

Institutional Planning Committee (IPC) Meeting Minutes

March 18, 2020 | 1 – 3 PM

Online Zoom Meeting

<https://smccd.zoom.us/j/922611651>

Meeting ID: 922 611 651

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

Members Absent:

Jackie Santizo, Jeremy Wallace, Todd Windisch

Guests in Attendance: Jia Chang, Tabitha Conaway, Daman Grewal, Laura Demsetz, Charlene Frontiera, Hilary Goodkind, Daman Grewal, LaShonda Kennedy, Alex Kramer, Edna Letran, Stephanie Martinez, David McLain, Ashley Phillips, Ludmila Prisecar, Kristi Ridgway, Chris Smith.

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

Meeting Facilitator: Fauzi Hamadeh

Minutes

1. Welcome and Review Agenda

Fauzi Hamadeh called the meeting to order at 1:03 pm and welcomed members and guests to the March 18th IPC Zoom Meeting. Fauzi presented the agenda for review and approval. The agenda was approved as presented.

2. Check-in, Acknowledgements and Brief Announcements

Acknowledgments: Fauzi thanked everybody for their work during the transition, especially the ITS staff for their solid and continuous support transitioning classes, and services to online deliveries, and getting the SMCCD community set up to work from home – HUGE THANKS!!

Kim Lopez expressed her gratitude to faculty and staff, especially, those on the frontlines for all they are doing to keep our students engaged, motivated and enrolled. She said that it's going to take all of us to make sure that we keep our students engaged, motivated and enrolled. She shared that she is in regular communications with the Interim Chancellor and the college presidents about COVID19. She communicated that the Interim Chancellor is also in regular contact with the Board. She said that the Board asked her to relate their "thank you message to all of you".

Brief Announcements: Rosemary Nurre spoke on behalf of faculty. She said that they are working very hard to serve and meet the students' needs and doing their very best holding online classes. However, some faculty members can't access needed software to hold online classes because of outdated equipment. Fortunately, ITS is already working on solving the problem. She also said that faculty continue to work without a contract and they are working really hard and going above and beyond to support our students so

she wanted to remind administration and ask that they support moving the contract forward. She stated that faculty would be very appreciative.

Kim acknowledged Rosemary's comments and said she was going to bring her comments to the Policy Committee.

3. Zoom Overview and Protocol

Fauzi defined the logistics and set up of the new Zoom meeting platform asking attendees to state their names before speaking so the meeting attendees/audience would know who was speaking. Fauzi introduced himself and asked attendees to introduce themselves.

Chris Smith, IT Director, recommended to utilize the [IT Resources page](#) found on the District's website for working remotely. He said that the information is updated frequently including resources for [Zoom](#). Chris also mentioned that ITS and marketing are working together on a full website to help staff with working remotely.

4. Approval of the Minutes from March 4, 2020

Fauzi presented the March 4th, 2020 minutes for review and approval. Rosemary made a motion to approve the March 4th minutes as presented, and the motion was seconded by Arielle Smith. The minutes were reviewed and unanimously approved as presented.

5. COVID-19 Update

Kim said that Micaela Ochoa, Mike Holtzclaw, David McLain (filling in for Rich Rojo who is working at the district), and Emily Barrick were going to be providing COVID-19 updates.

Kim Lopez said that she is amazed to see all the work that has been accomplished in only 5 days. She said that there's a lot more to do and they are aware of some of the gaps and they are managing them on a daily basis. She shared that she meets daily with college presidents and Interim Chancellor from 7:45 – 8:45 am and EOC (Emergency Operation Center) at 9 am for one to two hours to address the gaps. She also explained that some gaps will take more priority. She said that she needs to know immediately if something comes up or needs immediate attention and to communicate these issues through the supervisor, dean and VP who will inform her and she can address the issue immediately. She said that as of March 17, 2020 the access to all campuses and the District Office is prohibited and everybody has moved to working remotely. She also shared that the Board of Trustees had a closed emergency meeting on March 17 where they declared the district to be in state of emergency and gave Interim Chancellor Mike Claire complete authority to make specified decisions on their behalf. She said that the district is making every effort to keep everyone employed, managing payroll and having conversation with bargaining units. She stated that COVID-19 is ongoing and information changes rapidly but the most important thing is that everyone stays healthy. She advised all to let their supervisor know immediately if they or family member get sick.

Mike Holtzclaw shared that he has been working with the Science Deans in the area of labs. He thanked everyone for working so diligently. He shared that he had been receiving emails with examples of SUCCESS during this transition and feedback from students who are thankful for the efforts and support faculty and staff are making helping and supporting them. He said that he is aware and he is working the technology issues that students, faculty and staff are having and he is also working on getting students ready to learn remotely.

