



## PIE COMMITTEE

May 16, 2022 Minutes  
11:00 – 12:30 PM  
Via Zoom Meeting

**Members**

- ✓ Jennifer Hinostrroza, *Faculty Natural Sciences, Co-Chair*
- ✓ Patty Quinones, *Director, Research and Institutional Effectiveness, Co-Chair*
- Chen, *Associate Vice President, Instruction*
- Mark Lowentrou, *Dean, Arts*
- ✓ Thomas Mauch, *Associate VP, Student Services*
- ✓ Krupa Patel, *Business Analyst, IT Services*
- ✓ Kim Leiloni Nguyen, *Faculty Outcomes Coordinator*
- Christopher Jackson, *Outcomes*
- ✓ Pedro Suarez, *Instruction Business Analyst*
- Annel Medina Tagarao, *Educational Research Assessment Analyst*
- ✓ Chisa Uyeki, *Academic Senate President*
- Instructional Services, *Vacant*
- Instructional Services, *Vacant*
- ✓ John Vitullo, *Associate Dean, Natural Sciences*

- ✓ Bruce Nixon, *Technology and Health Faculty*
- ✓ Jimmy Tamayo, *Natural Sciences, Faculty*
- Vacant, *Faculty*
- ✓ Landry Chaplot, *School of Continuing Ed Faculty*
- Bernard Somers, *Faculty-Student Services*
- Anqi Zhao, *Student Representative*
- Alexis Carter, *Human Resources*
- Vacant, *Classified CSEA 262*
- Vacant, *Classified CSEA 262*
- Rosa Royce, *Budget Committee Liaison*
- ✓ Gary Nellesen, *Executive Director, Facilities Plan and Management*

**Guests**

- ✓ Caitlin Rodriguez - Facilities
- ✓ Kelly Coreas – Outcomes Coordinator

<u>Meeting Agenda</u>	<u>ACCJC Standard</u>	<u>Outcomes</u>
I. Welcome: Jennifer Hinostrroza & Patty Quinones		Review of agenda items. Added to the agenda PIE Goals and Manager PIE topics.  Caitlin Rodriguez and Kelly Coreas attended PIE meeting as guests.
II. Approval of Minutes: May 2, 2022		May 2, 2022 meeting minutes were approved, as written
III. PIE Goals		The 2021-22 Outcome/Accomplishments Committee PIE Goals Progress Report was completed and approved by committee members.
IV. Manager PIEs		<p><u>P. Suarez said it has been questioned whether to change the PIE due date PIE due date back to June.</u></p> <ul style="list-style-type: none"> <li>• The committee had some concerns on date change. Further discussion will take place in Fall 2022.</li> </ul> <p><u>P. Suarez shared managers PIE screening checklist.</u></p> <ul style="list-style-type: none"> <li>• Manager PIE checklist has been created with step-by-step instructions on how to log-on, generate reports, and completing the manager’s PIE.</li> <li>• Mapping reports were used, and six College goals are referenced on checklist.</li> </ul>

		<ul style="list-style-type: none"> <li>• P. Suarez said he plans on providing checklist to managers during PIE/POD trainings.</li> </ul>
<p>V. Planning does not involve resource requests</p>	<p>I.B.7</p>	<p><u>P. Quinones asked the committee for recommendations regarding planning resource requests and J. Hinostrroza asked if anything else specific should be included within the PIE process or in training?</u></p> <p><u>Suggestions:</u></p> <ul style="list-style-type: none"> <li>• PIE is used to identify areas that do not require resource request, the information is tracked and is helpful to divisions.</li> <li>• G. Nellesen said - since PIE is a planning tool, more training would be beneficial in developing goals, even if no resource requests are involved.</li> <li>• J. Vitullo said - as part of the PIE process, it would be helpful to know how the Data Coaches' information fits into Students' success, retention, and equity gaps and how the information would help students succeed.</li> <li>• J. Hinostrroza said Financial priority requests with funding requests receive the most attention; it is unclear if those without funding request are treated equally.</li> <li>• When working on the pull-down report, the unit level goals, and College level goals should be linked to a new resource request.</li> </ul>
<p>VI. Define operational/planning facilities requests</p>	<p>I.B.9</p>	<p><u>J. Hinostrroza said as a group how could we better define operational/planning, what should be included in PIE vs. what not to included?</u></p> <p>J. Vitullo – shared his zoom screen, Facilities AP 6610</p> <ul style="list-style-type: none"> <li>• In viewing AP 6610, G. Nellesen explained the difference between operational and planning. <ul style="list-style-type: none"> <li>○ Operational: is something that already exists and functions properly or something that can be repaired to function properly.</li> <li>○ Planning Request: Changing and upgrading existing items.</li> </ul> </li> </ul> <p><u>G. Nellesen also gave Operational items suggestions:</u></p> <ul style="list-style-type: none"> <li>• For a minor request: Enter a SchoolDude work request and maintenance should be able to complete the request.</li> <li>• For a more complicated/costly request: Facilities will determine whether funding is available or give direction how it should be entered in PIE.</li> <li>• A SchoolDude request should not be removed until it's completed, or direction is given to the requestor.</li> </ul>

		<p><u>G. Nellesen plans to update AP 6610 Facilities Project Prioritization by adding:</u></p> <ul style="list-style-type: none"> <li>• SchoolDude request information will be added.</li> <li>• Update #2 Project Prioritization: <ul style="list-style-type: none"> <li>○ Paragraph (b)</li> </ul> </li> </ul> <p>Once AP 6610 is updated, sheet will be shared with J. Hinostroza, who will then share it with the committee.</p>	
VII.	Cross teams planning	I.B.1	<u>No discussion due to limited meeting time.</u>
VIII.	Closing the communication loop	I.B.1	<u>No discussion due to limited meeting time.</u>
IX.	Other		

2021-22 Meetings 11:00-12:30pm, 1st & 3rd Mondays  
**Fall 2021** September 20 October 4 & 18 November 1 & 15  
**Spring 2022** March 7 & 21 April 4 & 18 May 2 & 16