

PBIE Minutes Thursday, March 26, 2009

Present: Michelle Tubbs, Co-chair: Cynthia Richichi, Christine Work, Gabriele Triefenbach-Kramer, Michael Roe, Mindy Ross, Ming Wang, Beverley Marchesani, Joe Litow

Excused: Paul Basinski, Alex Jakubowski, Tom Stack, David Kohn, Nadia Rajz

1. Minutes of March 5th were approved by vote.
2. Michelle has sent our surveys for PIP assessment cycles.
3. Michelle and Paul have met with the PIP users from Institutional Advancement, Student Services, and Administration to collaborate on the structure and function of the PIP system. In her recent e-mail to PIP users, Michelle addressed the issue of new personnel taking over positions becoming aware of what has already been submitted, and following through on the work already done by their predecessors.
4. Policies and Procedures Manual:
(Minute taker will make changes to draft document and forward to the Co-chairs to proof read)
5. Open Forum:
Michelle shared a document received from President Richards outlining topics to be discussed with the Cabinet on April 8th. (see attached document) The committee will be represented at the meeting by Co-chairs Paul Basinski and Michelle Tubbs. Discussion ensued regarding the committee's role in faculty and personnel requests which are submitted through the PIP system. Committee members expressed concern about considering faculty in the same venue as program items. Michelle will discuss with Cabinet the concept of categorizing equipment, facilities, and faculty (separated into groupings, such as : faculty replacements, faculty needed for new programs, faculty needed for program expansion, etc.) into discreet categories , and retaining the committee's vote on prioritizing faculty.
Discussion ensued on the concept of which items should not be entered on PIP. The members were in favor of the initial inclusion of all items in order to stimulate awareness among members of the college community. Other concerns for the April 8th meeting can be e-mailed to the Co-chairs.

The next meeting will be on April 9, 2009 in the Morrison music room.

Respectfully submitted,
Beverley Marchesani