



District Services Planning & Program Review Committee

10/12/2018, 10:00 a.m., Board Room – Meeting Agenda

- I. Call to Order

- II. Review of Sept. 14 Minutes

- III. District Program Resource Request Prioritization Update


- IV. Review of 4-Year Program Self-Evaluations (TESS)

- V. Discussion of District Program Resource Request Process

- VI. Other/Future Agenda Items

- VII. Next Meeting: Nov. 9 at 10am (Review of 2-Year Updates – Chancellor’s Office)

- VIII. Adjournment

 District Services Planning and Program Review Committee Minutes	Mtg. Date	September 14, 2018
	Mtg. Time	10:00 a.m.
	Location	SBCCD Board Room 114 S. Del Rosa Dr., San Bernardino

Members Present

Jeremiah Gilbert (Chair)	Cory Elmore (Proxy: K. Hannon)	Paula Ferri-Milligan	Jason Brady
Jeremy Sims	Ernie Loera (Proxy: H. Agah)	Alvin Jackson	Michele Jeannotte
Mark McConnell	Richard Galope	Noemi Elizalde	
		Heather Ford (Recorder)	Angel Rodriguez (Guest - tele)

Agenda Items	Discussion	Action Items/Tasks
I. Call to Order	J. Gilbert called the meeting to order at 10:07 a.m.	
II. Approval of Minutes	The Committee reviewed and approved the minutes from April 13, 2018 and May 11, 2018	Action Item - Minutes Approval Motion – A. Jackson Seconded – M. McConnell Unanimous Approval
III. District Divisions and Revised Ranking Form	J. Gilbert reviewed the updated District divisions noting EDCT Foundation is no longer under the Office of the Chancellor and will be the SBCCD Foundation under Workforce Development, Advancement & Media Systems. Business and Fiscal Services’ department name change to District Support Services. EDCT is under Workforce Development, Advancement & Media Systems J. Gilbert revised the division ranking form over the summer.	
IV. 2018-19 Membership	J. Gilbert reviewed the updated membership list for 2018/19. He will revise Paula Ferri-Milligan as SBVC faculty.	
V. Process for Prioritizing Resource Requests	J. Gilbert reported revisions. Once the ranking is drafted, it will be reviewed by the District Budget Committee, then to Chancellor’s Cabinet. Cabinet has the final approval or changes to the resource prioritization. M. McConnell recommended editing “A rationale should be provided to the District community...” to “A rationale shall be provided to the District community...”.	
VI. Prioritization of District Program Resource Requests	See attached.	
Other Items	J. Gilbert – this current process is based on resource requests. There currently is not a process for new programs which explains why R. Galope (WDAD) had to proceed with the new program request through this process even though the new programs already secured funding.	
Next Steps	J. Gilbert to make edits as discussed and will send out the draft rationale for the committee to review.	
VII. Next Meeting	Next Meeting: October 12, 2018, 10:00 a.m. SBCCD Board Room (Review of 4-year Self-Evaluations – TESS)	

