



**Planning and Institutional Effectiveness Committee**

**MINUTES for Monday, February 10, 2020**

**3:00 – 4:45 PM**

**ECC room 106 PDC**

<b>Members Present:</b>	John Bromma (co-chair), Jessica Luedtke (co-chair), Michelle Fischthal (VPI), Marne Foster, David Holden, Neill Kovrig, Jesus Rivas, Debi King
<b>Members not Present:</b>	Star Rivera-Lacey VPSS, Michele Madrid-Novak, Katie Serbian, Carol Wilkinson, Richard Weinroth
<b>Guests:</b>	Esther Matthew
<b>Recorder:</b>	Debi King
<b>AGENDA</b>	
<b>1. Call to Order 3:07 PM</b>	
<b>2. Action Items</b>	
<b>2.1 Review/Approve Agenda</b>	
<b>CONCLUSION</b>	Motion to approve by Neill, seconded by Michelle – motion approved
<b>2.2 Approval of January 13, 2020 Meeting Minutes</b>	
<b>CONCLUSION</b>	Motion to approve by Jessica, seconded by John – motion approved
<b>3. Information/Discussion Item(s) - Special Meeting: Internal Communications Project (ICP)</b>	
<b>3.1 ICP Consultant Review</b>	
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Committee reviewed the six communication consultant proposals by breaking up into three groups of three members</li> <li>• Each group reviewed and rated the proposals based on the rubric criteria discussed at the PIE meeting on 1/13/2020</li> <li>• Entire Committee then discussed/documentated the findings and questions (clarification of proposal information) from the breakout groups</li> </ul>
<b>Action Item:</b>	Jesus will compile clarification requests/questions for the consultants and the findings from all individual rubrics
<b>3.2 PIE Committee Membership</b>	
	Tabled due to time constraint
<b>4. Adjournment:</b> Meeting adjourned at 4:52 PM	
<b>Next Meeting:</b> Monday, March 9, 2020 - 3:00-4:45 - PDC Room 106	

**Minutes submitted by:** Debi King

**Minutes approved:**

*By Committee 4/13/2020*