

PBIE COMMITTEE MEETING - December 6, 2007

Present: Michelle Tubbs, Paul Basinski, Susan Parry, Roberta Smith, Christine Work, Roslyn Smith, Terri VanEveren, Beverley Marchesani, Alex Jakubowski, Tom Stack, Wayne Smith, Gabe Triefenbach-Kramer, Susan Parry, Ming Wang

Excused: Jean Halpern

The Meeting was called to order by Co-chairperson Michelle Tubbs. The minutes of the meeting of 11/29/07 were approved by a majority vote.

The presentation to the Cabinet by Michelle Tubbs and Paul Basinski was well received by the Cabinet members. Paul read a letter from President Richards commending the committee for the work which was done this year.

Roberta Smith reported that the Cabinet members did have a thoughtful discussion on the committee report, and agreed with most of the initiatives. Roberta also reported that the Cabinet would like to have more items ranked. Michelle mentioned that we ranked according to the AVP number of initiatives ranked. Paul pointed out that as the committee continues to work, we would expect more overall submissions from year to year. One suggestion could be to ask the AVP's to rank additional items.

Ros Smith mentioned that some additional items such as software may be needed and it is possible that some unused monies from an area can be used to fund certain items from other areas, such as the additional software.

Michelle stated that it is important to have AVP's load the initiatives on to the PIP system in time for the committee to review them. Roz Smith explained that some initiatives will be funded even if not ranked, such as boiler maintenance. Roz spoke about the value of everyone at the college having access to view the budget initiatives and learn about each others needs.

Michelle and Paul announced that the committee will convene for our first meeting in 2008 on Thursday January 24th.

Christine Work presented information on what the committee can work on for the Middle State's "Periodic Review Report." Christine will be developing a survey to review the current PIP process and system. The committee should also identify accountability measures for ranked/funded initiatives.

The meeting was adjourned at 12:00 noon by Co-chairperson Paul Basinski.

(See attached copy of the letter to the committee from President Richards, and the Assessment Survey framework presented by Christine Works)

Respectfully submitted,

Beverley Marchesani