

**Institutional Planning Committee (IPC) Meeting**  
**May 20, 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, Jeramy Wallace, Todd Windisch, Mark Wong

**Guests:** Laura Demsetz, Hilary Goodkind, Mike Holtzclaw, Edna Letran, David McLain, Richard Rojo

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

**Meeting Facilitator:** Micaela Ochoa

**MINUTES**

**1. Welcome and Review Agenda**

Fauzi Hamadeh called the meeting to order at 1:02 PM. He welcomed members and guests to the May 20<sup>th</sup> IPC Meeting and presented the agenda for review and approval. The agenda was reviewed and approved as presented.

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

- Micaela provided an update on the CARES Funding Distribution to Students. Micaela communicated that CSM received about \$2 Million in Cares funding with \$1.5 million dedicated to direct student aid. She shared that approximately \$1 Million is being distributed in Spring 2020 and approximately \$500 K will be distributed in Fall 2020. As of Monday, May 18<sup>th</sup>, 760 students have been awarded with 668 students receiving the awarded funds. She reported that on Friday, May 22, they will continue to award students. She thanked the Financial Aid Office for all their work getting all the disbursements out.

Fauzi shared that the [SMCCCD Foundation](#) is still accepting donations for Supporting Undocumented Students.

- Micaela provided an update on the [Disaster Relief Assistance for Immigrants \(DRAI\) Program](#). She communicated that the State of California was providing a one-time disaster relief for undocumented immigrants over the age of 18 who have been impacted by the COVID-19 Pandemic. She explained that Catholic Charities is administering the program in the Bay Area and the application process is online.
- Kim announced that the final CSM Town Hall was Friday, May 22 from 12 – 2 PM and she invited members to attend the meeting. She said that updates on Facilities, CRM, Chancellor's Office, and more will be provided at the Town Hall meeting and shared that the meeting would be recorded and made available to those unable to join the meeting.
- Kim shared that more than 1,000 commencement survey student responses have been received and it is clear that students want to postpone and partake in the 2020 commencement ceremony. The 2020 Commencement Ceremony has been postponed until further notice. She shared that they have been recording video messages and are planning to send well wishes to all graduates and gifts as well.

- Rosemary Nurre commented that faculty is still functioning without a contract and asked for assistance to get the contract settled and wished a happy end of the semester to everybody.

### 3. Approval of the Minutes from May 6<sup>th</sup>, 2020

Fauzi presented the May 6<sup>th</sup>, 2020 minutes for review and approval. Rosemary Nurre moved to approve the minutes. The minutes were reviewed and adopted as presented.

### 4. EOC Update

Emily provided health updates and said that Telemedicine and Personal Counseling will be available during the six-week summer session, Monday – Thursday from 9 AM to 3 PM. Students can call (650) 574-6396, email [csmwellness@smccd.edu](mailto:csmwellness@smccd.edu) or go through the [Wellness Center](#) website to schedule an appointment.

Emily shared statistics on the impact of shelter in place COVID-19 in San Mateo County as of May 7, 2020. She said that shelter in place (SIP) order might have reduced the spread of COVID-19 by 65% and if SIP had not been in effect, hospitals could not have been able to handle all COVID-19 cases. She recommended members to sign up for [San Mateo COVID-19](#) updates to receive daily notifications. She shared a recent update she received announcing that San Mateo County residents are now able to get free tests for COVID-19 without having symptoms or insurance but they must make an appointment in advance. In addition, they need to register as San Mateo County residents by clicking on this link: <https://bit.ly/2xk73OL>. The test results will be sent via email within two to three days of testing and if the result is positive, the Health Department will contact the individual directly.

Emily shared the American College of Health Association's (ACHA) Guidelines on considerations for reopening institutions of higher education in the COVID-19 era and said that they are aligned with the Federal and State Guidelines.

Kim provided an update on Emergency Operation Center (EOC). She said that the EOC is continuing to meet every week and that the EOC has broken down the recovery plan into three phases. She explained the three recovery phases starting with phase 3, represents the happiest phase because that's when everybody will be back on campus in the new normal.

