

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

**Wednesday, January 16, 2019**

**1:00 – 3:00 p.m.**

**Room 18-206**

**Members:** Emily Barrick, John Burrigh, Tarana Chapple, Michael Claire (ex-officio), Sandra Stefani-Comerford, Laura Demsetz, Heidi Diamond, Krystal Duncan, Alicia Frangos, Georgia Giari, Fauzi Hamadeh (co-chair), Kim Lopez (co-chair), Paola Mora Paredes, Teresa Morris, Luis Padilla, Erica Reynolds, Jose Rocha, Richard Rojo, Elizabeth Schuler, Arielle Smith, Elnora Kelly-Tayag, Jeremy Wallace (co-chair),

**Absent:** Sarah Mangin-Hinkley, David Laderman, Madeleine Murphy, Hilary Goodkind, Ludmila Prisecar, Jan Roecks, Jia Chung

**Guests:** Mike Holtzclaw, Jeremiah Sims, Mary Vogt

### **MEETING AGENDA**

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

One change on the agenda: Hilary Goodkind is out sick so her agenda item was moved to the February meeting.

#### **Review Summary Notes from the December 5, 2018 meeting**

Minutes were approved.

#### **Review Summary of Key Recommendations and Decisions Matrix**

Mike announced that we are in the last stages of completing the Planning Manual. He explained the structure of the planning manual and what it covers, including participatory governance, their roles and responsibilities, the responsibilities of the president, the administration and the Board of Trustees. Mike distributed a copy of the matrix for review. He then went over some sections of the document to clarify how it works. (See handout). He requested that IPC take official action to approve the planning manual at the next meeting.

#### **Approve Finance Committee Mission**

Mike presented the Finance Committee mission (see handout). The Finance Committee has approved the draft. Mike asked that IPC approve the draft mission as well, after reviewing it. Teresa asked what sort of reporting the FC will be required to make to IPC. Mike responded that that will be determined at a future meeting, adding that everyone is welcome to attend the meetings. He estimated that reporting to IPC would probably be 1-2 times per year, if not more, and that IPC may also request the Finance Committee present their progress as well. Fauzi asked whether it was quorum or Brown Act and the committee decided quorum would be adopted. Kim moved to accept the Finance Committee Draft with changes, Jeremy second the motion and all approved.

## Update on Technology Committee

Tarana presented an overview of the CSM Technology Committee. The new committee convened just before winter break. The Technology Committee will be a subcommittee of IPC, and as such, will be reporting to IPC periodically. It will be composed of staff, administrators, students and classified staff.

Tarana listed some of the members of the committee (see handout). The next meeting is next week, when they will draft their mission statement, which will come to IPC for approval at a future meeting. In addition, a technology plan will be developed. The difference from DEETC is that this committee's work covers the entire campus, not just distance education, and is a way to make sure CSM is keeping up with current technology.

Kim announced that the planning manual would be coming back as an action item in February, as well as the ISER.

Meeting ended at 1:46 p.m.

Next Meeting: February 6, 2019