



AGENDA

District Services Planning and Program Review Committee

October 13, 2020 at 10:30 a.m.

Via Zoom: <https://cccconfer.zoom.us/j/96157400569>

Agenda Items	Discussion
1. Call to Order	Christopher Crew
2. Review of Minutes	Review and approval of meeting minutes dated 09/11/2020 (p. 2-3)
3. Questions regarding Resource Requests	
4. Process for Prioritizing Resource Requests	Process and District Divisions list (pp. 4 – 5)
5. Prioritization of District Program Resource Requests	Requests ranked by division (pp. 6 – 19)
6. Other/Future Agenda Items	
7. Next Meeting	Nov. 10 at 10:30 a.m. (Ranking of Resource Request)
8. Adjourn	

*Completed division resource request information can be found at:

http://www.sbccd.edu/research/Program_Review/Resource_Requests



District Services Planning and Program Review Committee

Via Zoom: <https://cccconfer.zoom.us/j/92440053928>

Meeting Minutes – September 11, 2020

Members Present:

Christopher Crew (Chair)
Erika Menge
Larry Strong
Virginia Diggle
Al Jackson
Anthony Papa
Jason Brady
Celia Huston,
John Feist,
Jeremy Sims
Artour Aslanian
Melanie Gonzales
Michele Jeannotte
Michelle Crocfer
Jessica Greenwell
Farrah Farzaneh

I. WELCOME & INTRODUCTIONS

Christopher Crew called the meeting to order at 10:02 a.m.

II. APPROVAL OF FEBRUARY 14, 2020 MINUTES

Virginia Diggle moved to approve the minutes of the District Services Planning and Program Review committee meeting held on February 14, 2020, Jeremy Sims seconded the motion. The minutes were approved by the following vote.

Ayes: Unanimous

Noes: None

Abstentions: None

III. CURRENT TOPICS

A. Committee Membership

Christopher Crew reviewed the committee charge. Heather Ford is working on filling vacant positions.

B. Review Membership Charge

Christopher Crew reviewed the current committee charge. The committee reviewed the process of submitting the program review request.

C. Suspended 2 and 4-year Evaluations

Christopher Crew the 4-year rotation as there has been reorganization at the district including the police department, and the former Inland Futures foundation. Christopher Crew recommended shifting the 4-year review to begin in 2021. Christopher Crew to reach out to the programs that will be shifted to 4-year.

Christopher Crew reported SBVC is postponing resource request to January 2021. Artour Aslanian reported CHC normal prioritization in the fall and resource request shortly after. Virginia Diggle reminded the committee that the review process would be completed by January so it can be submitted to cabinet and incorporated in the next fiscal year budget.

E. Resource Request Timeline and Revised Form

Christopher Crew to send resource request form to Larry Strong, Jeremy Sims, Farrah Farzaneh, Kristina Hannon.

V. OTHER/FUTURE TOPICS

Celia Huston reviewed SBVC's program review process. They will still get their needs prioritize but will be overhauling their process with focus groups, reviewing trends and best practices. Artour Aslanian reviewed CHC process and has implemented PPR coaches that will aid in the process. CHC meets with the groups to go over their program reviews and adjust as appropriate.

VI. NEXT SCHEDULED

The committee agreed Fridays are not suitable. The committee agreed Tuesday or Wednesday would possibly work better. Christopher Crew to send out Doodle Poll to get consensus of date/time.

VII. ADJOURNMENT

The meeting was adjourned at 10:46 a.m.

Heather Ford, Recorder, Office of the Chancellor



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

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 for an overall ranking of district resource requests. All resource requests are prioritized through thorough group discussion and consensus of the District Services Planning and Program Review Committee. 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 District Services Planning and Program Review Committee 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 District Services Planning and Program Review Committee and approves the final resource prioritization. A rationale shall be provided to the District community that explains any changes made by the Chancellor's Cabinet to the District Services Planning and Program Review Committee's prioritized list.

*District Divisions

- Chancellor's Office
 - ~~District Foundation (Inland Futures Foundation)~~
 - Office of the Chancellor
 - District Research, Planning & Institutional Effectiveness
 - Marketing, Public Relations and Government Relations

- District Support Services
 - Business Services
 - Facilities Planning & Construction
 - Fiscal Services
 - ~~Internal Auditing~~
 - Empire KVCR
 - Construction Local Outreach

- Human Resources and Police Services
 - Human Resources
 - District Police Department

- Technology and Educational Support Services (TESS)
 - Administrative Applications
 - Distance Education
 - Printing Services
 - Technical Services

- Workforce Development, Advancement & Media Systems
 - Workforce Development (formerly EDCT)
 - Advancement (District Grants Office)

District Division Resource Request Rankings - 2019 Cycle (for 2019-2020 Fiscal Year)

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
1A	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	\$849,074	<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>
1B	Custodial Supervisor	DSS	Personnel	Ongoing	\$99,697.08. This is at range 6, step A	<p>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.</p>

District Division Resource Request Rankings - 2019 Cycle (for 2019-2020 Fiscal Year)

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
1C	Two Police Officers w/ Police Safety Equipment	Police	Personnel	Ongoing	\$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.
1D	Hire new IT Security Professional	TESS	Personnel	Ongoing	\$220,000	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.
2A	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.
2B	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 Division Resource Request Rankings - 2019 Cycle (for 2019-2020 Fiscal Year)

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
2C	Director of Distance Education (tied)	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.
2C	Instructional Technology Specialist - Replacement (tied)	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.
3A	Business Services Administrator & Senior Contracts Technician	DSS	Personnel	Ongoing	\$13,318 (Savings from another position will be utilized.)	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.
3B	Secretary 2 (Printing Services) - Replacement	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.
4A	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.
4B	Systems Analyst (Administrative Applications) - Replacement	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.

District Division Resource Request Rankings - 2019 Cycle (for 2019-2020 Fiscal Year)

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
5A	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>
6A	Sterling Digibinder Super Automatic Perfect Binder	TESS	Equipment	One Time	\$27,000	<p>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.</p>