



Planning and Institutional Effectiveness Committee

MINUTES for Monday, April 8, 2019

3:00 – 4:30 PM

ECC room 106

Members Present:	John Bromma (co-chair), Michelle Fischthal, Marne Foster, Jessica Luedtke (co-chair), Barbara Pongriskul, Jesus Rivas, Katie Serbian, Carol Wilkinson, Debi King
Members not Present:	David Holden, Neill Kovrig, Michele Madrid-Novak, Richard Weinroth
Recorder:	Debi King
AGENDA	
1. Call to Order 3:12 PM	
2. Review Agenda, Approval of Minutes	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Jesus, seconded by Marne – agenda approved unanimously
2.2 Approval of March 11, 2019 Meeting Minutes	
CONCLUSION	Motion to approve by Jesus, seconded by Marne – minutes approved unanimously
3. Information/Discussion Item(s)	
3.1 Progress on Previous Action Items (see March 10 meeting minutes)	
INFORMATION	<ul style="list-style-type: none"> ▪ Jessica arranged with Kim to post the SDCE preliminary resource prioritization list with the EGC minutes <ul style="list-style-type: none"> ○ 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 ▪ John and Carol met regarding the “Kudos” group – more info coming soon
Action Item John	John will send out blurb to committee to edit for submission to the SDCE newsletter on behalf of the PIE committee
3.2 Districtwide Strategic Planning Committee – No Items	
INFORMATION	John, Neill, and Jessica are on Districtwide Strategic Planning Committee and will keep PIE updated after meetings
Action Item Jessica	PIE will keep 3.1 – progress on previous action items & 3.2 – Districtwide Strategic Planning Committee on agenda as standing items
3.3 Governance Survey Progress Update	
INFORMATION	<ul style="list-style-type: none"> ▪ 40% collected - 114 responses, but we still need to collect 169 more surveys ▪ Jesus will send a note with the reminder to complete the survey that even if you haven’t attended committee meetings you still need to complete the survey ▪ Survey is scheduled to close on 4/11/19 - Jesus recommends we extend deadline by one week (4/18) and move presentation of results from 4/23 to 4/30. Group agreed with recommendation ▪ Suggestion to encourage committee chairs to remind their committee members to complete the survey ▪ Prior issue with the link has been corrected – was a browser issue
3.4 Annual Accreditation & Strategic Planning Update Report to EGC	
INFORMATION	<ul style="list-style-type: none"> ▪ This year we will be able use the information in Campus Labs for report data ▪ PIE will review prior to presenting to EGC at one of our last meetings (then go to EGC on 5/22) ▪ Report will be focused on gaps and general achievements ▪ There may be two levels of reports – one more detailed – executive summary and PowerPoint
3.5 PRT Visit Outcomes -President Communication - Blog, Closing the Loop on Program Review/ Notification when not funded	

INFORMATION	<ul style="list-style-type: none"> ▪ The president has started the blog ▪ Have they sent notes? Jessica took notes and advised committee of location ▪ The president discussed closing the loop on PR (resource request) notification – there will be further discussion
3.6 PRT Visit Outcomes - Leads for Internal Communication mapping and plan recommendation to EGC; Role of the Budget Committee, other PRT follow-up	
DISCUSSION	<ul style="list-style-type: none"> ▪ Jessica highlighted recommendations ▪ We still have a good amount of funding left – we need to make sure we spend it on the areas it was allocated for: <ul style="list-style-type: none"> ○ Communication task force/work group – who should be in the room? ○ Create a decision-making handbook ○ Hire consultant to look into best practices for internal communication ○ Timeline to be established once we have a committee ○ Could be integrated with Pathways ○ Katie volunteered to be the lead of the work group/task force ○ Task force should include faculty, classified, and an administrator
Action Item Katie	Katie to prepare scope of work and plan for communication task force/work group to be submitted to PIE and then EGC
DISCUSSION	<ul style="list-style-type: none"> ▪ Role of the budget committee <ul style="list-style-type: none"> ○ Discussed what other schools do and what rolls their budget committees play per PRT visit ○ What are the expectations of the budget committee? They are a recommending body, not deciding body ○ Some questions that came up in PRT Visit #3 could be communicated to Budget Committee to aid/center discussions on needs of the institution: <ul style="list-style-type: none"> › Identify funding › What funding can be used for › Could look at resource requests – which funds can be used for which items › Fiscal responsibility belongs to the business office (not BC) to make sure we are working with regulations › Information sharing of budget activities › Could the budget committee make resource request decisions? Group discussion › BC could work with the VPA re: allocations formula › PIE could meet with budget committee (joint meeting) to discuss and clarify their role in the process
Action Item Jessica/John/ Barbara	Edit notes re: budget committee role per PRT visit and send to John (Jessica); Request add to Budget Committee’s next meeting (John); Guide discussion in Budget Committee meeting and report back to PIE (Barbara)
4. Adjournment Meeting adjourned at 4:35 PM	
Next Meeting: Monday, May 13, 2019 at 3:00-4:30 PM - ECC Room 121	

Minutes submitted by: **Debi King**

Minutes approved:

by Committee on May 13, 2019