

Subject: FW: Program Review  
From: "Baron, Bruce" <[bbaron@sbccd.cc.ca.us](mailto:bbaron@sbccd.cc.ca.us)>  
Date: Wed, June 16, 2010 5:50 pm  
To: "Matthew C. Lee" <[matthew@mcleeconsulting.com](mailto:matthew@mcleeconsulting.com)>

Another update on Program Review implementation for Procurement.  
Bruce

*Bruce Baron*

*Interim Chancellor*

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*<http://www.sbccd.cc.ca.us>*

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**From:** Sutorus, Steven  
**Sent:** Wednesday, June 16, 2010 5:31 PM  
**To:** Baron, Bruce  
**Subject:** FW: Program Review

Mr. Baron,

Regarding the Program Review Objective Implementation, please see Ben's summary below.  
Steve Sutorus

**From:** Gamboa, Benjamin  
**Sent:** Wednesday, June 16, 2010 4:01 PM  
**To:** Sutorus, Steven  
**Subject:** RE: Program Review

Here is an analysis on our program review progress:

Objective 1.1 – Expand Information Resources – Activities to meet the objective have begun in earnest. Links in email signature lines (like the one below are used). New items have been added or updated consistently on our website. We have published three issues of Dollars & Sense which is distributed to all District emails for faculty and staff.

Objective 1.2 – Replying to Communications – All emails and phone calls are being treated with due importance and priority and will be measured in the next survey.

Objective 2.1 – Improve Contract Process – We have begun to standardize the use of notifications to end users regarding the receipt of contracts received in Business Services and will review success of this activity in the future. Additionally, Business Services has begun to process contracts received after the deadline for the earliest Board possible, even though processing cannot be guaranteed.

Objective 2.2 – Improve Requisition Process – Training for new users occurs on request or at the suggestion of Purchasing staff. Additional District-wide trainings are being planned.

Regards,

**Ben Gamboa**

**909.382.4089 909.382.4089**

**909.382.0174 fax**



**Think before you print**

Have you seen our website? <http://www.sbccd.org/businessdocs>

**From:** Sutorus, Steven

**Sent:** Wednesday, June 16, 2010 10:28 AM

**To:** Gamboa, Benjamin

**Subject:** FW: Program Review

**From:** Baron, Bruce

**Sent:** Wednesday, June 16, 2010 9:28 AM

**To:** Elizalde, Noemi; Goodrich, Kelly; Ontiveros, Angie; Sutorus, Steven

**Subject:** Program Review

Can each of you review your program review documents and let me know if any of the objectives have been actually implemented, even partially, to date? I need this by the end of today if possible.

Thanks,

Bruce

*Bruce Baron*

*Interim Chancellor*

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