



District Services Planning and Program Review Committee

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

Meeting Minutes – January 12, 2021

Members Present:

Christopher Crew (Chair)
Virginia Diggle
Deanna Krehbiel
Jeremy Sims
Erika Menge – proxy for Farrah Farzaneh
Farrah Farzaneh
Rosemarie Hansen – proxy for Cassandra Thomas
Marcela Navarro
John Feist
Michele Jeannotte
Al Jackson
Jason Brady
Jessica Greenwell

I. WELCOME & INTRODUCTIONS

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

II. APPROVAL OF NOVEMBER 10, 2020 MINUTES

D. Krehbiel moved to approve the minutes of the District Services Planning and Program Review committee meeting held on November 10, 2020, M. Navarro seconded the motion. The minutes were approved by the following vote.

Ayes: Unanimous

Noes: None

Abstentions: None

III. REVIEW OF RESOURCE REQUEST

Process and District Divisions List – C. Crew reviewed the committee structure and confirmed all members on the committee roster are voting members.

IV. CHANCELLOR'S CABINET

Response to Resource Request – C. Crew reviewed the discussion Chancellor's Cabinet had regarding resource requests. Cabinet thanked the committee. Given the current budget situation, there are not available funds to support the resources requests (AppArmor is under consideration pending further information).

Resource Request (1A): Instructional Technology Specialist

Decision: No

Rationale: Colleges recognize that there are gaps in DE capabilities and support. However, they need more time to assess the nature of the gaps and find out what is really needed. They are not sure that an ITS is what's really needed at this time.

Resource Request (1B): Business administrator

Decision: No

Rationale: There are several positions that are on hold at the district (as a whole) and conversation needs to be had about which to fill and when. Right now, although they see the importance, Cabinet feels that this is not the right time to fill this position.

Questions/issues to consider for next year:

1. HR and Business Services need to work out the specifics.
2. The true cost of the proposed position needs to be investigated.
3. The proposal includes removing/vacating a CSEA position and this would need to be negotiated.

Resource Request (1C): AppArmor

Decision: Under consideration, pending further research.

Rationale: Cabinet was impressed by the description of what the app can do but commented that we currently have software and processes in place that can achieve at least some of the things this app can offer. The district wants to move away from software proliferation and focus on identifying the issue(s) before moving to a software solution.

Questions/issues Cabinet wants addressed:

1. What is the issue that the app would solve beyond fulfilling BP requirement?
2. Would we discontinue the use of the current software (Regroup)?
3. What does AppArmor offer that Regroup does not?
4. Are there capabilities we would lose by discontinuing Regroup?
5. Would there be any cost savings from discontinuing Regroup and moving to AppArmor?

V. OTHER/FUTURE TOPICS

Modify Resource Request Process – There was conversation regarding the need to improve the resource request process. C. Crew presented a few ideas (see list below) that he feels would (1) help the committee refine the resource request prior to sending them to Cabinet and (2) make sure that the request incorporate the criteria outlined by the DSPPR committee process. V. Diggle commented that having the committee rank the requests individually seems to be “busy work” and this committee should trust the division rankings that were submitted. A. Jackson suggested to incorporate direct questions that relate to the criteria. J. Brady confirmed that direct questions that relate to the criteria are included in the program review web tool but they have not been used in the past few years. C. Crew acknowledged that ranking the request may not be the right way to go but reiterates his belief that the process needs to be improved and is asking the committee consider his suggestions at the next meeting. C. Crew will bring formalized suggestions to a vote at the next meeting and asked the committee to offer their suggestions as well.

1. Committee ranks requests individually

2. Have meeting to get input from district #1
3. Have follow up meeting to help improve the request by focusing on rationale and linking it to criteria
4. Invite top-3 to Cabinet

Program Review Timeline – C. Crew reported all summer 2020 review has been moved to summer 2021, and summer 2021 moved to summer 2022.

VI. NEXT SCHEDULED MEETING

The next meeting is scheduled for February 9, 2021 at 10:30 a.m. via Zoom
<https://cccconfer.zoom.us/j/92440053928>

VIII. ADJOURNMENT

The meeting was adjourned at 11:45 a.m.

Heather Ford, Recorder, Office of the Chancellor