Kim said that before going into phase 3, we have to go through phase 2 which is restricted return. Restricted return is where we have to maintain operational discipline at the college level under the COVID-19 Recovery Standard Operating Procedures. Phase 2 brings some things back in a measured way that aligns with our local county, state and federal health guidelines. However, some things might be allowed but our campus might not have the institutional capability to make it happen. For example, the county allowed swimming pools to open but SMAC couldn't open the swimming pools because we didn't have the capacity to make sure the safety of students, staff and faculty.

Kim explained that we are in phase one right now. Phase one is preparation, where people have spent weeks developing all the standard operating procedures around social distancing, health screening, access to campus, PPE, travel, food services, communication and training, planning and prioritizing continuity of instructions, fiscal impact, facilities on what needs to be done to protect the health environment, ITS, continuity of student services, logistics and district communication. Ben Zara added that the recovery is going to require a change of operations by Instruction to make sure to have the categories of instruction clearly delineated by local, state and federal government. The infrastructure of the district and public safety to reopen operations are going to be based on our capabilities.

## 5. EMP Update:

Hilary provided an update on the Implementation of the [CSM Education Mater Plan \(EMP\)](#). She said that the EMP is live on the [CSM PRIE Website](#) under planning with links to the three major initiatives: GP Initiative Strategic Priorities, SWP Initiative Strategic Priorities and Equity Initiative Strategic Priorities and [Educational Mater Plan](#) are also available. She said that the three major initiatives prepared our campus really well for this pandemic. She shared that the Guided Pathways Initiative was updated to have the right strategies to reflect the new mode of operation based on COVID-19. She said that for Equity, The Educational Equity Committee (EEC) is restructuring and working with Jeremiah Sims on research of disproportionately impacted student populations to better serve them at CSM and in the workforce. Hilary thanked the initiative leads and teams for all the work they have put into the initiatives.

## 6. SEM Update

Allie Fasth and Laura Demsetz provided an update on Strategic Enrollment Management (SEM) Plan. Allie shared the SEM expected outcomes: to build transparency in scheduling by capturing processes, policies, and practices to support student-centered schedule development; and to support Strategic Priority 2 by creating equitable outcomes that tie to the Guided Pathways Workplan and to supports the cohort scheduling.

Allie shared the SEM Spring activities timeline:

- January: Developed common list of questions for department leads and deans, students, and faculty; student services surveys were sent out (449 student and 41 faculty responses);
- February: Analyzed survey results;
- March: Reviewed scheduling process and began drafting the scheduling guidebook;
- April: Continued work on scheduling guidebook;
- May: Continued work on scheduling guidebook, share progress with key committees, and IEPI final presentation. She also shared the timeline after Spring:
- June: Complete the scheduling resource guidebook draft and analyze the Fall 19 and Spring 20 schedules;
- Summer 2020: Share draft scheduling resource guidebook with deans for feedback;
- Fall 2020 and Spring 2021: Pilot use of scheduling resource guidebook, feedback, modifications; and
- Late Spring 2021: Share with Academic Senate and IPC.

Laura provided an overview of the development of the schedule diagram. She reported:

- Part I refers to the setting of institutional goals and data to develop the schedule; draft of the preliminary schedule; refine schedule; then release schedule; and
- Part II happens after the schedule has been released due to unexpected changes. For more details on the diagram, the presentation has been posted on the IPC Website.

Allie said that the scheduling resource guidebook is intended for campus-wide use and knowledge for new leadership and faculty and will cover the main areas of purpose, roles and participants, context and data that inform schedule development, schedule development process and future considerations.

Mike and Kim thanked Allie, Laura and teams for the amazing and complex work they have put into producing the scheduling resource guidebook and looking forward to seeing final result. Kim expressed that it is truly an art of scheduling.

Allie said that the graphs they presented today are not in their final stage but they wanted to show the work that has been put into developing the guidebook and they will continue drafting thru the summer. She said they are available for any questions or feedback.

