



AGENDA

District Services Planning and Program Review Committee
 October 11, 2019 at 10 a.m.
 SBCCD Board Room
 114 S. Del Rosa Dr., San Bernardino, CA 92408

Agenda Items	Discussion
1. Call to Order	J. Gilbert
2. Review of Minutes	Review and approval of meeting minutes dated 09/27/2019 (p. 2 – 4)
3. Resource Request Clarification	Clarification on the two positions requested by Business Services (p. 5)
4. Committee Prioritization of District Program Resource Requests	Prioritization from the Sept. 27 committee meeting (pp. * – -)
5. Upcoming Meetings	Nov. 8 and Dec. 13 are CANCELLED
6. Other/Future Agenda Items	
7. Next Scheduled Meeting	Feb. 14 at 10 a.m. (New District Location)
8. Adjourn	



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 disabled 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

Business Services Staffing Information

Salaries & Benefits - no Warehouse				
		Current	Proposed	Notes
Business Manager				No Change
Business Services Administrator (new)		\$ --	\$134,662	Range 10, Step I
Contracts & Liability Specialist		\$129,363	\$ --	<i>not filled</i>
Senior Contracts Technician (new)		\$ --	\$79,800	Range 40, Step A
Purchasing Agent				No Change
Purchasing Technician				No Change
Purchasing Technician		\$71,781	\$ --	<i>not filled</i>
Warehouse Technician		\$ --	\$ --	Position transferred to SBVC
		\$201,144	\$214,462	
Overall Cost Increase			\$13,318	

New Positions:

Business Services Administrator [using salary from unfilled Contracts & Liability Specialist]

Cost Increase: \$5299

Senior Contracts Technician [using salary from unfilled Purchasing Technician]

Cost Increase: \$8019

Overall Cost Increase for both: \$13,318

District Program Review Committee Resource Request Rankings - 2019 Cycle (for 2020-2019 Fiscal Year)

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
1	Two Police Officers w/ Police Safety Equipment [2 unfilled positions from the 4 approved last year]	Police	Personnel	Ongoing	\$143,444 (\$71,722 per year per officer Range A, plus benefits)	It is a policy of the Board of Trustees for the SBCCD to protect members of the entire college community and the property of the District. In accordance with this policy, the District maintains a Police Department (PD) 24 hours a day, 7 days a week, & 365 days per year. The officers assigned to the PD are sworn and fully Commissioned Police Officers of the State of CA as defined in section 830.32 of the Penal Code and 72330 of the CA Ed. Code. To effectively carry out the above policy, reduce liability & manage predictable risk to the District, the PD is requesting two additional police officers. Currently, the PD has eight police officers deployed and effective July 1, 2019 is budgeted/authorized to hire two (2) additional officers. However, the PD is still well below proper staffing levels to cover the three duty shifts during the 24 hour operational period or handle a major incident within the District. It should be noted that comparable Community College Districts with a similar student population have an average of 12-19 police officer.
2	Custodial Supervisor	DSS	Personnel	Ongoing	\$99,697.08. This is at range 6, step A	The District is expanding to multiple facilities: 1) 114 S. Del Rosa EDCT/Foundation/PDC/ATTC; 2) 550 E Hospitality Lane DO/TESS; 3) 1888 E. Highland CTEDC "San Manuel"; 4) 441 W 8th St. EDCT expansion in the near future. The District currently has 2.5 custodians and .5 courier. The DSS/TESS upcoming move to 550 E. Hospitality Lane, will create a need for additional help and supervision in order to safely complete set up requests and to keep up with the level of cleaning that is required at both locations: 114 S. Del Rosa and 550 E. Hospitality Lane. Additionally, with escrow soon closing at the 1888 E. Highland Ave, the Custodial Supervisor will supervise and serve as a floater that can commute between sites to lend additional support with set ups and cleaning as needed. Note, with our current staffing, we do not have enough support to successfully execute set ups per the demand nor will we have enough custodians to clean the 3 sites.
	Custodian	DSS	Personnel	Ongoing	\$67,275.05. This is at range 27, step A.	The District has purchased a new facility at 1888 E. Highland Ave. and may also renovate 441 W 8th St. in the near future. The District currently has 2.5 custodians and .5 courier. DSS/TESS upcoming move to 550 E. Hospitality Lane would create a need for additional help in order to complete set up requests safely and to keep up with the level of cleaning that is required at both locations. This additional help is recommended to come in the form of a custodian supervisor. However, with the purchase of a new building and renovation of an otherwise abandoned property one more custodian staff will be required to address cleaning and set up needs for these two facilities (Highland Ave. and 8th St.). Please note, with our current staffing, we do not have enough support to successfully execute set ups per the demand nor clean sites as needed.
3	Hire new IT Security Professional	TESS	Personnel	Ongoing	\$220,000 (Salary and Benefits)	Currently myself along with the other IT Directors and support staff are doing our "Best Effort" in IT security of the district. This is an area of IT that needs full time attention.

