





## District Services Planning & Program Review Committee

4/13/2018, 10:00 a.m., PDC 104 – Meeting Minutes

Members Present: Jason Brady, Paula Ferri-Milligan, Stacy Garcia, Jeremiah Gilbert, Melanie Gonzales, Alvin Jackson, Michele Jeannotte, Barbara Nichols, Virginia Diggle

I. Call to Order

*Meeting was called to order at 10:08am.*

II. Review of Mar. 9, 2018 Minutes

*Minutes approved – 1<sup>st</sup> S. Garcia / 2<sup>nd</sup> P. Ferri-Milligan.*

III. District Support Services Program Review Expenditures for 2017-18

*J. Gilbert shared that the Program Review Expenditures for 2017-2018 had been emailed by the Chancellor and were also posted on the District Program Review website.*

IV. Operational Budget Discussion

*J. Gilbert shared the distinction between Operating Expenditures, which should be included in department budgets during the regular budget development cycle, and Program Review Expenditures, included during the Program Review process.*

V. Four-Year Self Evaluation Rubric

*A Four-Year Self Evaluation Rubric was shared for review. It was suggested the Two-Year Program Update be added to the title as the rubric could also be used for that. It was also recommended that corrective actions be added to the Does Not Meet column.*

VI. Finalize 2018-2022 District Program Review Draft Plan

*District Police and KVCR were swapped in the Program Review Rotation and it was suggested that acronyms be minimized. Plan approved – 1<sup>st</sup> V. Diggle / 2<sup>nd</sup> S. Garcia.*

VII. Next Meeting: May 11, 2018 at 10am

VIII. Adjournment

*Meeting adjourned 10:48am.*



## District Services Planning & Program Review Committee

5/11/2018, 10:00 a.m., PDC 104 – Minutes

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Members Present: Hussain Agah, Noemi Elizalde, Jeremiah Gilbert, Kristina Hannon, Alvin Jackson, Katherine Jaramillo, Michele Jeannotte, Mark McConnell

I. Call to Order

*J. Gilbert called the meeting to order at 10:08am*

II. Review of April 13, 2018 Minutes

*Due to low attendance, minutes were tabled till following meeting.*

III. District Employee Climate Survey Results

*J. Gilbert shared that survey results had been shared with district managers and that public versions would be posted online shortly. He suggested that results could be used in Program Review documents, such as in establishing Goals and Objectives or for Service Area Outcomes. A. Jackson suggested there be a discussion of the results at extended cabinet so that so that a wider audience could hear the challenges being faced by certain areas. H. Agah suggested adding each area's mission statement to the next survey to provide clarity to what service they provide.*

IV. Program Review Prioritization – CHC and SBVC

*J. Gilbert shared that he had emailed the committee the Program Review Prioritizations from both campuses and that district service areas could use them to tie to their own resource needs to.*

V. District Services Program Review Calendar 2018-2019

*J. Gilbert provided the committee with a draft 2018-2019 District Program Review Calendar for review. No changes were made.*

VI. Four-Year Self Evaluation and Two-Year Program Update Rubric

*J. Gilbert provided the committee with a revised rubric based on feedback received from the previous committee meeting. No changes were made.*

VII. District Services Program Review Fillable Forms

*J. Gilbert reviewed the fillable forms to be used during this year's District Program Review process, based on the forms in the approved 2018-2022 District Program Review Plan.*

VIII. District Program Review Website ([http://www.sbccd.org/research/SBCCD\\_Services\\_PPR](http://www.sbccd.org/research/SBCCD_Services_PPR))

*J. Gilbert shared that the District Planning and Program Review website had been updated to reflect the revised process and would soon contain links to the new forms. The prior page had been archived and was still available via a link at the bottom of the revised page.*

IX. Next Meetings: *Aug. 24 at 10am & Sept. 14 at 9am (Resource Request Ranking)*

X. Adjournment

*Meeting was adjourned at 11:22am*

**District Services Planning and Program Review: District Divisions**  
*As of August 2018*

- Chancellor's Office
  - Chancellor's Office
  - District Research, Planning & Institutional Effectiveness
  - ~~EDCT Foundation~~
  - Marketing, Public Relations and Government Relations
- District Police Department
- ~~Business and Fiscal Services~~ District Support Services
  - Business Services
  - Facilities
  - Fiscal Services
  - Human Resources
  - Internal Auditing
- Technology and Educational Support Services
  - Administrative Applications
  - Distance Education
  - Printing Services
  - Technical Services
- ~~Economic Development & Corporate Training~~
  - ~~EDCT~~
  - ~~KVCR~~
- Workforce Development, Advancement & Media Systems
  - Economic Development & Corporate Training (EDCT)
  - SBCCD Foundation
  - SBCCD Office of Grants Development & Administration
  - KVCR Empire Network

## District Services Planning and Program Review Committee Membership 2018-2019

- **Executive Director of Research, Planning and Institutional Effectiveness (chair)**
  - Jeremiah Gilbert (interim)
- **One manager and staff from TESS, KVCR, EDCT, Police, and Human Resources**
  - Jeremy Sims and Jason Brady (TESS)
  - Keith Birkfeld and Barbara Nichols (KVCR)
  - Richard Galope and Stacy Garcia (EDCT)
  - Alvin Jackson and Michele Jeannotte (District Police)
  - Kristina Hannon and Brandy Perez (HR)
- **Two managers and two classified staff from Business & Fiscal Services**
  - Hussain Agah and Larry Strong (Managers)
  - Virginia Diggle and Vacant (Classified)
- **Director, ~~EDCT~~ SBCCD Foundation**
  - Vacant
- **1 faculty member from Crafton and SBVC (2 total – Planning and Program Review Committee members preferred)**
  - Mark McConnell (CHC) and Vacant (SBVC)
- **1 classified staff member from Crafton and SBVC (2 total – Planning and Program Review Committee members preferred)**
  - Katherine Jaramillo (SBVC) and Artour Aslanian (CHC)
- **2 CSEA members**
  - Vacant (2)
- **1 CTA member**
  - Paula Ferri-Milligan
- **1 Student Senate representative from Crafton and SBVC (2 total)**
  - Vacant (CHC and SBVC)

## **District Services Planning and Program Review Committee Process for Prioritizing Resource Requests**

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District programs complete Resource Request Applications annually following the timeline outlined in the 2018-2022 District Program Review Plan. Program resource requests are ranked by their divisions\* and these rankings are then sent to the District Services Planning and Program Review Committee (DSPPRC) for an overall ranking of district resource requests. All resource requests are prioritized through thorough group discussion and consensus of the DSPPRC. The following criteria is used to guide the ranking of district resource requests:

- Impact on students;
- Mandated activities related to facilities and safety;
- Accreditation requirements;
- Innovation;
- Impact on quality and comprehensiveness of program;
- The vision, mission, and values of the district;
- The District Strategic Plan;
- Service levels;
- Effective infrastructure.

Once the DSPPRC has completed their overall district resource rankings, the rankings are sent to the District Budget Committee as an information item before being sent to the Chancellor's Cabinet for final review. Chancellor's Cabinet reviews the resource rankings from the DSPPRC and approves the final resource prioritization. A rationale should be provided to the District community that explains any changes made by the Chancellor's Cabinet to the DSPPRC's prioritized list.

Prepared by Jeremiah A. Gilbert, Ph.D., Chair  
District Services Planning and Program Review Committee  
Reviewed by DSPPRC on September 14, 2018

**\*District Divisions:**

- Chancellor's Office
- District Police Department
- District Support Services
- Technology & Educational Support Services (TESS)
- Workforce Development, Advancement & Media Systems