

**SAN DIEGO MESA COLLEGE
PLANNING AND INSTITUTIONAL EFFECTIVENESS COMMITTEE
Minutes for 29 November 2011**

PRESENT: Donald Abbott (Co-Chair), Jill Baker, Joi Blake, Richard Chagnon, Bill Craft, Cherie Deogracias, Jan Ellis, Jonathan Fohrman, Madeleine Hinkes; Angela Liewen Romeo, Laurie Mackenzie, Tim McGrath (Co-Chair), Kari Parker, Monica Romero

ABSENT: None

GUESTS: Robin Watkins; Kathleen Wells

I. CALL TO ORDER made by Abbott at 3:35 PM

A. M/S (Romero / Mackenzie) to approve minutes of meeting of 8 November 2011 with no changes; approved.

B. Announcements: Sense of the committee to approve spring PIEC retreat date as 10 February from approximately 9:30 AM–2:30 PM.

Abbott welcomed Fohrman as a consultant to the PIEC.

Abbott announced that PIEC members had been enrolled in FLEX activity #64013 for their participation on the committee. Members should sign onto the FLEX website after 5 December to indicate completion of the activity.

Abbott asked that when PIEC members send him e-mails regarding committee business they include Co-Chair McGrath as an addressee.

C. Changes to Agenda: Discussion of the proposal for the Classified Prioritization Committee moved to top of agenda for the benefit of our guests.

II. PROPOSAL FOR CLASSIFIED PRIORITIZATION PROCESS (Romero, Wells, Watkins)

Romero submitted the modified rubric for the Classified Prioritization Committee, with changes incorporating suggestions from PIEC members made during the 8 November meeting. Considerable discussion followed. Questions were raised regarding: classified personnel whose services were shared by more than one department or service area; and tech support across campus. Much of the discussion revolved around a single issue: the membership of the proposed committee. The two principal positions expressed were: (1) the committee should be composed of classified personnel only because inclusion of administrators might make classified members hesitant to speak freely; and (2) admin members should be on the committee in order to hear the arguments so that recommendations from the committee would have greater support among administrators. No resolution was reached—sense of the committee to hold an *ad hoc* meeting among McGrath, Craft, Romero, Wells, Watkins, and Liewen Romeo (or as many who could gather) before the next PIEC meeting to reach a resolution.

III. ACCREDITATION (McGrath)

Deferred owing to lack of time.

IV. STRATEGIC PLANNING PROCESS (Baker)

A. Baker reported that work was progressing on the KPI Scorecard and that she expected completion within two weeks.

B. Abbott asked for volunteers for the Retreat Sub-Committee (created at 8 November PIEC meeting). The Sub-Committee will review the KPI Scorecard and review annual objectives and priorities before the PIEC retreat. Baker will call the meeting. Liewen Romeo, Ellis, and Mackenzie (tentative) volunteered to serve. Further participation by PIEC members is encouraged.

IV. PROGRAM REVIEW PROCESS (Romero)

Deferred owing to lack of time.

V. ALLOCATION RECOMMENDATION PROCESS (Abbott)

A. Abbott presented the third version of his proposal for implementing an integrated and aligned allocation recommendation process, incorporating recommendations from the 29 November PIEC meeting and making recommendations for presenting the proposal to participatory governance groups. Abbott emphasized that the plan now belonged to the PIEC (rather than any individual) and that the committee would be responsible for bringing it to the campus for vetting through the participatory governance process in the spring semester. The sense of the committee was to defer approval of the presentation until the 6 December PIEC meeting. M/S (Baker / Blake) to approve the proposed plan for revising the Allocation Recommendation Process; approved unanimously.

B. Abbott suggested that the leadership of the 'silo' committees be invited to a PIEC meeting early in the spring semester to discuss the new Allocation Recommendation Process and the rubrics that their committees will create.

VI. The sense of the committee was to employ a reduced agenda for our 6 December meeting focusing on four items: (1) Classified Prioritization Committee proposal; (2) Faculty Prioritization Committee rubric; (3) PRC goals matrix; and (4) final review of Allocation Recommendation Process PPT presentation.

VI. ADJOURNED by Abbott at 5:12 PM.

Submitted by D. Abbott

Approved: _____