



# DSO Planning & Program Review Subcommittee

Meeting Minutes – December 12, 2023, 10:30 a.m.  
Via Zoom: <https://cccconfer.zoom.us/j/96157400569>

	Present	Absent		Present	Absent
Christopher Crew (DSO)	X		Michele Jeannotte (HR & PD)	X	
Jason Brady (ED & SSS)		X	Al Jackson (HR & PD)	X	
Heather Ford (Office of the Chancellor)		X	Larry Strong (FAM)		X
Aysia Brown (HR & PD) proxy Gustavo Chavez	X		Marcela Navarro (HR & PD) proxy Gustavo Chavez	X	
Roger Robles (ED & SSS)	X		Erika Menge (FAM)		X
Steve Sutorus (FAM)		X	Deanna Krehbiel (ED & SSS)	X	
Ben Holland (FAM)	X		Laura Van Genderen (ED & SSS)	X	

Guests: Executive Vice Chancellor Jose Torres and Vice Chancellor Nohemy Ornelas

## I. CALL TO ORDER

C. Crew called the meeting to order at 10:36 AM.

## II. APPROVAL OF MINUTES FROM 11-14-2023

Approved by consensus.

## III. SELECTION OF JANUARY 2024 MEETING DATES

The committee will meet twice in January 2024. The first meeting would be the regularly scheduled committee meeting, and the other tentatively scheduled on January 23<sup>rd</sup>, 2024, will be an open meeting to receive feedback from evaluation submitters.

## IV. RESOURCE REQUESTS AND RUBRIC

N. Ornelas emphasized the dynamic nature of the planning review process. As a result, it is crucial to meticulously evaluate the prioritization of needs when it's time to review department budgets. When locating funding for resources, several alternatives are available, including internal redistribution of budget funds and the application for grants. It is essential to consider these options while formulating a comprehensive budget plan that aligns with the organizational objectives.

J. Torres spoke on the key points of consideration in resource requests to secure advocacy from the VCs:

When reviewing a resource request, the following is determined:

- Acknowledgement of need.
- Availability of funding.

Points of Consideration when requesting funding support:

- **Alignment with the DSO Strategic Plan-** The request should outline how the resource supports accomplishing the district's goals.

- **Type of Funding: Unrestricted General Funds vs. Other Funds-** Ongoing funds are more challenging since the budget changes yearly. The unrestricted general fund is utilized for operational expenses.
- **On-going vs. One-time-** Obtaining a request for ongoing resources is more challenging as the budget is updated yearly.

In summary:

Ensuring that goals are aligned is essential when considering requests for resources, and this alignment should be an ongoing conversation as the department's needs evolve. It is also important to keep in mind that prioritization occurs at all levels, which means that although a need may be important to the department, the needs of all departments will be prioritized. For the next steps, the cycle of review needs to be finalized so that there is more awareness and understanding of the process.

Follow-up:

C. Crew will look into creating a summary report.

## V. REVIEW OF HR AND POLICE SERVICES SELF-EVALUATIONS

The Police Services Self-Evaluation was reviewed.

Key Takeaways:

- Police services contribute to increasing student enrollment because they take part in making the campuses safe for the students and community.
- “Just the Facts” is a great resource and provides great data.
- Although additional resources would be great for the department, additional staff is needed, as there are not enough to secure all sites effectively.
- Overall, the evaluation was very detailed and provided a lot of insight into the accomplishments, needs, and challenges the department is experiencing that are not commonly known.

Recommendations:

The following information should be added to the evaluations whenever possible:

- Quantitative Data- To create a guide and metric to monitor.
- Time Frames- To assist with driving the objective.

Follow-up:

C. Crew to provide A. Jackson additional breakdowns of staffing data.

## VI. FUTURE/OTHER AGENDA ITEMS

- A. Discussion of 4-Year Self-Evaluations.
- B. Resource Requests.
- C. ASCCJC Accreditation Standards.

**VII. NEXT MEETING**

Next Meeting: January 09, 2024, at 10:30 a.m. via Zoom.

**ADJOURNMENT**

Meeting adjourned at 12:00 PM

Daniella Esparza, Senior Executive Administrative Assistant  
Educational & Student Support Services  
Committee Support