

**SADDLEBACK COLLEGE**  
**Planning and Budget Council (PBC)**  
**Minutes**  
**December 2, 2008**

**Attendance:** Tod Burnett, Lise Telson, Connie McClain, Travis Fuller, Jennie McCue, Diane Pestolesi, Miki Mikolajczak, Bob Cosgrove. Sophie Miller, JoAnn Alford, Mary Williams, Tony Lipold, Russ Hamilton

**1. President's Discussion**

- Enrollment Management, Institutional Effectiveness Updates will be given.
- PBC Strategic Planning Process Retreat, December 12th Draft Agenda was passed out and reviewed.
- Reviewed December 5<sup>th</sup> Board Meeting.

**2. Approval of Minutes – November 18, 2008**

**ACTION: APPROVED BY PBC**

**3. College Committees (Rajen Vurdien)**

A College committees list was handed out for review and update. What committees are functioning, what is their purpose, can some committees be combined, and how do they flow into Strategic Planning? Discussion took place with suggestions and changes made. The list will be reviewed with further updates and suggestions brought back to the next PBC meeting from each of the governance groups.

**4. ASG Budget (Bob Cosgrove)**

Bob and faculty members reviewed the ASG Budget Board presentation and stressed the excellent presentation and found comments made by some of the Board and Trustees disturbing. He questioned why these presentations should be made to the Board of Trustees and not just to the College, leaving the delegation of authority to the College President.

**5. Board Policy on Stipends and Reassigned Time (Bob Cosgrove)**

Bob reviewed concerns regarding agenda item 6.8 Board Policy on Reassigned Time and Stipends pulled from the agenda at the November 17, 2008 Board Meeting. In particular he reviewed the importance of stipends and reassigned time assigned for developing the Accreditation Self Study Report. He stressed that there is an internal problem regarding the 2% policy since the BP/AR Committee is currently working on the policy. He also has concerns that the Boards recommendations are in conflict with delegation of authority to the President.

**6. Smoke Free Campus (Lise Telson)**

Beautification committee with student membership including **Sarah Schack** and membership from shared governance groups with chair person, **Audra Di Padova** will be

bringing forward to PBC a proposal with a student petition to restrict smoking on campus. Details of proposal are forthcoming.

- Beautification Committee has interest of local community non-profit group called Community Alliance Network.
- SC Academic Senate and Classified Senate are interested and may also bring forward to PBC proposals and/or formal discussion.
- District is intersected in a District policy for SC, IVC and ATEP with a Board Policy and Administrative Regulation.
- If smoking ban or restriction were to be enforced, the District would have to assign a penalty to it, which Campus Police could enforce.
- At present the Government Code states that no smoking is allowed 25 feet from any building. This is not honored by staff or students and is difficult to enforce.
- Question was asked if students and staff have been surveyed. Answer was that it has been done informally through departments and ASG.
- Positive publicity about smoking ban amongst students, faculty, staff and administration may be more productive.
- Discussion of using certain well marked safe areas of parking lots, (close to walkways and access points) and/or parts of quads and other areas across campus which are far from classrooms, for restricted smoking areas, brought out active interaction and many questions and opinions about rights of student, public and staff and the logistics of managing bans and restrictions.

#### **SMOKE FREE TO DO:**

**Lise Telson** will submit questions to the Chief Student Services list serve, to find best practices in community colleges who have already administered No Smoking or Restricted Smoking policies, procedures. Board Policies and Administrative Regulations of model colleges will be gathered. A good time to learn from others and apply what is good for us.

- ❖ **Audra Di Padova, Chair, with the Beautification committee** will finalize smoking recommendations to bring to Campus Environment Committee to bring to PBC and research best practices to recommend.
- ❖ IF decision where to have a formal penalty for smoking-**Harry Parmer, Chief of Police** would need to bring request formally to **President** who would have to bring recommendation to **Chancellor** to bring to BOT and the District would have to approve and assign a legal penalty (ticket dollar amount) allowed for campus police to administer. Challenging due to 210 acre campus and assumption of rights of individuals.
- ❖ If recommended by PBC to college President, and approved by President a **recommended BP and AR** will have to be written via the BP & AR committee or by assignment. Much easier to do so as a District.
- ❖ Question **for BP and AR committee** if ban or restriction is written, is about chewing tobacco, cigarettes and cigars? Are they inclusive of ban?
- ❖ Question about IF smoking ban or restriction should be enforced through penalty assessed by police. **Harry Parmer** to speak with **Wil Glen** to make recommendation on matter.
- ❖ Attractive, cigarette small trash can receptacles are used on beach walks locally. **Beautification Committee** needs to inquiry to order IF decision is to have Smoking Restrictions and not ban

## 7. Parking (Lise Telson)

- **Chief Parmer will FLEX his police officers** and staff to focus on *Hot Spots* and take care of the intense first two weeks of driving onto and parking on campus during the spring 2009 term.
- The police officers and Chief located at critical corners were VERY helpful last term during the key hours of the first two weeks.
- Recommendation to have officers conduct as much traffic control as possible, particular during key driving hours, at stop sign near SC Fitness Center, stop signs at Lot 5A and any other point with congestion, is being taken seriously by Chief Parmer.
- Due to known danger and assessment of these key danger points by Police Chief and Senior Administration, it is necessary to mitigate the problem as best possible during the first two weeks of Spring 2009 term.
- Parking Lot 5 poses a substantial risk at all times and especially during key traffic hours. Students cross the street, out of designated crossing areas and traffic comes from four areas converging on only one two lane road. Recommended to have police officer (as stated above) to handle traffic and to guide students crossing during key traffic times. This necessary as no other viable solution was agreed upon to mitigate the danger at this point.
- Chief Parmer stated that extra paid help is hard to train properly to take care of the critical first two weeks of term so he is dependent on staff he has.
- Statistics show we will have more students registering for and attending classes' spring 2009 and therefore we must be prepared for a challenging first two weeks of driving onto and off campus and parking.
- Once the village opens again with classes and the Library is closed for renovation in Summer Term 2009, the traffic problem for the first two weeks will dissipate greatly.
- All efforts must be made by faculty, staff and administration to inform students to purchase parking permits in advance and park on the parameters and walk to class during the critical first two weeks of term.
- Parameter Road may help if designed correctly but also has challenges and is not approved in planning as yet

### PARKING TO DO:

- ❖ **CHIEF PARMER** TO CONFIRM pedestrian, parking and driving safety for first two weeks of spring 2009 with emphasis on areas of potential danger.
- ❖ **Andrew Craven** to contact **Jennie McCue** to work out My Site, web site, marquee, and possible phone or email message to students about parking during first two weeks of term. Message also to be sent to all Staff asking them to inform students that they MUST purchase parking permits, come to class early to park and accept having to walk further to class.

### SKATEBOARDS/ROLLER BLADES/ FAST CYCLISTS ON CAMPUS:

- Discussion about present and former misuse of facilities and danger to self and others by above was discussed.
- Challenging to enforce unless campus police have the right to assign a legal penalty for Skateboarding on campus. At present penalty restricted to loss of property or harm or potential harm to people.

8. Other: Bob recommended that dollars be set aside to promote training and development for Classified Staff to help build moral and skills.

### **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.”**