District Program Review Committee Resource Request Rankings - 2019 Cycle (for 2020-2019 Fiscal Year)

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
4	Inland Futures Foundation: (1) Executive Director, Inland Futures Foundation (\$249,958); (2) Assistant Director of Resource Development (\$146,145); (3) Administrative Coordinator (\$93,626); (4) Administrative Assistant I (\$86,992); (5) Multimedia Specialist (\$74,906); (6) Manager, Workforce Development (\$97,447); (7) Supplies (\$50,000)	Chancellor	Department (Personnel & Budget)	Ongoing	\$109,000 (\$849,074 Total: \$250,000 allocated in General Fund and \$490,000 from KVCR donations, leaving \$109,000 to be funded.)	<p>As a result of District reorganization during FY2017-2018, the KVCR Educational Foundation was terminated by the Board of Trustees (BOT) action at the recommendation of District Administration, and the EDCT Foundation was designated for transformation in FY2018-2019 into the Inland Futures Foundation of the San Bernardino Community College District to support the following priorities: 1. Free College Promise; 2. KVCR; 3. FNX; 4. Community Initiatives (EDCT)</p> <p>Inland Futures Foundation of the San Bernardino Community College District will need to increase bandwidth. As a result of foundation reorganization, the four priorities represent significant resource needs and will each require its own fundraising plan, event schedule, donor cultivation and stewardship, and community outreach. Additionally, each will require significant administrative responsibilities such as budget maintenance, contracts, underwriting, grants, and more.</p> <p>For Empire KVCR, there are over 8,500 current members that require member support through additional community, member, and donor outreach initiatives and events. There is additional need to increase bandwidth for multimedia support including website, email, photography, design, and social media, to enhance community engagement. In order to engage donors/members as a new Foundation, there is increased need to have seed funding available to support fundraising and community engagement events for the four funding priorities listed above.</p>
5	Instructional Technology Specialist - Replacement [On Hold pending IEPI review]	TESS	Personnel	Ongoing	\$130,000	The DE department is without the Instructional Technology Specialist which was a position that previously funded. The need for this position can assist with managing resources between the two campuses.
6	Secretary 2 (Printing Services) - Replacement [On Hold pending IEPI review]	TESS	Personnel	Ongoing	\$78,000 (Department Budget)	This is an existing funded position that we would like filled asap. We have just moved into a new building at CHC and need someone to help walk in customers, answer phones, set up appointments, billing, invoices, purchasing requisitions, etc.
7	Business Services Administrator & Senior Contracts Technician [Business Services Administrator Tabled pending more information]	DSS	Personnel	Ongoing	\$13,318 (\$214,462 Total: Salaries from unfilled positions will be utilized, leaving \$13,318 to be funded.)	Business Services has a need to plan for succession planning since two members will retire within the next few years. In addition, we need to align the department and reporting structure with other departments in District Support Services. This plan will also create efficiencies and increase staff performance. The overall staffing adjustments include: a new Business Services Administrator and a new Senior Contracts Technician.

District Program Review Committee Resource Request Rankings - 2019 Cycle (for 2020-2019 Fiscal Year)

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
8	Systems Analyst (Administrative Applications) - Replacement [On Hold pending IEPI review]	TESS	Personnel	Ongoing	\$130,000	The systems analyst position is a needed position within TESS. The classified member who was in this position has been working on the Fiscal/HR ERP implementations over the last 3 years but has now taken a position within Fiscal Services. We need to replace this position as soon as possible as this position supported the many enterprise applications used by our students, faculty and staff at CHC, SBVC and District. Currently there is a gap and a single point of failure when it comes to support for some mission critical applications such as 25Live, ImageNow and SARS.
9	Technology Support Specialist 1	TESS	Personnel	Ongoing	\$90,000	<p>The District continues to grow it's technology footprint while not adding additional support personnel. The district has recently purchased 3 new locations and upgraded it's Audio and Visual systems. The new locations all have technology that needs to be supported. The new DSS building board room is equipped with a new A/V system in the board room that will require extensive support. This has all been. My team of 3 senior technology support specialists cannot provide adequate support of our enterprise systems along with all the new technology and locations coming on board.</p> <p>A Technology Support Specialist 1 can take over many of the desktop support and A/V duties freeing up the Senior staff to support our back-end systems. If this person is not hired the senior staff will spend a majority of their time supporting the desktops and new A/V equipment and putting out fires caused by missed management of back-end systems.</p>
10	Sterling Digibinder Super Automatic Perfect Binder	TESS	Equipment	One Time	\$27,000	We purchased a starter unit in the last year and have already out grown it. We are perfect binding the class schedules for SBVC. These total 15,000 books a year. We also use perfect bind many other printing orders, which allows us to do this in-house instead of sending it to an outside vendor. We charge half the cost of what it costs our users to use an outside vendor for this service.
11	Director of Distance Education	TESS	Personnel	Ongoing	\$200,000	Our current staffing level is flat and the area is the only one in TESS without a manager yet with 2.5 FTE. With no manager, there is limited supervision, no direction for growth related to Distance Education and coordination of services with both District's and the Colleges' needs and requirements.
12	Analyst (Retirement Specialist)	DSS	Personnel	Ongoing	\$77,145 + benefits/retirement	The retirement specialist is required to monitor and control the activities related to retirement including payroll reporting, PERS, STRS and maintaining benefits post retirement. This position will be vital in the success of financial independence and also serves each employee of the district by facilitating a comprehensive retirement program, researching issues and ensuring compliance with local, state and federal regulations.

District Program Review Committee Resource Request Rankings - 2019 Cycle (for 2020-2019 Fiscal Year)

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
13	Police Safety Equipment (Body-worn Cameras)	Police	Equipment	One Time	\$15,000.00	It is a policy of the Board of Trustees for the SBCCD to protect members of the entire college community and the property of the District. In accordance with this policy, the District maintains a Police Department (PD) 24 hours a day, 7 days a week, & 365 days per year. The officers assigned to the PD are sworn and fully Commissioned Police Officers of the State of CA as defined in section 830.32 of the Penal Code and 72330 of the CA Ed. Code. To effectively carry out the above policy, reduce liability & manage predictable risk to the District, the PD is requesting funding to purchase the necessary police safety equipment. Specifically, the PD will like to requested funds to purchase 15 body-worn cameras.

District Services Planning and Porgram Review Committee Rankings, Sept. 27 2019