



**Planning and Institutional Effectiveness Committee**

**MINUTES for Monday, March 9, 2020**

**3:00 – 4:45 PM**

**ECC room 106 PDC**

<b>Members Present:</b>	John Bromma (co-chair), Jessica Luedtke (co-chair), Jackie Sabanos (VPA), Marne Foster, David Holden, Neill Kovrig, Jesus Rivas, , Esther Matthew for Star Rivera-Lacey (VPSS), Katie Serbian, Carol Wilkinson, Debi King
<b>Members not Present:</b>	Michelle Fischthal (VPI), Michele Madrid-Novak, Richard Weinroth
<b>Guests:</b>	
<b>Recorder:</b>	Debi King

**AGENDA**

**1. Call to Order 3:07 PM**

**2. Action Items**

**2.1 Approval of February 10, 2020 Meeting Minutes – *Tabled to April meeting due to time constraint***

**3. Information/Discussion Item(s)**

**3.1 Lead Faculty Appointment and ICP Consultant Review**

<b>DISCUSSION</b>	<p>Committee conducted conference call with the final two possible consultants. Members asked questions for clarification of previously submitted and reviewed proposals.</p> <ol style="list-style-type: none"> <li>1) <i>Blue Beyond Consulting</i></li> <li>2) <i>Patt Libby, Consultant</i></li> </ol> <p>Committee then reviewed the IEPI plan/funding – specifically the Internal Communications piece</p> <ul style="list-style-type: none"> <li>• Several plan items have already been implemented - President’s blog, celebrate good work “kudos”, revision of the Governance Handbook and process for revision, engagement of committee members in resource allocation process (to include feedback)</li> <li>• \$45k allocation for Internal Communication - must be encumbered by the end of this month to meet the June 30, 2020 deadline or the funds will be gone, however if committee decides not to move forward with consultant, \$22k can be used in a different area converted to more PD (ex: curriculum mapping, SLO’s)</li> <li>• Need to have a faculty lead for this project – to include all logistics and contract submission to facilitate. There is may not be release time for the lead – Jackie would have to look into that.</li> </ul>
<b>CONCLUSION</b>	<ul style="list-style-type: none"> <li>➤ Motion to approve <i>Blue Beyond Consulting</i> by Katie, seconded by John – motion passed unanimously</li> <li>➤ Motion: If the contract/scope of work is not completed and submitted to Admin Services by next Monday the funds be used for another purpose within the scope of the IEPI plan– motioned by Esther, seconded by Katie – motion passed unanimously</li> <li>➤ Motion to approve Katie and TBD to be the lead by John, seconded by Esther – motion passed unanimously</li> </ul>
<b>Action Item:</b>	Jessica will send Katie the contract template and an example of a previously completed contract
<b>Action Item:</b>	Katie, assisted by John, will prepare contract for submission within a week

**4. Adjournment:** Meeting adjourned at 4:53 PM

**Next Meeting:** Monday, April 13, 2020 - 3:00-4:45 - PDC Room 106

**Minutes submitted by:** Debi King

**Minutes approved:**

*By committee 4/13/2020*