

## Institutional Planning Committee (IPC) Meeting

May 6, 2020 | 1 – 3 PM

**Members:** Emily Barrick, Tarana Chapple, Heidi Diamond, Krystal Duncan, Allie Fasth, Alicia Frangos, Max Gaines, Candela Graciarena, Kim Lopez, Teresa Morris, Madeleine Murphy, Rosemary Nurre, Luis Padilla, Erica Reynolds, Jose Rocha, Jackie Santizo, Elizabeth Schuler, Elnora Kelly Tayag, Jeremy Wallace, Todd Windisch, Mark Wong

**Guests:** Peter Fitzsimmons, Hilary Goodkind, Mike Holtzclaw, Edna Letran, Ben Zara Minkin, Richard Rojo, Bernata Slater

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

**Meeting Facilitator:** Micaela Ochoa

**Attendance:** A total of 98 members and guests connected and participated in the meeting.

### MINUTES

#### 1. Welcome and Review Agenda

Micaela Ochoa called the meeting to order at 1:02 PM. She welcomed members and guests to the May 6<sup>th</sup> IPC Meeting. Micaela presented the agenda for review and approval. Micaela said that Bernata Slater and Peter Fitzsimmons would join the meeting at around 2:30 PM to provide budget presentation because they were at another meeting until around 2:30 PM. The agenda was reviewed and approved as presented.

#### 2. Check-in, Acknowledgements and Brief Announcements

Kim informed participants that she was preparing a 2020-2021 new and replacement hiring position report and would present it at the next IPC meeting of May 20. She also said that now that Mike Claire has become the new Chancellor “Congratulations to Mike,” she’s been asked many questions about CSM and she said Mike would provide information on the CSM future at his Town Hall meeting today at 3:30 PM. She invited members to make the time to participate to find out what Mike Claire is planning on CSM’s future.

Micaela announced that May is Health Awareness Month and shared the link to the [Mental Health Awareness Month](#). She asked participants to check it out for important information and wished everyone a “Happy May 2020 Mental Health Awareness Month”

Micaela explained that Rosemary Nurre submitted a message that Rosemary asked to be read into the record because Rosemary had previous commitment. Micaela read the following for Rosemary: *“The contract is still unsettled; faculty and staff continue to work without a contract – I just would like to encourage administration to reach out to the district to support faculty and staff in negotiating a fair end to the contract.”*

Micaela acknowledged and thanked Monique Nakagawa for her work on preparing the data that helped make the final CARES recommendations districtwide in support of students.

#### 3. Approval of the Minutes from April 15, 2020

Micaela presented the April 15, 2020 minutes for review and approval. The minutes were reviewed and approved as presented.

#### 4. COVID 19 Update

Micaela introduced Ben Zara Minkin, Emergency Preparedness Manager for the District, to provide a COVID 19 Update. Ben Zara communicated that his role is to prepare the district for all emergencies such as interruption of business, life safety, business continuity or instructional continuity, including all phases of mitigation and recovery. He described that COVID-19 has been the largest event that has affected our country since the WWII and that there has never been a shelter in place order. He shared his emergency related experiences in the Wildfires of 2007 in San Diego and in the 2010 San Bruno pipeline explosion. He expressed that he is very humbled to work with the district and see the harmonious collaboration between the three campuses and the district. Ben Zara proceeded with an update on COVID-19.

He shared the objectives of the EOC which include: 1) Getting students to transition to online classes and employees to working remotely, 2) Preparing to bring students and employees back to campus, and 3) Transitioning to recovery.

What was done: Transition to distant modality between March 12 and March 16, created Emergency Standards Operating Procedures through the shared governance model; Zoom trainings to get faculty and staff ready for the new modality; creation of the Continuity Operations; ITS distribution of tools to students and employees to be able to function on the new modality; the essential functions in our campuses such as Public Safety, ITS, and Facilities remaining in operation in limited roles. He explained that the Emergency Operations Center is a command in control system mandated by FEMA through the National Incident Management System (NIMS). He said that the NIMS protocol has to be followed in order for the district to be reimbursed for expenditures related to COVID-19 including life safety. He displayed the EOC chart and described the roles of the different groups under the EOC umbrella. The groups include:

- Policy Group lead by Chancellor Mike Claire is responsible for all the policy decisions and legal decisions from Human Resources to abiding by all county, state and federal government mandates;
- District Communications lead by Rich Rojo, District's Public Information Officer (responsible for all District communications sent throughout the district)
- Safety under BenZara Minkin is broken down into four different sections:
  - I. Operations under Kerrie Mitchell;
  - II. Planning under BenZara Minkin;
  - III. Logistics under Yanelly Pulido; and
  - IV. Finance under Bernata Slater.

Ben Zara stated that the safety group is in charge of all aspects of operations for the district; they make sure that all operations are safe; they handle all the documentation for all expenditures related to COVID-19; it also includes Public Safety, ITS, Facilities, Access, Continuity of Instruction, Continuity of Business, Continuity of Student Services and Health. He emphasized that all aspects of operations, ordering, logistics, planning, funding, communications, policy group approvals, is executed in collaboration under the EOC. He reported that the EOC meets once a week, the recovery group meets three times a week, and the operations group meets daily.

