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|  | | | | **District Services Planning & Program Review  Minutes**  **Date: March 24, 2016**  **Time: 10:00 AM – 12:00 PM**  **Location: TESS Training Room in Redlands** | | | | | | |
| **Committee Members** | P |  | | | P |  | | P |  | P |
| Keith Wurtz  Jeremy Sims  Rhiannon Lares  Richard Galope  Amalia Perez  Glen Kuck | Y  N  N  N  N  Y | Karla Trujillo  Lilian Vasquez  Yendis Battle  Pierre Galvez  Andy Chang  Maria Ramirez | | | N  N  Y  N  Y  Y | Michele Jeannotte Robert Levesque  Stacy Sysawang  Larry Strong  Steve Sutorus  Trelisa Glazatov | | N  Y  N  N  Y  Y | Susan Ryckevic  Virginia Diggle  Whitney Fields  Erica Mosley | N  Y  Y  Y |
| **Committee Charge –** The charge of the District Offices Planning and Program Review (PPR) Committee is to advance continual, sustainable quality improvement at all levels of the District Offices.  Toward that end, the committee conducts a thorough and comprehensive review of each unit at the District Offices on an annual basis and oversees the annual District Offices planning and program review process.  The results of planning and program review inform the integrated planning and resource allocation process at the District Offices, and are aligned with the district strategic planning process. The committee relies on quantitative and qualitative evidence to evaluate programs, develop recommendations to the Chancellor’s Cabinet, and determine and implement improvements to the District Offices PPR process.  **Membership** – The DOPPR Committee is chaired by the Executive Director of Institutional Effectiveness, Research, and Planning. In addition, the membership consists of one manager and staff from the following areas: TESS, KVCR, EDCT, Police, and Human Resources; and two managers and two classified staff from Business Services. | | | | | | | | | | |
| **TOPIC** | | | **DISUCUSSION** | | | | **FURTHER ACTION** | | | |
| * Review the minutes from March 10, 2016 (5 minutes) | | | Will review minutes at the next meeting. | | | |  | | | |
| * Prioritize objectives for District Services (115 minutes) | | | Keith discussed with the committee the purpose of the meeting. He asked that the committee not take into consideration money, or how or if the item can be funded. Review based on prioritization. The committee will look at each department’s number one priority and then prioritize all number ones, then all number two and so on and so forth committee will review as many items as they can during today’s meeting timeframe. KVCR and EDTC will not be prioritize at this time.  Prioritization Number 1 Request: Based on discussion the committee feels that HR Safety should be prioritized as number one, Business services number two, Chancellor’s office number three, and positions in TESS number four.  Prioritization Number 2 Request- the committee voted as follows: TESS as number one (5), Business Services number two (6), and HR safety as number three (7).  Prioritization Number 3 Request- DE as number one (8), Chancellor’s office as number two (9).  Prioritization number 4 Request: the committee voted as follows: Chancellors office number one (10), TESS number two (11)    Prioritization number 5 Request: the committee voted as follows: Chancellor’s office number one (12), HR number two (13)  Prioritization number 6 Request:  The committee voted as follows: Web Design (14) Printing Services number one (15), Fiscal Services number two, HR number three (16).  Prioritization number 7 request: HR as number one (17) and HR as number two (18).  The committee then reviewed the requests by one time funds and ongoing funds and further prioritized.  Ongoing funds prioritization for remaining items: HR Safety number 19, RP group membership 20 budget for sewer safety 21, get info from Keith  Onetime costs:  22 land, 23 solar , supplies for disaster preparedness materials 24, statistics and snap software 25 two color press 26,  Next step- goes to District Budget committee and their recommendations then go to the Chancellor’s office. | | | |  | | | |
| * Other Items | | |  | | | |  | | | |
| **Mission Statement**  We transform lives through the education of our students for the benefit of our diverse communities.  **Vision Statement**  SBCCD will be most known for student success. Our educational programs and services will be highly sought after. Our students will be the most preferred by four-year institutions and employers. Our students will have the highest graduation rates at four-year institutions. Our students will have the highest employment rates in our communities. Our district will be the gateway to pathways and opportunities for a brighter future. Our students and alumni will make a significant contribution to the socioeconomic prosperity of our communities. Our employees will want to be here, love working here, and go above and beyond for student success.  **SBCCD Values**  Service, Integrity, Collaboration, Innovation, and Quality | | | | | | | | | | |