## 7. Summer and Fall 2020 Planning

- **Professional Development Training:** Liz Schuler and Arielle Smith  
Arielle shared that she is finalizing the last details for the PD training for faculty. She said that there are two separate trainings: a 5-hour training required for everybody in CSM and a 25-hour training required for almost all faculty on pedagogy, course development for Canvas. She communicated that there are 6 sessions confirmed for the summer and the first session is scheduled for May 26<sup>th</sup> for those that are teaching during the summer. She is finalizing the details to email faculty by tonight or tomorrow morning. Liz said that Flex Day is going to be online on August 18<sup>th</sup> and it's going to be a full agenda. She said that other trainings for the Fall semester and PD for classified staff are being planned.
- **Food Resources for Students and Community:** Tabitha reported on the food grant program and said that Safeway gift cards have been mailed out to current participating students enrolled in the program and no more applications are being accepted. She said that there will be one more mailing going out to students with the May Safeway Gift card. She shared that not all the students that were active before going remotely responded to the survey to receive gift cards but CSM is serving about 300 students who have been receiving Safeway gift cards.
- **Community Market:** Micaela shared that the Community Market continues serving the community every Friday at College of San Mateo between the hours of 11 AM – 1 PM and the food distribution has been extended thru Friday, July 31<sup>st</sup>. She stated that the food distribution started Friday, April 3<sup>rd</sup> and the DO reported they served 400 families, on April 10<sup>th</sup> it served 600 families, on April 17<sup>th</sup> and April 24<sup>th</sup>, 700 families were served each day and starting May 1<sup>st</sup> the DO reported 1,000 families were served and May 8<sup>th</sup> and 15<sup>th</sup>, 1,000 additional families were served totaling over 5,000 families. She reported that families receive about 39 pounds of food per distribution and approximately \$300,000 worth of food has been distributed to the community thus far.
- **Continuity Planning in Instruction and Student Services:** Tabitha shared that Manuel Pérez, Vice President of Student Services at Cañada was leading the efforts for student services recovery and she was supporting him in that process. She shared that they are working on a step by step plan mapping the different phases for Summer and Fall since student services are remaining online and are working on extending the ESOPs for Fall including managers and deans partnering with facilities in July to walk thru areas and begin planning spacing keeping in mind social distancing and the types of facilities changes that need to happen before we transition to phase 3.

Mike Holtzclaw reported that for Instruction the focus is on training and supporting faculty on the remotely environment. He shared that the three VPIs across the district and Aaron McVean are looking at courses in different categories to identify when face to face instruction can be brought back to campus and said that the first category identified includes health care and safety and for CSM is Nursing, EMT and Fire. He said that the areas where these courses take place are being evaluated. Facilities is moving chairs and measuring 6' apart to see the capacity of the classrooms for the Fall. Mike mentioned that there's a small pilot this summer for face-to-face courses they approved to be offered this Summer. He said that they are going to be looking at both when they are on campus and when they need to access the campus, following all the health restrictions and guidelines. He said that the VPs across the

district have been discussing supporting the students in the transitions to be effective in an online environment.

#### **8. Finance Committee Website**

Micaela provided an update on the new Finance Committee Website, and shared the new website. She explained that the Finance Committee is a subcommittee to IPC and the new [Website](#) is live. She thanked David McLain and Valerie Tyler for their help with the website. She walked through/navigated through the webpage displaying the overview, list of members, meeting dates and minutes and share the “contact us” tabs. She said that members and staff have a 2-year membership term and the student representative member has a 1-year term.

#### **9. 2020-2021 Hiring Update**

Kim provided an update on the 2020-2021 full-time classified and faculty hiring. Kim listed the fulltime classified position requests that are on hold including: Staff Assistant for Student Life, SparkPoint & Promise Scholars, Staff-Assistant for Enrollment Services, and Athletic Trainer, Retention Specialist for Promise Scholars Program, Program Services Coordinator for International Program, Financial Aid Assistant, Office Assistant II for the Welcome Center and Office Assistant II for Admissions & Records. She said that all these positions that are on hold will be reviewed in the Fall. She shared that the following classified positions will be filled this summer: Instructional Accessibility Specialist, Program Services Coordinator for Project Change, and Office Assistant II for Transcript Evaluation Services (.16) filled with an internal staff member.