Respectfully submitted,

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

District Program Review Committee Resource Request Rankings - 2018 Cycle

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
1	Four (4) College Police Officers	Police	Personnel	Ongoing	\$69,636 per officer at Range A, plus benefits	It is a policy of the Board of Trustees for the SBCCD to protect members of the entire college community and the property of the District. In accordance with this policy, the District maintains a Police Department (PD) 24 hours a day, 7 days a week, & 365 days per year. The officers assigned to the PD are sworn and fully Commissioned Police Officers of the State of CA as defined in section 830.32 of the Penal Code and 72330 of the CA Ed. Code. To effectively carry out the above policy, increase campus safety, reduce liability, and manage predictable risk to the District, the PD is requesting four (4) additional police officers. Currently, the PD has only four (4) police officers and is well below proper staffing levels to adequately cover the three duty shifts during the 24 hour period or handle major incidents within the District. It should be noted that comparable Community College Districts, with a similar student population, have an average of 12-19 police officers.
	One (1) Police Sergeant	Police	Personnel	Ongoing	\$71,925.85 at Range A, plus benefits	It is a policy of the Board of Trustees for the SBCCD to protect members of the entire college community and the property of the District. In accordance with this policy, the District maintains a Police Department (PD) 24 hours a day, 7 days a week, & 365 days per year. The officers assigned to the PD are sworn and fully Commissioned Police Officers of the State of CA as defined in section 830.32 of the Penal Code and 72330 of the CA Ed. Code. To effectively carry out the above policy, increase campus safety, reduce liability, & manage predictable risk to the District, the PD is requesting an additional field supervisor. Currently, the PD has only two (2) field supervisors & is well below staffing levels to appropriately supervise the three duty shifts during the 24 hour period or handle major incidents within the District. It should be noted comparable Community College Districts, with similar student populations, have an average of 3 - 6 field supervisors, as well as a lieutenant.
	Five (5) Police Vehicles	Police	Equipment	One Time	\$300,000	It is a policy of the Board of Trustees for the SBCCD to protect members of the entire college community and the property of the District. In accordance with this policy, the District maintains a Police Department (PD) 24 hours a day, 7 days a week, & 365 days per year. The officers assigned to the PD are sworn and fully Commissioned Police Officers of the State of CA as defined in section 830.32 of the Penal Code and 72330 of the CA Ed. Code. To effectively carry out the above policy, increase campus safety, reduce liability, and manage predictable risk to the District, the PD is requesting five (5) fully equipped police vehicles. Currently, the PD has only three (3) fully equipped black and white police vehicles with the required mobile digital computer (MDC). In fact, two of the vehicles have or are nearing one hundred thousand miles on the odometer and should be salvaged out soon due to ongoing high maintenance costs.
	Police Safety Equipment	Police	Equipment	One Time	\$40,000	It is a policy of the Board of Trustees for the SBCCD to protect members of the entire college community and the property of the District. In accordance with this policy, the District maintains a Police Department (PD) 24 hours a day, 7 days a week, & 365 days per year. The officers assigned to the PD are sworn and fully Commissioned Police Officers of the State of CA as defined in section 830.32 of the Penal Code and 72330 of the CA Ed. Code. To effectively carry out the above policy, increase campus safety, reduce liability & manage predictable risk to the District, the PD is requesting funding to purchase the necessary police safety equipment for four (4) College Police Officers and one (1) Police Sergeant. Specifically, the PD will need the funds to purchase the following safety equipment: firearms, ballistic safety vests & helmets, Sam-browne duty belts, police duty uniforms, duty shoes, hand-cuffs, batons, Tasers, hand-held radios, long rifles, shotguns, and ammo, etc.

