

**SADDLEBACK COLLEGE  
PLANNING & BUDGET COUNCIL  
MINUTES  
August 28, 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:** Neda Duggan, 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, Sophie Miller, Rich McCullough

**Leadership Forum**

- A facilities update was given on the: BGS Building, SM Building, Stadium Update, Sciences Building, Library Building, Veterans Memorial, FA Restroom Building, TAS Building, and PE Roofs.
- ATEP Q & A is scheduled for Tuesday, September 18th from **8:00-9:00am** (changed from 8:30-9:30am note: this is now cancelled) & Wednesday, September 19th from 3:00-4:00pm in SSC 212.
- A Board Workshop at Saddleback College will be held September 24th from 3:30 -4:30 pm in SSC 212 (Prior to the Board Meeting).
- A SC Safety and Security Camera System Meeting will be held from 10:45am to 12 noon in the HS Conference Room on Friday August 31st
- Night Supervisor Duty will be reinstated for all Deans and Managers.
- September 11, 2007 (Tuesday) - Location, Duration and Preparation for Ceremony was discussed.
- SC WASC Accreditation Report and District & Board Response was discussed.
- Reviewed August 27th Board of Trustee Meeting. The Agenda item for the casework in BGS was pulled but will return at the next Board meeting.
- A DLC Meeting will be held Friday August 31st at 8:00am – 10:30am in HS Auditorium

**The regular PBC meeting followed immediately after the College Leadership Forum.**

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**Program Review Update:** Wendy Gordon / none scheduled

**PBC Minutes – August 21, 2007**

**ACTION: APPROVED BY PBC**

**Draft of the 2007 Mid-Term Accreditation Report – Randy Anderson & Mary Williams**

The current (08/20/07) Draft was submitted for the Board of Trustees August 27, 2007 meeting. A final Draft will be submitted for the Board of Trustees September 24, 2007 meeting (only minor changes after the September meeting). The Focused Mid-Term Report is due to WASC by October 15, 2007. It was requested that the PBC members review the August 20<sup>th</sup> Mid-Term Accreditation Report Draft and be prepared for discussion and input at the September 4, 2007, PBC meeting.

## **Classified Hiring Proposal Timeline Recommendation – This item was not addressed**

### **Strategic Plan: 2007 – 2010**

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

#### **A request to define the nine suggested Strategic Directions (handout)**

Discussion took place regarding process and type of form for bringing forth Strategic Plan requests to PBC. It was suggested to start with the 2006-07 Strategic Plan and the ongoing budget and then look at the 2007-2008 Strategies regardless of funding. The 2007-2008 Strategic Directions need to be prioritized by each planning group by funded and non-funded goals. Classified staffing process is now a separate process since the “New Classified Hiring Process” has been put in place and is moving forward. The Interim Plan was looked at as one document, but the 2007-2010 Strategic Plan will be a combination of 4 documents (Enrollment Management, Campus Environment, Student Success, and Institutional Effectiveness Strategic Directions). It was emphasized that requests need to be distinguished from one time expense and ongoing expenses. A sample of what the form should look like will be provided by Enrollment Management. Once the form has been created and accepted a narrative should be created to accompany request form. The common thread is the 9 suggested Strategic Directions.