

**Planning and Institutional Effectiveness Committee**

**MINUTES for Monday, March 11, 2019**

**3:00 – 4:30 PM**

**ECC room ~~106~~ moved to 121**

<b>Members Present:</b>	John Bromma (co-chair), Jessica Luedtke (co-chair), Michelle Fischthal, Marne Foster, David Holden, Esther Matthew (for Carol Wilkinson), Barbara Pongrskul, Jesus Rivas, Debi King
<b>Members not Present:</b>	Neill Kovrig, Michele Madrid-Novak, Katie Serbian, Richard Weinroth, Carol Wilkinson
<b>Recorder:</b>	Debi King

**AGENDA**

**1. Call to Order 3:11 PM**

**2. Review Agenda, Approval of Minutes**

**2.1 Approval of Agenda**

**CONCLUSION** Motion to approve by Esther, seconded by Marne – agenda approved

**2.2 Approval of February 11, 2019 Meeting Minutes**

**CONCLUSION** Motion to approve by Barbara, seconded by Esther – minutes approved

**2.3 Governance Self-Assessment Tool – Approval of recommendations**

**INFORMATION**

- Research office has recommendations
  - Add more specific questions to the survey – to obtain more actionable insights
  - Questions 9, 10, 15, and 16 were added – relate to revising the Governance Handbook
  - Some concern that new questions would make survey too long – so some of the original questions were taken out and will be used in future survey versions

**CONCLUSION** Motion to approve revised survey by Jessica, seconded by John – recommendations to survey approved

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

**3.1 Resource Prioritization List dispersal**

**DISCUSSION**

- Should list be posted?
  - For transparency should be posted, but if it is preliminary perhaps not
  - Should be “shared” to appropriate committees/entities, but not necessarily posted
  - Should be available in EGC minutes
  - Where is it available to the public (internal institution)? EGC is the source to make it publicly available

**Action Item**  
Jessica  
Jessica will set up with Kim to post to EGC minutes

**3.2 I&E Plan – Set PRT Agenda**

**DISCUSSION**

- IEPI visit/meeting #3 coming up next week
- Purpose of the meeting:
  - to gather information regarding progress on the plan and share insights
  - ask questions based on each team member’s expertise to provide as much support as possible
  - provide constructive advice to improve implementation of the plan and sustainability of plan
  - provide advice on course corrections
  - assess sustainability of improvements underway
  - provide advice on sustaining long-term progress
  - reach closure on the process for both the institution and the PRT

	<ul style="list-style-type: none"> <li>▪ What areas, that we might need help with, do we want to highlight for the meeting? <ul style="list-style-type: none"> <li>○ How do we further improve the resource allocations / requests process and communication?</li> <li>○ Where does the budget committee fit into integrated planning?</li> <li>○ Institutional communication and collaboration <ul style="list-style-type: none"> <li>‣ Integrated planning process and the feedback from the integrated planning writers</li> <li>‣ how do we communicate the feedback?</li> </ul> </li> <li>○ Kudo’s group – good ways to celebrate/acknowledge good work done at SDCE by faculty and classified</li> </ul> </li> </ul>
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**3.3 Information: Progress on Previous Action Items**

INFORMATION	<ul style="list-style-type: none"> <li>▪ John wrote a blurb about to go to Ranessa’s office to go into the SDCE newsletter for PIE committee</li> <li>▪ Kudos group <ul style="list-style-type: none"> <li>‣ John and Carol have discussed having first meeting to brainstorm “kudos” idea</li> <li>‣ Can IEPI funding be used for this purpose?</li> </ul> </li> </ul>
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Action Item John	John will send the blurb to PIE for feedback and finalization.
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**3.4 Information: Districtwide Strategic Planning Committee**

INFORMATION	<ul style="list-style-type: none"> <li>▪ Matt, Jessica, John, Neil are on this committee</li> <li>▪ The colleges are being asked to align their priorities with the Districtwide strategic goals and the State’s vision</li> <li>▪ The colleges are being asked to do benchmarking – there will be more conversations regarding this</li> <li>▪ Jessica presented a draft SP update – PIE, Academic Senate, and Classified Senate to do a review and provide feedback within the next month if there are changes. Will go to EGC as information item.</li> </ul>
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Action Item Jessica	Jessica will send the draft SP to PIE for review. John and Neill will bring forward to AS and CS respectively and to EGC.
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**4. Adjournment Meeting adjourned at 4:47 PM**

**Next Meeting:** Monday, April 8, 2019 at 3:00-4:30 PM - ECC Headquarters Rm 106 PDC

**Minutes submitted by:**     [Debi King](#)                      **Minutes approved:**                      *By Committee on 4/8/19*