District Program Review Committee Resource Request Rankings - 2018 Cycle

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
2	Human Resources Analyst (Retirement Specialist)	DSS	Personnel	Ongoing	\$108,003 with benefits	The retirement specialist is required to monitor and control the activities related to retirement including payroll reporting, PERS, STRS and maintaining benefits post retirement. This position will be vital in the success of financial independence and also serves each employee of the district by facilitating a comprehensive retirement program, researching issues and ensuring compliance with local, state and federal regulations.
3	Hire new IT Security Professional (Technical Services)	TESS	Personnel	Ongoing	\$220,000 with benefits	Currently myself [Jeremy Sims] along with the other IT Directors and support staff are doing our "Best Effort" in IT security for the district. This is an area of IT that needs full-time attention.
4	Division: Office of the Vice Chancellor - (1) Vice Chancellor; (2) Executive Assistant; (3) Supplies (\$15,000) and Other Expenses & Services (\$15,000)	WDAMS	All	Ongoing	\$408,578 (Vice Chancellor & Executive Assistant already paid out of General Fund, leaving \$30,000 new funding)	<p>District fiscal support for Workforce Development, Advancement, and Media Systems Division comprised of the following departments:</p> <ol style="list-style-type: none"> 1. Economic Development & Corporate Training 2. SBCCD Foundation 3. SBCCD Office of Grants Development & Administration 4. KVCR Empire Network <p>Under the previous standalone EDCT Division, District funding support in FY2017-2018 was 100% General Fund support for the salaries and benefits strictly for the Associate Vice Chancellor and Administrative Assistant II positions. This funding did not account for Division administrative leadership and support for KVCR operations, which merged with EDCT in July 2017.</p> <p>As a result of further reorganization during FY2017-2018, the KVCR Educational Foundation was terminated by Board of Trustees (BOT) action at the recommendation of District Administration, and the EDCT Foundation was designated for transformation into the SBCCD Foundation to support EDCT, KVCR and District Central Services for fundraising, underwriting, and capital campaign efforts. Last, the District Office of Grants Development & Administration was planned through a 2-year collegial consultation process involving the District Assembly, culminating in approval by the BOT in FY2017-2018. These two units comprise the Advancement Department, and were designated for full operational capacity in FY2018-2019.</p> <p>In June 2018, the BOT voted to approve the reclassification of the Associate Vice Chancellor to that of Vice Chancellor. Negotiations to reclassify the Administrative Assistant II position to Executive Assistant - Confidential, were postponed in May 2018 to occur in December 2018 due to the reclassification actions by District Human Resources that were in progress at the time to remove the "Confidential" designation from the Administrative Assistant II position per CSEA negotiations, and shift the "Confidential" designation to the Executive Assistant classification. The reclassification of this position to Executive Assistant (Confidential) is warranted due to the nature of the Division Office transitioning to handle Fiscal and Human Resources activities to support a multi-faceted Division.</p> <p>Therefore, this funding request covers the continuance of 100% of salaries and benefits for the Vice Chancellor and Executive Assistant (Confidential), in addition to budget support for Division Administrative Office functions in support of multiple departments within the Division: Workforce Development (EDCT), Advancement (SBCCD Foundation & SBCCD Office of Grants Development & Administration) & Media Systems (KVCR, Empire Digital, FNX).</p>

District Program Review Committee Resource Request Rankings - 2018 Cycle

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
5	Strengthen Public Awareness of SBCCD, SBVC, CHC and KVCR	Chancellor	Budget	One Time	\$100,000	Increasing student enrollment and expanding community outreach across 21 cities/communities is a top priority within the SBCCD/CHC/SBVC master plans which requires strategic investment. This one-time investment will help establish the foundation to implement an integrated, district-wide marketing outreach strategy that benefits SBCCD/CHC/SBVC by making necessary website redesigns to appeal to a new generation of prospective students, increase advertising of academic/career training programs through new audience-targeting technology and social media platforms, creating brand guidelines to ensure the effectiveness of our marketing materials, and increasing college visibility at community events.
6	Construction Manager	DSS	Personnel	Ongoing	\$106,267 at Step A, plus benefits (position will pay for itself by eliminating consultants)	A significant increase in bond and non-bond funded construction projects, new facilities acquisitions, new initiatives, new grants (makerspace), regulatory compliances, FCC auction projects, solar project at SBVC, etc. All have not matched with an increase in the number of positions within the facility program. The district facilities planning is forced to outsource some of the non-bond funded construction project management services OR delay their implementation by pushing the programs/projects out. The District should consider hiring a capital outlay Director/Manager in order to oversee the district construction of projects, review in depth schedules, manage stakeholders, maintain deliverables and monitor for compliance with building and safety regulations. Another point to mention is that college administrations need our support for their projects implementation through funding, design, permit, procurement, construction administration and closeout.
7	Advancement Department: SBCCD Foundation - (1) Director, Development & Community Relations; (2) Assistant Director, Resource Development & Grants; (3) Administrative Coordinator; (4) Administrative Assistant I; (5) Supplies and Other Expenses & Services	WDAMS	All (New Program)	Ongoing	\$740,000 (In General Fund already)	As a result of District reorganization during FY2017-2018, the KVCR Educational Foundation was terminated by Board of Trustees (BOT) action at the recommendation of District Administration, and the EDCT Foundation was designated for transformation in FY2018-2019 into the SBCCD Foundation to support EDCT, KVCR and District Central Services for fundraising, underwriting, and capital campaign efforts. The budget of the KVCR Educational Foundation was therefore reduced by \$535,000 due to KVCR TV and Radio Pledge Drives being shifted to KVCR Operations, supported by the FCC Auction-funded 3-Year, \$5 million Operating Fund established by the Board of Trustees (BOT). This resulted in savings to the District General Fund of \$535,000 left a balance of \$520,000, coupled with the EDCT Foundation budget of \$220,000, equates to a total budget request of reallocated District General Funds of \$740,000 to the new SBCCD Foundation.

