

PIE Minutes of 4/15/15

Reports: Arlene's and Corinna's- shared list with recommendations and decisions (president). John W will share with community. Latino American Grant to Marilyn and Steven Reed. - discussion.

Meeting matrix: conflict with Sustainability Committee. PIE could move to meeting on first Monday instead of third. Joyce doing online vote for EMC.

Rudy T. did great job of sharing with college council. Rudy demonstrated survey questions. Marilyn asked if we could split the fair/equitable question. Committee agreed change was okay. Survey link should be going out soon, maybe Thursday, so we could have enough time to receive and compile results to discuss at next PIE meeting.

Next meeting is a working meeting.

4. Approval of minutes postponed, no quorum

5. Jose suggested 3 categories (Instructional/Classroom, Non-instructional, Technology) with sub categories of supplies, equipment and technology each). Arlene - have a caveat to specify administrative in nature. Make it clear in the instructions to specify administrative need. Aaron - issue is how to prioritize the things critical to classroom instruction. Most members agreed three categories would work. Joyce - question of MUN request - where would it go? Non instructional or instructional. Could be either/or/both. Corinna - we need to come up with definitions of instructional, non-instructional. Supplies are consumable, and equipment is w-4 years (Arlene). Jose - good to separate because of 50% rule. Anything not directly in classroom is 6000 and falls under non-instructional. Some things like field trips or not generating FTEs then it probably isn't instruction. But could be instructional if part of course outline. Arlene - Clarify Athletics, tutoring, etc. Jose - look at topscode to see if instructional. Anything below 6000 could be instructional. Aaron - what happens if a request covers both instruction and non-instruction? Jose- if it's a blend (grey area), then put it in instruction for 50% rule. Joyce - need to add a prompt to describe what item will be used for.

Rubrics: will review rubric next semester or spring. We should let VPs know how we will rank the lists according to new three lists. They can submit lists already separated by instruction, non-instructional, and personnel. Joe will let joint chairs know. Rudy T - how will we know that the lists submitted are submitted in appropriate category? Corinna - VP will be the last level and best understand the categories.

Joyce - facility requests- some confusion as to process. Corinna reviewed Facility Need Form Process. Most of facility requests that came through this year had money attached - shared specifics. Facility need requests with no dollars attached can come through at any time. Facility requests with dollars attached need to come through the PIE resource request process. Need fourth column for facilities. Corinna - explained how this came about by different departments wanting same materials or space and it was promised to different people. It needs to be more fair and equitable in case more than one person/department wants same thing. Needs to go through Facility prioritization. Aaron - one might be contingent on the other. Resource requests related to need. How do we determine if it has gone through other approvals (like facilities)? Jose gave examples of needing all requests to be approved or it won't work. Only getting one of

requests isn't enough. Aaron- pre-prioritization should be done. Needs a flag on other requests contingent on a request that wasn't approved- they should be pulled. Jose - if you can't take it with you, it's a facility need. Corinna - does your facility request require any funding? Then it needs to go thru resource request process. Can use same form but someone needs to look at form to make sure it has all components of resource request form.

Mary - how do we make the transition to using this process? We need to tell our people that it is a facility need and needs to go thru the process. Joyce - no confidence that things need to go through process (back room deals). D building designated for art gallery. Arlene - what's going on in U and D buildings. Various departments are using the building. Discussed move of MASH and math and history with architects.

No deadline for facility requests.

Joyce - needs to be the same process for everyone. Corinna will bring up to college council as co chair or academic senate president.

No vote on above- just consent

6. Corinna - Spend meeting in fall looking at documents to determine priorities?

Aaron - if we have general fund dollars, how to do go from four lists to one single list? How do we use all the information to see what are our priorities? How do we determine what comes first?

Corinna - we need to be visionary and could be a group to help the college as a whole by looking at whole picture. We would be much more purposeful and meaningful. Arlene- first fall meeting in more informal setting to inspire creative thought. Everything should think about this and what we want it to look like.

7. No other

Next time: review and make copies of survey results and resource request revisions (with feedback already received) and facility need revisions - can finish up at following meeting. Leave Year at a Glance for later meeting.

Present: Corinna, Aaron, Arlene, Jose, Mary W. Rudy F, Jose, Scott, Rudy T, Mary M, Joyce