



District Services Planning & Program Review Subcommittee

Meeting Minutes – January 11, 2022, 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 Elizalde (DSO)	X	
Kathy Fonseca (EDCT)	X		Celia Huston SBVC)	X	
Al Jackson (Police)	X		Artour Aslanian (CHC)		X
John Feist (SBVC)	X		Rick Dulock (KVCR)	X	
Gio Sosa (CHC)		X	Joanna Oxendine (SBVC)	X	
Brandi Bales (CHC)		X	Yendis Battle	X	
Meridyth McLaren		X	Lauren Ashlock (SBVC)	X	
Paul Del Rosario (SBVC)		X			
Ernest Guillen (LFSAA)	X				

Guests: Andy Chang, Luke Bixler, Angel Rodriguez, Hassan Mirza

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES FROM 12-14-2021

D. Krehbiel moved to approve the 12-14-2021 minutes. L. Ashlock seconded the motion.

AYES: Unanimous

NOES: None

ABSENT: Ford, Opris, Sims, Papa, Sosa, Bales, McLaren, Del Rosario, Buffong, Strong, Aslanian

ABSTENTIONS: Battle, Dulock, Sutorus

III. Initial Review of Resource Requests

C. Crew reviewed the purpose of this meeting is a preliminary hearing of the presented resource request by department heads to justify and link the benefits to the colleges, DSO, individual departments, strategic plans, educational master plans, etc. Requests will be presented today, and after the meeting, the rubric and requests will be emailed out for review and preliminary ranking by each committee member. Today the needs will be presented conversationally.

IV. Meet with Department Heads

A. Chang (TESS) – TESS request is for a senior programmer analyst and a systems analyst. Both positions support Student Information Systems and about 43 other enterprise applications. TESS had to pick up the

support to the Oracle Finance Cloud without any additional staff. Since Covid-19, TESS had to pick up approximately 26 additional applications to support. 100% of TESS's work supports the colleges, and DSO. D. Krehbiel recommended providing the breakdown of what each position is charged with and how it helps the district and colleges overall. C. Crew recommended including the past 2- and 4-year review and sharing the vision and goals that included the additional two positions that have since been reorganized under a different department within TESS. L. Bixler stated it was challenging to supply the proper support with a reduced staff.

A. Rodriguez (Marketing, Public Affairs, & Governmental Relations) - Request includes two additional full-time positions, Government and Community Relations Coordinator and Video Communications Specialist. Nationwide, enrollment is down 15%, and the job of the Marketing, Public Affairs, & Governmental Relations department to help bring students back, through marketing, outreach, press releases, social media, communications, etc. to inform our students, their families, and the community of our resources by promoting our academic programs. The Marketing, Public Affairs, & Governmental Relations departments need help with bringing our students back, increasing enrollment, and bringing more money to the colleges. The purpose is to advocate the state and federal government to make them aware of the need of our students and colleges, which includes all the departments of DSO. If we don't get that funding from the government, we will only be nickel and diming each campus and DSO.

Video Communications Specialist – As much as we send out emails and flyers, that is not where our students are at. Students expect a more tailored approach to communications such as video. Students are not on campus like before, adding another layer of communications.

Government and Community Relations Coordinator – This is where our students are hurting the most. Students are not getting the resources from us due to a lack of funding. If we do not address enrollment, all our budgets will be slashed. Everything we want for our departments is only possible if we have the students and government funding to back it up.

R. Dulock asked if this is something that can be utilized within KVCR. A. Rodriguez clarified that the Video Communications Specialist would have to have the technical expertise to create videos at a moment's notice. A. Rodriguez added with the new legislative mapping, SBCCD has lost two of our most prominent champions, and we need staffing to rebuild relationships within the new mapping lines. We can get the bare minimum from apportionment from state funding from Prop 98. Or we can hire new positions to carve out new monies for our colleges. A. Rodriguez confirmed he has professional experts, but he is the only person within the department full time.

H. Mirza (Facilities) – Facilities request to change a current DSO custodian position to change to Lead Custodian. This will ensure a safer, cleaner, and sanitized environment for employees and visitors. More attention should be given to improving the supervision of custodian work and making sure that all required health procedures are followed. The Facilities Project Manager has many other duties in addition to the supervision to custodial work, including building maintenance and non-bond construction projects support non-bond capital improvement projects managing design process bid construction, maintaining project schedules, tenant improvements, accurate reporting to the State Chancellor's Office, etc. The Lead Custodian is a \$2.5/ hour increase. Most notably would be to ensure that we will have a cleaner, sanitized environment for our district employees and visitors. E. Menge clarified this is not a management position. It will remain a CSEA position. C. Crew recommended focusing on the department needs and not a specific position need. Chief Jackson recommended focusing on COVID-19 sanitation.

V. Next Meeting

A. Rank Resource Requests

VI. NEXT MEETING

Tuesday, February 8, 2022, at 10:30 a.m.

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

VII. ADJOURNMENT

Meeting adjourned at 11:45 a.m.

Final meeting minutes approved by DSPPRS 02/08/2022



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