

**SADDLEBACK COLLEGE  
PLANNING & BUDGET COUNCIL  
MINUTES  
August 7, 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, Kris Leppien-Christensen, Lise Telson, Rajen Vurdien, Ken Patton, Carol Hilton, Mary Williams, Carmen Dominguez, Alannah Rosenberg, Jo Ann Alford, Alannah Rosenberg, Rich McCullough

**President's Report**

- A facilities update was given on the: BGS Building, SM Building, Stadium Update, Sciences Building, Library Building, Veterans Memorial, FA Restroom Building, TAS Building.
- Summer 2008 the Village will move back to the BGS Building; 2008-09 the Village will be re-configured to accommodate the Library; Summer 2009 the Library will move to the Village; and it is anticipated that by Spring/Summer 2011 the Library will move back to the Library Building.
- During the Fall Semester College opening the Deans will be on campus and available the first week of school until 7:00 pm; all of the Student Services departments will be open and assisting students the first 2 weeks of school until 7:00 pm; and the College switchboard/reception in the Office of the President will be open until 7:00 pm beginning August 13th to assist students.
- We will have 15 new emergency phones located throughout the campus including the parking lots sometime during early Fall 2007. These phones not only go to campus safety but also go to the individual College Police officer on duty.
- The Berbee Informacast emergency phone system is now installed and working.
- ATEP Spring 2008 Schedule – Meeting at ATEP - Wednesday August 8th
- ATEP Q & A is scheduled for Tuesday, September 18<sup>th</sup> from 8:30-9:30am & Wednesday, September 19<sup>th</sup> from 3:00-4:00pm in SSC 212.
- A Board Workshop at Saddleback College will be held September 24<sup>th</sup> from 3:30 -4:30 pm in SSC 212 (Prior to the Board Meeting)
- September 11, 2007 (Tuesday) - Preparation for Ceremony will be discussed at a future PBC meeting
- Due to Fall 2007 In-Service activities there will not be a PBC meeting for August 14<sup>th</sup>.

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

**PBC Minutes – July 31, 2007**

**ACTION: APPROVED BY PBC**

**Mid-Term Accreditation Report – Randy Anderson & Mary Williams**

A new draft will be available for the August Board meeting. Please make comments for the next draft due to the Board in September.

### **Preparation for Fall In-Service**

- Welcome Back Social Continental Breakfast added this year to the schedule on Monday, August 13<sup>th</sup> from 8:00-9:30am in SSC 212.
- Chancellor's Opening Session – Tuesday August 14<sup>th</sup> at 8:45-11:30 am – McKinney Theater
- President's Classified Breakfast – Wednesday August 15<sup>th</sup> 8:00-10:00 am – Cafeteria
- President's Faculty Breakfast – Thursday August 16<sup>th</sup> 8:00-10:30am - Cafeteria

### **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.
- All Planning Groups need to update the “accepted” Plan on the PBC Web site.

### **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**

### **Hiring Process for Classified Positions**

The new non-categorical classified hiring process (which includes requests for increasing hours/months) discussed at the July 19<sup>th</sup> PBC Retreat and subsequent PBC meetings was distributed to Division Deans/Directors on Wednesday, August 1, 2007. The following deadlines to submit requests were included:

- Division Deans/Directors shall submit prioritized lists of their requests to their immediate supervisors (President, VPI, or VPSS) by September 14, 2007.
- The President, VPI, and VPSS will meet by Thursday, September 20, 2007, to only determine which appropriate Strategic Planning Group will review prioritized positions that have been submitted. Requests will be submitted to Planning Groups by Friday, September 21.
- Strategic Planning Groups will prioritize requests and forward their recommendations to PBC by Friday, October 12, 2007.
- PBC will review requests and make recommendations by Tuesday, October 23, 2007.