

SADDLEBACK COLLEGE
Planning and Budget Council (PBC)
MINUTES

August 26, 2008
1:30pm to 3:30pm
AGB Conference Room

PBC Membership: Tod Burnett, Connie McClain, John Ozurovich, Tony Lipold, Tammy Rice, Lise Telson, Rajen Vurdien, Carol Hilton, Mary Williams, Bob Cosgrove, Miki Mikolajczak, Jo Ann Alford, Morgan Barrows, Sophie Miller, Travis Fuller

1. President's Discussion

- President Burnett approved the recommendation by PBC to accept the Dean's request for SLO facilitation proposal in concept for this semester, as well as, the Deans were directed to come up with a refined plan in order to complete the first part of the SLO process by August 22, 2008. The Deans were also requested to present to PBC a clear, logical, and equitable plan to PBC.
- Bill Vega, Consultant will be doing an independent study of Saddleback College, IVC, & the District to evaluate each entities decision making process and how it is being implemented, as well as, how the process is working. Bill will be meeting several groups at Saddleback College on Monday, 9/8/2008 and Tuesday, 9/9/2008.
- 2010 Accreditation Self Study Training will be held on September 25th from 9am to 3pm at IVC. If you are interested please contact Bob Cosgrove or Rajen Vurdien.

2. Approval of Minutes – August 12, 2008

ACTION: APPROVED BY PBC

3. Public Relations Update (Jennie McCue)

A 40th Anniversary Celebration Plan update highlighting some of the events such as: Monday, September 22nd “Kick-off at the Board of Trustees Meeting”; Tuesday, September 23rd - 40th Anniversary Gaucho Barbecue, cupcakes, 1968 music, trivia game show and more all held in the quad area; Saturday, October 4th - Homecoming Game with 40th Anniversary theme; Saturday, November 1st - 40th Anniversary Foundation Gala and much more is being planned to celebrate Saddleback College's 40th Anniversary. Jennie also reported that the Marketing Committee met with marketing consultants Interact Communications in interest of improving Saddleback College's branding efforts with the ultimate goal of increasing enrollment. Jennie gave an overview of the potential proposals and noted that an intake survey Interact is offering will be exciting for Saddleback College and will allow us to evaluate our process and it would also be valuable for evaluating retention and making improvements where they are most needed for out students.

4. **Enrollment Update (Jane Rosenkrans)**

The new Admissions and Records lobby renovation/environment improvement has been completed and is in use. There are now 10 computers available for students to use and A & R Staff are now able to direct and assist students with their application and enrollment process. Students who appeared tentative in the past and the older population appear to be feeling good about their initial college experience because they are receiving the needed assistance. The Fiscal Office is doing a great job with all payments and refunds and it's a good handoff directing students to the Fiscal Office. A & R will continue to improve the college life experience for our students by continuing to improve the environment in the lobby, such as, college related pictures on the walls. Highlights of stats were passed out and Opening Day Statistics for Fall 2008 were reviewed.

5. **Facilities and Maintenance Report (John Ozurovich)**

Reported that the BGS building has opened and is occupied. All BGS loose ends that still need to be taken care are being addressed. Both Rajen and John commended Dean Flannigan who was a critical component in the move and opening of the BGS building. There is a push to pour Fine Arts restroom concrete sidewalks and Veterans memorial is moving forward. Bids for renovation of the Village are open and moving forward. The Distance Education offices are going to be built in the BGS building and will be finished within a couple of days.

6. **District-wide and College-wide Committee Overview (Bob Cosgrove)**

A committee Membership draft last updated in 2001 was passed out and reviewed. Bob reviewed committee structure which was not completed and last worked on in 2003. He stressed that there is a need to know which committees are operating, active, kept current and when are the committees meetings. It was suggested that someone work with the senate to make committee structure work better and that there be a 2 year term for committee chairs. This item will be reviewed and brought back.

7. **Student Parking (Rajen Vurdien)**

It has been brought to the attention of the Vice President's office that many students trying to get to their class the first week of school have not been able to get to class on time due to parking. Several suggestions were made to assist students with parking, directions and the purchase of day parking passes the first two weeks of class. President Burnett will set up a meeting with the Chief of Police, Harry Parmer to discuss these issues and try to find ways to improve parking for students the first two weeks of school and the purchase of day parking passes at the day parking machines on campus.

8. **WASC Accreditation Report (Bob Cosgrove, Rajen Vurdien)**

A report will be given at the next PBC meeting.

Mission

“To provide access to learning opportunities that promotes student success; to foster intellectual growth, individual expression; and to support a dynamic and diverse environment of innovation and collegiality.”