

Saddleback College
Planning and Budget Council (PBC)
Action Items for 2006

(For additional information on each approved agenda item below please refer to PBC minutes listed by the date of approval)

JANUARY 10, 2006

SC EQUIPMENT COMMITTEE

Mission/Outcomes/Assessment outline for the Equipment Committee was reviewed and many positive comments were expressed about the format and content.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

JANUARY 24, 2006

EQUIPMENT COMMITTEE BUDGET ALLOTMENT

It was reported that the instructional equipment and categorical funds has been reduced significantly by the State.

The Planning & Budget Council recommended that the \$303,329.00 be allocated for the Equipment Committee and request from the Board the funds for the 3rd year of the Technology Plan to complete the 3 Year Technology Plan approved by the Board.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

MARCH 7, 2006

ASSESSMENT FUNDING: HARDWARE AND SOFTWARE

The Institutional Effectiveness Committee is proposing that the College invest in a package of software and hardware from Scantron in order to support SLOs, Program Review AUO and other College assessment and survey needs. The purchase of ParScore and Class Climate along with sophisticated scanners that upload results directly into a computer database would enable us to effectively meet our assessment needs in the coming years.

The institutional Effectiveness Committee reviewed prospective software programs and found Scantron to be the most comprehensive and established software solution. This proposal will establish a college-wide, institutionalized testing and survey system service available to each Division and Service on campus. The Institutional Effectiveness Office will house some of the college-wide data, oversee training and maintenance of the testing and survey system. The collection of this data will not only be used in the annual reporting needs but also support the much needed longitudinal studies on student success, retention and persistence.

Under the recommendation of the SLO consultants, Dr. James and Karen Nichols, “a separate budget should be established which would provide for out-of-pocket assessment costs such as standardized test, locally developed tests, surveys, etc. Funding for out-of-pocket costs should be at the rate of approximately \$2-3 per fall head count.” While this

proposal will exceed the recommended allotment for the first year, because this software and hardware will be purchased the College, future year expenses will only include maintenance costs. This proposal includes all of the training and maintenance costs. The College will be hiring a Research Specialist to coordinate the assessment efforts on campus. An ideal situation would be to have this package purchased prior to the end of the 2005-06 academic year so that training can begin immediately. It was recommended that the hardware component of the plan be included in the College Technology Plan for basic aid funding this summer.

This item has been submitted for study and review by all governance groups and will be brought back for discussion and recommendation.

ENROLLMENT MANAGEMENT COMMITTEE PLAN

Enrollment Management Committee would like for PBC to implement the proposed plan submitted. Enrollment Management Committee is recommending that some funds are made available for them to map the registration process and better explain the process to constituencies. It was proposed that this plan should be implemented District wide and a recommendation was made to take the proposal to the District wide Educational and Student Services Council and the IT Committee that meets every other Thursday. It was recommended that the hand on users should be on the District wide Educational and Student Services Council and the IT Committee for their input, not only to implement the system, but to know who will be using the system and what the end user needs are. It was emphasized that it is important to meet the College needs and concerns will be taken to the committees by Dr. Vurdien.

Recommendation was proposed to the Enrollment Management Committee to reconsider that the “Equity Task Force Committee” become a standing committee under the Enrollment Management Committee.

MARCH 21, 2006

SCANTRON SOFTWARE PROPOSAL

This item was submitted at the March 7, 2006, PBC meeting for Study and Review by all governance groups and brought back for discussion and recommendation. All constituent groups were in favor and supported the proposed start-up cost budget for the Scantron Software proposal and motioned to approve. The Technology Committee will include the hardware components on their request list.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

STRATEGIC PLANNING PROCESS

The Strategic Planning Process guidelines developed by the Strategic Planning Task Force were presented and reviewed. It was recommended to take this Planning Process to all constituent groups for Review and Study and bring back to PBC for further discussion at the April 18, 2006, PBC meeting.

RECOMMENDED FOR REVIEW & STUDY

APRIL 11, 2006

PROPOSAL FOR TRANSITIONAL STRATEGIC PLAN FOR 2006-07

The Saddleback College Proposal for Transitional Strategic Plan for 2006-2007 was reviewed.

It was emphasized that it is important to fast track the Proposal for Transitional Strategic Plan prior to the July 1st budget.

