



PIE COMMITTEE

October 16, 2023, Minutes
11:00 – 12:30 PM
Via Zoom Meeting

Members

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| Jennifer Hinostroza, Faculty Natural Sciences, Co-Chair | ✓ | Krupa Patel, Instruction Business Analyst | ✓ |
| Patty Quinones, Director, RIE, Co-Chair | ✓ | Vacant, Faculty - credit | |
| Meghan Chen, Associate Vice President, Instruction | | Stacy Bacigalupi, Psychology, Faculty | ✓ |
| Vacant, formerly Associate Dean, Business | | Pauline Swartz, Library/Learning, Faculty | ✓ |
| Annel Medina Tagarao, Educational Research Assessment Analyst | ✓ | Landry Chaplot, School of Continuing Ed, Faculty | |
| Christopher Jackson, Faculty Outcomes Coordinator | ✓ | Vacant, Student Services, Faculty | |
| Roger Willis, Academic Senate President | ✓ | Cathy Hayward, Facilities – CSEA 262 | |
| Clarence Banks, Director, Student Services | ✓ | Vacant, CSEA 651 | |
| Lance Heard, Associate Dean, Humanities and Social Sciences, Instruction | ✓ | Brandon Yee, Student Representative | ✓ |
| Sarah Plesetz, Associate Dean, Technology & Health, Instruction | | Rosa Royce, Budget Committee Liaison | ✓ |
| John Vitullo, Associate Dean of Natural Science, Instruction | ✓ | Tika Dave-Harris, Human Resources | ✓ |
| Vacant, formerly Dean, Natural Sciences | | Megan Moscol, Senior Facilities Planner | ✓x |
| Pedro Suarez, Assistant Director Academic Technology, IT Services | | | |

Guests: Minerva Avila

| <u>Meeting Agenda</u> | <u>ACCJC Standard</u> | <u>Outcomes</u> |
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| I. Welcome & Introductions | | <ul style="list-style-type: none"> Jennifer Hinostroza welcomed committee members. Minerva Avila, SCE manager will attend PIE meetings as a guest until the President’s Advisory Council (PAC) approves her term. Nuventive Rep. Upgrade discussion at a future PIE meeting and PIE Small Group Update was added to the agenda. |
| II. Approval of Minutes: October 2, 2023 | | <ul style="list-style-type: none"> October 2, 2023, meeting minutes were approved. |
| III. Committee Purpose, Function, Membership & Goals | IB.9 | <p>Jennifer had committee members review the Purpose & Function sheet.</p> <ul style="list-style-type: none"> There were no changes made to the Purpose & Function Section. Changes were made to the Membership section. <ul style="list-style-type: none"> Committee members decided to remove from the list one faculty, one manager position and changed the Noncredit position to a Noncredit manager position. Minerva Avila has been appointed to serve as the Noncredit manager. <p>Jennifer will update membership section once she receives the current Purpose & Function sheet from the president’s office.</p> <ul style="list-style-type: none"> Committee members reviewed the Goals, Progress and CCCCCO VISION 2030 reports. <p>A change was made to Goal #3</p> <ul style="list-style-type: none"> Recommended ways to prioritize equity (add DEISA+) in the |

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| | | <p>development of planning processes.</p> <p>After CCCCCO VISION 2030 review. Goal #7 was added, which reads:</p> <ul style="list-style-type: none"> ○ Align our work with District and CCCCCO VISION 2030. |
| <p>IV. PIE review of facilities requests</p> | <p>IB.9</p> | <p>A meeting between Jennifer and Megan Moscal (Senior Facilities Planner) was held to discuss how facilities can improve with the PIE process.</p> <ul style="list-style-type: none"> • Megan shared facilities can improve by: <ul style="list-style-type: none"> ○ Helping users understand the difference between work orders and resource requests. ○ Working with the campus on using the Initiation form and improve communication on the estimation process. ○ Organizing the information on Smartsheet and Facilities resource requests. ○ Work on duplicate resource requests. ○ Working with divisions on project requests. ○ Make recommendations around data and space planning. ○ Information is maintained on campus through Banner, 25 live, and FUSION. ○ This information also aligns with the smaller PIE work group. • One committee member asked Megan to explain FUSION. <ul style="list-style-type: none"> ○ FUSION is a database software that is maintained by the Chancellor’s office who evaluates campus spaces for additional funding. FUSION is linked to Banner and scheduling data. |
| <p>V. PIE facilities request vs work orders</p> | <p>IB.9</p> | <p>Committee members had a detailed discussion on facilities request vs. work orders.</p> <p>Committee members gave suggestions:</p> <ul style="list-style-type: none"> ○ Resource requests should be prioritized in the manager’s PIE. ○ The PIE committee should provide an audit to ensure requests are correct. ○ Jimmy Tamayo’s group has volunteered to review the facilities worksheet gaps. ○ Work on a timeline when notifications are received. ○ Make a separate resource request and get estimates on parts that would come together for a project. ○ Facilities handbook would be helpful. <p>The Facilities webpage will provide a flowchart that explains whether resource request should be submitted through PIE or through the work order process.</p> |
| <p>VI. Other – Nuventive Rep. Upgrade discussion at a future PIE meeting.</p> <p>VII. PIE Small group update</p> | | <p>Jennifer mentioned, in past meetings committee members would like to invite the Nuventive representative to a future PIE meeting so that the new upgrade can be discussed.</p> <ul style="list-style-type: none"> ○ There is no need for the representative to attend the PIE meeting. An Outcomes meeting is scheduled with Nuventive to discuss the upgrade. Information will be brought back to PIE committee members. <p>Patty gave a brief update on what was discussed with the small group:</p> <ul style="list-style-type: none"> ○ PIE cycle |

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| | | <ul style="list-style-type: none">○ Annel is gathering PIE cycle information from other colleges.○ Comprehensive PIE vs. annual PIE○ VP PIE discussion○ Add a resource request handbook to the small group which will be added as we update PIE.○ Timelines○ Working on specific themes for direction.○ Using a common resource request rubric and incorporate DEISA. |
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2023-24 Meetings 11:00-12:30PM 1st & 3rd Mondays
Fall 2023: October 16, November 6, November 20, December 4