remodel.

**PBC Membership**

Discussion took place regarding the makeup of the PBC membership. The point was made that the PBC members will make recommendations based upon what is best for the College and not have PBC members representing just their own areas.