

Saddleback College
Planning and Budget Council (PBC)

Action Items for 2007

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

JANUARY 16, 2007

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

An update on the DRAC distribution of funds from the Friday, January 12th DRAC meeting was provided by DRAC members. The total new funds to the district from the State was \$95,202. Distribution was 9.8% (\$9,330) to the District, FTES based 67.2% to SC (\$57,706) and FTES based 32.8% to IVC (\$28,166).

The recommendation was made that an immediate dispersal of \$1,500.00 be given to each of the 9 Divisions for a total of \$13,500.00. Distribution of the \$1,500.00 for professional development will be at the discretion of each Division.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

JANUARY 23, 2007

Enrollment Management, Campus Environment, Student Success, and Institutional Effectiveness Planning Group Chairs gave updates

PBC and Leadership and the four Planning Groups have been invited to a Day Retreat Friday, February 9th, 8:30am-4:30pm at Rancho Capistrano (breakfast & lunch provided). Trends/Future: An Analysis for Strategic Planning will be the topic and the agenda will include Strategic Directions, Incoming Students Demographics, Deans' Division Summary Presentations, Transfer Rates, and State Accountability Measures Update, SC Educational Master 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 web sites for continuous updated information.

A recommendation was made to hold the Workshop on February 9, 2007 at Rancho Capistrano. The Agenda for the Workshop will continue to be discussed at the January 30th Leadership Forum and at the January 30th and February 6th PBC meetings.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

MARCH 20, 2007

Process for Faculty Hiring Prioritizing: Deans' Cabinet/Academic Senate

Margot Lovett reported that the Academic Senate unanimously supported **Plans A & B** following recommendations forwarded from the Faculty Hiring Prioritization Committee:

- The committee unanimously recommended a process whereby in the event of a vacancy in a faculty position, the funding for that position remains in the Division's budget, and the Division may file paperwork to immediately replace the position. ("**Plan A**")

- The committee also unanimously recommended a process whereby in the event of a vacancy in a faculty position, the funding for that position remains in the Division's budget, but if the Division decides that there is greater need for filling another position in the Division, paperwork will be filed to fill the other position. **(Plan "B")**

-
- A. It was stressed that the above two processes will work only if we are guaranteed that we may replace all positions that become vacant due to retirement, resignation, etc.
 - B. A sub-committee will be formed to consider establishing a process for dealing with grant-funded positions.
 - C. If College funding was not available to support either Plan A or Plan B the process for faculty hiring would return to the Hiring Prioritization Committee for review and recommendation for a different hiring prioritizing process.

These recommendations will be brought back to the March 27th PBC meeting for further discussion and action.

MARCH 27, 2007

The Strategic Plan 2007-2010 Vision Statement/Strategic Plan Goals

The PBC continued discussion on the version agreed upon at the March 20th PBC meeting of the Saddleback College Vision Statement from the Interim Strategic Plan 2006-2007. The Vision Statement was reviewed and it was recommended to remove "continue to" from the proposed Vision Statement. PBC agreed unanimously to approve the below Vision Statement with the change removing "continue to".

<p><i>Saddleback College will focus on a high rate of transfer; life- long learning; enhancing students' basic skills; and career technical education as necessitated by the changing economic, demographic and workforce characteristics of South Orange County.</i></p>

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

CCCC Office: 2006-2007 Staff Professional Development Funds Proposal – Matt Suarez

Matt reviewed the Classified Senate proposal presented at the March 20, 2007, PBC meeting for additional funding for professional development activities for classified staff. Discussion ensued and it was recommended to approve the requested amount of \$35,000 for 2007-2008 of the general proposal presented. PBC requested that the Staff Development Committee bring forward a defined plan of process for submitting professional development requests for classified staff.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

APRIL 3, 2007

CCCC Office: 2006-2007 Faculty Development Funds Proposal – Bob Cosgrove

The Faculty Development Budget Plan for 2007-08 developed by the Faculty Development Committee and the Officers of the Saddleback Academic Senate was presented for consideration.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

SC 2007-2008 Mid Year Supply Allocation Mechanism – Carol Hilton

Discussion continued regarding how to address 2007-08 mid-year supply allocation. The Deans' Cabinet was charged to develop an allocation model but deferred to the model prepared by Senior Staff. The proposal is to allocate COLA 4.04 percent to the Division and unit base allocation until midyear when we have our final 2006-2007 FTES count. At mid year, if funds are available the current model will be adjusted to reflect the 2006-2007 FTES count. It was requested that the Deans' Cabinet continue to address the Allocation Mechanism.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

APRIL 10, 2007

Report from the SC Equipment Committee – Don Taylor

The Competitive Equipment Requests for 2007-2008 was distributed and reviewed, which did not include the non-instructional equipment requests. Also, reported that the SC Equipment Committee met with President McCullough, Vice President Vurdien, and Wendy Gordon for input to tie Program Review to disbursement of funds.

