



DSO Planning & Program Review Subcommittee

Meeting Minutes – February 13, 2024, 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 (E & 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 (E & SSS)		X	Erika Menge (FAM)		X
Steve Sutorus (FAM)	X		Deanna Krehbiel (E & SSS)		
Ben Holland (FAM)	X		Laura Van Genderen (E & SSS)	X	

Guests: Karla Bonnet, Tiffany Guevara, Rena Salayeva, and Myung Koh

I. CALL TO ORDER

C. Crew called the meeting to order at 10:34 AM.

II. APPROVAL OF MINUTES FROM 01-09-2024

Approved by consensus.

III. RESOURCE REQUEST RANKINGS

Safety & Risk Management Request for Additional Personnel:

California has signed into law Senate Bill (SB) No. 553, which requires every California employer to implement a comprehensive workplace violence prevention plan with specific requirements, Workplace Violence Plan (WPV), to be implemented by July 1, 2014. A staff member is needed to manage this plan and be responsible for the reporting. Currently, no current employee has the bandwidth to manage the additional workload that this policy will bring.

Human Resources/Payroll Request for Additional Personnel:

It has been identified that we require a total of four payroll technicians to balance the current payroll workload. With the addition of one more technician, each employee will be responsible for processing one of four payrolls, leading to better efficiency, reduced errors, and better support for the campuses. There is a need to streamline payroll processes; the additional staff will also allow for the bandwidth to address the process concerns. Additionally, if the adjunct staff benefits come into play, the current staff will not be able to manage the additional workload. Having additional HR analysts is critical in providing support for the campuses, as it will enable HR to be more proactive instead of reactive.

Next Steps:

The updated rubric for the prioritization program review resource request was shared with the committee members. Members will review the resource requests and provide their ranking, which will be brought up for discussion and final ranking at the next committee meeting.

IV. REVIEW OF VC ORNELAS EVALUATION OF EDUCATIONAL SERVICES

The ED SSS division is heavily integrated across the DSO and the Colleges, with the goal of aligning with the DSO's Strategic Directions. As a new unit, it has already had a significant impact in a short period of time. Staff longevity and experience are great strengths, which will be positively impacted by additional training and development. There is continuous work in enrollment, dual enrollment, and technology.

V. ED SSS SELF-EVALUATION DISTRIBUTION

It will be emailed to the committee members.

VI. COMMITTEE MEMBERSHIP DISCUSSION

Increased committee participation is needed, so a change in the committee membership structure may be necessary, such as assuming membership by 1 to 2-year terms as opposed to by appointment or reducing membership to a smaller group.

Feedback:

The committee members requested that there be clearer communication as it pertains to the tasks that are assigned to the members. This included defined due dates and follow-up.

VII. REVIEW RESOURCE REQUEST TIMELINE

Rubrics will be sent to the committee members to be completed and returned by Monday, March 4, 2024. Once the rankings have been completed, a summary report will be completed and discussed in the next committee meeting in preparation for presentation through the district constituent groups.

VIII. FUTURE AGENDA ITEMS

- A. 4-Year Self-Evaluation Discussion.
- B. Resource Requests.
- C. ACCJC Accreditation Meeting.

IX. NEXT MEETING

Next Meeting: Tuesday, March 12, 2024, at 10:30 a.m. via Zoom.

ADJOURNMENT

Meeting adjourned at 11:46 AM

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