District Services Planning and Program Review Committee
November 10, 2020 at 10:30 a.m.
Via Zoom: https://cccconfer.zoom.us/j/92440053928

Agenda Items	Discussion
1. Call to Order	Christopher Crew
2. Review of Minutes	Review and approval of meeting minutes dated 10/13/2020 **(p. 2-3)**
3. Process for Prioritizing Resource Requests	Process and District Divisions list **(pp. 4 – 5)**
4. Prioritization of District Program Resource Requests	Requests to be ranked by division **(pp. 6 – 10)**
5. Other/Future Agenda Items	
6. Next Meeting	Dec. 8 at 10:30 a.m. (Continued Ranking of Resource Request??)
7. Adjourn	

*Completed division resource request information can be found at:
http://www.sbccd.edu/research/Program_Review/Resource_Requests

Members Present:
Christopher Crew (Chair)
Larry Strong
Virginia Diggle
Anthony Papa
Jason Brady
Jim Buysse
Deanna Krebhiel
John Feist
Jeremy Sims
Michele Jeannotte
Michelle Crocfer
Jessica Greenwell
Farrah Farzaneh
Rosemarie Hansen – proxy for Kevin Palkki

Guests
Steve Sutorus
Erika Menge

I.   WELCOME & INTRODUCTIONS

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

II.   APPROVAL OF SEPTEMBER 11, 2020 MINUTES

J. Feist moved to approve the minutes of the District Services Planning and Program Review committee meeting held on September 11, 2020, V. Diggle seconded the motion. The minutes were approved by the following vote.

Ayes: Unanimous

Noes: None

Abstentions:

None

III.   QUESTIONS REGARDING RESOURCE REQUESTS

J. Simms confirmed we only need division rankings not "subdivision". C. Crew confirmed.

R. Hansen asked for an update on the Highland property. F. Farzaneh reported they are aware with the issues at the Highland property and she is working with district leadership as to find a resolution.

IV. **PROCESS FOR PRIORITIZING RESOURCE REQUESTS**

A. Process and District Divisions List

C. Crew reviewed the resource request prioritization for 2019. C. Crew requested the committee to evaluate the rankings and to be prepared for the next meeting as the ranking process will begin. V. Diggle recalled last year the committee agreed to have two separate lists, once for equipment and one for personal. J. Brady clarified that unless the equipment is for the requested personal (ex: police officer; fire arms, belts, bullet proof vests, etc.). L. Strong commented that the current spreadsheet identifies equipment or personal already.

V. **PRIORITIZATION OF DISTRICT PROGRAM RESOURCE REQUESTS**

A. Requests Ranked By Division

C. Crew reported the committee should incorporate the requests being aligned with the colleges as well. V. Diggle confirmed currently the program request application is out to the divisions and the subdivisions are to work with their specific division to submit the request as a whole by division. V. Diggle confirmed the resource requests should not be considered based on previous years' requests. C. Crew recommended the resource request align with climate survey.

VI. **OTHER/FUTURE TOPICS**

C. Crew to have the resource requests to the committee by November 3, 2020.

VII. **NEXT SCHEDULED**

The next meeting is scheduled for November 10, 2020 at 10:30 a.m. via Zoom (ranking resource request) https://cccconfer.zoom.us/j/92440053928

VIII. **ADJOURNMENT**

The meeting was adjourned at 11:10 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

Committee Ranking	Resource Request	Service Area	Type	Resource Type	Amount	Rationale
	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.
	Custodial Supervisor	Facilities, Planning, and Construction	Personnel	Ongoing	Not Provided	The Facilities Project Manager (FPM) provides a fundamental set of services to the District and Campus communities. They manage the District wide functions associated with the physical plant and facilities in order to maintain a safe, secure and functional work and learning environment in which the various functions and activities of the San Bernardino Community College District can take place. The FPM manages non-bond capital improvement projects at both campuses, the District office, the Del Rosa Site and auxiliary properties. They are responsible for programming efforts to identify scopes of work, managing the design process, soliciting bids, and providing necessary construction administration, closeout, and certification. Furthermore, they are vital in maintaining project schedules, ensuring adhering to budgets for minor capital outlay, space inventory, scheduled maintenance, special repair, and campus departmental projects. This role is integral in providing accurate reporting to the State Chancellor's Office, to ensure that we receive the necessary funding needed to maintain and improve our facilities. Furthermore, they are involved in tenant improvement projects and maintenance for the District's three commercial office buildings. In addition to the above-mentioned, tasks this position is also responsible for managing the custodial and courier staff. A Custodial Supervisor would relive the FPM of direct oversight and management of the custodial and courier staff. Furthermore, a Custodial Supervisor is key considering

Committee Ranking	Resource Request	Service Area	Type	Resource Type	Amount	Rationale
						the current pandemic to ensure that the sites are receiving the proper and necessary sanitation and following the most current and recommended CDC guidelines. In addition, we want to ensure that enhanced cleaning measures remain in place indefinitely, for the health and safety of everyone who utilizes the facilities. The Custodial Supervisor would work directly with the custodial staff to enhance the safety measures are being used while performing duties such as setting up classrooms and meeting spaces.
	Instructional Technology Specialist	Distance Education	Personnel	Ongoing	$130,000	The pandemic highlighted usefulness not only the the LMS but the technology services offered by the district. As a result their is an increase useage not only those teaching and taking course. There are no increases other uses for the educationThe 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.

Committee Ranking	Resource Request	Service Area	Type	Resource Type	Amount	Rationale
	Technology Support Specialist 1	Technical Services	Personnel	Ongoing	$90,000	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 DSO 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 new technology and locations coming on board. 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, new A/V equipment and putting out fires caused by neglected management of back-end systems.
	Systems Analyst - Replacement	Administrative Applications	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.
	Senior Programmer/Analyst	Administrative Applications	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.

Committee Ranking	Resource Request	Service Area	Type	Resource Type	Amount	Rationale
	Director of Distance Education	Distance Education	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
	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.
	Purchase Security Information Event Management (SIEM)	Technical Services	Equipment/Tech	Ongoing	$100,000	Allot 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.
	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.
	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.

Committee Ranking	Resource Request	Service Area	Type	Resource Type	Amount	Rationale
	Onboarding Software Subscription	Human Resources	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 our organization from the very beginning. Onboarding suite would be an extension of currently in place recruitment module through NEOGOV.
	Safe SBVC & CHC (via AppArmor)	District Police Department	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.