PIE COMMITTEE

April 19, 2021 Minutes
11:00 – 12:30 PM
Via Zoom Meeting

Members

X Jennifer Hinostroza, *Faculty Natural Sciences*, **Co-Chair**
X Michelle Sampat, *Associate Dean of Instructional Services*, **Co-Chair**
X Fawaz Al-Malood, *Associate Dean, Business*
Monica Cantu, *Director, IT*
X Meghan Chen, *Dean, Library & Learning Resources*
X Mark Lowentrout, *Dean, Arts*
Vacant, *Associate Vice President, Instruction*
Thomas Mauch, *Associate VP, Student Services*
X Kate Morales, *Coordinator, IT Services*
X Kim Leiloni Nguyen, *Faculty Outcomes Coordinator*
X Pedro Suarez, *Instruction Business Analyst*
X Annel Medina Tagarao, *Educational Research Assessment Analyst*
X Chisa Uyeki, *Academic Senate President*
John Vitullo, *Associate Dean, Natural Sciences*
Vacant, *Faculty*

X Lance Heard, *Technology & Health Faculty*
Bruce Nixon, *Technology & Health Faculty*
X Landry Chaplot, *School of Continuing Ed Faculty*
Bernard Somers, *Faculty-Student Services*
Vacant, *Student Representative*
X Alexis Carter, *Human Resources*
X Mark Fernandez, *Classified*
Vacant, *Classified*
Vacant, *Budget Committee Liaison*
Vacant, *Facilities*

Guests

X Morris Rodrigue, *VP, Administrative Services*
X Gary Nellesen, *Executive Director, Facilities Plan and Management*
X Angel Lujan, *Counselor*

Meeting Agenda	Outcomes
I. Welcome: Jennifer Hinostroza, Michelle Sampat	M. Sampat and J. Hinostroza welcomed the committee as well as the guests for today's meeting, M. Rodrigue, and G. Nellesen.
II. Approval of Minutes: April 5, 2021	Approved with the recommendation of having detailed minutes and identifying members in minutes as first initial, last name.
III. Administrative Services: Morris Rodrigue IV. PIE Facilities Requests: Gary Nellesen	**III.** M. Sampat provided an update regarding the purpose of the PIE committee to guests. There currently is an amended PIE process, in which PIE unit completers only complete the Where We Are Going section of PIE where goals and resource requests are entered. This is the only section required and has brought confusion to users, resulting in numerous, minor, basic supplies being entered as resource requests. The committee looks at improving and redesigning the PIE process in the upcoming years. M. Sampat asks the guests, G. Nellesen and M. Rodrigue for their perspective in terms of PIE: • What do they like about PIE, and what struggles do they have? M. Rodrigue Concerns/Struggles with PIE: • Certain supply requests should not be submitted in PIE, but should be reviewed within the actual budget planning process. • Cost of supplies aren't accurate due to supply increases and the software in Questica is limited with assisting with this issue. • There are ongoing budget items listed in PIE but should be incorporated in the annual budget. • There are many elements in total cost of ownership, and it would be helpful in the front-end of decision making to

| | have an understanding of what will be done regarding cost and management of facilities.

Committee Concerns/Challenges:
- Planning process doesn't allow divisions to capture growth and provide back into regular budget year after year. (M. Lowentrout)
- Divisions are asked to add classes, creating an increased need for funds for supplies and materials. Is there a way to build this into system more sufficiently to limit the requests to augment funds? (M. Sampat)
- Budget money isn't released until a year and half later from initial PIE request. There is no guarantee funding will be received. (*Hopefully, PIE and Budget Committee can find a resolution, so departments don't receive funds based off of requested needs.)* (M. Fernandez)
- There is a need to create a process for ongoing funding for items that have increased costs yearly and a better process and planning for PIE, especially in growing departments. (*This impacts everyone on campus.*) (M. Fernandez)
- How to address ongoing needs that aren't funded? (M. Chen)

M. Rodrigue Recommendations:
- Continue communication with Fiscal regarding cost increases and discuss technology solutions in the future.
- During budget process, ask Fiscal for some assistance with ongoing funding increases.
- Creating a list, not to bypass PIE process, but to make sense of the supply increase or other items, where a department/division is forced to add cost.
- Streamline the process more sufficiently into the system to limit requests to augment funds. (*Budget Committee is currently viewing how to incorporate this into the process.*)
- Cross reference ideas on how to attack items that don't belong in PIE, be cautious and look for alternative approaches.

Committee Recommendations:
- Create a formula to quantify what budget increases are needed when classes are added. (*If more lab classes are added, then more lab materials are needed, which means more expenses are needed to accommodate growth.*) (M. Chen)

M. Sampat mentions a seat was included for a Budget Committee and Facilities Representative for this committee, and they'll be appointed by M. Rodrigue. Hopefully, these seats will be filled this term or by next fall.

IV. M. Sampat expressed to G. Nellesen that the committee has questions and concerns aligned with facility requests.
- Is there a way to get PIE closer to the actual price with an estimate everyone is using across campus?
- What needs to be in PIE?

G. Nellesen Concerns/Struggles with PIE:
- Deciphering between what facility requests belong in PIE and which do not.

		• Differentiate between the types of projects: emergency or nonemergency. Committee Concerns/Struggles with Facility Requests & PIE: • How can we make the facilities requests in PIE appropriate, meaningful and not overly frustrating? (M. Sampat) • The completion process of a project (*ex. Remodel*) isn't timely if a facilities request is mentioned in PIE. (M. Fernandez) G. Nellesen Recommendations: • Alert facilities regarding the needs of Instruction and Student Service, so they can plan and save costs by bundling projects. • The sooner Facilities is aware of requests, the better they can support the Unit PIE completers in prioritizing and submitting the requests in PIE. • Provide cost ranges PIE users can work with regarding the cost models for office spaces. • Have the Budget Committee, Facilities Advisory Committee, and PIE Committee to close the loop in ensuring the total cost of ownership models that are being developed for facilities in construction. G. Nellesen Resolutions: • The facilities team is making progress in being aware of requests, closing the loop if requests aren't fulfilled, and bring in more staff that handle repair and reconfiguring projects. • A list of the types of requests that have been listed in PIE has been created as a reference guide for Unit PIE completers. Committee Recommendations: • Issue a quote for facility requests that provide costs of items due to the Unit PIE completer being asked to give accurate costs. (M. Sampat) • Splitting the PIE process of Instruction and Admin Services. (M. Fernandez) • Take the facility request (ex. Remodel) out of the cost process and only include the request. (M. Fernandez) • Create and utilize a checklist to streamline process. (M. Fernandez) • College purchase more sustainable options and review the cost of items to ensure items are echo friendly and cost efficient. (C. Uyeki) • Timeline provided and better communication within process to better know where we are and why. (C. Uyeki) • Include sustainability in PIE (M. Lowentrout) • Collaborate with facilities in providing items in PIE to figure out details regarding salary and benefit cost, as well as, the number of employees needed. (*It provides an advantage and is helpful based off his experience with his division working with facilities.*) (F. Al-Malood)
V.	PowerBI Data Dashboards: Annel Tagarao	Will be added to next meeting's agenda
VI.	Other	None

2020-21 Meetings	Fall 2020	November 16	Spring 2021	April 5 & 19
11:00-12:3PAM	September 21		March 1 & 15	May 3 & 17
1st & 3rd Mondays	October 19			