

PIE Committee Meeting Minutes 4 Nov. 2015

In attendance: Mary Walker, Aracley Mora, Maureen Roe, Eric Hovanitz, Joyce Wagner, Rosalba Hernandez, Lucy Carr-Rollitt, John Hernandez, Elizabeth Elchlepp, Steven Deeley, Alice Ho, Joe Geissler, Corinna Evett, and Aaron Voelcker

2. None

3.

Steven-Budget: met and on track

Aaron-EMP: approve extension for APR to 11/6 for credit and 11/20 for noncredit evaluating what progress has been made and how to include in next EM

Corinna- AS working on signature program; how it will be incorporated into planning process; what faculty is doing now; what faculty could do in a signature program; what would be included in a signature program

Corinna-College Council - how to handle grant process in future; Corinna and President W tasked with revamping collegial governance handbook description for College Council.

4.

Approval of 7 October 2015 minutes: 1st-Aracely; 2nd - Joe - approved unanimously

5.

Discussion of definitions for PIE groupings -

a. discussed whether or not to include examples for non-instructional supplies;

State "Including but not limited to one-time consumables such as beakers, calculators, maps, volleyball

Ask Purchasing for a list to help guide? Might be too detailed.

Aaron-maybe discussion is too late for divisions to prioritize

Aracely-maybe not good to ask people for that much detail

Aaron-Process will be the same as last year; results will be one one list but separated into 8 clusters

b. one time consumables (excluding ongoing): examples: vacuum cleaners, chairs, name plates, bulletin board for office

c. add instructor station, teacher desks, student desks, study carrels, white boards, bulletin boards, athletic equipment, soccer goals, media in classroom, sound system, projectors

d. add employee desks, office shelves, filing cabinets, bookcases, carts, tools, chairs and tables for events, easy-ups pop up tents

e. add release time (Aracely said not to)

f. remove over \$200 per item. Don't need to specify one time, ongoing, recurring; remove instructor station - it's only the technology inside them. Remove projectors

g. Remove over \$200 per item; computers for employees, software, scanners, copiers, printers,

h. change contracts to agreements; add independent contractors/consultants; software maintenance contracts; transportation agreements, memberships, travel expenses, conference fees

Aracely - add Other column? Nope

Note to keep all items in plural form

Mary - 1st; Eric - 2nd;

Aracely asked to remove release time; could become a nightmare; Joyce - requests came in with this language; examples - MUN, MASH (?), Forensics, etc.; discussion of this; Aracely - contractual issue; Any requests for release time will be pulled and they should go to their dean/VP.

PIE Committee Eight Prioritization Grouping Definitions:

- a. **Instructional Supplies:** Items that are directly used for the classroom. Limited to \$200 per item. (Including but not limited to one-time consumable items, such as beakers, bulletin boards, calculators, maps, volleyballs, rocks, minerals, etc.)
- b. **Noninstructional Supplies:** Items that are NOT directly used for the classroom. Limited to \$200 per item. (Including but not limited to one-time consumable items, such as vacuum cleaners, chairs, name plates, bulletin boards, etc.)
- c. **Instructional Equipment:** Items that are directly used for the classroom. Over \$200 per item. (Including but not limited to items, such as autoclaves, microscopes, teacher stations, instruction tables, student desks, sound systems, soccer goals, study carrels, white boards, podiums, projectors, DVD players, etc.).
- d. **Noninstructional Equipment:** Items that are NOT directly used for the classroom. Over \$200 per item. (Including but not limited to items, such as employee desks, office shelves, filing cabinets, book cases, carts, tools, event chairs and tables, pop-up tents, etc.)
- e. **Personnel:** Vacancies, Replacements, and New Positions
- f. **Instructional Technology:** Technology items that are directly used for the classroom. (Including but not limited to items, such as computers, computer monitors, document cameras, software, etc.)
- g. **Noninstructional Technology:** Technology items that are NOT directly used for the classroom. (Including but not limited to items, such as computers, computer monitors, copiers, software, scanners, printers, etc.)
- h. **Contract Services:** Includes contracts for repairs, maintenance, licensing, & support. (Including but not limited to items, such as copier maintenance agreements, security system

agreements, consultants, independent contractors, software maintenance agreements, transportation agreements, memberships, travel expenses, conference fees, etc.)

Approved unanimously. Aaron and Corinna will distribute to college community

6.

Tabled

7.

a.

What was decision?

We need to have a conversation that... In the event that a grant request comes through in need of an immediate vote, how would the vote be handled? Future discussion item

Aracely - might consider a clause that the committee reserves the right to call an additional meeting electronically or face-to-face should a circumstance arise that has an immediate need for review.

Thanks...great discussion! ;)

Adjourned 4:30pm