

## **Institutional Planning Committee (IPC) Meeting**

**Friday, April 6, 2018**

**1:00 – 3:00 p.m.**

**College Heights Conference Room, B10-468**

Meeting Attendees: Alicia Frangos, Laura Demsetz, Andreas Wolf, Sandra Stefani Comerford, Erica Reynolds, Anniqua Rana, Hilary Goodkind, Sarah Mangin, Ludmila Prisecar, Paul Hankamp, Katrina Relos, Hilary Ego, Ellen Young, Elnora Tayag, Jeremiah Sims

### **MEETING SUMMARY**

#### **Review of the Agenda**

Agenda approved.

#### **Review Summary Notes from the February 23, 2018 Meeting**

Summary from February 23, 2018 approved.

#### **Mission and Values Statement Finalization**

Jeremy presented the final version of the Mission and Values Statement for approval from IPC.

Discussion between IPC members regarding the HSI (Hispanic Serving Institution) portion of the Mission Statement ensued. Jeremy explained that it was a good way of letting the community know we are an HSI.

A discussion followed, in which some rewording occurred. A motion to move the HSI phrase to the values section was approved by the committee. With that change, the majority approved the statement. One member was opposed to the change. The statement will be moving onto the Board for approval.

#### **Review Draft of Planning/Governance Manual**

Mike presented the draft of the manual to date and handed out a draft and a copy of the annual planning calendar to committee members. Mike explained how the attempt is made to distill down something extremely complex to be represented in a much smaller way. He explained the planning cycle and how everything is going on synonymously. He emphasized sticking to a planning process that is easy for most to understand but not have a process that's too rigid.

Mike then handed out a status of the progress of the Planning Manual. He pointed out that it has to be written to ACCJC specifications and expounded upon how the entire planning cycle works. Mike went over the appendices that he felt were important for the committee to see. There was discussion and input on appendices from committee members. Mike suggested having the planning manual be updated annually. He distributed Appendix B to the committee and discussed the Summary of Key Recommendations and Decisions, which was last updated in 2013 (see handout).

An example planning calendar was distributed for perusal (see handout). He suggested getting a small sub group to hash out the process.

Mike said that it will be presented again when it's closer to finishing for final review. The goal is to finish part 1 through 5 in April and present it during the May 18<sup>th</sup> meeting for approval on that section, and then present the entire manual for approval the first meeting in fall when IPC reconvenes.

#### **Update on Educational Master Plan (EMP) Process**

Hilary Goodkind updated the committee on her EMP process and meetings, of which there is one left, and the data she is amassing. She will be analyzing the data after the last meeting is finished. On May 18<sup>th</sup>, there will be a longer meeting to discuss all the findings before she writes the EMP over the summer, for approval in the fall when the committee reconvenes.

#### **Review Draft of the 2018 CSM Sustainability Plan**

Hilary Ego presented a PowerPoint presentation showing all of the sustainability programs that have been going on at CSM within the last couple of years and their continued success. She explained how we are one of the largest sustainability staff in at the community college level in the country and the goals for being waste-free in the not-too-distant future. The new sustainability plan will be sent to the Board for approval, and she wanted to get IPC's input. The presentation was well-received and there was a short question and answer session afterwards.

Meeting adjourned at 2:28 p.m.