Ben Zara provided an update on their current actions. They continue distributing technology, distributing food in partnership with Second Harvest; providing health support through Telemedicine; working on the resumption of all essential functions. In addition, facilities, public safety and ITS are now back to full staff, implementing access protocols to make sure that the campuses are safe and clean at all times providing continuity of education, student services and business; creating districtwide universal standard operating procedures (SOP) for any risk of health to employees, students or any resident that comes into our campuses.

Ben Zara explained what they will be doing to recovery including preparing to return to campus which is going to require face coverings, tracking access to campus, implementing social distancing, health screenings, implementing the Emergency Standard Operating Procedures for face to face modality. Gatherings will not be permitted until there's immunity. We will need to continue distant learning; and working from home. COVID-19 - EOC presentation has been posted on the [IPC Website](#).

#### **5. CARES Update:**

Micaela provided an update on the Coronavirus Aid, Relief, and Economic Security Act (CARES). She provided an overview of the CARES Act and the funding allocations SMCCD received under the CARES Act. In addition, she explained the funding distribution to each college, student eligibility and next steps in distributing the funds. She shared that the CARES Act is an emergency relief fund that provides funding for higher education, is the third federal stimulus packet in response to the Coronavirus, and provides about \$14 B to higher education. She explained that California Community Colleges received about \$580 M. She explained that the formula requires that 50% of the funds be reserved for emergency financial aid grants to students to help cover expenses related to the disruption of campus operations due to coronavirus such as food, housing course materials, technology, health care and childcare. She communicated that while CARES stipulate that 50% of the total allocation must be dedicated to direct student aid, the colleges and district decided to dedicate 75% to direct student aid. She presented a slide with the allocation breakdown by Canada, CSM, and Skyline, and stated that College of San Mateo is receiving about \$2 M and 75% of that amount, or \$1.5 M will go to direct student aid for CSM students, and the other 25% will be dedicated to COVID-19 institutional related expenses. She communicated that approximately 67% of the student aid will be allocated in Spring 2020 semester and approximately 33% will be allocated to students in the Fall 2020 semester. Micaela reviewed the student eligibility guidelines by the US Department of Education that restricts eligibility based on certain categories (see presentation). She shared that across the three campuses they are working on next steps to finalize the allocation for Pell grant recipients and Non-Pell grant recipients who are part-time and full-time students. Communications will be sent to students to make the Spring 2020 allocation distribution. [CARES presentation is attached and has been posted on the IPC Website](#).

#### **6. Centennial Themes Brainstorming**

Richard Rojo provided an overview on the planning of the CSM Centennial Celebration Committee (CSMCCC). The CSMCCC includes elected officials, legislators, business leaders, non-profit leaders, and community leaders. He announced that a CSM committee will also be formed to be part of planning the centennial. He said that the CSM committee will include faculty, staff and students and the two committees would work together on selecting the centennial theme. Rich engaged IPC with a poll and posed four questions about CSM. Participants answered the questions, voted and submitted answers. He said that the same poll would be given to the Centennial committee on Thursday, May 14 at its meeting and then to students and then we'd begin narrowing the selection of the theme for the centennial celebration.

#### **7. Enrollment Planning**

Hilary shared a presentation on CSM Enrollment Planning during the Pandemic Recession based on the data she has been tracking since the shelter in place ordinance took effect. She also provided an overview on unemployment due to the pandemic, Higher education context, workforce context, CSM Enrollment Data; CSM Call to Action and next steps. The presentation has been posted on the IPC Website.

#### **8. District and College Budget Projections**

Bernata Slater, Chief Financial Officer, District Office, provided an update on the district budget projections for the next three years 2020-2021, 2021-2022, and 2022-2023. She said that the district budget is based on projections to make sure that allocations are accurate and sustainable for the outyears. However, it is difficult to make budget projections at this time since COVID-19 is a new element with many unknown variables and there's no data to make comparisons.

She said that before COVID-19, the district projected a budget increase of almost \$8 M but after COVID-19, the district is anticipating roughly a \$5 M reduction based on pre-COVID figures. For CSM, the district anticipates a decrease of \$2 M for the 2020-2021 year from pre-COVID figures (\$50.6 M to \$48.25 M). She explained that CSM was projected to receive a budget increase before COVID-19. COVID-19 has changed those projections.

She shared that the major budget drivers for the district are property taxes, international student enrollments and interest earned, but the new projection now provides a reduction in those revenues in 2021-22 and 2022-2023. She said that the COVID-19 property tax revenue decreases will be reflected in the 21-22 and 22-23 budget projections. She reported that the district anticipates CSM receiving an allocation of about \$48 million +/- since the budget continues to be adjusted until it is locked at the end of July.

