District Services Planning and Program Review Committee
September 27, 2019 at 9 a.m.
SBCCD Board Room
114 S. Del Rosa Dr., San Bernardino, CA 92408

Agenda Items	Discussion
1. **Call to Order**	J. Gilbert
2. **Review of Minutes**	Review and approval of meeting minutes dated 08/23/2019 **(p. 2)**
3. **Process for Prioritizing Resource Requests**	Process and District Divisions list **(pp. 3 – 4)**
4. **Prioritization of District Program Resource Requests***	Requests ranked by division **(pp. 5 – ,)**
5. **Other/Future Agenda Items**	
6. **Next Meeting**	Oct. 11 at 10a.m. (Review of 4-Year Self-Evaluations – District Support Services)
7. **Adjourn**	

*Completed division resource request information can be found at:
http://www.sbccd.edu/research/Program_Review/Resource_Requests

SBCCD Services Planning and Program Review Committee
MINUTES
114 S. Del Rosa Drive (SBCCD Boardroom)
San Bernardino, CA 92408

August 23, 2019

Jeremiah Gilbert, Chair	Jason Brady (TESS)	Jeremy Sims (TESS)	Ashley Gaines (IFF)
Farrah Farzaneh (SBCCD)	Michele Jeannotte (PD)	Judy Rodriguez (SBVC)	Paula Ferri-Milligan (SBVC)
Marcela Navarro (SBCCD)	Barbara Nichols (KVCR)	Mark McConnell (CHC)	
Heather Ford (recorder)	Verenise Fierros (GUEST)		

Agenda Items	Discussion	Action Items/Tasks
I. Call to Order & Introductions	J. Gilbert called the meeting to order at 10:03 a.m.	
II. Approval of Minutes	The Committee reviewed and approved the minutes from 5/10/2019.	**Action Item – Approved by Consensus**
III. Resource Request Application Deadline	Deadline for Resource Request Applications and Division Rankings changed to September 13, 2019.	
IV. Resource Ranking Meeting	Meeting to rank Resource Requests moved to September 27, 2019, 9:00 a.m. – 11:30 a.m.	
V. District Divisions	J. Gilbert reviewed the District's division broken down into five division.	
VI. Resource Request Q & A	J. Gilbert reported last year's Resource Requests and rankings are posted on the District's website. J. Gilbert reminded the committee the purpose is not to look at financial prioritization but to rank as far as District needs. J. Gilbert reported Resource Request start at this committee for initial rankings, then gets ranked by the finance committee, then to Chancellor's Cabinet for final ranking review.	
VII. Other/Future Agenda Items		
VII. Next Meeting	September 27, 2019 (Resource Request Rankings Prioritized)	
VIII. Adjournment	Meeting adjourned at 10:23 a.m.	

Respectfully submitted,

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

District Services Planning and Program Review Committee
Process for Prioritizing Resource Requests

District programs complete Resource Request Applications annually following the timeline outlined in the 2018-2022 District Program Review Plan. Program resource requests are ranked by their divisions* and these rankings are then sent to the District Services Planning and Program Review Committee for an overall ranking of district resource requests. All resource requests are prioritized through thorough group discussion and consensus of the District Services Planning and Program Review Committee. The following criteria is used to guide the ranking of district resource requests:

- Impact on students;
- Mandated activities related to facilities and safety;
- Accreditation requirements;
- Innovation;
- Impact on quality and comprehensiveness of program;
- The vision, mission, and values of the district;
- The District Strategic Plan;
- Service levels;
- Effective infrastructure.

Once the District Services Planning and Program Review Committee has completed their overall district resource rankings, the rankings are sent to the District Budget Committee as an information item before being sent to the Chancellor's Cabinet for final review. Chancellor's Cabinet reviews the resource rankings from the District Services Planning and Program Review Committee and approves the final resource prioritization. A rationale shall be provided to the District community that explains any changes made by the Chancellor's Cabinet to the District Services Planning and Program Review Committee's prioritized list.

