



Planning and Institutional Effectiveness Committee

MINUTES for Monday, October 14, 2019

3:00 – 4:45 PM

ECC room 106 PDC

| | |
|-----------------------------|---|
| Members Present: | John Bromma (co-chair), Jessica Luedtke (co-chair), Marne Foster, David Holden, Neill Kovrig, Esther Matthew (Acting VPSS), Jesus Rivas, Carol Wilkinson, Debi King |
| Members not Present: | Michelle Fischthal (VPI), Michele Madrid-Novak, Katie Serbian, Richard Weinroth |
| Guests: | |
| Recorder: | Debi King |

AGENDA

1. Call to Order 3:04 PM

2. Action Items

2.1 Review/Approve Agenda

| | |
|-------------------|--|
| CONCLUSION | Motion to approve by Marne, seconded by Esther – motion approved with item 3.6 added to agenda |
|-------------------|--|

2.2 Approval of September 9, 2019 Meeting Minutes

| | |
|-------------------|--|
| CONCLUSION | Motion to approve by Esther, seconded by Jessica – motion approved |
|-------------------|--|

2.3 PIE Committee Governance Handbook Revision Final

| | |
|---------------|--|
| ACTION | <p>Committee reviewed and revised PIE page from Governance Handbook</p> <ul style="list-style-type: none"> • Membership section: <ul style="list-style-type: none"> ♦ Add “Grant Coordinator”? – YES ♦ Add “Administrative Services Representative”? - NO - Instead add VP of Administrative Services ♦ Add “Accreditation Sub-Committee / Accreditation Steering Committee” – YES • Goals section: <ul style="list-style-type: none"> ♦ Note: “PRIE” is the office, “PIE” is the committee ♦ Remove “reporting directly to the President’s Cabinet”? – YES ♦ Remove “resource allocation” from processes – YES ♦ Add “and accreditation” to “Support integrated planning...” – YES ♦ Remove “development of data reports...” as this is more of an objective than a goal – YES ♦ Remove “...recommendations to the Budget Committee” – YES ♦ Remove “Evaluate changes to student services...” - YES |
|---------------|--|

3. Information/Discussion Item(s)

3.1 Information: Recommended fall process and revisions to Mission, Vision, Values occurring this fall

| | |
|-------------------|---|
| DISCUSSION | Committee decided recommendations/revisions to Mission, Vision, Values statements for the Governance Handbook should go through Governance Committees, both Senates, and institutional-wide review before PIE input, and recommendations for revision. To be submitted as-is in Governance Handbook revision this year. |
|-------------------|---|

3.2 I&EP Planning related to remaining funds and projects

| | |
|--|--|
| DISCUSSION | <ul style="list-style-type: none"> • There is still \$80,000 – must be spent or re-allocated by July 1, 2020 <ul style="list-style-type: none"> ♦ With a focus on Internal Communications – recommendation to hire an outside facilitator/consultant <ul style="list-style-type: none"> ○ In the IEPI plan ○ Communications consultant could provide guidelines and recommendations ♦ External consultant evaluation would be more beneficial with an internal lead to work with <ul style="list-style-type: none"> ○ Question: could we offer a stipend or an ‘overload’ or release time for the internal lead? ♦ Budget needs to be established prior to hiring a consultant <ul style="list-style-type: none"> ○ Committee discussed finding possible consultants – budget needs to be established first |
| CONCLUSION | Tabled to next meeting – committee members to consider suggestions for next meeting |
| Action Items: | 1. Jesus will procure a few consultant proposals for next meeting to get an idea of what they provide and cost |
| 3.3 Progress on Previous Action Items: 1) SDCE newsletter blurb; 2) Kudos Committee; 3) Internal Communications Workgroup | |
| INFORMATION | <ol style="list-style-type: none"> 1) John indicates no progress – tabled to next meeting 2) Tabled to next meeting 3) Katie not present – tabled to next meeting |
| 3.4 Districtwide Strategic Planning Committee Meeting update | |
| INFORMATION | Last meeting consisted of a lengthy report from SANDAG regarding future planning for the District |
| 3.4.1 Alignment of Goals and Strategies with CCC Vision for Success | |
| INFORMATION | Jesus was able to get our strategic goals and objectives aligned with Vision for Success goals |
| Action Item: | Jesus will email to committee members for review within the next 2 weeks |
| 3.5 Accreditation and Research Sub-Committees | |
| INFORMATION | <ul style="list-style-type: none"> ♦ Research sub-committees have not met ♦ Accreditation committee is working on their newsletter and a timeline |
| 3. Governance Handbook – Curriculum Committee | |
| INFORMATION | <p>Question: Is Curriculum sub-committee a governance or operational committee? – OPERATIONAL</p> <p>Question: why does Curriculum sub-committee have a separate page in the GH? – TBD by EGC</p> |
| 4. Adjournment Meeting adjourned at 4:55 PM | |
| Next Meeting: November 14, 2019 - 3:00-4:45 - PDC Room 106 | |

Minutes submitted by: **Debi King** Minutes approved: *By Committee on 12/16/19*