After considerable discussion a move was made to approve the Strategic Planning Groups, which are based on already existing or proposed College committees. While these committees will also have other functions, they will serve as core strategic planning bodies in the creation of goals and strategies. The proposed Strategic Planning Groups, along with the College committees/groups which they should consult are: Enrollment Management; Campus Environment; Student Success and Equity; Institutional Effectiveness. The PBC decided to approve the four proposed Strategic Planning Groups so that the Transitional Strategic Plan for 2006-2007 may be initiated. The entire Proposal for Transitional Strategic Plan will be acted upon at the April 18, 2006, PBC meeting.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

COMPRESSED CALENDAR – 2007-2008

After extensive review and study by the PBC a recommendation to President McCullough was made not to move to a Compressed Calendar at this time and PBC directed that the Compressed Calendar Task Force continue to study and review the Compressed Calendar options and forward a recommendation to PBC yearly during the Spring Semester.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

President McCullough accepted the recommendation of the PBC and thanked everyone for developing a process that involved all of the governance groups participation, as well as, a College wide survey and College wide meeting. The process for the deliberation of a compressed calendar was comprehensive and the PBC felt that final recommendation to the President truly represents the collective opinion of Saddleback College.

RESULTS OF THE CONSIDERATION FOR SADDLEBACK COLLEGE TO MOVE TO A COMPRESSED CALENDAR AND THE RECOMMENDATION FROM PRESIDENT McCULLOUGH TO CHANCELLOR MATHUR

The Saddleback College Planning and Budget Council (PBC) appointed a Compressed Calendar Task Force in February, 2006. The Task Force was chaired by the Academic Senate President, Claire Cesareo-Silva. The mission of the Task Force was to develop a process by which the College community would have input into the question of whether or not Saddleback College would recommend moving from the traditional calendar to a compressed calendar. The Task Force gathered different models of compressed calendars, held workshops, developed an on-line survey, made visits to various College units, and produced a document, which was sent out College-wide, that synthesized their

findings for publication both on-line and in hard copy. The Task Force reported their results to the PBC on March 7, 2006. The PBC requested that all governance groups on campus discuss the information compiled by the Task Force and take a formal vote on the various options:

- 1) Move to the Mt. SAC Compressed Calendar Model (16-6-16-6)
- 2) Move to the IVC Compressed Calendar Model (16-4-16-6-6)
- 3) Move to a Compressed Calendar but not at this time
- 4) Not move to a Compressed Calendar

The PBC also organized a College-wide meeting (4/6/06) for discussion and debate on the compressed calendar issue and called for an “advisory” vote from the meeting participants. The formal and advisory vote results are noted below:

A) Deans’ Cabinet: Unanimous Vote – Not to move to a Compressed Calendar

B) SC Academic Senate:

- 0 Votes: Mt SAC Compressed Calendar Model
- 0 Votes: Move to IVC Compressed Calendar Model
- 7 Votes: Move to a Compressed Calendar but not at this time
- 11 Votes: Not to move to a Compressed Calendar

C) SC ASG: Unanimous Vote - Not to move to a Compressed Calendar

D) Student Services: Unanimous Vote – Not to move to a Compressed Calendar

E) Classified Managers:

- 2 Votes: Mt SAC Compressed Calendar Model
- 0 Votes: Move to IVC Compressed Calendar Model
- 0 Votes: Move to a Compressed Calendar but not at this time
- 7 Votes: Not to move to a Compressed Calendar (but continue to study)

F) Classified Senate

- 1 Vote: Move to Mt. SAC Compressed Calendar Model
- 1 Vote: Move to IVC Compressed Calendar Model
- 2 Votes: Move to a Compressed Calendar but not at this time
- 15 Votes: Not to move to a Compressed Calendar

G) Advisory Vote from College-wide meeting

- 7 Votes: Move to Mt. SAC Compressed Calendar Model
- 13 Votes: Move to IVC Compressed Calendar Model
- 18 Votes: Move to a Compressed Calendar but not at this time
- 41 Votes: Not to move to a Compressed Calendar

On Tuesday, April 11, 2006, the PBC reviewed all of the data gathered from the various College Governance Groups, as well as, reviewed the tabulated comments made at the

College-wide meeting and the advisory vote. The College-wide survey results were also reviewed and studied and taken into consideration.

After extensive review and study by the PBC a recommendation to President McCullough was made not to move to a Compressed Calendar at this time and PBC directed that the Compressed Calendar Task Force continue to study and review the Compressed Calendar options and forward a recommendation to PBC yearly during the Spring Semester.

After extensive review and study President McCullough accepted the recommendation of the PBC. President McCullough recommendation to Chancellor Mathur on April 11, 2006, was for Saddleback College to continue with the traditional calendar for the present time.

