

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
November 6 2013
Corinna Evett and Aaron Voelcker, Co-Chairs**

Attendance: Joe Geissler, Roberta Tragarz, Lana Wong, Craig Rutan, Aracely Mora, Rudy Frias, Steven Deeley, Scott Howell, Corinna Evett, Aaron Voelcker,, Mary Mettler, Steve Kawa, Rudy Carrion, John Hernandez, Craig Nance, Rudy Tijptahadi, Jose Vargas, Janis Perry

Absent: Leigh Ann Unger, Rudy Carrion

Santiago Canyon College
Mission Statement

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

AGENDA ITEM	DISCUSSION	TASKS/FOLLOW-UP		
1. Welcome	Corinna thanked Janis Perry for attending on behalf of her colleague.			
2. Approved minutes of the October 16, 2013		Craig Rutan moved to approve the minutes, with corrections; Joe Geissler seconded the motion; the minutes were unanimously approved.		
3. Committee Communication	<p>A. College Council:</p> <p>Corinna: Currently, PIE is prioritizing non-categorical funds but if a position is funded by non-categorical funds that at some point-in-time may need to be institutionalized, that would impact general funds.</p> <p>John Hernandez: What happens to a grant funded position if those resources diminish or the grant ends? For example, DSPS produces an allocation and spending of resources report for the State every year which goes to the District and is approved by the Chief Budget Officer.</p> <p>Steve Kawa: Baseline budget for each Division will not be reviewed by the Budget Committee each year unless the Division is requesting a change.</p> <p>Craig Rutan: PIE is the central place for planning. Each budget plan should be reviewed by PIE</p> <p>Lana Wong: Planning for a budget contraction mode needs to come from PIE.</p>	<p style="text-align: center;">On Whiteboard:</p> <p>Is there a process for planning regarding categorical funds?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"> DSPS report Basic Skills Work Force Investment Advisory Groups w/ Comprehensive representation </td> <td style="width: 40%; vertical-align: top;"> Plans should come to PIE? Summary report (w/bottom line)? Follow different process sufficient? </td> </tr> </table> <p>Two types of categorical:</p> <ul style="list-style-type: none"> • Term-limit grants • Allocated programs 	DSPS report Basic Skills Work Force Investment Advisory Groups w/ Comprehensive representation	Plans should come to PIE? Summary report (w/bottom line)? Follow different process sufficient?
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Janis Perry: Please clarify, is SSSP new matriculation?

John Hernandez: BSI plan goes to Academic Senate and College Council, as will SSSP.

Craig Nance: PIE should focus on non-categorical first.

Janis Perry: Will PIE make sure that all categorical funding activities have an advisory group that works with the administration in developing budget plans?

Mary Mettler: Could PIE require a summary report from categorical groups?

Corinna Evett: To clarify:

- No nitty gritty for PIE
- No nitty gritty for the Budget Committee
- PIE will ask for a summary report with a bottom line

Aracely Mora: Title V (federal funds) and BSI both have a yearly report requirement to tie funding to planning, will they be required to:

- Pass through PIE?
- What is PIE's role?

Mary Mettler: PIE looks at reports to see if there is available funding.

Aracely Mora: Is PIE's role going to be informational or rubber stamping?

Corinna Evett: Informational.

Aracely Mora: When would PIE see these reports? When reports are due? If so, wouldn't PIE planning recommendations be redundant?

Craig Rutan: How can you develop a comprehensive plan when you don't have all of the pieces?

Joe Geissler: If work is done in categorical programs that influences the work of the college, doesn't that affect planning?

Mary Mettler: BSI and Title V have a shelf life. When funding exits, PIE should know.

Corinna Evett: We don't need to decide how it would look--only does it make sense to include categorical funding.

