

**Institutional Planning Committee (IPC) Meeting**  
**Building 18-206**  
**March 4, 2020 | 1 – 3 PM**

**Members in Attendance:**

Tarana Chapple, Heidi Diamond, Krystal Duncan, Allie Fasth, Alicia Frangos, Max Gaines, Hilary Goodkind, Mike Holtzclaw, Kim Lopez, Teresa Morris, Rosemary Nurre, Luis Padilla, Erica Reynolds, Richard Rojo, Elnora Kelly Tayag, Chun Wai (Mark) Wong, Andrew Young

**Guests in Attendance:**

Tabitha Conaway, David Laderman, Edna Letran, Annie Theodos

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

**Members Absent:**

Emily Barrick, Elizabeth Consavari, Fauzi Hamadeh, Paola Mora Paredes, Teresa Morris, Madeleine Murphy, , Arielle Smith, Elnora Kelly Tayag, Jeramy Wallace, Todd Windisch

**Meeting Facilitator:** Micaela Ochoa

## Minutes

**1. Welcome and Review Agenda**

Micaela Ochoa called the meeting to order at 1:04 pm. She welcomed members and guests to the March 4<sup>th</sup> IPC Meeting. The agenda was reviewed and approved as presented. Micaela informed members that Fauzi and Arielle wouldn't be present at today's meeting.

**2. Acknowledgements and Brief Announcements**

- Center for Equity, Leadership & Community (Building 17) Ribbon Cutting, March 11, 12 – 2 PM: Micaela reminded members that the ribbon cutting event would take place next week and invited all to [REGISTER NOW!](#)
- Rosemary Nurree stated that there's frustration among faculty because they have been working without a contract.
- Laura Demsetz gave a big shoutout to the career fair organized by Christine Su. She said that it was taking place today on the second floor with numerous and different employers. Good work Christine Su!
- Rich Rojo distributed CSM hand sanitizers and members happily received them.
- Kim shared that Skyline has announced the 5 finalists for the Skyline President's position. Bios and timeline are posted on the [Skyline website](#).

**3. Approval of the Minutes from February 19, 2020**

Micaela presented the February 19, 2020 minutes for review and approval. The minutes were reviewed and unanimously approved as presented. Micaela thanked Edna Letran for preparing the minutes.

**4. Proposed Strategic Partnership and Workforce Development Division**

Mike Holtzclaw introduced the proposed strategic partnership and workforce development division plan. He said that after Heidi Diamond and Laura Demsetz announced their retirement this year, the administration started looking at the current structure of both divisions; deans have been meeting almost

weekly looking at the current master plan and initiatives. He said that the plan has been shared with classified and academic senate presidents, presented at their meetings and also shared with unions as a courtesy to make them aware of the restructure and to be inclusive. Mike reiterated that this alignment is for the Business and Technology, and Creative Arts and Social Science Divisions.

Heidi shared a graphic of their vision of the restructure moving forward. She said that their goal is that everyone is informed and feels comfortable with the process and transition. She mentioned that there is a model/goal to have a division called Strategic Partnerships and Workforce Development that is a model that has been followed throughout the state and the country – where the focus is pathways and partnerships to be in line with the objectives of the educational master plan. She stated that this is a thoughtful plan where a lot of hard work had gone into it with solid operations gathering information to create alignments that made sense.

Heidi asked for questions and/or comments.

Rosemary Nurre made comments. She stated that restructuring has gone full circle in 27 years. She said that 27 years ago, social science and business were together in Building 15. She sees the restructure as a positive since she has seen it and lived it full circle and it's going back to what it was when she joined CSM.

Laura distributed the *Moves in Phase I* handout showing the proposed restructure of the Business and Technology, and Creative Arts and Social Science Divisions. She said that the changes showed on the handout are the minimum requirements of the restructure of the divisions to be able to go out to recruit for a new dean for the position that Heidi is vacating. Laura informed members that the Creative Arts and Social Science division will have other shifts but those will be discussed on *Moves in Phase II* at a later date and it is to prepare to go out to recruit for her position. She said that today they were informing IPC about all the work and thought they have done and gone into the plan to meet the minimum requirements to go out to start recruiting for the Strategic Partnership and Workforce Development Dean's position and that this is part of an ongoing process.

Kim announced that she will share some of this information at the Flex Day (March 5<sup>th</sup>) opening and will follow-up with an email to the entire campus articulating the sequence of events that prompted this restructure. She also said that this new Dean of Strategic Partnerships and Workforce Development title has to be taken to the Board for approval before it can be advertised and it will go on the March 25<sup>th</sup> Board agenda for approval. The target is to have a new dean by July 1<sup>st</sup>, 2020.

A discussion followed the proposed Strategic Partnership and Workforce Development Division restructure plan presentation. Peter von Bleichert expressed his concerns and raised his opinion on these changes and reminded members that students need to be kept in mind when thinking about implementing changes. He shared a handout on college data from around the country on instructional student division systems. Allie said that they have been working with student groups for their cluster and asked for more information on the restructure as it develops. Kristi informed Allie to work with her on the information she's inquiring. Kristi also thanked Peter for his feedback and provided information on the planning, coordination, integration, thought, etc. that have gone into reaching the first step of this ongoing process to reorganize the divisions. Allie shared that they have been doing a lot of work with students.

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

Micaela Ochoa shared the draft agenda items for the March 18<sup>th</sup> and April 15<sup>th</sup> IPC meetings and asked if there were any additional items. Nobody communicated any additional items.

**March 18, 2020**

- ITS Initiatives
- EMP implementation plan
- Other Items?

**April 15, 2020**

- Program Review Update
- Accreditation Follow-up Report
- Other Items?

**6. Adjourn**

Micaela Ochoa adjourned the meeting at 1:41 pm.

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**Future IPC Meetings:**

- March 18, 2019 – 1 PM-3 PM
- April 15, 2019 – 1 PM-3 PM
- May 6, 2019 – 1 PM-3 PM
- May 20, 2019 – 1 PM-3 PM