Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
September 3, 2014
Corinna Evett and Aaron Voelcker, Co-Chairs

Attendance: Corinna Evett, Steve Kawa, Craig Rutan, Aracely Mora, Rudy Frias, Steven Deeley, Aaron Voelcker, John Hernandez, Craig Nance, Rudy Tjiptahadi, Mary Mettler, Joe Geissler, Leigh Ann Unger, Roberta Tragarz, Scott Howell, Joyce Wagner, Janis Perry

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	The newest committee member, Joyce Wagner, was welcomed.	
2. Announcements and/or Updates	None	
3. Approval of Minutes	May 21, 2014 June 4, 2014	The motion was passed unanimously (moved by Joe Geissler and seconded by Craig Nance). The motion was passed unanimously (moved by Craig Nance and seconded by Joe Geissler), with one correction
4. Committee Orientation/ Reminder	a. Review of Mission and Responsibilities: *Janis Perry*: Is that set in stone? *Corinna Evett*: Yes, as approved in College Council. However, we need to establish the process, such as will the grant proposer present to us in person? b. Review of Previously Approved Documents: *Aaron Voelcker*: • The Planning Calendar is for the entire year. • The Department Planning Portfolio end of all finalized. • No program review this year, it is a planning year.	The **Committee members** were asked to study and know the PIE processes. **Corinna Evett** requested that **Committee members** remind their constituents that these documents exist.

<div align="center">Documents</div>

Resource Request Process Flowchart

Aaron Voelcker stated that there are two phases:
- Actual request generated
- This year there will be full implementation of Phase 1

Corinna Evett:
- Safety, Facility, or Technology requests will be forwarded to those committees
- Next step, forwarded to the Vice President over that area, who can re-prioritize the list
- Next step, comes to PIE

Aaron Voelcker: Phase II
- Vice President forwards it to PIE
- PIE forwards their prioritized list to the Budget Committee
- The Budget Committee reviews and sends it back to PIE
- PIE re-prioritizes, as necessary.   Last year, PIE submitted the prioritized list they received from the Budget Committee
- PIE forwards approved items to College Council
- Approved items go the President

Leigh Ann Unger: Where in the process is it determined what is categorical and what is general funded?

Corinna Evett: the Budget Committee determines the funding source and type.

Janis Perry: What happens when departments submit safety, facility, or technology items?

Corinna Evett: Safety, Facilities and Technology committee members are the experts in that area and can best prioritize those requests.

Leigh Ann Unger: The prioritization is by governance committees rather than by department.   You are reporting to your constituents.

Corinna Evett: That brings up a good point about reporting out – we need to think about letting the college community know which items were funded.

Aaron Voelcker: Process tracking will be available as we become more

	sophisticated. *Resource Request Form* (available on the internet) *Craig Rutan*: How does the person submitting the request know where to send it? *Corinna Evett*: From the flow chart *Aaron Voelcker*: Resource allocation drives planning. *Craig Rutan*: When requesting personnel where do we get the information on costs? *Steve Kawa*: Call the accountant, Raul, and he will provide the cost. *John Hernandez*: We don't know the amount of calls those requests for personnel costs will generate. There are others on campus who have access to the electronic cost of position spreadsheet. *Aaron Voelcker*: Weighing items in the rubric was an issue last year.	
5. Facility Request Process	a. Review SCC Facility Request Form *Corinna Evett*: This form mimics the Resource Request form. *Mary Mettler*: I would suggest adding *legally mandated* to this form, as an example: gender neutral bathroom. *Craig Nance*: This would be adding an item #9 to the form, is this necessary? *Corinna Evett*: We have already approved the form, let's keep that in mind. *Leigh Ann Unger*: We determined that we would use it for one year and then re-evaluate. *Craig Nance*: If a facilities/room request requires equipment, it will go the Budget Committee.	

	Corinna Evett: In revising the rubric for facilities should we remove the technology column? Should Outcome Assessment for Facilities be removed? *Aaron Voelcker*: Requests tied to SLOs could be used to justify requests. *John Hernandez*: If just one request comes to PIE, will the Committee review and pass it on? *Corinna Evett:* Yes. Should we remove unit ranking type of request? *Mary Mettler:* Could we add a Grant column to determine the type of request, either Program, Grant, or Replacement? *Craig Nance*: Doesn't the request go to Facilities and then to us? *Corinna Evett:* Yes, so we would leave unit ranking. Take off Facilities Master Plan.	<mark>The Committee members were asked to consider how to weigh items for the next meeting.</mark>
6. Report: Results of PIE Resource Request Prioritization to College Council	PIE's recommendations last year were unanimously accepted. The results will be sent to the entire campus via email.	
7. Discuss Follow-up Procedures for Spring 14 PIE Resource Request Prioritization Recommendations	Discussion about next steps now that recommendations have been approved by the president and funds will be set aside for prioritized resources.	<mark>Committee chairs will investigate the next steps and communicate that information to the committee and college once determined.</mark>
8. Task Force Creation	a. Research and recommend possible definitions for *safety* and *legally mandated* b. *Aaron Voelcker*: We need volunteers for a Task Force to develop clearer definitions of *safety* and *legally mandated*. Mary Mettler – only if meetings are done by email Leigh Ann Unger	<mark>The Task Force will report back to the Committee at the October 1st meeting.</mark>

	Jose Vargas/John Hernandez (if Jose is not able to serve)	
9. Questions/Other	• Janis Perry recommended another Task Force focused on resource development and researching available grants. *Corinna Evett*: That is outside the mission and responsibilities of PIE but may be a new governance committee. *Aaron Voelcker*: I would suggest bringing your task force idea for researching grants to College Council. *Motion:* PIE recommend to College Council that they develop a Resource Development Task Force.	The motion was passed unanimously (moved by Janis Perry and seconded by Joe Geissler).
10. Adjourned Next Meeting	Craig Nance moved that the meeting be adjourned at 4:59 p.m. September 17, 2014, 3:30 to 5:00 p.m., Room E-206	The motion was passed unanimously (moved by Craig Nance and seconded by Rudy Tjiptahadi).