District Program Review Committee Resource Request Rankings - 2018 Cycle

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
8	Expand grassroots community outreach and marketing (Hire 3 Prof. Experts)	Chancellor	Personnel	Ongoing	\$150,000	Increasing student enrollment and expanding community outreach across 21 cities/communities is a top priority within the SBCCD/CHC/SBVC master plans which requires strategic investment. This ongoing investment will support the grassroots community outreach efforts outlined in the "District-wide Marketing & Community Outreach Work Plan" (developed by the SBCCD, CHC and SBVC marketing departments) with three (3) culturally-competent professional experts to assist with marketing and in-person outreach. One professional expert will provide information related to SBCCD's educational offerings, in English and Spanish, at the Educational Opportunities Help Desk housed at the Mexican Consulate in San Bernardino -- a board-approved partnership that is already in effect. Two (2) professional experts will assist with content development for press releases, email marketing newsletters, social media and hosting information booths at community events. (A gift of \$25,000 has been awarded to SBCCD by the Mexican Consulate in San Bernardino to partially cover prof. expert staffing costs and related activities of the Educational Opportunities Help Desk housed at the Consulate.)
9	Director of Distance Education	TESS	Personnel	Ongoing	\$200,000 with benefits	Our current staffing level is flat and the area is the only one in TESS without a manager yet with 3.5 FTE. With no manager, there is limited supervision, no direction for growth related to Distance Education and coordination of services with both District's and the Colleges' needs and requirements.
10	Advancement Department: SBCCD Grants Office - (1) Director, Development & Community Relations; (2) Assistant Director, Resource Development & Grants; (3) Administrative Secretary; (4) Supplies and Other Expenses & Services	WDAMS	All (New Program)	Ongoing	\$445,728 (District Indirect Costs Budget)	<p>The District Office of Grants Development & Administration was planned through a 2 year collegial consultation process involving the District Assembly, culminating in approval by the BOT in FY2017-2018. The mission of the SBCCD Office of Grants Development & Administration is to provide project support, coordination and management of districtwide efforts to pursue and acquire competitive grant funding for 6 Strategic Priority Areas jointly identified in the District Assembly collegial consultation process: (1) Student Success & Transfer, (2) Science-Technology-Engineering-Arts-Math (STEAM), (3) Workforce Development & Career Technical Education (CTE), (4) Innovation, (5) Basic Skills, and (6) Open Education Resources (OER).</p> <p>To accomplish this mission, funding support is needed to adequately staff the district grants office, retain a grant writing consulting firm, and support pre- and post-grant award development processes and administrative activities in support of the district's colleges, including project implementation, monitoring, performance compliance, and overall program and budget administration.</p>
11	Purchasing/Risk Management Supervisor	DSS	Personnel	Ongoing	\$120,000	As part of Business Services' staffing planning, it was determined that a gap exists. There is a need to have an intermediate layer of supervision between the Business Manager and the classified Purchasing Staff. This new position, Purchasing Supervisor, will oversee the purchasing staff and have risk management duties.
12	Perfect Binder (District Printing Services)	TESS	Equipment	One Time	\$16,500 (\$1500 ongoing)	The acquisition of a perfect binder would replace two off line systems that we currently use. These two current systems require a lot of hands on labor and time. A perfect binder would also provide a professional look and durable book.
13	Hire Director of Administrative Application Systems (Replacement)	TESS	Personnel	Ongoing	\$220,000 with benefits	In the reshuffling of positions since the previous Associate Vice-Chancellor of TESS resigned, funding was lost to backfill the Director of Administrative Applications in case the Interim assignment becomes permanent. Even though the Interim assignment has yet to be resolved, it was suggested that this position be put into program review in case the Interim assignment becomes permanent

