



Institutional Planning Committee (IPC) Meeting

September 2, 2020 | 1 – 3 PM

Members: Allie Fasth, Antonio Frangos, Dyana Huaraz, Tabia (Lee) Lee, Kim Lopez, Teresa Morris, Madeleine Murphy, Joseph Nguyen, Elizabeth Schuler, Jeramy Wallace, Todd Windisch

Guests: Hilary Goodkind, Mike Holtzclaw, Edna Letran, David McLain, Ben Zara Minkin, Heidi Rank, Richard Rojo, Chris Strugar-Fritsch

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

Meeting Facilitator: Arielle Smith

Attendance: A total of 72 members and guests connected and participated in the meeting.

MINUTES

1. Welcome and Review Agenda

Arielle Smith called the meeting to order at 1:04 PM. She welcomed members and guests to the first IPC meeting of the 2020-21 year, and presented and reviewed the agenda for approval. The agenda was reviewed and approved as presented.

2. Approval of the Minutes from May 20th, 2020

Arielle presented the May 20th, 2020 minutes for review and approval. The minutes were adopted as presented with no modifications.

3. Check-in, Acknowledgements and Brief Announcements

Resource Requests Process: Arielle Smith reported that last spring it was decided to change the deadline for the resource request process to the first Friday in October which this year is October 2.

Rosemary Nurre communicated that it is really disappointing to come back to the Fall semester without a contract for faculty and staff even with the incredible work list they undertook over the summer.

Kim Lopez thanked Jackie for the shout out to Liz for the great job at Flex Day.

Micaela Ochoa announced that the Bay Region Community College is providing a [FREE Racial Justice Training Forum](#), a 4-part series starting Wednesday, September 23 featuring Dr. Abram X. Kendi, author of *How to Be an Antiracist*. She encouraged everyone to [register](#) right away and that they are offering a free training kit to the first 250 to register. Micaela communicated that the future sessions include: October 30 - Dr. Knatoke Ford, November 20 - Dr. Pedro Noguera, and December 11 - Dr. Angela Davis.

Hilary Goodkind announced that at the September 16th IPC meeting, she'll be sharing the results of faculty and staff antiracism survey; new redesign EMP Guided Pathways; and the development of a student antiracism survey and a faculty curriculum and instruction survey.

4. ADA Survey

Micaela Ochoa introduced and welcomed Chris Strugar-Fritsch, Director of Capital Projects and Heidi Rank, Project Manager to present the ADA Survey Results. Chris said that the ADA Assessment Plan has two main components: 1) Transition Plan which is the part that addresses the built environment such as door

openings, sidewalks, toilet rooms, grab bars, etc., and 2) Self-assessment which is the part that evaluates how services are delivered such as instruction to students, services to the general public, successful sport events, effective website, etc. He said that it provides a very comprehensive look on how services are delivered throughout the campuses including access to purchasing, professional services, community services, medical services, emergency services, evacuations, assistance to people that need help in medical emergencies, etc. He said that to complete this part, surveys were sent out last Fall semester to the different constituent groups for their feedback and comments. Heidi then collected survey responses and Sally Swanson and Associates (SSA) analyzed and processed them. Thereafter, they produced a draft report from the self-assessment survey results. He said that SSA are consultants for the district that have also provided a physical inspection of all the facilities and checked all the grounds to assess toilet compartments, sinks, door knobs, signage, etc. He shared that 6,000 barriers were identified to be mitigated districtwide and an action plan has been produced to mitigate the physical barriers. The implementation will take approximately 10 years to complete. A funding plan with resources is to be determined.

Chris shared that there will be two public presentation (webinars) to present the draft of the ADA Assessment Plan. Thereafter, it will be posted on the college and district websites, starting in September. They will be available for public review and comment. He said that the public will be notified and they will be able to review and submit questions and receive answers. The ADA Assessment Plan will then be taken to the Board of Trustee for adoption in November or December 2020. He said that they want to make sure that all the stakeholders have the opportunity to participate in this process.

He reported that the ADA Assessment Plan is a requirement of Title II, as part of the US Department of Justice and Civil Rights Department and the district is complying with it. He said that this plan will be a live document that will be in a centralized location.

5. 2019-20 Feedback: Zoom Poll with 3 Questions

Fauzi engaged participants in a poll activity to provide feedback on 2019-2020 IPC Meetings, mostly to solicit feedback on what worked and what could be improved. Participants got involved responding to the three questions: 1) What went well? 2) What could be improved? 3) Suggestions for improved discussion and engagement? Fauzi thanked everyone for participating in the poll and said that the feedback would be shared with the co-chairs and the planning committee, and would be reported back at the next meeting.