Micaela Ochoa introduced Daman Grewal, Chief Technology Officer to provide an update on ITS. He reported that as of today, 180 laptops have been distributed to faculty and staff on the three campuses. In

addition: ITS continues receiving requests such as VPS access; has a space at the district office on the first floor if employees need help, they can come by (following the social distancing order of 6" of more); providing support remotely and in person; replacing faculty laptops that are older than 5 years. He also mentioned that Chromebooks are going to be collected from the three campuses, inventoried and distributed to students. He also reported that the district has purchased Zoom licenses for everybody including the students and it can be accessed with OneLogin utilizing existing credentials. He said that ITS created a webpage with resources for working remotely including Dropbox that allows online simultaneous collaboration on documents. All resources are going to be posted and updated frequently on the [Resources for working remotely page so](#) he recommended to visit this site for the most updated information. He also shared the ITS Office hours through March 20.

Get Live Help - ITS Office Hours through March 20:

Wed, Mar 18: 08:00 AM – 09:00 AM and 6:00 PM – 7:00 PM

Thu, Mar 19: 08:00 AM – 09:00 AM and 6:00 PM – 7:00 PM

Fri, Mar 20: 08:00 AM – 09:00 AM and 6:00 PM – 7:00 PM

Chris Smith, Interim Director of Web Services, said that the shared schedule was only through Friday, March 20th but if there's any needs during the weekend or after the 20th, to contact him directly at smithchr@smccd.edu.

Heidi Diamond thanked Daman for responding so quickly today and the support provided to faculty and for being so attentive to their requests all the time. Members in attendance sent thank you messages via the Zoom chat box to Daman and team for their tireless support.

Micaela Ochoa reported that VPs from the three campuses are meeting every morning at 8 am to discuss and prepare for the new remote environment, work through issues, and plan for pending items. She said that they are working on a plan for employees that need to have access to campus. She stated that access to campus is going to be very strict and requests have to go through the deans and VPs and have to be approved by the district. She also reported that they are working on a process to request hotspots and equipment needed to work from home and the process would be communicated to deans in the next week.

Emily Barrick reported that there were 80 confirmed cases of COVID-19 in san Mateo County and 1 death but none of them are from the district. She said that it is impossible to know how many people are infected because there's a shortage of testing kits nationwide. She said that the San Mateo Health Center is almost at capacity but they will continue to see patients whether or not they have insurance or are infected with COVID-19 even if they reach capacity. Mills, Stanford, UCSF, SF General, Kaiser SF and Kaiser Redwood City are also working on the same guidelines. She recommended to go San Mateo Health Center or their town hospital if they don't have insurance but to always call ahead. She said that it's believed that the virus is been spread in respiratory droplets which are able to be suspended in the air from 30 to 90 minutes. She said that right now it's very important to stay home in shelter in place; clean areas in use, laptop, mouse and other devises with Clorox wipes or alcohol base disinfectants. She said that it was reported that this is going to get worse before it gets better. It could take from 3 months to a year for this to get resolved. There's a vaccine on the works but it'll take time. She said that in the case of an exposure in our district, she needs to be informed immediately. Her job is to work with the county to notify those that have been exposed. They don't want counselors or staff telling people that they have been exposed because they couldn't provide accurate information. County and Emily are the experts and they need to handle it. She said that another place for counseling is tele medicine and Makiko Ueda is working on it.

6. EMP Implementation Plan Approval

Hilary Goodkind presented the EMP Implementation plan for approval. She reinstated that the plan has already been presented to IPC and Senate. She is bringing it back to IPC for approval, only. She stated that the EMP Implementation plan is a CSM document and gets adopted and approved just by CSM. This document doesn't have to go to the state and it is a document that will be changing. Fauzi presented the EMP Implementation Plan for approval. The plan was unanimously approved as presented.

7. ITS Initiatives

Daman Grewal reported on the different initiatives ITS is currently working on are: laptop loans to employees, Chromebook loans to students, Canvas access, Adobe signature support, Dropbox, Zoom licenses and training, etc. He said that it is a work in progress but it's getting done. He recommended to visit [Resources for working remotely](#) page for ongoing updates. He asked for patience because they are very busy and they are doing their best to support the three campuses and district. He said that they can help with Drobox so departments that need to collaborate on documents can use this application. He said that training for beginners [Zoom videos](#) have been posted online.

8. Future IPC Meeting Agenda Items

Fauzi Hamadeh shared the draft agenda items for the April 15th IPC meeting and asked for additional items. There were no additional items added to the draft agenda.

April 15, 2020

- Program Review Update

9. Adjourn

Fauzi Hamadeh adjourned the meeting at 2:02 pm

Future IPC Meetings:

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