



SBCCD Services Planning and Program Review Committee
MINUTES
 114 S. Del Rosa Drive PDC 104)
 San Bernardino, CA 92408

September 27, 2019

Jeremiah Gilbert, Chair	Kristina Hannon (SBCCD)	Jeremy Sims (TESS)	Ashley Gaines (IFF)
Ernie Loera (SBCCD)	Michele Jeannotte (PD)	Judy Rodriguez (SBVC)	Larry Strong (SBCCD)
Mark McConnell (CHC)	Paula Ferri-Milligan (SBVC)	Sipel Taha Ay (Guest)	Scott Carlson (Guest)
Heather Ford (recorder)	Kevin Palkki (CSEA)	Leen Alkaddumi (Guest)	Michael Layne (Guest)

Agenda Items	Discussion	Action Items/Tasks
I. Call to Order & Introductions	J. Gilbert called the meeting to order at 9:03 a.m.	
II. Approval of Minutes	The Committee reviewed and approved the minutes from 8/23/2019.	Action Item – Approved by Consensus
III. Process for Prioritizing Resource Requests		
IV. Prioritizing of District Resource Requests	<p>1.A - Ashley Gaines reviewed IFF’s resource request. Media specialist and manager workforce development are new positions. Last year, minus the two new positions and supplies is \$740,000 in budget. Leaving \$109,000 for the two new positions.</p> <p>1.B - Custodian Supervisor (1.B) and custodian (2.A) have been merged. Ernie Loera reported we need at least two custodians at the current location. Currently, we will have currier and 1 custodian at Hospitality building and 1 at Del Rosa building. In addition, we are closing escrow soon and will need additional custodial staff. In need of custodial supervisor to manage all three locations and custodial staff at all three locations. At the Hospitality building the property manager is contracted to hire vendor to clean 1st and 3rd floor. Due to Union regulations, we have to hire internal staff to maintain SBCCD occupied space. The committee agreed to combine 1.B and 2.A.</p> <p>1.C – Based on last year’s program review, It was approved that PD would grow incrementally and not all in one year.</p> <p>1.D – Based on the growing District’s properties, TESS needs additional support for support needs. With new auditing requirements, TESS is in need of support staff. An example is recently TESS had to disable or restrict approx. 150,000 students sbccd.edu email accounts that were fraudulent in the past six months.</p>	

RANKINGS for Item 1:
 #1 - 1.C PD 6 ayes and 3 no's.
 #2 – 1.D IT Security
 #3 - 1.B and 2.A Custodial
 #4 - 1.A Inland Futures Foundation

Mark IT, IFF, Cust
 Ernie Cust, IT, IFF
 Ashley IFF, IT, Cust
 Kristina Cust, IT, IFF
 Al IT, IFF, Cust
 Michele, IT, Cust, IFF
 Judy IT, IFF, Cust
 Jeremy IT, Cust, IFF
 Larry Cust, IT, IFF
 Kevin Cust, IT, IFF

2.B PD equipment – Chief Jackson commented this could be ranked lastly.
 2.C TESS - if we do not replace tech specialist, then we absolutely need a director of distant ed (new position).
 2.C TESS - if we replaced the tech specialist, then we do not need distance ed.

#5 – 2.C Instructional Tech Specialist all in favor Paula abstained. (replacement – pending IEPI)
 #6 – 3.B Secretary II TESS (replacement – pending IEPI) all in favor Paula abstained.
 #7 – 3.A Senior Contracts Technician (separated positions*) all in favor Paula abstained.
 #8 – 4.B Systems Analyst (replacement – pending IEPI) all in favor Paula abstained.
 #9 - 5.A Technology Support Specialist I all in favor Paula abstained.
 #10 – 6.A Sterling Digibinder Super Automatic Perfect Binder all in favor Paula abstained.
 #11 - 2.C Director of Distant Ed
 #12 - 4.A Analyst (Retirement Specialist)
 #13 - 2.B PD equipment

*3.A Business Services Administrator is tabled until Oct. 11, 2019 meeting. J. Gilbert to get more information.

VII. Other/Future Agenda Items	October 11, 2019 will focus on reviewing and finalizing the resource request.
VII. Next Meeting	October 11, 2019 (Resource Request Rankings Prioritized Finalization)
VIII. Adjournment	Meeting adjourned at 11:05 a.m.

Respectfully submitted,

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