*District Divisions

- Chancellor's Office
    - District Foundation (Inland Futures Foundation)
    - District Research, Planning & Institutional Effectiveness
    - Marketing, Public Relations and Government Relations
- District Police Department
- District Support Services
    - Business Services
    - Facilities Planning & Construction
    - Fiscal Services
    - Human Resources
    - Internal Auditing
- Technology and Educational Support Services (TESS)
    - Administrative Applications
    - Distance Education
    - Printing Services
    - Technical Services
- Workforce Development, Advancement & Media Systems
    - Workforce Development (formerly EDCT)
    - Advancement (District Grants Office)
    - Media Systems (Empire Network: KVCR TV-PBS; KVCR FM-NPR; FNX; and Empire Digital)

District Division Resource Request Rankings - 2019 Cycle (for 2020-2019 Fiscal Year)

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
1A	Inland Futures Foundation: (1) Executive Director, Inland Futures Fzoundation ($249,958); (2) Assistant Director of Resource Development ($146,145); (3) Administrative Coordinator ($93,626); (4) Administrative Assistant I ($86,992); (5) Multimedia Specialist ($74,906); (6) Manager, Workforce Development ($97,447); (7) Supplies ($50,000)	Chancellor	Department (Personnel & Budget)	Ongoing	$849,074	As a result of District reorganization during FY2017-2018, the KVCR Educational Foundation was terminated by the Board of Trustees (BOT) action at the recommendation of District Administration, and the EDCT Foundation was designated for transformation in FY2018-2019 into the Inland Futures Foundation of the San Bernardino Community College District to support the following priorities: 1. Free College Promise; 2. KVCR; 3. FNX; 4. Community Initiatives (EDCT) Inland Futures Foundation of the San Bernardino Community College District will need to increase bandwidth. As a result of foundation reorganization, the four priorities represent significant resource needs and will each require its own fundraising plan, event schedule, donor cultivation and stewardship, and community outreach. Additionally, each will require significant administrative responsibilities such as budget maintenance, contracts, underwriting, grants, and more. For Empire | KVCR, there are over 8,500 current members that require member support through additional community, member, and donor outreach initiatives and events. There is additional need to increase bandwidth for multimedia support including website, email, photography, design, and social media, to enhance community engagement. In order to engage donors/members as a new Foundation, there is increased need to have seed funding available to support fundraising and community engagement events for the four funding priorities listed above.
1B	Custodial Supervisor	DSS	Personnel	Ongoing	$99, 697.08. This is at range 6, step A	The District is expanding to multiple facilities: 1) 114 S. Del Rosa EDCT/Foundation/PDC/ATTC; 2) 550 E Hospitality Lane DO/TESS; 3) 1888 E. Highland CTEDC "San Manuel"; 4) 441 W 8th St. EDCT expansion in the near future. The District currently has 2.5 custodians and .5 courier. The DSS/TESS upcoming move to 550 E. Hospitality Lane, will create a need for additional help and supervision in order to safely complete set up requests and to keep up with the level of cleaning that is required at both locations:114 S. Del Rosa and 550 E. Hospitality Lane. Additionally, with escrow soon closing at the 1888 E. Highland Ave, the Custodial Supervisor will supervise and serve as a floater that can commute between sites to lend additional support with set ups and cleaning as needed. Note, with our current staffing, we do not have enough support to successfully execute set ups per the demand nor will we have enough custodians to clean the 3 sites.

District Division Resource Request Rankings - 2019 Cycle (for 2020-2019 Fiscal Year)