District Program Review Committee Resource Request Rankings - 2018 Cycle

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
14	Renewable Energy Project at SBVC	DSS	Budget	One Time	\$12,000,000	Part of the District sustainability and energy conservation initiative plans for the District is the investment into renewable energy and provide energy saving to the District. CHC invested in \$1.3 m solar farm, which provides approximately 75% of campus consumption of which this money goes towards student's success. Currently, the District is undergoing construction for a solar carport project, which will provide at least 80% generation and offset the utility bills. SBVC currently does not have any sort of self-generation or renewable energy sources. It is recommended that the District invests in a solar facility and battery storage as a resilient system to save campus energy in the long term.

District Services Planning and Program Review Committee Rankings, Sept. 14 2018

**DISTRICT SERVICES PLANNING AND PROGRAM REVIEW
Four-Year Program Self Evaluation Rubric**

	Does Not Meet	Meets
Description of Program and Services	The program does not provide a description of the program and its services.	The program does provide a description of the program and its services.
Pattern of Service	The program's pattern of service is not related to the needs of students, the campuses and the district or the program does not discuss the plans or activities that are in place to meet a broad range of needs.	The program provides evidence that the pattern of service meets the needs of students, the colleges and the district. The program discusses the plans or activities that are in place to meet a broad range of needs.
Impact on the Colleges and the District	The program does not identify the most significant relationships it has with other District operations and College operations.	The program provides evidence of significant relationships with other District operations and College operations.
Mission and Purpose	The program does not have a mission statement, or it does not clearly link with the institutional mission.	The program has a mission statement, and it links clearly with the institutional mission.
Service Area Outcomes	Program has not demonstrated that it is continuously assessing Service Area Outcomes (SAOs) Evidence of data collection, evaluation, and reflection/ feedback, and/or connection to area services is missing or incomplete .	Program has demonstrated that it has fully evaluated within a four-year cycle and is continuously assessing <u>all</u> Service Area Outcomes (SAOs)
Accomplishments	The program has not detailed department progress and accomplishments on goals and objectives, or has not identified how these accomplishments benefit students, the campuses, and the district.	The program has detailed department progress and accomplishments on goals and objectives, and has identified how these accomplishments benefit students, the campuses, and the district.
Trends	The program has not identified the new or continuing trends affecting it, or has not addressed how these trends will impact program planning.	The program has identified the new or continuing trends affecting it, and has addressed how these trends will impact program planning.

**DISTRICT SERVICES PLANNING AND PROGRAM REVIEW
Four-Year Program Self Evaluation Rubric**

	Does Not Meet	Meets
Opportunities and Challenges	The program <u>does not incorporate</u> opportunities and challenges into planning.	The program <u>incorporates</u> opportunities and challenges into planning.
Three-to-Five Year Vision	The program <u>does not describe</u> how it would like to be in three-to-five years, or <u>does not use</u> this vision in its planning.	The program <u>does describe</u> how it would like to be in three-to-five years and <u>uses</u> this vision in its planning.
Goals and Objectives	The program <u>does not provide</u> goals and objectives, or <u>does not use</u> these goals and objectives in its planning.	The program <u>provides</u> goals and objectives and <u>uses</u> these in its planning.
Productivity	The data <u>does not show</u> an acceptable level of productivity for the program, or the issue of productivity is <u>not adequately addressed</u> .	The data <u>shows</u> the program is productive at an acceptable level.
Analysis of Staffing Levels	The program <u>has not provided</u> staffing numbers, or <u>has not provided</u> an analysis of its staffing levels.	The program <u>has provided</u> staffing numbers, and <u>has provided</u> an analysis of its staffing levels.