

**SADDLEBACK COLLEGE
PLANNING & BUDGET COUNCIL (PBC)
& LEADERSHIP FORUM
MINUTES
September 25, 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.

Leadership Forum

- SC WASC Accreditation Report and District/Board Response.
- September 24th Board of Trustee Meeting update was given.
- A facilities update was given on the: BGS Building, SM Building, Stadium Update, Sciences Building, Library Building, Veterans Memorial, FA Restroom Building, TAS Building. The gym floor should be completed by the end of November.
- ATEP Q & A SC Meetings will be held Thursday, Sept 27th from 8:30 - 9:30am and Wednesday, October 3rd from 2:00-3:00pm in SSC 212.

The regular PBC meeting followed immediately after the College Leadership Forum.

PBC Membership: Neda Duggan, Melissa Cornelius, Daune Main, John Ozurovich, Tony Lipold, Lise Telson, Rajen Vurdien, Ken Patton, Carol Hilton, Mary Williams, Carmen Dominguez, Alannah Rosenberg, Jo Ann Alford, Sophie Miller, Rich McCullough

Program Review Update: Wendy Gordon / none scheduled

PBC Minutes – September 11, 2007

ACTION: APPROVED BY PBC

Equipment Committee Recommendations for 2007-2008 – Don Taylor

The Equipment Committee will forward suggestions to the 7 questions presented and reviewed by PBC June 12, 2007, 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). Until the 7 questions are answered the Equipment Committee will continue with past practices.

The Equipment Committee Recommendations for 2007-08 were presented and reviewed. A Program Review column was added to the 2007-08 recommendations indicating whether their Program Review has been completed and the request has been included in Program Review.

ACTION: RECOMMENDED BY PBC AND FORWARDED TO THE COLLEGE PRESIDENT FOR CONSIDERATION

ACTION: APPROVED BY PRESIDENT McCULLOUGH ON 9/26/07

The College Equipment Committee would like answers from the PBC to the following questions.

- What is the status of funding for Non-Instructional Equipment in 2006-2007 and 2007-2008?

- What decision-making group is overseeing a budget for Non-Instructional Equipment requests and prioritization and what is the process for these requests to be addressed?

Technology Committee Recommendations for 2007-2008 – Eric Garant

The Technology Committee presented the 2007-2008 Technology Plan hardware Non-Instructional Equipment and Technology Software funded items to PBC for discussion and consideration of the Committee’s recommendation.

ACTION: RECOMMENDED BY PBC AND FORWARDED TO THE COLLEGE PRESIDENT FOR CONSIDERATION

ACTION: APPROVED BY PRESIDENT McCULLOUGH ON 9/26/07

2007 Mid-Term Accreditation Report – Ana Maria Cobos & Mary Williams

- Due to Board of Trustees for September 24th meeting
- Due to WASC Commission by October 15th

Strategic Plan: 2007 – 2010

Discussion took place to identify the process to bring forth Strategies from the 2007-2010 Strategic Plan on the approved form for consideration by PBC and the College President. It was noted that there is a need to apply a ranking system so that the Planning Groups don’t get bogged down. After discussion it was decided that the four Planning Groups would rank both non-funded and funded requests for 2007-2008 only by the following:

High Priority

Medium Priority

Low Priority

The assignment of ranking the Strategic Plan requests by the 4 Planning Groups will be due in 2 weeks (10/9/07). This ranking request does not include the permanent Classified and Faculty hiring requests. No more than 5 High Priority funding request items for 2007-08 can be submitted by each group and should not include permanent classified and faculty hiring.

ACTION: RECOMMENDED BY PBC AND FORWARDED TO THE COLLEGE PRESIDENT FOR CONSIDERATION

ACTION: APPROVED BY PRESIDENT McCULLOUGH ON 9/26/07

The New Classified Hiring Process requests are due Friday, September 28th. The College will continue to look at all of the needs of the College and prioritize hiring for both faculty and classified staff through the current processes in place. The process to prioritize Classified Hiring should support the Strategic Plan.

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.