



District Services Planning and Program Review Committee

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

Meeting Minutes – November 10, 2020

Members Present:

Christopher Crew (Chair)
Larry Strong
Virginia Diggle
Jason Brady
Deanna Krebhiel
John Feist
Jeremy Sims
Erika Menge - proxy for Farrah Farzaneh
Rosemarie Hansen – proxy for Kevin Palkki
Artour Aslanian
Celia Huston
Al Jackson
Marcela Navarro

Guests

Michael Nguyen
Hassan Mirza

I. WELCOME & INTRODUCTIONS

C. Crew called the meeting to order at 10:35 a.m.

II. APPROVAL OF OCTOBER 13, 2020 MINUTES

J. Feist moved to approve the minutes of the District Services Planning and Program Review committee meeting held on October 13, 2020, V. Diggle seconded the motion. The minutes were approved by the following vote.

Ayes: Unanimous

Noes: None

Abstentions: None

III. PROCESS FOR PRIORITIZING RESOURCE REQUESTS

There was discussion of the process to prioritize resource requests.

IV. PRIORITIZATION OF DISTRICT PROGRAM RESOURCE REQUESTS

District top 3 rankings:

1A – Instructional Technology Specialist

1B – Business Services Administrator

1C – AppArmor for District Police

District Division Resource Request Rankings - 2020 Cycle (for 2020-2021 Fiscal Year)

Committee Ranking	Resource Request	Service Area	Type of Request	Resource Type	Amount Requested	Request Rationale
1A	Instructional Technology Specialist	Distance Ed	Personnel	Ongoing	\$ 130,000	The pandemic highlighted usefulness not only of the LMS (i.e., Canvas) but the technology services offered by the district. As a result of COVID, there is an increase usage of those teaching and taking online courses. The DE department is without the Instructional Technology Specialist which was a position that was previously funded. This position can assist with managing resources between the two campuses.
1B	Staffing Adjustments	Business Services	Personnel	Ongoing	\$ 13,900	Business Services has a 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 (Mgmt) - the current Contracts & Liability Specialist will be dissolved; a new Senior Contracts Technician (CSEA) - the current Purchasing Technician will not be filled.
1C	Safe SBVC & CHC (via AppArmor)	District Police	Equipment /Tech	Ongoing	\$ 11,500	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 police 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 CA Penal Code and 72330 of the CA Ed. Code. To assist with carrying out the above policy and most importantly increase the overall safety within the SBCCD, the PD is requesting funding to purchase and deploy the Safe SBVC and Safe CHC safety software via "AppArmor." It should be noted this safety software/app can also be used to check and vet students, faculty and staff using some predetermined COVID-19 screening questions as they return to the SBCCD.

Committee Ranking	Resource Request	Service Area	Type of Request	Resource Type	Amount Requested	Request Rationale
2A	Technology Support Specialist 1	Technical Services	Personnel	Ongoing	\$ 90,000	<p>The district continues to grow its technology footprint while not adding additional support personnel. The district has recently purchased 3 new locations and upgraded its Audio and Visual systems. The new locations all have technology that needs to be supported. The new District Support Operations building board room is equipped with a new A/V system that will require extensive support. This has all been done by a team of 3 senior technology support specialist. They cannot provide adequate support of our enterprise systems along with all the newly added technology and locations.</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.</p> <p>If this person is not hired, the senior staff will spend a majority of their time supporting the desktops, new A/V equipment and putting out fires caused by neglected management of back-end systems.</p>
2B	Custodial Supervisor	Facilities, Planning, & Cons.	Personnel	Ongoing	\$ 88,000	<p>A Custodial Supervisor is critical to SBCCD efforts to protect its staff and students by adhering to CDC guidelines for appropriate and necessary sanitation policies and procedures in wake of the COVID-19 pandemic. The Custodial Supervisor would (1) ensure that enhanced cleaning measures remain in place indefinitely (2) provide direct oversight and management of the custodial and courier staff, (3) work directly with the custodial staff to ensure that the enhanced safety measures are implemented while performing duties such as setting up classrooms and meeting spaces and (4) perform other essential maintenance and operations tasks as assigned. Due to understaffing, the aforementioned responsibilities are currently being performed by the Facilities Project Manager (FPM). However, the FPM primarily manages non-bond capital improvement projects at all SBCCD locations including the Del Rosa and auxiliary properties. They are also responsible for managing various construction-related functions (e.g., identifying scopes of work, design processes, closeout, and certification), project schedules and budgets, special repairs, and state reporting requirements. It is impossible for them to be at all the locations at once so the Custodial Supervisor would sure up this significant gap in available staff to ensure the health and safety of everyone who utilizes the facilities.</p>

Committee Ranking	Resource Request	Service Area	Type of Request	Resource Type	Amount Requested	Request Rationale
2C	Onboarding Software Subscription	HR	Equipment /Tech	Ongoing	\$ 14,274	On-boarding software will enable new hires to become more productive before their first day by allowing Human Resources to streamline new hire paperwork, processes, and training on an easy-to-use platform (NEOGOV). Engaging a candidate before their start date is important and also allows them to be productive and engage immediately with our organization from the very beginning. Onboarding suite would be an extension of currently in place recruitment module through NEOGOV.
3	Systems Analyst - Replacement	Admin. App	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.
4	Senior Programmer/Analyst	Admin. App.	Personnel	Ongoing	\$ 140,000	Administrative Applications needs to replace a Sr. Programmer/Analyst that was transferred to support another area. This person was supporting many areas within the programming and systems functional areas that now leaves a support gap that other team members have to pick up and they already have full plates.
5	Director of Distance Education	Distance Ed.	Personnel	Ongoing	\$ 200,000	Our current staffing level is flat and the area is the only one in TESS without a manager yet with 2.0 FTES. 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. Distance Education is on

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6	Secretary II	Printing Services	Personnel	Ongoing	\$ 75,000	We had this position until 2 years ago. We need this position more now because we are offsite and away from TESS and without clerical help. We need help directing visitors, logging jobs in and out, making appointments and handling all employee fiscal paper work.
7	Purchase Security Information Event Management (SIEM)	Technical Services	Equipment /Tech	Ongoing	\$ 100,000	A lot of security events happen in the background and are not found until it is too late. A SIEM (Security Information Event Management) will find these security incidents as they happen so they can be dealt with before they snowball into something critical.
8	Purchase Phishing Simulation Software	Technical Services	Equipment /Tech	Ongoing	\$ 12,000	We continue to have users who click on links and respond to Phishing e-mails. This software will train our users on what to look for in a suspicious message and how to stay safe when using their e-mail.
9	Purchase Gravograph Ls-100 Engraver	Printing Services	Equipment /Tech	One Time	\$ 20,000	We currently send our name tags for SBCCD, CHC, SBVC and KVCR to an outside vendor for engraving. We could keep this in house and charge less if we had this piece of equipment. We could also provide faster service.

V. OTHER/FUTURE TOPICS

C. Crew will present the rankings District Assembly as an information item only. C. Crew will present the rankings to Chancellor's Cabinet. Cabinet will decide what resources will be approved based on funding.

VI. NEXT SCHEDULED MEETING

The next meeting is scheduled for January 12, 2021 at 10:30 a.m. via Zoom
<https://cccconfer.zoom.us/j/92440053928>

VIII. ADJOURNMENT

The meeting was adjourned at 11:10 a.m.

Heather Ford, Recorder, Office of the Chancellor