Bernata presented three (3) budget scenarios for CSM for the next three years as follows: Scenario 1 = Grimmest, scenario 2 = Grimmer and scenario 3 = Grim. The scenarios that Bernata presented are as noted below:

For Reference	Estimates		Current	Scenario 1	Scenario 2	Scenario 3
			<i>a/o 04.13.20</i>	<i>Grimmest</i>	<i>Grimmer</i>	<i>Grim</i>
<b>FY19-20</b>	<b>20-21 Site Allocations</b>	<b>AV</b>	<b>6.50%</b>	<b>4.50%</b>	<b>5.50%</b>	<b>6.50%</b>
\$ 30,354,912	Canada College		\$ 30,940,503	\$ 30,816,392	\$ 30,878,448	\$ 30,940,503
\$ 49,028,086	College of San Mateo		\$ 48,251,104	\$ 48,050,647	\$ 48,150,876	\$ 48,251,104
\$ 49,144,902	Skyline College		\$ 50,527,963	\$ 50,327,027	\$ 50,427,495	\$ 50,527,963
\$ 20,951,162	District Office		\$ 20,655,602	\$ 20,569,933	\$ 20,612,768	\$ 20,655,602
\$ 16,388,483	Facilities		\$ 17,134,080	\$ 17,067,039	\$ 17,100,559	\$ 17,134,080
\$ 165,867,545	<b>Total</b>		\$ 167,509,252	\$ 166,831,038	\$ 167,170,145	\$ 167,509,252
	<b>21-22 Site Allocations</b>	<b>AV</b>	<b>6.25%</b>	<b>-1.50%</b>	<b>1.50%</b>	<b>4.50%</b>
	Canada College		\$ 30,974,281	\$ 29,304,427	\$ 30,749,452	\$ 30,857,534
	College of San Mateo		\$ 48,376,150	\$ 45,766,184	\$ 48,022,154	\$ 48,194,140
	Skyline College		\$ 50,616,542	\$ 47,891,035	\$ 50,250,234	\$ 50,425,872
	District Office		\$ 20,761,589	\$ 19,644,421	\$ 20,610,118	\$ 20,683,672
	Facilities		\$ 17,720,831	\$ 16,795,379	\$ 17,596,072	\$ 17,656,165
	<b>Total</b>		\$ 168,449,393	\$ 159,401,446	\$ 167,228,030	\$ 167,817,383
	<b>22-23 Site Allocations</b>	<b>AV</b>	<b>6%</b>	<b>-3.50%</b>	<b>0.50%</b>	<b>4%</b>
	Canada College		\$ 31,488,132	\$ 27,699,288	\$ 30,567,624	\$ 31,225,616
	College of San Mateo		\$ 49,267,793	\$ 43,348,456	\$ 47,827,292	\$ 48,858,123
	Skyline College		\$ 51,486,525	\$ 45,298,080	\$ 49,983,362	\$ 51,057,649
	District Office		\$ 21,197,929	\$ 18,660,298	\$ 20,580,152	\$ 21,022,308
	Facilities		\$ 18,107,805	\$ 15,968,191	\$ 17,584,918	\$ 17,959,757
	<b>Total</b>		\$ 171,548,184	\$ 150,974,313	\$ 166,543,348	\$ 170,123,452

**No COLA**

Bernata said that they are going to be working with the VPAs and CBOs to inform them of any changes in the projected budgets so they can make the necessary changes to their site allocations as soon as possible. She stated that the budget impact is not as dramatic at this point but to prepare for the three scenarios provided since they don't know what's going to happen because projections are constantly changing and the budget assumptions she presented will be assessed and changed as soon as they have more information.

Bernata communicated that SMCCCD is in good financial shape compared to other colleges. She explained that the financial stability has enabled our colleges to continue providing support and services to our students and for the district to continue business and operations.

Bernata thanked District Budget Director Peter Fitzsimmons for the work on the budget scenarios to make it manageable and easy to present. She said that they had 12 scenarios and Peter was able to reduce them to three. Peter said that it doesn't help to go back to look at previous budgets during recessions because the COVID-19 pandemic is a new event with different characteristics. He said that they are constantly looking at

different inputs that drive the budget and they are making changes almost every day based upon ongoing additional/new information.

There was a question about COLA for union contracts that are still being negotiated. Bernata said that the funding for the 2019-2020 COLA is set aside and available for union negotiations and she hopes that they can settle those contracts soon.

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

Micaela communicated the current May 20<sup>th</sup> agenda items and asked for additional items. No additional items were identified at the meeting. Micaela asked members to email any additional items to Committee Chairs: Micaela Ochoa, [ochoam@smccd.edu](mailto:ochoam@smccd.edu); Fauzi Hamadeh, [hamadehf@smccd.edu](mailto:hamadehf@smccd.edu); or Arielle Smith [smitha@smccd.edu](mailto:smitha@smccd.edu).

#### **May 20<sup>th</sup> Meeting**

- COVID 19 Update
- SEM update (Allie and Laura)
- 2020-2021 Hiring Update (Kim Lopez)

#### **10. Adjourn**

Micaela adjourned the meeting at 3:03 PM and thanked everybody for the feedback and conversation.