APRIL 18, 2006

SC TRANSITIONAL STRATEGIC PLAN PROPOSAL FOR 2006-2007

The Saddleback College Proposal for Transitional Strategic Plan for 2006-07 was handed out for discussion. There were several issues brought forward and discussion ensued.

It was moved to table this item and bring it back to the April 25, 2006, PBC with more input from the Governance groups for action.

ON 4/12/06 SC ACADEMIC SENATE APPROVED - POLICY AND PROCESS FOR NEW PROGRAM APPROVAL

The Saddleback College Academic Senate has established a New Program Approval Process in accordance with Title 5, Sections 53200 and 53203, and consideration of the recommendations and guidelines of the Academic Senate for California Community Colleges. The Policy and Process for New Program Approval was distributed and an overview of the process was given and submitted to PBC for review and study.

RECOMMENDED FOR REVIEW & STUDY

APRIL 25, 2006

SC PROPOSAL FOR AN INTERIM STRATEGIC PLAN FOR 2006-2007

The Saddleback College Proposal for an Interim Strategic Plan for 2006-2007 was distributed and reviewed. It was emphasized that this Interim Plan needs to be in place to begin working on the Strategic Plan beginning in Fall 2006 and not postponed. Issues were voiced and discussion ensued. It was also noted that a Strategic Plan is always evolving. The Interim Strategic Plan has been discussed at the previous three PBC meetings. All of the College governance groups have reviewed the Plan and made recommendations to the PBC for consideration.

It was moved to approve the Saddleback College Proposal for an Interim Strategic Plan for 2006-07 with recommended changes.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

SADDLEBACK COLLEGE STRATEGIC PLANNING PROCESS PROPOSAL

The revised Saddleback College Strategic Planning Process Proposal for 2007 – 2010 was distributed and reviewed. Discussion ensued including Summer and In-Service plans. The SC Strategic Planning Process Proposal has been discussed at the previous three PBC meetings. All of the College governance groups have reviewed the Planning Process and have made recommendations to the PBC for consideration. **It was moved to approve the revised Strategic Planning Process for 2007 -2010 with changes.**

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

SC POLICY AND PROCESS FOR NEW PROGRAM APPROVAL

It was recommended that PBC continue to review and study the Saddleback College Policy and Process for New Program. This Policy was approved by Saddleback College Academic Senate on 4/12/06. The PBC will examine both the SC Policy and Process for Program Discontinuance and the SC Policy and Process for New Program Approval at the May 5th PBC meeting.

REVIEW AND STUDY

MAY 2, 2006

COLLEGE EQUIPMENT COMMITTEE UPDATE

Don Taylor, Chair of the College Equipment Committee, distributed and discussed the committee recommendation to allocate \$300K. This budget was previously allocated to the committee by PBC for instructional equipment. The total requests were \$1.2M for instructional equipment and \$558K for non instructional equipment. It is hoped that Basic Aid support will be forthcoming to help address the unfunded requests. The committee also recommended:

- Foods and Nutrition program equipment requirements, as a result of the move to the Village, be funded from that project budget.
- District-wide duplicating contract should be handled by the District, including maintenance costs.
- The committee should not address campus wide facility requests such as re-keying. This should be part of Facilities Planning and Prioritization.

Consensus by PBC to approve the Equipment Committee recommendation to distribute \$300K for instructional equipment purchases.

ACTION: RECOMMENDED BY PBC AND APPROVED BY COLLEGE PRESIDENT

SC POLICY AND PROCESS FOR NEW PROGRAM APPROVAL

SC Policy and Process for Program Discontinuance was approved by PBC in Spring 2005. This item was brought back after prior review and study by PBC. An overview of the process was reviewed and discussion ensued. Following discussion, the PBC took action on the Academic Senate Proposal.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

MAY 9, 2006

SC DISTANCE EDUCATION COMMITTEE REPORT

In an effort to address the needs of Saddleback College's current distance education program and to plan for anticipated growth, the Distance Education Committee submitted a Support for Distance Education proposal to PBC. After distribution of proposal several committee members participated in an overview and presentation of the proposal.

The proposal will be brought back to PBC for review/study/action after it has been submitted to the Enrollment Management Committee for review.

