

**Minutes of the Planning & Institutional Effectiveness (PIE) Committee Meeting**  
**Craig Rutan & Aaron Voelcker, Co-Chairs**  
**Wednesday, October 6, 2021**

**Attendance:** Cale Crammer, Seth Daugherty, Steven Deeley, Darlene Diaz, Lacy Hedenberg, Rosalba Hernandez, Scott James, Eden Quimzon, Craig Rutan, Scott Sakamoto, Arleen Satele, Martin Stringer, Michael Taylor, Jose Vargas, Aaron Voelcker

**CC:** Nathan Yi

**Absent:**

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	<ul style="list-style-type: none"> <li>• The vaccine incentive program is up and running. Please share with students we are giving away \$200 SCC campus gift cards to all fully vaccinated students for the fall semester.</li> <li>• Apple products will be available soon in the SCC Bookstore</li> <li>• On-site testing for Covid-19 is still available M-F 9 a.m. to 5 p.m., S and Su 9 a.m. to 4 p.m.</li> <li>• Our campus received a STEM Grant for \$700,000 per year for the next five years.</li> <li>• Those who were involved in the Accreditation ISER had an online meet and greet with our ACCJC ISER team. They were very impressed by the strengths of the college's planning and governance structures and processes evident in the ISER.</li> </ul>	
3. Reports from Governance Committees	<ul style="list-style-type: none"> <li>• <i>Facilities &amp; Safety Committee:</i> Held the last public forum about the Facilities Master Plan update. The list will be evaluated and finalized by the end of the fall semester. The FMP will be done in spring</li> </ul>	

	<p>2020.</p> <ul style="list-style-type: none"> <li>• <i>Budget Committee:</i> Reviewed the upcoming Adopted Budget, monthly finances, HEERF fund usage, and updated lottery guidelines. Letters went out to those who received approval of their resource requests.</li> <li>• <i>Technology Committee:</i> Single sign-on will begin the week of October 18<sup>th</sup>. Students will now need to use their college email and password.</li> <li>• <i>Educational Master Planning Committee:</i> Report to be given with agenda item 6.</li> </ul>	
<p>4. Approval of 1 September, 2021 Minutes</p>	<ul style="list-style-type: none"> <li>• The 1 September 2021 minutes were reviewed and a motion made to approve.</li> </ul>	<ul style="list-style-type: none"> <li>• Steven Deeley moved that the 1 September 2021 minutes be approved. The motion was seconded by Arlene Satele. The minutes were approved with no objections and one member abstaining.</li> </ul>
<p>5. Annual Plan and Resource Request Deadline Alignment</p>	<ul style="list-style-type: none"> <li>• Conversation ensued regarding fielding inquiries related to the timelines for both submitting resource requests and submitting departmental annual plans. Aaron has been advising department chairs to work on both simultaneously, get a draft of the annual plan in the system, as soon as the pdf versions of resource requests are completed they can return to the annual plan to upload those files. This means the annual plans will not be finalized until the latter part of October.</li> </ul> <p>Aaron suggested adjusting the timeline for the annual plan</p>	<ul style="list-style-type: none"> <li>• Aaron will send out a college-wide email to inform individuals/departments working on annual plans to complete the resource requests prior to submitting their annual plan.</li> </ul>

	<p>to officially align with the same timeline that the resource requests are to be submitted.</p> <p>The discussion continued to include resource allocation at the college and district level.</p>	
<p>6. PIE Committee Goal Recommendations for 2022-2030 Educational Master Plan</p>	<ul style="list-style-type: none"> <li>• EMPC is going through the process to developing its next set of institutional goals. Our Educational Master Plan is written around those goals.</li> </ul> <p>Data forums will be held to collect feedback and guide development of our EMP goals. We will be actively engaging other committees to ask for any goals we need to consider in creating the EMP. An email has been sent out to chairs of other governance committees.</p> <p>As part of this planning committee, we are asking:</p> <ol style="list-style-type: none"> <li>1. Should this committee recommend institutional goals?</li> <li>2. If yes, what are those goals?</li> </ol> <p>Our activities should align with institutional goals. Our responsibility is to steer and stay on track with the goals through integrated planning. Through these activities, the work is aligned.</p> <p>EMPC will draft a set of goals that then go to Academic Senate and College Council after recommendations have been brought forward to PIE for review. The only exception is EMP which does not come to PIE.</p> <p>We will be drafting the EMP document at same time. Once the goals are approved at the college level, the EMPC will recommend a full Educational Master Plan directly to the Academic Senate and College Council.</p> <p>Conversation ensued regarding revising the SCC mission statement. Part of our regular process is to send out a survey asking for feedback.</p>	
<p>7. Questions/Other</p>	<p>Craig commented on his conversation with College Council regarding a possible flaw with our resource allocation process. The college may need to re-evaluate the personnel prioritization process. There will be more information to follow.</p>	

Fall Meeting Dates	<ul style="list-style-type: none"><li>• Nov. 3</li><li>• Dec. 1</li></ul>	
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Adjourned: 4:01 p.m.