



AGENDA

District Services Planning and Program Review Committee

February 14, 2020 (10:00 – 11:30 a.m.)

SBCCD Conference Room 1

550 E. Hospitality Lane, Suite 200, San Bernardino, CA, 92408

Agenda Items	Discussion
1. Call to Order	J. Gilbert
2. Review of Minutes	Review and approval of meeting minutes dated 10/11/2019 (p. 2)
3. Suspend 2- and 4-Year Evaluations?	Suspend 4-Year Self Evaluatuions and 2-Year Updates pending district reorganization
4. Resource Request Form	Review/revise current form (pp. 3 - 6)
5. Summer Timeline	
6. Upcoming Meeting	March 13 meeting is CANCELLED
7. Other/Future Agenda Items	
8. Next Scheduled Meeting	Apr. 10 at 10 a.m.
9. Adjourn	



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

October 11, 2019

Jeremiah Gilbert, Chair	Ernie Loera (SBCCD)	Kevin Palkki (CSEA)	Ashley Gaines (IFF)
Artour Aslanian (CHC)	Michele Jeannotte (PD)	Jason Brady (TESS)	Barbara Nichols (KVCR)
Judy Rodriguez (SBVC)	Heather Ford (recorder)		

Agenda Items	Discussion	Action Items/Tasks
I. Call to Order & Introductions	J. Gilbert called the meeting to order at 10:07 a.m.	
II. Approval of Minutes	The Committee reviewed and approved the minutes from 9/27/2019 with the correction of IV. Prioritizing of District Resource Request – 1.D TESS had to disable or restrict approx. 150,000 students email accts that were fraudulent in the past six months.	Action Item – Approved by Consensus
III. Resource Request Clarification	Two new positions using funding for a previous position that is not being filled.	
IV. Committee Prioritization of District Program Resource Requests	J. Gilbert reviewed the updated committee ranking prioritization from previous meeting.	
V. Upcoming Meetings	November 8 th and December 13 th meeting are cancelled.	
VI. Other/Future Agenda Items	J. Gilbert takes this to District Finance Committee. Then to Chancellor’s Cabinet for final ranking. This year due to the District moving offices, there is no Finance Committee until November. J. Gilbert will present the ranking to Chancellor Cabinet on October 23 rd , then present to Finance Committee in November in order to avoid any delay.	
VII. Next Meeting	February 14, 2020 at 10:00 a.m. (new district location)	
VIII. Adjournment	Meeting adjourned at 10:29 a.m.	

Respectfully submitted,

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

SBCCD PROGRAM REVIEW RESOURCE REQUEST APPLICATION

Name of Person Submitting Request:	
Program or Service Area:	
Resource Request:	
Type of Request:	<input type="checkbox"/> Personnel <input type="checkbox"/> Equipment/Technology <input type="checkbox"/> Budget
Request Need:	<input type="checkbox"/> Replacement <input type="checkbox"/> Growth <input type="checkbox"/> Prof. Expert <input type="checkbox"/> Categorical
Amount Requested:	
Resource Type:	<input type="checkbox"/> One Time <input type="checkbox"/> Ongoing
Object Code:	
Program Ranking:	
District and/or Campus Master Planning:	

Are there alternative funding sources? (For example, Department Budget, Perkins, Grants, etc.)

Yes No If yes, what are they?

1. Provide a rationale for your request. (*Explain, in detail, the need for this request.*)

2. Indicate how this request is related to the challenges, opportunities, goals, objectives and data in the department's Program Review Self-Evaluation.

3. Indicate how this request will improve productivity and service.

4. Indicate how this request will improve student learning.

5. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

6. Indicate any related costs (including any ongoing maintenance or updates) and program/area's plans to support those costs.

7. Given that district resource requests are assessed to the colleges, what is the benefit of this request to the colleges?

8. What are the consequences of not funding this request?

District and Campus Master Planning

	District Wide Strategic Support Services Plan: Recommendations
DR.1	Complete and regularly update the three-year staffing plan and develop a process to increase the number of full-time faculty and increase the ratio of full-time to adjunct faculty in the District.
DR.2	To stabilize staffing levels, the District Human Resources department must address upcoming retirements and hiring procedures that include strategies for interviewing candidates from across the country. Additionally, consider completing a market study to understand the levels of salary, compensation, and benefits that will attract highly qualified candidates.
DR.3	Complete and regularly update the District Enrollment Management Plan. Support the Colleges' community outreach and marketing efforts in order to increase campus visibility, highlight instructional opportunities, and increase FTES
DR.4	Support each Colleges' effort for addressing basic skills needs.
DR.5	Support the Colleges' effort to work with K-12 entities, the EDCT, adult schools, and the Inland Adult Education Consortium to become a leader in providing education to adults in the region.
DR.6	Support Distance Education at each campus with the software, hardware, training, and support mechanisms as identified through local processes by the Colleges.
DR.7	Continue to sustain funding for technology in order to support the needs of students, faculty, and staff.
DR.8	Establish a full-time and robust facilities department within the District to secure state funding through the Capital Outlay Process, manage construction projects, oversee and integrate maintenance and operations, implement design standards, coordinate sustainability efforts, and implement a Total Cost of Ownership model for facilities.
DR.9	Continue to sustain funding for site security and safety and proactively design outdoor and building spaces using best practices for creating secure environments.
DR.10	Establish and maintain a cyclical process through which college planning informs the development and revision of District plans, including the Educational Master Plan, Facilities Master Plan, College Strategic Plan, and Technology Plan.
EDCT.1	Each college should explore the EDCT as a resource to support grant development, contract education offerings, non-credit and not-for-credit courses and short-term vocational training opportunities.
KVCR.1	Reevaluate the role and function of the radio and television station to operate as a fiscal asset that is an economically viable and self-sufficient entity. Develop a process for resource distribution between the District, EDCT, KVCR, and the Colleges.
	Crafton Hills College Major Strategies
CS.1	Promote Student Success
CS.2	Build Campus Community
CS.3	Develop Teaching + Learning Practices

CS.3	Expand Access
CS.4	Enhance Value to the Surrounding Community
CS.5	Promote Effective Decision Making
CS.6	Develop Programs + Services
CS.8	Support Employee Growth
CS.9	Optimize Resources
	San Bernardino Valley College Strategic Directions + Goals
SBS.1	Increase Access
SBS.2	Promote Student Success
SBS.3	Improve Communication, Culture + Climate
SBS.4	Maintain Leadership + Promote Professional Development
SBS.5	Effective Evaluation + Accountability
SBS.6	Provide Exceptional Facilities