

**SADDLEBACK COLLEGE
PLANNING & BUDGET COUNCIL
MINUTES
November 6, 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: C.J. Park, 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, Morgan Barrows, Sophie Miller, Rich McCullough

President's Report

- Facilities Update: BGS, SM Building, Stadium, Sciences Building, Library Move & Renovation, TAS Building, Veterans Memorial, FA Restroom Building, and Gym floor
- Faculty hires for 2008-2009: 22 replacement and new positions requests were submitted to the Board of Trustees for the November 13, 2007, Board Meeting, as well as, 30 non-prioritized new faculty hiring list for a total of 30 potential hires.

Program Review: Philosophy/Humanities/English – Carolyn Kuykendall

The Program Review for Philosophy, Humanities and English were made by Carolyn Kuykendall reviewing both the programs strengths and challenges. Some the needs that were stressed were the need for a designated classroom for the Humanities Program, as well as, high quality audio equipment, full time faculty and an Associate Dean of English.

All completed Program Reviews are posted on the Institutional Effectiveness website under "Completed Program Reviews" at the following link:

<http://www.saddleback.edu/gov/senate/ie/>

PBC Minutes – October 30, 2007

ACTION: APPROVED BY PBC

**Veteran's Priority Enrollment Proposal at SC - Joyce Semanik & Carol Hilton
(Tabled November 6, 2007)**

- PBC requested that an ad hoc committee to look into a priority enrollment program for members of the Armed Forces.
- The committee determined that the provisions of SB 272 should be enacted, but the College should not expand these provisions.
- In line with SB 272, the committee recommended that members of the armed forces (also referred to as military personnel) be given priority enrollment dates for all semesters whose enrollment periods fall within *2 years of discharge from active duty*. For purposes of this college priority enrollment program, a member of the armed forces is defined as a person who is either currently serving on active duty or has been released from *active duty during the past 2 years*. All students who meet these criteria will qualify for this priority enrollment program.
- Identification of students who qualify for this program will be done via the College application process. The College Registrar will review the application

questions, and recommend any necessary changes and/or additions needed to identify and code qualified students.

- A & R staff will review how to identify Armed Forces “continuing students” who would qualify for this priority enrollment program, since their applications will not have the information required to identify them.
- A & R staff will review how to distinguish between military personnel still on active duty versus those who have been discharged. Personnel who continue to be on active duty while enrolled in classes should not have an end date established.
- The current application process requires military personnel to produce a valid military ID or DD214 discharge papers to A & R before enrollment. This verification process will also provide validation needed for this priority enrollment program.
- The committee members recommend that the College market this program to active duty personnel and veterans as part of an outreach effort. This outreach effort could also market the College’s distance education to military personnel both at home and overseas.
- The implementation date of the new legislation is January 1, 2008. The implementation date for priority enrollment for students who are also military personnel is Summer 2008.
- Online application is adding a question to distinguish between students who would be eligible for Armed Forces priority registration.

It was recommended that the Veterans be given priority enrollment for all semesters whose enrollment periods fall within **3 years of discharge from active duty**. For purposes of this college priority enrollment program, a member of the armed forces is defined as a person who is either currently serving on active duty or has been released from **active duty during the past 3 years**. All students who meet these criteria will qualify for this priority enrollment program. This recommendation will be re-evaluated and brought in 1 year from the time of implementation (approximately February 2009).

ACTION: RECOMMENDED BY PBC AND APPROVED BY THE COLLEGE PRESIDENT

Saddleback College Strategic Plan: 2007 – 2010

- PBC continued the process of discussion and action regarding the SC Strategic Plan – 2007-2010 Prioritized Requests from Campus Environment (CE). The following items requiring No Cost were reviewed and considered:
 - ❖ Prioritize Scheduled Maintenance Projects (CE Page 3)
 - ❖ Develop Standard Operating Procedures for facilities projects. (CE Page 1)
 - ❖ Perform needs assessment for Campus Signage (CE page 4)
 - ❖ Develop signage standards (CE Page 4)
 - ❖ Develop classroom standards (CE Page 1)

ACTION: RECOMMENDED BY PBC AND APPROVED BY THE COLLEGE PRESIDENT

PBC will continue the process of discussion and action regarding the SC Strategic Plan – 2007-2010 Prioritized Requests from Enrollment Management (submitted to PBC on Oct 8th), Campus Environment (submitted to PBC on Oct 16th), Student Success (submitted to PBC on Oct 23rd) and Institutional Effectiveness (submitted to PBC on Nov. 6th)

- 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.