6. Summer Recap

- **Leadership Update:** Kim Lopez shared leadership changes that took place over the summer: In August, Chancellor Claire made the decision for her to stay on as the interim president for this year. Recruitment for the permanent President Position will start this Fall semester. The anticipated hire date is planned for the Spring with a start date of July 1, 2021. She said that as soon as the decision was made for her to stay as the interim president, she appointed (pending Board approval on September 9th) Lizette Bicker as Acting Vice President of Student Services and Tabitha Conaway as Acting Dean of Enrollment Services and Students Support Services for this academic year. She said she had to move very quickly because Mike Holtzclaw and Micaela Ochoa had taken on the extra VPSS job obligations since she was appointed Acting President in August 2019.
- **Preparation for Fall 2020 Instruction:** Mike Holtzclaw reported that during the summer, 142 faculty members completed their 25-hour training, 240 faculty members completed their five-hour training and many faculty members simultaneously completed their training while teaching classes during summer to prepare for remote instruction. He shared that the summer enrollment was up across the state but the fall semester FTS (Full Time Students) enrollment is down at CSM, 43% drop in international students

impacts our FTS bottom line because international students are required to be fulltime students; concurrent enrollment students is up 50% (students are not full time); headcount is flat with and our FTS down about 8%. Mike thanked faculty and staff for all the work that they did converting to remote instruction.

- **Anti Racist Engagement and Planning:** Jeremiah Sims provided a recap on Social Justice Professional Development and Planning Opportunities offered during the summer:
 - Minding the Obligation Gap Webinar 5-part series. He said that each session averaged 400 attendees and invited those that were not able to partake, to watch the series linked here: [Part 1: Defining the Obligation Gap: Intro and the Central Role of Leadership](#); [Part 2: Obligation Gap and Programming](#); [Part 3: Discussing the Pedagogy Gap](#); [Part 4: Critical Race Theory and Faculty Governance and Leadership](#); [Part 5: Time for Some Action](#).
 - CSM Student Forum: Speaking Truth to Power was the first CSM virtually student-centered conversation on racial inequity culminating in a list of 19 student requests to College administration. The list is currently being shared throughout the College and with our students to begin action on the requests.
 - CSM Employee Antiracism Climate Survey - All CSM employees were invited to complete our first-ever Antiracism Climate Survey. The results of the survey will be used to identify things we do well in the interest of educational equity while also identifying areas that need to be strengthened. Hillary and Jeremiah are going to share the results of the employee survey at the next IPC meeting on September 16.
 - Minding the Obligation Gap at CSM: An Opportunity for Reflection & Discussion provided a recap of what's occurred over the past five sessions.
 - Minding the Obligation Gap: Charting Our Way Forward with CSM Leadership - discussion on what it means to mind the obligation gap and how we should be moving forward at CSM
 - A 4-part series on Moving towards Antiracism: Exploring the I.M.P.A.C.T. Evaluation Grid will be providing starting in August.
- **Education Equity Committee Restructure:**

Jackie Santizo provided an Educational Equity Committee (EEC) update and shared that a group of equity practitioners collaborated during this summer to restructure the Educational Equity Committee to best serve our campus. She said that they redeveloped frameworks, identified projects and priorities for the committee and concluded with a tri-chair model that includes representation from classified staff (Jackie Santizo); management (Jeremiah Sims); and faculty (Malathi Iyengar); and 16 active members. She invited everyone to attend the scheduled meetings that will be held the first and third Tuesday of every month from 2:30 to 4:00 PM and welcomed everyone to add items to the agenda. She emphasized that the invitation was open to anyone.

Arielle Smith thanked Jackie for the wonderful work restructuring the committee and said kudos to Jackie, Griselda and everybody else was involved.

- **Distance Education:**

Arielle Smith shared that over the summer about 300 faculty members signed up for the 25-hour quarterly training and most faculty members have completed the 5-hour regular substantive contact training and thanked them for simultaneously taking the training and teaching summer classes. She said

that two more training sessions will be offered this semester because the State is not extending to teach blanket waiver so faculty needs to be trained and anybody who is teaching.

Mike Holtzclaw said that blanket waiver is good until the end of this December and through curriculum, all courses that are going to be offered in the spring have to be ready to be offered in this format.

7. Review and Discussion of IPC Bylaws

Arielle Smith presented the proposed changes to the IPC bylaws for review and discussion and said that the proposed changes in the bylaws are intended to clarify the IPC Committee responsibilities, not just to provide information. IPC also has purview over changes to policy and procedures. She shared that IPC receives annual reports from the Equity, Technology, and Finance Committees because these are the three committees that report directly to IPC. She asked to send any suggestions, comments or feedback on the subject to Arielle Smith, Micaela Ochoa and/or Fauzi Hamadeh.

