



AGENDA

District Services Planning and Program Review Committee

March 9, 2021 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 2/9/2021 (pp. 2 – 6)
3. Chancellors Cabinet	Update on AppArmor Request (pp. 7)
4. Review of New Resource Request Process	Update on information Gathered and drafting new process (pp. 7)
5. Other/Future Agenda Items	Continued: Modifying Resource Request Process
6. Next Meeting	April 13 th at 10:30 a.m.
7. 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 – February 9, 2021

Members Present:

Christopher Crew (Chair)
Virginia Diggle
Deanna Krebhiel
Jeremy Sims
Erika Menge – proxy for Farrah Farzaneh
Farrah Farzaneh
Cassandra Thomas
Marcela Navarro
Michele Jeannotte
Al Jackson
Jason Brady
Larry Strong
Tony Papa
Noemi Elizalde
Artour Aslanian
Heather Ford (recorder)

Guest

Paul Walker
Hassan Mirza

I. WELCOME & INTRODUCTIONS

C. Crew called the meeting to order at 10:32 a.m.

II. APPROVAL OF NOVEMBER 10, 2020 MINUTES

D. Krebhiel moved to approve the minutes of the District Services Planning and Program Review committee meeting held on January 12, 2021, J. Brady seconded the motion. The minutes were approved by the following vote.

Ayes: Unanimous

Noes: None

Abstentions: None

III. CHANCELLOR'S CABINET

C. Crew reviewed the discussion with Chancellor's Cabinet to update those who were not present at the January 12, 2021 DSPPR committee meeting.

Update on AppArmor Request – C. Crew reviewed his presentation to Chancellor's Cabinet and included the questions Cabinet has. He commented Cabinet is concerned about software proliferation and that TESS is currently working on obtaining all software

used under one umbrella at the district level. Cabinet is interested in bringing all the departments districtwide under a single solution. C. Crew has a meeting later today with Ever Bridge software for comparison to AppArmor. Cabinet would like to know the student adoption rate of AppArmor. There was discussion regarding integrating other apps and single user sign-on used with AppArmor (Canvas).

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?

a. AP & BP 3505 (Emergency Response Procedures) was recently rewritten (June 2020) and approved by the SBCCD Board of Trustees. Specifically, these updated SBCCD policies clarify what actions and procedures should be followed in case of an emergency and/or major disaster within the SBCCD.

b. With the implementation of the App, Clery Act information like the SBCCD Emergency Operations Plan, AP & BP 3505 - Emergency Response Procedures, Active Shooter protocols, Annual Security Report, Sexual Assault Resources, Mental Health Counseling, Peer Support information, Academic Counseling, Mobile Blue-Light feature, and campus evacuation maps will be electronic (within a resource library) and at the fingertips of students, faculty, and staff to enhance overall safety within SBCCD. Most importantly, students, faculty and staff will be able to easily call/summon Campus police, via CSU San Bernardino Dispatch Center, by tapping the icon “call District Police” or “Call 911.” They will also be able to use the App to request a friend, contact, or family member to follow/accompany them on a virtual “friend walk” as they travel throughout the campus and/or back to their respective vehicle.

i. **Note:** As in the past, Campus Police will continue to provide safety escorts if there is a known danger present. These requests would be routed, via the App, to CSU San Bernardino Dispatch Center, to Campus Police.

c. If you see a safety issues on campus (e.g., down tree, broken toilet, poor lighting, etc.) a student, faculty or staff member would be able to forward an electronic request, via the App, to M&O at both campuses.

d. The App could be connected to SBVC, CHC or the SBCCD’s bulletin board and/or social media account to facilitate continuous marketing announcements or daily newsfeeds.

2. Would we discontinue the use of the current software (Regroup)?

a. No, we would continue using Regroup. As discussed, Regroup is a mass notification system/software whereas AppArmor is a Public Safety App similar to LiveSafe with a COVID-19 screening component built into the App. Therefore, the District would be required to continue using Regroup or locate another

vendor (i.e., Everbridge, etc.) that could address or take the place of all three of these functions (e.g., mass notification, public safety App, and COVID-19 screening).

3. What does AppArmor offer that Regroup does not?

a. Ability to consolidate all safety information in one location.

b. User accessibility

c. Regroup is a mass emergency and marketing notification system but no two-way communication.

4. Are there capabilities we would lose by discontinuing Regroup?

a. The ability to send mass notifications via SMS, voice call, RSS, social media and e-mail for emergency and marketing purposes to all staff and students.

b. Ability to tap into electronic message boards.

c. Communicate with social media.

5. Would there be any cost savings from discontinuing Regroup and moving to AppArmor?

a. Yes, but AppArmor is a safety App and does not provide the emergency notification needed from Regroup.

b. Contacts are loaded into Regroup daily based on student enrollment and staff/faculty hires. There is no App install needed for Regroup to function. AppArmor requires the users to download and install the application on their mobile device.