Kim listed the full-time faculty hiring positions that are on hold that will be reviewed in the Fall: Biology (Anatomy & Physiology), Computer Information Science, Music, and Personal Counseling. She said that they will hire temporary help for Music and Personal Counseling positions and they will review the permanent positions in the Fall. She reported that hiring will move forward for the following positions: EOPS/CARE Counselor, five temporary Promise Counselors, and Instructional Designer.

Kim shared that the information presented was for fulltime classified and fulltime faculty positions and it will be a top priority in the Fall since the positions that have been placed on hold for now.

#### **10. May Revise Updates:**

Micaela provided an update on the May revise and explained that May revise is the update to the Governor’s January budget proposal for the following fiscal year starting July 1, 2020 through June 30, 2021. She said that the update was released last week where Governor Newsom listed education as one of his top priorities along with public health, safety and help for people that were affected by COVID-19. The governor is proposing to use additional state and federal funding to offset the reductions from Proposition 98 which is the formula that determines the portion of general fund that goes to K-12 and community colleges. She shared that SMCCCD is a basic aid institution meaning it doesn’t rely on that state general funding because the SMCCCD general fund comes from local property taxes. However, SMCCCD is impacted by the state budget when it comes to categorical funding because we receive categorical funding from the State. She reported that according to the May revise, California projects a 25% drop for next year in the three major sources of revenue which are sales tax, personal income and property taxes. There is a projection of about \$42 to \$45 billion reduction over the next two years. At this time, CSM’s categorical reductions could range from 40% up to 60%, and for some programs, it could be well over 90%, and future reductions on the general fund are also expected.

### 11. ECC Update and Equity

Jeremiah Sims led an equity activity where participants had to type a one-word response in the chat box to projected images 1 – 4 and 18 – 20; two-word respond to images 5 – 8; three-word response to images 9 - 17.

Jeremiah shared the work that the ECC has been working on and said that it is a work in progress. He said that going back to normal doesn't apply for traditional minoritized people and that's what ECC is working on. He said that statistics show inequality at any step of the journey for low income and first-generation students and COVID-19 has made things more challenging for them. He explained that poverty is a comorbidity meaning that the poor have been more affected by the pandemic. In order to positively impact the marginalized, we must make every effort to advocate for our PERMS and disproportionately impacted (DI) students.

Jeremiah shared that the ECC committee is reimagining its role by: 1) Reviewing data that highlights both the disproportional needs and outcomes of our DI populations; 2) Working with or alongside PRIE to distill down and present data that underscores the equity gaps that DI communities face with the entire campus community (e.g., IPC, AS, MC, SMCCD Board, etc.); 3) Developing and formalizing a recommendation process that call out policies, practices, processes and pedagogies that fail to shrink or even worse exacerbate, the equity gaps that disproportionately affect DI and PERMSC students; 4) Developing and formalizing a process to call out recriminatory (i.e., blaming the victims) rhetoric, policies, practices and pedagogies; 5) Developing and formalizing a process to review resources distribution in order to determine whether equity is being served. He said that this is a process and they will continue working on it until they get it right and position themselves to always be star advocates for our DI populations moving forward.

### 12. 2020-2021 IPC Meeting Schedule

Fauzi shared the 2020-2021 IPC schedule of meetings and said that IPC meets every first and third week of each month during the academic year with some exceptions of December 2020, January and April 2021.

2020-2021 IPC Meeting Schedule	
September 2 & 16, 2020	*January 20, 2021
October 7 & 21, 2020	February 3 & 17, 2021
November 4 & 18, 2020	March 3 & 17, 2021
*December 2, 2020	*April 14, 2021
	May 5 & 19, 2021

### 13. Adjourn

Kim reminded everyone to partake in the Town Hall this Friday, May 22. She said that there's a possibility to hold Town Halls throughout the summer, thanked everyone for the work they are doing and for participating in IPC during the year and wished everyone to be safe and stay healthy.

Fauzi adjourned the meeting at 2:54 PM and thanked everybody for the feedback and conversation, and for participating in IPC this year and for all they are doing and continue to do.