Recommendations were made and discussion took place.

The Equipment Committee presented the following seven questions for information and direction by the PBC:

1. The Equipment Committee would like the PBC to make a decision regarding whether to use Program Review in its determination of distributing equipment funds.
2. The Equipment Committee would like the PBC to determine to what extent the Program Review information to be used to determine allocations.
3. The Equipment Committee needs direction as to how the Program Review information will be filtered into the committee. What will be the process?
4. What will the timeline of implementation for Program Review information be used by the committee? Who will be responsible to determine whether the Program Review information meets the criteria for submission for funding? Will it be the Dean or the committee? The preference is that that determination be made by the Dean.
5. Should the number of students served in the department carry any weight with regard to the allocation of funds? Should it be by headcount, FTES or WSCH?
6. What additional criteria found in the Program Review should be included and what weight should the items carry?
7. The Equipment Committee also requests how detailed the information should be on the Program Review sheets regarding equipment needs. Does each item need to be identified?

It was proposed to support the Competitive Equipment Requests 2007-08 Committee recommendations and place the seven questions for review and study on a future PBC agenda.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

MAY 8, 2007

Faculty Hiring Proposal from the Faculty Hiring Prioritizing Committee and Academic Senate

The Academic Senate unanimously supported **Plans A & B** following recommendations forwarded from the Faculty Hiring Prioritization Committee:

- The committee unanimously recommended a process whereby in the event of a vacancy in a faculty position, the funding for that position remains in the Division's budget, and the Division may file paperwork to immediately replace the position. (**"Plan A"**)
- The committee also unanimously recommended a process whereby in the event of a vacancy in a faculty position, the funding for that position remains in the Division's budget, but if the Division decides that there is greater need for filling another position in the Division, paperwork will be filed to fill the other position. (**Plan "B"**)

Discussion ensued and several issues were mentioned regarding how this plan would affect the general fund budget. Concern was expressed about how this plan would work with any significant drop in FTES or if a faculty retirement incentive plan were approved.

Assurances were expressed that this plan was a recommendation plan to the College President.

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

MAY 15, 2007

Faculty Hiring Proposal from the Faculty Hiring Prioritizing Committee and Academic Senate

- The committee unanimously recommended a process whereby in the event of a vacancy in a faculty position, the funding for that position remains in the Division's budget, and the Division may file paperwork to immediately replace the position. (**"Plan A"**)
- The committee also unanimously recommended a process whereby in the event of a vacancy in a faculty position, the funding for that position remains in the Division's budget, but if the Division decides that there is greater need for filling another position in the Division, paperwork will be filed to fill the other position. (**Plan "B"**)

ACTION: PRESIDENT MCCULLOUGH APPROVED THE ABOVE "PROPOSED FACULTY HIRING PRIORITIZATION PLAN" FORWARDED TO THE COLLEGE PRESIDENT FOR CONSIDERATION BY THE PBC AT THE MAY 8, 2007, PBC MEETING.

Use of Robert's Rules of Order for PBC meetings

It was proposed that PBC adopt Roberts Rules voting order at the last PBC meeting and was brought back to continue discussion and consideration. The decision was made to continue the consensus mode of agreement but any PBC member may call for a vote when said individual wishes to move the question under discussion.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

Vocational Programs and Program Reviews

It was proposed to use an abbreviated Program Review for Vocational Programs when a full Program Review is not required. The College would still be meeting Title V State requirements when using an abbreviated Program Review for Vocational Programs. It is proving very difficult to have a full Program Review every two years in all Vocational / Workforce Departments. A full Program Review will occur only when scheduled.

ACTION: RECOMMENDED BY PBC AND APPROVED PRESIDENT McCULLOUGH

June 5, 2007

Strategic Planning Process: 2007 – 2010

Completed Plan: Campus Environment – June 5th (accepted with changes)

August 7, 2007

Student Success Planning Group Request – A&R Remodel

At the last PBC meeting a presentation was given by representatives from the Student Success Planning Group of the Admissions and Records' Lobby and Student Services' Lobby remodel request. The request includes four permanent computers and computer stations to be installed in the Student Service Center Lobby for anytime use by students and ten computers and stations to be installed in the Lobby of Admission and Records for student use with staff assistance as needed. A request was made to bring this item back for consideration when all final estimates had been determined. The final estimate for the A & R Lobby and Student Services' Lobby total for construction, furniture, installation, and ADA door installation was \$62,360.00. Discussion ensued at it was recommended to approve the request of \$62,360.00.

ACTION: RECOMMENDED BY PBC AND APPROVED BY THE COLLEGE PRESIDENT