Steps taken to respond to Cabinet:

C. Crew reviewed the steps taken to respond to Cabinet.

1. Wrote a reply to all of their questions and concerns.
2. Police, M&O, Police, TESS, Marketing met to discuss the issues, objectives, solutions.
3. Looked for a vendor to help consolidate software that can provide a universal solution to mass communicate with the entire district on short notice and enhance safety capabilities.
4. The process of comparing proposals.

Response to Cabinet:

C. Crew reviewed the response to Cabinet that was a collaboration from Police, M&O, Police, TESS, and Marketing.

It is a policy of the Board of Trustees for the SBCCD to protect members of the entire campus 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 primary purpose for purchasing and deploying the AppArmor software is to increase the overall safety within the SBCCD and assist the SBCCD with carrying out the above policy. In addition, the AppArmor app would be used to vet students, faculty and staff using predetermined COVID-19 screening questions as they return to SBCCD.

The major benefit of AppArmor from a COVID-19/EH&S perspective is the COVID screening tool. The screening tool is embedded entirely within the app and requires no technical work or support on the part of the District. Although the CA Department of Public Health is not requiring school districts and colleges to utilize an app for COVID screening, it does request (via the Guidance for Higher Education Institutions) that schools require any employees or students who may need to come on campus self-diagnose for COVID symptoms prior to setting foot on campus. Besides adherence to the guidelines from CDPH, utilizing AppArmor eliminates the need for District/TESS to develop a different screening tool that would otherwise be utilized on the District/campus website (e.g. form filled submission).

IV. REVIEW OF RESOURCE REQUEST

Proposal for New Request Process – C. Crew reviewed the current process this last cycle and how to improve the process and the needs of the district. He had a conversation with Gio Sosa and Celia Huston regarding the college process. The colleges' program review committee has more feedback about the resource request development than we currently have at the district. The divisions/departments incorporate their priorities are, and the committee can assist in refining and improving it. We can refine it to link it to the district objectives and goals, provide district departments with campus's resource requests, and include speaker/presenter/department heads from each division/department in a DSPPR committee prior to a committee vote.

The committee discussed adding more context to the requests. Chief Jackson was concerned about the college's timelines/cycles to ensure we are getting their current year so that they are valid and that the district is ranking based on timely information. C. Crew commented the district is ahead of the college cycle, but he will get confirmation. The committee discussed including district objectives and goals. J. Brady commented that an additional requirement should be linked to support college requests, for example: "Is this district request required to support a college request." J. Brady commented to also tie in the colleges' divisions/departments goals and objectives. Also include that requests are new and not ongoing. Chief Jackson commented that it should not be mandatory but should be highly considered. C. Crew commented he will communicate with the Chancellor to make sure he is appropriately filled in with the prioritization to advocate for the district while in Cabinet, as the presidents are present to advocate for the college prioritization while in Cabinet.

The committee discussed that the district's resource request process needs improvement and will be the focus of the committee from March – May.

J. Brady moved to approve the proposal to improve a new request process prior to the beginning of the next cycle (March, April, and May), A. Jackson seconded the motion. The motion was approved by the following vote.

Ayes: Unanimous

Noes: None

Abstentions: None

V. OTHER/FUTURE TOPICS

VI. NEXT SCHEDULED MEETING

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

VIII. ADJOURNMENT

The meeting was adjourned at 11:25 a.m.

Heather Ford, Recorder, Office of the Chancellor

UPDATES ON SAFETY APP AND MASS NOTIFICATION:

1. Met with Vendor to get a demo and received proposal
2. Currently working on Proof of Concept (POC) with TESS, Maintenance and Operations, Police, Marketing and Research departments.
3. Two-week process to verify the functionality
4. Our CTO, Luke Bixler, will meet with them to discuss particulars about the contract and software.
5. Once Luke completes his process and the POC is verified we will return to Chancellors Cabinet to discuss our recommendation to move forward with the software purchase

UPDATES ON PROGRAM REVIEW RESOURCE REQUEST PROCESS:

1. Both colleges complete their resource request (they call it a needs assessment) in the Spring. The needs assessment is preceded by an efficacy analysis (similar to our two-year and 4-year reviews) that identifies the goals and objectives of the departments.
2. Departments are expected to link the efficacy report to the resource request. Failure to complete the efficacy report can result in being excluded from the needs assessment process (This policy is under review)
3. As a district, we want our goals and objectives written in the 2 and 4-year reviews to be more prominent in the resource request process.
4. Weakness should be identified and become the basis of the resource request.
5. As a district, we have a hard time getting positions approved through resource request process. As such, the District and College Program Review Chairs will meet to coordinate request and develop a means presenting coordinated requests to College Council and Chancellor's Cabinet (One college with 2 street addresses).