MAY 16, 2006

SC DISTANCE EDUCATION – ENROLLMENT MANAGEMENT COMMITTEE UPDATE

The PBC reviewed the Distance Education proposal and accepted the concept to explore the possible hiring of a classified manager and 2 technicians specifically to support Distance Education.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

The Enrollment Management Committee noted that there is demonstrated evidence of increased enrollment of Distance Education classes at the College. The general thinking was that it would be a good College budgetary investment to promote Distance Education. The Distance Education plan should be a part of the College Strategic Plan. Discussion ensued regarding Classified and Faculty Hiring Prioritization Committees, their roles, and how it meshes with PBC and the new Strategic Planning Groups. The PBC is awaiting input from the other three Planning Groups. Each of the four Strategic Planning Groups will meet or have met and will report their progress at next weeks (5/23/06) PBC meeting. The PBC will then consider the Distance Education proposal in detail.

MAY 23, 2006

PROPOSED SC CORE VALUES – ACADEMIC SENATE & PROPOSED CHANGES IN COLLEGE GOALS – ACADEMIC SENATE

After a lengthy discussion, a decision was proposed to remove the numbers from "Our Goals" listed in the SC Catalog and replace with "bullets" to indicate a non-ranked order of Goals. The College Vision and College Mission will be reviewed during the academic year.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

JUNE 27, 2006

SC STRATEGIC PLANNING GROUPS REVIEW OF GOALS AND STRATEGIES / SC INTERIM STRATEGIC PLAN 2006 -2007

The four Planning Groups Goals and Strategies list were reexamined by the PBC and suggestions were made for final acceptance. Following the consensus for the minor changes to the document, the PBC approved the SC Interim Strategic Plan 2006-2007.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

JULY 25, 2006

WASC PROGRESS REPORT DRAFT

It was agreed that the WASC Progress Report Draft should not include anecdotal or subjective comments. Need to provide supportive data for statements.

Comments to Ana Maria Cobos by August 8th.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

AUGUST 4, 2006

BUDGET PLANNING

An overview of the budget presentation and discussion held at the Leadership Forum Retreat, August 3, 2006 was provided. Specific issues raised at the Forum meeting were discussed. As a result of the Forum suggestions, PBC reviewed the impact of the increases in the cost of discretionary budget supplies for the College departments. 1) how to allocate discretionary supply money in the future. 2) how to address the immediate need for supplies in 2006-2007. It was agreed that a new allocation mechanism that rewards FTES growth needs to be developed and PBC requested that the Deans' Cabinet bring forward a proposed process for 2007-08.

ACTION: RECOMMENDED BY PBC AND APPROVED BY COLLEGE PRESIDENT

AUGUST 8, 2006

REVISED SADDLEBACK COLLEGE GOVERNANCE/PLANNING PROCESS FLOW CHART

Saddleback College Governance Planning Process flow chart revisions were reviewed and action taken to approve. Narrative to be presented at the August 22, 2006 PBC meeting

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

MATRICULATION COORDINATOR

A request from the Student Success Planning Group (Interim Strategic Plan 2006-2007) and it was determined after careful review and consideration that replacing the vacated classified matriculation specialist position, would best meet the immediate needs to serve the growing college enrollment. PBC supports replacement of the existing vacated classified matriculation specialist position.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

SEPTEMBER 12, 2006

College Equipment Committee Funds Distribution – Don Taylor

The College Equipment Committee met September 8, 2006, to consider additional competitive requests that were not funded originally for this budget year **2006-2007**.

There was an additional **\$335,000** for additional instructional competitive equipment for a total of **\$635,000** for this year. The Additional Competitive Equipment Requests for 2006-07 was unanimously recommended by the College Equipment Committee for the amount of \$334,572.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

A recommendation from the College Equipment Committee was to use the Saddleback College Competitive Equipment/Furniture Request Form with just the **Timeline Dates** updated by one year on the previous Request Form. The amount available for **2007-2008**, to be disbursed **July 1, 2007**, is estimated to be **\$581,500**, assuming no mid year budget adjustments are made by the State.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

SEPTEMBER 26, 2006

Status of the Interim Strategic Plan - 2006-2007

Enrollment Management, Campus Environment, Student Success, and Institutional Effectiveness Planning Groups gave reports and updates on planning schedules to accomplish future Goals.

The importance of maintaining hard copies and on line records of each committee's progress was stressed. The PBC website is in the process of being updated and there will be access from this website to view each planning committee's progress.

