

# Institutional Planning Committee (IPC) Meeting

Building 18-206

January 22, 2020 | 1:00 – 3:00 PM

## Members in Attendance:

Tarana Chapple, Heidi Diamond, Krystal Duncan, Allie Fasth, Alicia Frangos, Max Gaines, Kim Lopez, Teresa Morris, Luis Padilla, Erica Reynolds, Jose Rocha, Jackie Santizo, Elizabeth Schuler, Todd Windisch, Chun Wai (Mark) Wong, Andrew Young

## Guests in Attendance:

Alex Kramer, David Laderman, Edna Letran, Karrie Mitchell, Jeremiah Sims

## Co-Chairs in Attendance:

Micaela Ochoa, Arielle Smith

## Absent:

Emily Barrick, Elizabeth Consavari, Fauzi Hamadeh, Madeleine Murphy, Rosemary Nurre, Richard Rojo, Elnora Kelly Tayag, Jeramy Wallace,

**Facilitator:** Micaela Ochoa

## Minutes

### 1. Welcome and Review Agenda

Micaela welcomed members and guests to the IPC meeting. The meeting was called to order at 1:01 pm. Micaela announced that Fauzi was not going to be present at the meeting. The agenda was reviewed and unanimously approved as presented.

### 2. Acknowledgements and Brief Announcements

- CSM Football Championships. Kim Lopez shared that CSM won the Football Northern California Championship and we were invited to play the CA State Championships in Bakersfield in mid-December. CSM didn't win but the team did a fantastic job. We are really proud of them. She encouraged members to acknowledge them on their championship and participation in the Championship.
- Center for Equity, Leadership & Community (Building 17) Update Ribbon Cutting: Micaela provided an update on Building 17's ribbon cutting and invited the team to attend the event scheduled for March 11, 2020 from 2:00 to 4:00 PM.
- Kim stated that the Spring Semester is off to a good start on it's the second week.

### 3. Review and Approve Minutes from December 4, 2019

Micaela presented the December 4<sup>th</sup> meeting minutes and asked members to review them. The minutes were reviewed and approved as presented.

#### **4. Scale of Adoption Report for Guided Pathways**

Allie Fasth began by stating that at the last meeting she shared some of the work related to the EMP Implementation plan in collaboration with Equity and Workforce. She presented an overview extracted from the Scale of Adoption Report (SAR). She shared that the SAR is an annual report that been submitted to the state for 3 consecutive years. This is the 4<sup>th</sup> year. She explained that the report captures various elements of the Guided Pathways work across campus that relates to the 4 pillars. She shared that the state has refocused the progress of this report to identify areas of improvement. The report is due to the State Chancellor's Office by March 1<sup>st</sup>, 2020. The Scale of Adoption Report will be going through different committees for approval: IPC, Academic and Classified Senate, and the final approval takes place with the Board of Trustees. The full report will be presented at the next IPC meeting for approval (February 5). Feedback needs to be sent directly to Allie before the next IPC Meeting on February 5. She will integrate any feedback provided in the final report. A draft of the Guided Pathways Essential Practices: Scale of Adoption Self-Assessment and extract of the report presented today is posted on the [IPC Website](#).

#### **5. Update on Client Relations Management (CRM) System**

Karrie Mitchell, Vice President of Planning, Research and Institutional Effectiveness, provided an overview of the Constituent Relationship Management (CRM) system, background, capabilities, and CSM consequently work. She pointed out that WebSMART won't go away. The [CRM Update for CSM](#) presentation has been posted on the IPC Website. Kerrie mentioned that she has attended many meetings to provide updates on CRM and would like to continue attending meetings where needed. She communicated to not hesitate to invite her to other meetings and she'll be happy to present on the CRM.

#### **6. Review and Affirm CSM's Resource Request Process**

Arielle recaptured the CSM Resource Requests process as detailed in the email received at the end of the fall semester on December 12, 2019. Kim Lopez stated that IPC's role is to review the resource request process, verify that the appropriate participatory governance process had been followed and identify ways to improve the process.

