



# District Services Planning & Program Review Subcommittee

Meeting Minutes – December 14, 2021, 10:30 a.m.  
Via Zoom: <https://cccconfer.zoom.us/j/96157400569>

	Present	Absent		Present	Absent
Christopher Crew (DSO)	X		Michele Jeannotte (Police)		X
Heather Ford (DSO)	X		Keynasia Buffong (BFSA)		X
Joe Opris (DSO)	X		Marcela Navarro (DSO)	X	
Jeremy Sims (DSO)	X		Erika Menge (DSO)	X	
Jason Brady (TESS)	X		Larry Strong (DSO)		X
Anthony Papa (KVCR)	X		Steve Sutorus (DSO)	X	
Deanna Krehbiel (EDCT)	X		Noemi Elozalde (DSO)		X
Kathy Fonseca (EDCT)	X		Celia Huston SBVC)	X	
Al Jackson (Police)	X		Artour Aslanian (CHC)	X	
John Fiest (SBVC)	X		Rick Dulock (KVCR)	X	
Gio Sosa (CHC)		X	Joanna Oxendine (SBVC)		X
Brandi Bales (CHC)		X	Yendis Battle		X
Meridyth McLaren		X	Maddie Boone (CHC) Proxy Isaiah Lynch	X	
Paul Del Rosario (SBVC)		X			
Tihirah Simpson (LFSAA)		X			

Guests: Andy Chang, Luke Bixler

## I. CALL TO ORDER

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

## II. APPROVAL OF MINUTES FROM 2021-11-09

J. Sims moved to approve the 11-09-2021 minutes. E. Menge seconded the motion.

AYES: Unanimous

NOES: None

ABSENT: Sosa, Bales, McLaren, Del Rosario, Simpson, Jeannotte, Buffong, Strong, Elozalde, Oxendine, Battle

ABSTENTIONS: None

## III. RESIGNATION OF COMMITTEE MEMBER

C. Crew reviewed the resignation of V. Diggle. The Executive Vice Chancellor appointed Steve Sutorus as the B & FS manager representative and Erika Menge as the B & FS staff representative.

## IV. RECAP OF 2021-11-09 MEETING

C. Crew reviewed the decisions of the 11-09-2021 meeting. The IEAC voted to reorganize the DSPPRS to only include DSO employees in order to remove committee redundancy and improve institutional effectiveness. All constituencies and 8 of 11 committee members representing the colleges, that were removed from the DSPPRS, are already serving on the IEAC. The IEAC has a charge to support the DSO

program review process. As such, by extension, the colleges will remain involved in the DSO program review process but at a broader and more integrative level.

## **V. VOTE TO REORGANIZE DSPPRS**

C. Crew reviewed the current name of the subcommittee and discussed changing the name to DSO Planning & Program Review Subcommittee (DSOPPRS). The purpose is to differentiate this subcommittee's objective is overseeing the DSO planning & program review processes and will not oversee or restructure the campus level planning and program review processes.

C. Houston moved to approve the recommendation of changing District Services Planning & Program Review Subcommittee (DSPPRS) name to DSO Planning & Program Review Subcommittee (DSOPPRS).  
E. Menge seconded the motion.

AYES: Crew, Huston, Ford, Sims, Opris, Aslanian, Jackson, Brady,  
Krehbiel, Menge, Navarro, Feist, Jackson, Dulock, Krehbiel, Sutorus, Fonseca  
NOES: None  
ABSENT: Sosa, Bales, McLaren, Del Rosario, Simpson, Jeannotte, Buffong, Strong,  
Elozalde, Oxendine, Battle  
ABSTENTIONS: Boone

## **VI. RESOURCE REQUEST PROCESS**

C. Crew reviewed the Resource Request timeline.

- November 17 – Resource Request Application and Resource Request Division Rankings forms are sent to district program managers.
- December 14 – Resource Request Q&A. Any areas still working on requests were invited to attend.
- January 7 – Resource Request Application and Resource Request Division Rankings due to District Program Review Committee Chair.
- January 11 – Initial discussion, invite requestors to meet to explain their needs.

## **VII. ELECT QUAD-CHAIRS**

C. Crew postponed the election of quad chairs until beginning of spring semester.

## **VIII. PREVIEW OF NEXT MEETING AND SPRING AGENDA**

Submitting Resource Request

The resource request forms have been distributed. Departments have until January 7<sup>th</sup> to submit their requests. Requests will be sent to the committee in preparation for an initial review at the January 11 meeting.

Evaluating TESS 2-Year Review

Review the TESS 4-Year submission at the February 2022 meeting.

Establishing DSO program review model

We will review the documentation that we have on the DSO program review processes and adopt our plan in the Spring.

C. Crew reviewed the goals for the next meeting (1/11/2022). There is a strong believe that the resource request process needs to be improved. However, given the current transition happening with Chancellor's Council and the advisory committees, we will postpone this project until Spring 2022. In the interim, we will

use the upcoming cycle of resource request submissions to see how the draft resource request justification rubric would apply.

Discuss Resource Requests:

- I'll send you the forms to review after this meeting
- At the January 11 meeting, we will talk about the resource request as a group and leave time to talk to the requestors about their submission (if any elect to do so).
- Invite division heads to the next meeting to talk about their request
- Discuss clarity and justification of requests
- At the subsequent meeting, we will establish our prioritization and vote on the top 3 requests to be sent to Chancellors Cabinet.

**IX. NEXT MEETING**

Tuesday, January 11, 2022, at 10:30 a.m.

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

**X. ADJOURNMENT**

Meeting adjourned at 11:14 a.m.

Final meeting minutes approved by DSPPRS \_\_\_\_\_, 2022

Heather Ford, Executive Assistant  
SBCCD, Office of the Chancellor  
Committee Support