

**SADDLEBACK COLLEGE  
PLANNING & BUDGET COUNCIL  
MINUTES  
October 9, 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:** CJ Park, 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

**President's Report**

- Facilities Update: BGS, SM Building, Stadium, Sciences Building, Library Move & Renovation, Veterans Memorial Update and architect rendering presentation was provided, FA Restroom Building, TAS and Gym floor – completion by the end of November.
- Chancellor Open College Meetings: Tuesday, Oct 16<sup>th</sup> 9:30-10:30a & Thursday, Oct 18<sup>th</sup> 1:30-2:30p both in SSC 212.
- SC Scheduled Maintenance Plan to be presented at the October 16<sup>th</sup> PBC.
- All replacement and new faculty hiring list will be submitted to the November 13<sup>th</sup> Board of Trustees Meeting.
- The process for additional new faculty hires for academic year 2008-2009 (not replacement positions) was reviewed. The Prioritization Committee has identified the replacement positions and is now in the process of identifying the new positions.

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

A list of dates for Program Review presentations will be submitted to the President by October 12<sup>th</sup> to begin scheduling presentations for the fall.

**PBC Minutes – October 2, 2007**

**ACTION: APPROVED BY PBC**

**SC Equipment Committee Questions from PBC Mtg: September 25, 2007**

- What is the status of funding for Non-Instructional Equipment in 2006-2007 and 2007-2008?
- What decision making group is overseeing a budget for Non-Instructional Equipment requests and prioritization and what is the process for these requests to be addressed?

It was decided that non instructional equipment requests for 2006-2007 and 2007-2008 will be reviewed by PBC and considered for funding as part of the Strategic Plan. It will be the charge of the Equipment Committee to disburse any potential funding allocation. This item will be brought back to the October 16, 2007 PBC Meeting for consideration.

**Mid-Term Accreditation Report – Ana Maria Cobos & Mary Williams**

- Accepted for Information at September 24<sup>th</sup> Board of Trustees Meeting.
- District/Board of Trustees Responses to be included in body of Report.

- Focused Mid-Term Report is due to WASC by October 15, 2007.

### **Saddleback College Strategic Plan: 2007 – 2010**

- Enrollment management presented their Strategic Plan: 2007-10 Prioritized List emphasizing on 2007-08 of the Plan. Student Success, Campus Environment and Institutional Effectiveness Prioritized Lists will be brought to later PBC meeting for presentation.
- 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.

### **Update on the 50% Law District Committee – Carol Hilton**

A South Orange County Community College District Analysis of Compliance with the 50% Law 2006-07 actual expenses District-wide summary that was submitted to the state was handed out and reviewed. Saddleback College, Irvine Valley College, ATEP and the District Services were requested to submit general proposals to address the 50% Law. The following Saddleback College 50% Law Proposals list was presented:

#### **General Proposals**

1. Make well thought out decisions that will ultimately benefit students rather than short term reactionary decisions that may negatively impact the College mission and goals.
2. Set a percentage target for 2008-09. Establish a benchmark for each expenditure unit i.e. Saddleback College, IVC, District Services, and ATEP, based on 2006-07 expenditures. Each unit is charged with moving toward the target based on their percentage of 2006-07 expenditures that directly impact the 50% law. Details to be determined.

#### **2007-2008 Proposals**

1. Make expenditure decisions with consideration of the effect on the 50% law.
2. Review every College position for TOPS assignment. Split position coding if appropriate.
3. Review and revise classified job descriptions and move expenditures into instructional object codes when appropriate.
4. Add and/or increase instructional classified positions.
5. Add and/or increase non-instructional positions only when necessity is determined by College President (e.g. enrollment impact, avoid overtime, avoid closing offices).
6. Review denominator expenditures that can be moved to categorical budgets and review numerator expenditures that can be moved from categorical budgets.
7. Embark on energy savings project that will result in expenditures from object series 6000, and reduce expenditures in object series 5000.

#### **2008-2009 Proposals**

1. Hire eight replacement faculty positions to start Fall 2008.
2. Hire five to ten new faculty positions to start Fall 2008
3. Make expenditure decisions with consideration of the affect on the 50% Law.