

	District Services Planning & Program Review Committee Minutes	Mtg. Date	November 9, 2018
		Mtg. Time	10:00 a.m.
		Location	SBCCD Board Room 114 S. Del Rosa Dr., San Bernardino

Members Present

Jeremiah Gilbert (Chair)	Jason Brady	Noemi Elizalde	Barbara Nichols
Jeremy Sims	Al Jackson	Mark McConnell	Michele Jeannotte
Noemi Elizalde	Heather Ford (recorder)	Artour Aslanian	

Agenda Items	Discussion	Action Items/Tasks
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I. Call to Order	J. Gilbert called the meeting to order at 10:05 a.m.	
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II. Approval of Minutes	The Committee reviewed and approved the minutes from October 12, 2018.	Action Item - Minutes Approval Motion – V. Diggle Seconded – A. Jackson Unanimous Approval
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III. Chancellor’s Cabinet Revised District Program Review Committee Rankings	<p>J. Gilbert reported the ranking results of Chancellor’s Cabinet (attached #1). IEPI funding for review of TESS resource request in Spring 2019. A. Jackson asked for verification of parking fees distributed to SBVC and CHC and should be funding thee police department. J. Gilbert reported the Chancellor’s Cabinet has not et since October 17 thus has no updates.</p> <p>A. Jackson reported he has the 2015-18 police department statistics to provide clear evidence of the need of the police department’s resource request. A. Jackson questioned how Chancellor’s Cabinet has the appropriate information representing the evidence behind thee resource request. A. Jackson reported an analysis has already been completed and is questioning why Chancellor’s Cabinet needs further analysis.</p> <p>V. Diggle reminded the committee the purpose of this committee is to only make a recommendation to the Chancellor’s Cabinet and this committee does not have the final approval.</p>	
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IV. Review of 2-year Program Chancellor’s Office	<p>J. Gilbert updated the committee that the 2-year update does not have SAOs. J. Gilbert clarified to the committee the two-year update is two years after the four-year update. It is a cyclical process.</p> <p><i>Office of Research, Planning, & Institutional Effectiveness-</i> B. Nichols asked for clarity of staffing. J. Gilbert reported he had one researcher leave SBCCD.</p> <p><i>Marketing, Public Affairs & Government Relations-</i> Does not have an analysis of the survey (specifically what is lacking and what has done well). M. McConnell commented on goal 1 that three years ago SBVC spent a lot of money on rebranding and the district should focus on self-branding not campus branding. J. Gilbert reminded the committee that this was completed June 2018 and</p>	
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	since then development, direction, and goals of the marketing/rebrand have changed.	
V. Service Area Outcomes Guidelines	J. Gilbert reviewed the draft Service Area Outcomes (SAO) Guidelines document. This document is to assist in the completion of the 4-year Program Self Evaluation. The committee discussed examples of SAOs.	
VI. Other/Future Agenda Items	<p>A. Jackson has requested a specific training for staff to learn Oracle.</p> <p>J. Gilbert reported the climate survey will be going out annually. This committee will review and make any revisions necessary for the next cycle.</p>	
VII. Next Meeting	Next Meeting: February 8, 2019, 10:00 a.m. SBCCD Board Room	
VIII. Adjournment	Meeting adjourned at 11:08 a.m.	

Respectfully submitted,

Heather Ford
Executive Administrative Assistant
Office of the Chancellor
San Bernardino Community College District