



District Services Planning & Program Review Committee Minutes	Mtg. Date	March 22, 2019
	Mtg. Time	10:00 a.m.
	Location	SBCCD Board Room 114 S. Del Rosa Dr., San Bernardino

Members Present

Jeremiah Gilbert (Chair)	Al Jackson	Noemi Elizalde	Krystal Mesa
Noemi Elizalde	Heather Ford (recorder)		

Agenda Items	Discussion	Action Items/Tasks
I. Call to Order	J. Gilbert called the meeting to order at 10:12 a.m.	
II. Approval of Minutes	The Committee reviewed and approved the minutes from November 9, 2018.	Action Item - Minutes Approval Unanimous Approval
III. Review of District Program Review Forms	<p>A. Resource Request Application J. Gilbert reviewed the Resource Request Application. Chief Jackson commented there was no communication after Chancellor’s Cabinet reviewed the rankings. J. Gilbert commented he assumed Cabinet would reach out to him when requiring more information. J. Gilbert will follow up gong forward.</p> <p>There were no changes to the Resource Request Application and it will stay a PDF.</p> <p>B. Two-Year Program Update & Rubric The two year is a shorten version of the four-year. This will be a Word document. J. Gilbert briefly reviewed the two-year program update.</p> <p>C. Four-Year Program Self Evaluation & Rubric The four-year will be a Word document. J. Gilbert reviewed the updated four-year self-evaluation document.</p>	
IV. Review of District Employee Climate Survey 2018-19	<p>J. Gilbert reviewed the Employee Climate Survey of District Central Services. He questioned placing Question 32 bullet point 1 and 2 to Shared Governance. Chief Jackson recommended having the mission statement on each department for consistency. V. Diggle agreed with Chief Jackson in having a brief description of each department since there is misunderstanding of the differences of Business Services and Fiscal Services. The committee agreed “The ‘DEPARTMENT’ is responsible for...”.</p> <p>V. Diggle asked the purpose of asking demographical questions? She commented some questions are too invasive. Chief Jackson agreed to an extent that questions 35 and 36 should be eliminated.</p> <p>J. Gilbert will reach out to the different departments for their responsibilities to replace mission statements.</p> <p>J. Gilbert will make the changed after demographic 1 question 4, Shared Governance will come after. Then inclusiveness and satisfaction, then into the other areas alphabetically.</p>	

<p>VI. Other/Future Agenda Items</p>	<p>The next meeting will include other documents for review and will include a draft timeline.</p> <p>Climate Survey will go out April 1, 2019. Chief Jackson asked if we can make this competitive for the campuses/district/etc. to No action was taken to further this request.</p>	
<p>VII. Next Meeting</p>	<p>Next Meeting: April 12, 2019, 10:00 a.m. SBCCD Board Room</p>	
<p>VIII. Adjournment</p>	<p>Meeting adjourned at 11:21 a.m.</p>	

Respectfully submitted,

Heather Ford
 Executive Administrative Assistant
 Office of the Chancellor
 San Bernardino Community College District