

**SADDLEBACK COLLEGE**  
**Planning and Budget Council (PBC)**  
**Minutes**  
**December 16, 2008**

**Attendance:** Tod Burnett, Tony Lipold, Lise Telson, Jennie McCue, Tammy Rice, Rajen Vurdien, Carol Hilton, Connie McClain, Miki Mikolajczak, Bob Cosgrove, JoAnn Alford, Russ Hamilton, Mary Williams, Sophie Miller

1. President's Discussion

- PBC Strategic Planning Process Retreat
  - a. Debrief
  - b. Next Steps
    - i. Notes from retreat distributed.
    - ii. Pursue Director of Planning, Research and Grants.
    - iii. Review Vision and Mission – Discussion took place to refine process to review Saddleback College Vision and Mission. It was concluded to hold a campus wide workshop to discuss and develop Saddleback College Vision and Mission. The workshop will be held on Wednesday, January 28 from 2:00 to 5:00pm in SSC 212. All faculty and staff will be encouraged to attend all or any part of the workshop. Once the workshop has occurred all final input will be requested by February 6<sup>th</sup> and will be followed by conclusion at the February 10, 2009 PBC meeting. This item will be brought back to the PBC Leadership Meeting on January 27<sup>th</sup>.
    - iv. Refine planning process to begin 2009/2010.
    - v. Continue current plan and process for 2008/2009.
    - vi. Develop goals for the District by 2/15/09.

2. **Approval of Minutes – December 9, 2008**

**ACTION: APPROVED BY PBC**

3. **Institutional Effectiveness (Bob Cosgrove)**

The Chair of IE has resigned and concerns were brought forward regarding the SLO component needed by the end of Spring 2009 for the Accreditation Report. Claire will be stepping into the role as chair in the Spring 2009 to continue the work of the SLO's. The Academic Senate will revisit the By Laws to create the IE Committee. Bob reviewed a proposed Accreditation Self Study Guide to be launched at In-service 2009.

In-Service 2009 Launch:

Academic Senate meeting (1/7/09) – devoted primarily to Accreditation

President's Breakfast (1/8/09) – Focus on Accreditation – overview by Senate and Administration

Classified Lunch (1/8/09) – focus on accreditation

After department Chairs' meeting (30 minutes), locate 3 rooms in Library to house each one of the Standards presentations. Interested individuals from faculty, classified, administration and students are invited to attend one of the 4 Standard Self Study groups. **Presidents Burnett proposed to have two standing items on the PBC agenda, Strategic Planning and Accreditation with different subjects and presentations at each PBC Meeting.**

4. **Director of Planning, Research and Grants (Rajen)**

Rajen reviewed the request to move forward with the position for Director of Planning, Research and Grants and position description.

**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.”**