Positive feedback was provided for the process, information, transparency and for the value given to all the positions; Deans' collaboration and the opportunity to review requests together ahead of time; spreadsheets made the process easy; and knowing what to expect January was convenient.

*The process followed: resource requests submitted by department and programs to Deans; Deans met with departments and programs for decision-making; requests reviewed and prioritized by the Administrators Council: Academic Senate and Classified Senate; requests were forwarded to Kim; Kim worked with Business Office to determine funding.*

#### **7. Update on President's Centennial Planning Committee Meeting**

Kim Lopez shared information presented to the CSM Centennial's Committee members on Thursday, January 16. They received an overview on the CSM100 Celebrating History and Impact of College of San

Mateo, CSM Overview, and 2018-2019 Fact Sheet at the meeting. Presentations are posted on the [IPC website](#).

Kim shared with IPC members that CSM is the oldest postsecondary institution in San Mateo County having been established in 1922. The second one is Notre Dame University established in 1923.

Kim provided some background on how the President's committee was formed. She said that committee members were chosen for their involvement and support to CSM for many years and includes elected officials, legislators, business leaders, non-profit leaders, and community leaders, with a role of crafting the vision for it and there will be a subcommittee of this committee that will be working on the fundraising aspects of it.

### **8. Facilities Management Certificate Program Information**

Heidi and Alex provided an overview and background information on the Facilities Management Certificate Program and how it was developed. They also talked about being the only college in Northern California offering the program, partnering with IFMA (International Facilities Management) and having a healthy job market in this field makes this program a great opportunity. Alex showed the Facility and Project Management at CSM video highlighting some of the program's successes: a student doubling her salary after completing the program, 12 out of 20 students of the first group have been already offered jobs. Information on [Facilities Management Certificate Program](#) including the video has been posted on the IPC website.

### **9. Center for Equity, Leadership & Community (Building 17) Update**

Tarana and Micaela provided an update on the Center for Equity, Leadership & Community (Building 17). Tarana reviewed the Fact Sheet detailing the purpose and renovation of this building and the descriptions of the different committees. The Ribbon Cutting for Building 17 scheduled for March 11<sup>th</sup> from 2:00 to 4:00 pm. She said that Rich Rojo has been involved in the planning, marketing, fact sheet design of building 17. The [Fact Sheet](#) describes the purpose, planning, utilizations, moves schedule, hours of operation, staffing, important dates, website, and it's posted on the IPC site.

Micaela shared that the moves schedule has been confirmed starting January 30 and repeated that Building 17 ribbon cutting is programmed for March 11<sup>th</sup>. The building will open after all IT has been installed. [Building 17 Directory](#) was distributed, reviewed at the meeting and posted on the IPC site.

### **10. College Budget Update**

Micaela provided an update on the current college budget. She shared that budget meetings with Deans and staff to discuss current budget are still in progress. She also communicated that the College Finance Committee has met 3 times. The College Finance Committee will be do a working session at their February meeting to develop, document, and communicate the annual budget cycle and budget status. The College Finance Committee will work together to develop and communicated these documents to the entire community.

A budget update will come back to IPC tentatively in March.

## **11. TAC Survey Results**

Tarana provided an update on the TAC Survey that was sent out before the winter break and thanked those who participated. She said that 90 responses were received and the results will be assessed at the next TAC Meeting in February. She mentioned that David McLain is working on the report including graphs. She reiterated that the purpose of the survey was to look at instructional technology in terms of AV equipment functionality and availability in each room. She said that there will be another survey going out to students in the near future and one more detailed survey going out next fall. Those surveys will help with the 3-year technology plan identifying what kind of professional development and/or equipment is needed.

## **12. Future IPC Meeting Agenda Items**

Micaela shared the draft agenda items for the February 5 IPC meeting and asked if anybody had any additional items.

### **February 5, 2020**

- EMP Implementation
- Accreditation Update
- Center for Equity, Leadership & Community (Building 17) Update
- Update on Chancellor Search Process
- Update on Tech Plan
- Strong Workforce Presentation
- Approve Scale of Adoption Report for Guided Pathways
- Strategic Enrollment Management

## **13. Adjourn**

Micaela adjourned the meeting at 2:43 pm