

## Institutional Planning Committee (IPC) Meeting

November 20, 2019

1 – 3 PM

**Members:** Emily Barrick, Tarana Chapple, Elizabeth Consavari, Heidi Diamond, Krystal Duncan, Allie Fasth, Alicia Frangos, Max Gaines, Kim Lopez, Teresa Morris, Madeleine Murphy, Rosemary Nurre, Luis Padilla, Erica Reynolds, Jose Rocha, Jackie Santizo, Elizabeth Schuler, Elnora Kelly Tayag, Jeramy Wallace, Todd Windisch, Chun Wai (Mark) Wong, Chris Woo, Andrew Young

**Co-Chairs:** Fauzi Hamadeh, Micaela Ochoa, Arielle Smith

**Guests:** Mike Holtzclaw, Hilary Goodkind, Richard Rojo, Mary Vogt

**Meeting Facilitator:** Arielle Smith

### MEETING AGENDA

Item #	Item	Person Responsible	Time	Action
1.	Welcome and Review Agenda	Arielle Smith	1 Min.	Action
2.	Acknowledgements and Brief Announcements  <b>Forum for Feedback on Qualities and Attributes for Chancellor</b> Thursday, November 21, 2019 <ul style="list-style-type: none"><li>• Skyline College: 1 p.m. – 2 p.m. (Building 4, Room 148)</li><li>• College of San Mateo: 3 p.m. – 4 p.m. (Building 10, Room 195)</li></ul> <b>Classified Senate Winter Holiday Get Together</b> Tuesday, December 17, 2 – 3:30 PM, College Heights  <b>Postpone EMP Implementation</b> November 20 to December 4 <sup>th</sup> (draft) and Finalize on December 18 <sup>th</sup> (final)	All	5 Min.	Information
3.	Review and Approve Minutes from November 6, 2019	Arielle Smith	2 Min.	Action

4.	ASCSM Fall Update	Andrew Young	15 Min.	Information
5.	Marketing Project Request System System Introduction, process, how requests will be evaluated/prioritized	Rich Rojo	20 Min.	Information and Discussion
6.	Technology Plan Update	Tarana Chapple	1 Min.	Information
7.	Sustainability Committee Update	Fauzi Hamadeh	10 Min.	Information
8.	EMP – Promise Program	Hilary Goodkind	10 Min.	Discussion and Action
9.	Building 17 Update	Micaela Ochoa	1 Min.	Information
10.	Aspen Award document	Hilary Goodkind	30 Min.	Information and Discussion
11.	<p>Tentative Agenda Items for December 4, 2019</p> <ul style="list-style-type: none"> <li>• Constituent Relationship Management (CRM) Update</li> <li>• Draft EMP Implementation Plan</li> <li>• Aspen Award</li> <li>• Student Hunger Initiative Update</li> <li>• DE committee change</li> <li>• Other Items</li> </ul> <p>Tentative Agenda Items for December 18, 2019</p> <ul style="list-style-type: none"> <li>• Draft EMP Implementation Plan</li> <li>• College Budget Update</li> <li>• Resource Request Update</li> </ul>	Fauzi Hamadeh	2 Min.	Information
11.	Adjourn	Fauzi Hamadeh	1 Min.	Action

December 4, 2019 IPC, 1PM-3PM  
December 18, 2019 IPC, 1PM-3PM  
January 22, 2019, IPC, 1PM-3PM  
February 5, 2019, IPC, 1PM-3PM  
February 19, 2019, IPC, 1PM-3PM  
March 4, 2019, IPC, 1PM-3PM  
March 18, 2019 IPC, 1PM-3PM  
April 15, 2019 IPC, 1PM-3PM  
May 6, 2019, IPC, 1PM-3PM  
May 20, 2019 IPC, 1PM-3PM