Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting
Michael DeCarbo & Aaron Voelcker, Co-Chairs
May 29, 2019

Attendance: Darlene Diaz, Steven Deeley, Scott Sakamoto, Scott James, Roberta Tragarz, Devon Jones, (ASG student representative, Corinna Evett, Joanne Armstrong, Lacy Hendenberg, Rosalba Hernandez, Marilyn Flores, Arleen Satele. Lana Wong

Absent: Chrissy Gascon, Denise Bailey, Tara Kubicka-Miller, Rudy Tjiptahadi, Ivan Zambrano, Jose Vargas, Elizabeth Arteaga, Syed Rizvi

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, to act, to communicate and to think critically.   We are committed to maintaining standards of excellence and providing the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging. (12/4/17)

AGENDA ITEM	DISCUSSION	TASKS/FOLLOW-UP
1. Welcome		
2. Announcements	.	
3. Reports from Governance Committees	• Curriculum and Instruction: All quinquennials and AB705 requisite language changes are due to be submitted by June 7, 2019. • Facilities: U buildings fence; testing air conditioning.	
4. Approval of April 3, 2019 Minutes		• The minutes of April 3, 2019, were approved without dissent (moved by C. Evett and seconded by D. Diaz), with three abstaining.

5. Technology Committee – Computer Replacements	• Scott presented an SCC *Out of Warranty Computer Refresh Costs* chart focusing on instructional computers
	  ➢ In the H building, 559 computers were going out of warranty in 2017/2018; some have been replaced
	  ➢ 200 of those computers have been out of warranty for two years
	  ➢ It was suggested that the technology requests come out of the Tech Committee
		• A deliberate computer replacement plan should be instituted, possibly via a line item, coupled with a plan to retire grant funded computers

	➤ District has offered one time funding periodically; having a replacement plan would expedite allocation one-time funds.	
6. Requests for Clarification of the 2018-2019 Prioritization Process	• Planning and Resource Allocation Process Survey (2019) additional comments were discussed. • A suggestion was made that a certain percentage should be added to a quote to allow for cost increases as a result of the time lapse from creating the resource request form and receiving the funding ➤ Alfonso, IT, adds 30% to technology quotes	

7. Planning and Resource Allocation Process Survey (2019) Results
  a. Modification to Resource Request Form and Process
	• Results from the 2019 survey indicated an increase of 30% negative responses.
	• In the past, Aaron weeded out responses from those who didn't participate; 2019, included all responses
	• Aaron explained that there were two (2) columns for the comments; one column for those who had completed the process and another column for those who had not completed the process.
	• Discussion regarding whether the Joint Chairs should prioritize the departmental requests or if another process should be created.
	  ➤ The PIE Committee members are representing a particular governance committee, not their Division.
	  ➤ The process overseen by PIE is a recommendation to the College President for IELM/Lottery Funding. Discussion continued about the ongoing review of these rankings beyond the PIE process and through consultation.
	  ➤ The current rankings come from the Division Joint Chairs then to the PIE Committee
	  ➤ Concerns shared by joint chairs within the survey may be resolved by having the Divisions send their prioritized list to the appropriate Vice President by passing the Joint Chairs and alleviating their concerns.
	    ❖ A motion was made to revise the Resource Request Process Flowchart:
	
	    1. Phase 1: Departments: delete boxes 5 and 6
	
	    Box 5: *Divisions Submit Resource Request Lists to Joint Chairs*
	    Box 6: *Joint Chairs Prioritize Divisions' Resource Requests*
		• It was suggested that the Resource Request form be modified to add: *If submitting multiple requests, prioritize the requests*. Additionally, note if requests are interdependent, two separate requests that must both be approved as both items are compatible.
		
		• The motion was approved without dissent (moved by C. Evett, seconded by S. Deeley).
		  ➤ These revisions must be approved by the governance process.

	2. Revise Box 7: ~~Joint Chairs Send Prioritized Resource Requests to V.P. Academic Affairs~~ to: *Divisions Send Prioritized Resource Requests to V.P. Academic Affairs* ❖ A motion was made to further revise the Resource Request Process Flowchart, Phase 1, third column, Governance Committees, Box #1, to add: 1. Collegial governance committees submitting technology related requests must send their request to the Technology Committee 2. Collegial governance committees submitting facilities related requests must send their request to the Facilities Committee; 3. For all other request, please refer to the Resource Request Process Flowchart below.	• The motion was approved without dissent (moved by M. Flores, seconded by S. Deeley).
8. Questions/Others		
Last meeting for the 2018-2019 Academic Year	• The meeting was adjourned at 4:34 p.m.	