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
1C	Two Police Officers w/ Police Safety Equipment	Police	Personnel	Ongoing	$71,722 per year per officer 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, reduce liability & manage predictable risk to the District, the PD is requesting two additional police officers. Currently, the PD has eight police officers deployed and effective July 1, 2019 is budgeted/authorized to hire two (2) additional officers. However, the PD is still well below proper staffing levels to cover the three duty shifts during the 24 hour operational period or handle a major incident within the District. It should be noted that comparable Community College Districts with a similar student population have an average of 12-19 police officer.
1D	Hire new IT Security Professional	TESS	Personnel	Ongoing	$220,000	Currently myself along with the other IT Directors and support staff are doing our "Best Effort" in IT security of the district. This is an area of IT that needs full time attention.
2A	Custodian	DSS	Personnel	Ongoing	$67,275.05. This is at range 27, step A.	The District has purchased a new facility at 1888 E. Highland Ave. and may also renovate 441 W 8th St. in the near future. The District currently has 2.5 custodians and .5 courier. DSS/TESS upcoming move to 550 E. Hospitality Lane would create a need for additional help in order to complete set up requests safely and to keep up with the level of cleaning that is required at both locations. This additional help is recommended to come in the form of a custodian supervisor. However, with the purchase of a new building and renovation of an otherwise abandoned property one more custodian staff will be required to address cleaning and set up needs for these two facilities (Highland Ave. and 8th St.). Please note, with our current staffing, we do not have enough support to successfully execute set ups per the demand nor clean sites as needed.
2B	Police Safety Equipment (Body-worn Cameras)	Police	Equipment	One Time	$15,000.00	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, reduce liability & manage predictable risk to the District, the PD is requesting funding to purchase the necessary police safety equipment. Specifically, the PD will like to requested funds to purchase 15 body-worn cameras.

District Division Resource Request Rankings - 2019 Cycle (for 2020-2019 Fiscal Year)

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
2C	Director of Distance Education (tied)	TESS	Personnel	Ongoing	$200,000	Our current staffing level is flat and the area is the only one in TESS without a manager yet with 2.5 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.
2C	Instructional Technology Specialist - Replacement (tied)	TESS	Personnel	Ongoing	$130,000	The DE department is without the Instructional Technology Specialist which was a position that previously funded. The need for this position can assist with managing resources between the two campuses.
3A	Business Services Administrator & Senior Contracts Technician	DSS	Personnel	Ongoing	$13,318 (Savings from another position will be utilized.)	Business Services has a need to plan for succession planing since two members will retire withing the next few years. In addition, we need to align the department and reporting structure with other departments in District Support Services. This plan will also create efficiencies and increase staff performance. The overall staffing adjustments include: a new Business Services Administrator and a new Senior Contracts Technician.
3B	Secretary 2 (Printing Services) - Replacement	TESS	Personnel	Ongoing	$78,000 (Department Budget)	This is an existing funded position that we would like filled asap. We have just moved into a new building at CHC and need someone to help walk in customers, answer phones, set up appointments, billing, invoices, purchasing requisitions, etc.
4A	Analyst (Retirement Specialist)	DSS	Personnel	Ongoing	$77,145 + benefits/retirement	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.
4B	Systems Analyst (Administrative Applications) - Replacement	TESS	Personnel	Ongoing	$130,000	The systems analyst position is a needed position within TESS. The classified member who was in this position has been working on the Fiscal/HR ERP implementations over the last 3 years but has now taken a position within Fiscal Services. We need to replace this position as soon as possible as this position supported the many enterprise applications used by our students, faculty and staff at CHC, SBVC and District. Currently there is a gap and a single point of failure when it comes to support for some mission critical applications such as 25Live, ImageNow and SARS.

District Division Resource Request Rankings - 2019 Cycle (for 2020-2019 Fiscal Year)

Ranking	Resource Request	Division	Type	Funding	Amount	Rationale (from Resource Request Application)
5A	Technology Support Specialist 1	TESS	Personnel	Ongoing	$90,000	The District continues to grow it's technology footprint while not adding additional support personnel. The district has recently purchased 3 new locations and upgraded it's Audio and Visual systems. The new locations all have technology that needs to be supported. The new DSS building board room is equipped with a new A/V system in the board room that will require extensive support. This has all been. My team of 3 senior technology support specialists cannot provide adequate support of our enterprise systems along with all the new technology and locations coming on board. A Technology Support Specialist 1 can take over many of the desktop support and A/V duties freeing up the Senior staff to support our back-end systems. If this person is not hired the senior staff will spend a majority of their time supporting the desktops and new A/V equipment and putting out fires caused by missed management of back-end systems.
6A	Sterling Digibinder Super Automatic Perfect Binder	TESS	Equipment	One Time	$27,000	We purchased a starter unit in the last year and have already out grown it. We are perfect binding the class schedules for SBVC. These total 15,000 books a year. We also use perfect bind many other printing orders, which allows us to do this in-house instead of sending it to an outside vendor. We charge half the cost of what it costs our users to use an outside vendor for this service.