	<p>John Hernandez: We may want to:</p> <ul style="list-style-type: none"> • Differentiate from grants and categorical programs • Budget charge was only general funds • Conceptually come to an understanding of planning; we haven't looked at categorical planning <p>Lana Wong: We need to look at all budget planning documents.</p> <p>Jose Vargas: I haven't read anything that integrates general and categorical funding. We should get comfortable with non-categorical funding and then decide if we want to take a look at categorical funding.</p> <p>Corinna Evett: So is our answer for College Council that PIE will focus on non-categorical and may later include categorical?</p> <p>Janis Perry: Again, will we have advisory committees for categorical programs?</p> <p>Corinna: Could the Vice Presidents provide PIE with a list of categorical programs?</p> <p>Jose Vargas: I am having a difficult time seeing the benefit of asking for reports from categorical programs.</p> <p style="padding-left: 40px;">B. Budget Committee:</p> <p>Steve Kawa: I am looking for the budget worksheets. I have found the worksheets through 2006 and will continue to search for those beyond 2006.</p>	
<p>4. Discuss 2013-2014 at a Glance Document</p>	<p>Aaron Voelcker: In reviewing this document, I would like to clarify if this planning is for the current year or the next year?</p> <p>Craig Rutan: Hiring staff is a line item for next year; ordering equipment, i.e., computers, is for this year.</p> <p>Aaron Voelcker: So, is this process for the current year, except for positions?</p> <p>Steve Kawa: No, this is for the coming year and emergency requests will be treated separately.</p> <p>Aaron Voelcker: September/October plan is for 2014-2015?</p>	<p style="text-align: center;">On Whiteboard:</p> <p>5 priorities</p> <p>13-14 At a glance DPPs are for the next year if completed in 2013-2014, then plan is for 2014-2015</p> <p>Basic and foundational things to run instructional program should not come through prioritization process</p> <p style="text-align: center;">[2013-2015]</p>

	<p>Joe Geissler: The recent October deadline, the plan we just finished, is for 2013-2014.</p> <p>Craig Rutan: Spending based on DDPs is for the current year.</p> <p>Jose Vargas: We need to separate planning from implementation</p> <ol style="list-style-type: none"> 1. Planning is for this year 2. Implementation can overlap into next year <p>Aaron Voelcker: Up until December/January, we have a prioritized list for spending through DDPs; September/October is for planning</p> <p>Janis Perry: We may need to double up and do the DDPs for 2014-2015. We need a transitional year to move from planning in the year to planning a year ahead.</p> <p>Joe Geissler: We need to shift the timing and explain DPP and planning to budget and communicate this shift to the Department Chairs.</p> <p>Aracely Mora: This year we are looking at the list of priorities from last spring. The College community is looking to PIE for direction. The history is that in 2006, when I came to SCC, the prevailing rule was that if a need was not included in the DDP, it would not be funded. During the budget crisis, some departments did not do DDPs because there were no funds; other departments did do DPPs, so the value of DPPs lessened when we were de-funding. Prioritizing was done only for equipment for the current year and this is causing the current confusion.</p> <p>Lana Wong: Departments make:</p> <ol style="list-style-type: none"> 1. Existing requests 2. On-going requests 3. Baseline requests <p>Corinna Evett:</p> <ol style="list-style-type: none"> 1. Spring 13 planning is for 2013-2014 2. Fall 13 planning is for 2014-2015 <p>We need to communicate to the college community that the DPPs are looking forward to 2014-2015.</p> <p>Jose Geissler: Will we ask Department Chairs to update plans for next year?</p> <p>Jose Vargas: The prioritized list is the end result of planning and must be honored for integrity.</p>	<p>Update DPP by December/January</p> <p>Submission to District by April</p>
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Janis Perry: We could make the plan 2013-2015 for this transitional year. Resource requests can be for 2014-2015 to catch up.

Aracely Mora: Department Chairs won't want to create two plans, so that is a great suggestion.

Janis Perry: Take this idea and hand it off to the EMPC group.

Steve Kawa: There is \$100,000 in instructional equipment funds available from the State.

Joe Geissler: Departments are expecting funding this year.

Aaron Voelcker: We can remove the orange colored cells and send the *Year at a Glance* document out to the college community.

Corinna: Send current prioritized list.

Janis Perry: Put dates in the cells to communicate.

Corinna Evett: No prioritizing of list of requests and the deadline to update the DPPs will be December/January.

Steve Kawa: Budget worksheets are sent to the District mid April/May.

Corinna: Communicate to the College community regarding the prioritization list and unplanned emergency requests and one-time requests.

Jose Vargas: As a contingency plan, in the event of an infusion of funding, all needs must be on the DPPs list.

Joe Geissler: If we fund all of the current year's requests, and there is an infusion of funding, could we pull items off of the next year's list?

Budget for on-going supplies, art paper, Petri dishes are all line items that are basic to the instruction program.

Corinna Evett: Put everything you need, including line items, in this year's DPP.

Corinna asked if the **Vice Presidents** would talk to the **Deans** about the prioritized list.

5. November 20 th Electronic Meeting – Assignment for December 4 th meeting		
6. Questions/Others		
Next meeting:	The next meeting will be an <u>electronic meeting</u>, Wednesday, November 20, 3:30 p.m	Upcoming Deliverables: <ul style="list-style-type: none"> • Process research and suggestions • Rubric research and suggestions.