The Institutional Effectiveness Committee requested funding in the amount of \$5,500 to meet their strategic planning needs.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

OCTOBER 17, 2006

Technology Committee Report and recommendations - Eric Garant

The Technology Committee presented the 2006-07 Technology Plan Hardware Non-Instructional Equipment and Technology Software funded items (dated: 10/17/06) to the PBC for discussion and recommendation of the Committee's proposal.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

Faculty Hiring Prioritization Committee report – Margot Lovett

A list of 41 tenure track faculty hiring position needs that were not ranked was compiled and submitted to the Committee by the College Divisions. The Faculty Hiring Prioritization Committee is submitting 9 ranked tenure track positions shown below to the PBC. Following action by the PBC and the College President, the ranked tenure track positions will be presented to the Chancellor and then to the Board of Trustees at the October 30, 2006 Board of Trustees meeting:

1. Accounting
2. Counselor; Athletics, Matriculation, Transfer, Probation, Career Emphasis
3. English - Composition
4. Astronomy/Physics
5. Graphic Design
6. Drawing and Painting
7. Phlebotomy

8. Distance Learning Librarian
9. Women's Softball Coach

The number of positions to be considered for hiring and announced for the 2007-2008 academic year will be contingent upon College budget considerations. A discussion occurred concerning the possible grant funding for the Phlebotomy position outside of the general fund. The grant funding may be for one or two years contingent upon the College institutionalizing the position with the possibility of a continuance of the grant beyond that time period. The Academic Senate and the Deans' Cabinet will address the issue of categorically and/or grant funded faculty positions and how they would fit into the overall faculty prioritization process and bring the information back to PBC. The PBC was reminded that there have been such funded positions in the past and the individuals in these positions have remained on the faculty following the termination of the grant.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

OCTOBER 24, 2006

Campus Environment Planning Group recommendations – John Ozurovich /Matt Suarez

- Increase awareness of College's facilities needs; link to VPSS webpage the weekly "Village" updates; develop newsletter to emphasize the "Village"
- Scheduled Maintenance Project recommendations: Central Plant Cooling Towers & Piping modifications; Elimination of High Risk Tripping Hazards
- College President will request Basic Aid funds for re-roofing the 5 PE buildings.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

Strategic Planning Task Force – Kris Leppien-Christensen

The PBC Agenda for all future PBC meetings during the 2006-2007 academic year will have a specific item titled: Strategic Planning Process 2007-2010. The purpose of the agenda item is to keep the PBC and the College President informed on the progress in developing the Strategic Plan 2007-2010. The PBC will continue to oversee and guide the College Strategic Planning Process.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

OCTOBER 31, 2006

Student Information Task Force recommendations – Jo Ann Alford

The Task Force recommendations presented through the Student Success Planning Group were discussed and the budget of \$6,000 to support such items as, Gaucho Guides, ID vests, information booths, signs etc was reviewed.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

All College Student Success and Satisfaction Survey – Lise Telson

The proposal from Student Services Leadership Council through the Student Success Planning Group to support a Student Satisfaction/Success Survey to gather and analyze student impression data to support curriculum, scheduling, student services, campus environment and other issues related to recruitment, retention and accreditation. The

recommended budget was \$8,280 for supplies, printing, faculty stipend, project specialist and workshop.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

DECEMBER 5, 2006

CCCC Office: 2006-2007 Faculty and Staff Professional Development Funds

- Distribution of funds to College will be determined by DRAC while the distribution within the College will be determined by PBC
- Campus Human Development Resources Plan – Discussion ensued regarding needs for staff development and means of addressing those needs for current and subsequent fiscal years, as well as, distribution of funds.

SC members of DRAC request to DRAC that the distribution of State Faculty and Staff Professional Development Funds follow the existing fund allocation based upon FTES

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

DECEMBER 12, 2006

Increased Enrollment in the Nursing Program: Board of Registered Nursing (BRN) Regulations

A presentation was given by Kathleen Winston, Dean of HSHSE regarding increasing enrollment in the Nursing Program and Board of Registered Nursing (BRN) Regulations. The curriculum changes proposed by the BRN along with the clinical increase in the lab hours results in a disproportionate rate in nursing faculty positions. The regulatory compliance for the BRN is requiring 2 additional nursing positions. Hoag Hospital has agreed to support one of the additional faculty positions for 2 years and funding may be extended beyond that time period.

This item was forwarded for consideration at this time to support the Hoag Hospital contribution for one full time position for 2 years for Fall 2007 to Fall 2009 and 1 additional Nursing Department faculty position out of the general fund based on the need to remain in compliance with the BRN regulations.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

Cost of Temporary Signage – Campus Environment

Cost of temporary signage for the beginning of the Spring semester was presented.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH