

San Bernardino Community College District (SBCCD) District Support Operations Planning Project

January – June 2023

Background

The Board of Trustees adopted the *San Bernardino Community College District Strategic Plan 2022-2027* on April 14, 2022. A set of four broad goals, and 15 objectives were delineated to guide the District and its two colleges – San Bernardino Valley College (SBVC) and Crafton Hills College (CHC) – in serving the SBCCD region over the next five years. The integrated planning process to support the Strategic Plan includes the development of Educational Master Plans (EMPs) for each of the two colleges, and development of a District Services Operations (DSO) Plan to support both the District Strategic Plan and the two college EMPs. The two EMPs and the DSO Plan each outline a set of Strategic Directions and Supporting Actions to achieve the goals and objectives of the Board-adopted SBCCD Strategic Plan 2022-2027.

From April to December 2022, both Colleges embarked on a comprehensive process to develop their EMPs in alignment with the District Strategic Plan, and in response to the unique needs of the students, communities, and employers in their respective service areas. Beginning in January, 2023, the DSO began its process of developing the DSO Plan, incorporating Strategic Directions with Supporting Actions to operationalize its dual responsibility of supporting **both** the SBCCD Strategic Plan **and** the College EMPs. This project is designed to fulfill that objective.

DSO Planning Project Components

The DSO planning Project has four key components:

1. Develop the five-year DSO Plan Strategic Directions and Supporting Actions
2. Align and refine the SBCCD Integrated Planning Model components
3. Confirm and revise the SBCCD Delineation of Functions Map
4. Continue building collaboration, respect, and a positive culture among DSO, SBVC, and CHC colleagues

Project Timeline, Leadership, and Plan of Work

The five-month Project timeline extends from January to June 2023, with consideration for adoption by the Board of Trustees in June 2023. Dr. Christopher Crew, Executive Director of Research, Planning, and Institutional Effectiveness, serves as the Project Lead; Dr. Nohemy Ornelas, Vice Chancellor of Educational and Student Support Services, serves as the executive liaison to the Chancellor and Chancellor's cabinet; Heather Ford, Senior Executive Administrative Assistant, is providing logistical support for the project. The *Collaborative Brain Trust (CBT)*, a national consulting firm for Community Colleges, has been engaged to provide technical support services for the project. Dr. Nicki Harrington, CBT Senior Consultant, serves as the CBT Project Lead.

An overview of the Project's plan of work and timeline are delineated below.

- Jan-Feb – Planning meetings - Christopher, Nohemy, Nicki, and Heather (as needed)
- February 21st – Agenda packet (with reading materials) distributed to DSO employees for 2/27-28 session prep
- February 27th, 9 am – 5 pm, DSO all staff work session (~50-60 people)
 - This will be an interactive session (both large and small groups) to review the overall project, timeline, and plan of work
 - Activities will be designed to identify 5-year administrative priorities within each division to advance SBCCD in its Five-Year Strategic Plan; we will draw on a variety of documents already developed, fill gaps, and edit as necessary
 - **Outcome:** Draft 1 of Strategic Directions and Supporting Actions for each DSO division
- February 28th, 9 am – 5 pm, DSO leadership (~15), SBVC and CHC teams (~8-12 each)
 - This will be an interactive session (both large and small groups) to review the two college five-year Educational Master Plans
 - Activities will be designed to identify DSO support needed to assist the Colleges in completing their EMPs, and to build collaboration among all
 - **Outcome:** Draft 2 of Strategic Directions and Supporting Actions for each DSO division
- March
 - Refinement of Draft 2 DSO Plan via Zoom meetings as needed
Outcome: Completion of DSO Plan
 - Review and refine SBCCD Integrated Planning Model
Outcome: Revised SBCCD Integrated Planning Model
- March 15-16 – times TBD – Chancellor's cabinet work session(s) via Zoom
 - Sessions to refine SBCCD's Delineation of Functions (DoF) Map (128 items)
 - Review and revise current document as needed
 - **Outcomes:**
 - Revised SBCCD's Delineation of Functions (DoF) Map
 - Ensure alignment of practice with DoF Map
- April – May - Council reviews of DSO Plans; Production process
- June – Board approval