PIE COMMITTEE

September 20, 2021 Minutes
11:00 – 12:30 PM
Via Zoom Meeting

Members

X Jennifer Hinostroza, *Faculty Natural Sciences,* **Co-Chair**
X Fawaz Al-Malood, *Associate Dean, Business,* **Co-Chair**
Monica Cantu, *Director, IT*
X Meghan Chen, *Associate Vice President, Instruction*
X Mark Lowentrout, *Dean, Arts*
Thomas Mauch, *Associate VP, Student Services*
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*
X John Vitullo, *Associate Dean, Natural Sciences*
X Bruce Nixon, *Technology Faculty*

X Lance Heard, *Technology & Health Faculty*
Vacant, *Faculty*
X Landry Chaplot, *School of Continuing Ed Faculty*
Bernard Somers, *Faculty-Student Services*
Vacant, *Student Representative*
Alexis Carter, *Human Resources*
Mark Fernandez, *Classified*
Vacant, *Classified*
X Rosa Royce, *Budget Committee Liaison*
X Gary Nellesen, *Executive Director, Facilities Plan and Management*

Guests

X Valerie Arenas Rey, *Special Projects Director, Facilities Plan & Management*

Meeting Agenda	Outcomes
I. **Welcome: Jennifer Hinostroza, Fawaz Al-Malood**	Committee members introduced themselves and co-chairs welcomed members to the meeting.
II. **Approval of Minutes: May 17, 2021**	Approved
III. **Facilities Request Form – Jennifer Hinostroza**	PIE Facilities Project Initiation Form • V. Arenas Rey presented and explained form and its process to the committee. • Guidelines regarding how to identify priority project and how many projects, haven't been established yet. • Form is projected to be available by November and Unit PIE Completers will have access to the form. • The goal is to filter through the types of requests/projects to ensure PIE requests facilitate through this process. • A limit for the number of projects per department/division will be created to assist Facilities and allow for the most important projects to be initiated. • Form was approved by committee and will be sent to IEC for approval. Recommendations: • C. Uyeki suggested a timeline for process and submission of form for unit users. • M. Chen suggested info sessions to walk users through the process of completing form accurately. • First deadline for Unit PIE is May 15th. M. Lowentrout agreed to G. Nellesen's suggested deadline date of May 1st for projects. • J. Hinostroza suggested to include emergency requests to allow departments/divisions to receive appropriate cost

		estimates for items in PIE and for new projects that are put into PIE. Many times a lower priority project becomes top priority and departments shouldn't be penalized due to not having a facilities estimate on the project.
		• V. Arenas Rey mentioned emergencies usually take precedence to anything else; Risk Management is included in this effort for emergency situations. Whether project is on PIE or not, facilities wants to fix issue as quickly as possible.
		• P. Suarez suggested to automate form; create link in PIE to allow user to complete. Either Soft box or Smartsheet could be used to create automated form.
		• J. Hinostroza will send P. Suarez form to begin creating automated form on Smartsheet.
IV.	Purpose, Function & Membership – Jennifer Hinostroza	Committee reviewed Purpose, Function and Membership form and made revisions.
V.	PIE Goals 2021-22 – Jennifer Hinostroza & Fawaz Al-Malood	PIE Goals for 2021-22 will remain the same as last year's due to the committee being established as an official committee at the end of Spring 2021.
VI.	Other	1. Brainstorm: VP PIE; agenda item for next meeting. 2. P. Suarez shares screen to show demo of Quality PIE with updates. Demo of Quality PIE w/ updates: ▪ Condensed hamburger menu and sections are in order. ▪ Videos can be imbedded in PIE. ▪ Split screen feature available while utilizing PIE.

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