8. EOC Update

Ben Zara Minkin provided an update on the Emergency Operation Center (EOC). He said that EOC has been working for almost six months now. He explained that SMCCCD EOC follows the National Incident Management System (NIMS)'s national response framework.

Ben Zara presented the EOC structure:

- **Policy Group and Liaison Team** - Chief Mike Claire, SMCCCD Chancellor, Kim Lopez, College of San Mateo Interim President; Jamillah Moore, Cañada College President; Melissa Moreno, Skyline President and Mitch Bailey, Vice-Chancellor and SMCCD liaison; and described their roles & responsibilities to be the following: Provide policy guidance on priorities and objectives based on situational needs and the Emergency Operations Plan, Oversee resource coordination and support to the on-scene command from the Emergency Operations Center (EOC), Advice and guidance concerning legal matters, claims, and actions, and Incorporates the Liaison Officer as the Point of Contact (POC) for representatives of other governmental departments that are not members of the EOC and serves as the conduit between the Policy Group Supervisor (Mike Claire) and the EOC Director (Ben'Zara Minkin).
- **Public Information Officer (PIO)** is Rich Rojo and his responsibilities as PIO are to maintain current knowledge of the Emergency Plan and staff roles, provides a single point of information for media and stakeholders, clears all information through Incident Commander (IC) & Policy, represents the organization on matters of preparedness to the community.
- **Operations** – Karrie Mitchell has been the chief of operation but will be stepping down on Friday, September 4 and might be resuming the position in November. The Chief of Operations responsibilities runs the operations of the district through any emergency operation center and this section has all of the essential branches of the district: safety, information technology services, access, continuity of Student Services, continuity of instruction, continuity of business, facilities/Deacon and health. Ray Hernandez will be stepping up to be the health branch director and also the operations chief. He said that face to face instruction for higher education is not allowed right now but we have an amazing structure in place that's able to balance the command and control aspect that FEMA mandates and also with the shared governance model to where everybody is able to participate and we can bring people back safely and how we do that is having making sure that every operation that happens in the district is evaluated and for all of the mandates from federal, state, and local governance and also to the high standards of the district.

- **Continuity of Instruction Branch** – Chief Aaron McVean handles all of the instruction responsibilities, partners with on campus leadership, makes sure that all of our operations through instruction are based in equity, instructional delivery, instructional time, grading expectations, communication and digital tools accurately reflect making sure that the end user- students are being able to receive an adequate education and also that our faculty are provided with the resources they need to provide that instruction.

Ben Zara Minkin shared that districtwide 884 students are going to be taking face-to-face classes this Fall 2020: College of San Mateo without the police academy is 150 students, Skyline College is 567 so they have the greatest student occupancy load; and Cañada with 73. He said that the decision for spring 2021 will be released shortly on advice from policy group and the board.

- **Continuity of Business Branch** – Chief Tom Bauer oversees the food distribution, bookstore, Pacific dining, student employees, fingerprinting, and SMAC and all of these events have been filtered through our operations section within the EOC. He said that as of July 31, we served over 15,100 families, distributed 600,000 pounds of food and well over \$1 million worth of groceries. and now we have dual distributions per second harvest that are occurring on both at Skyline College and College of San Mateo.
 - **Facilities Branch** – Director Michelle Rudovsky oversees the physical spaces assessments, decontamination, communication, groundskeeping, social distancing requirements, contractors and consultants, and sanitation.
 - **Public Safety and Access Branch** - Director Bill Woods and Access Group Supervisor Brian Tupper are responsible to campus access, security and safety, enforcement and first response and traffic.
 - **Health Branch** – Director Raymond Hernandez is responsible for contact investigation, personal protective equipment, health and protocol.
 - **ITS Branch** – Director Daman Grewal is responsible for strategy and execution of the IT infrastructure, technology distribution, directing the effective delivery of network development, and disaster recovery systems and processes.
 - **Student Services Branch** – Director Manuel Alejandro Perez is responsible for the Disability Resource Centers, psychological services, transportation, financial aid, veterans, SpartPoint, transcript evaluation, compliance related investigations and physical space assessment.
- **Logistics Branch** – Director Yanelly Pulido is responsible for supplies, services, contracts and support.
- **Finance Branch** - Director Bernata Slater is responsible for procurement, time, costs, compensation and claims.
- Documentation Unit Leader Vincent Garcia is responsible to collect, organize and file completed emergency forms to include but not limit to: situation reports, action plans, sign-in list, duty Logs, maps and supporting documents, establish schedule for collecting of documents and to maintain accessible filing systems.

Ben'Zara shared that as of August 5, 2020 the total EOC administrative hours spent on COVID-19 have been 837 hours per week, 3,348 hours per month and 16,740 grand total hours.

9. Update on 2019-20 Full-Time Classified and Faculty Positions

Kim Lopez provided an update on the Classified Staff and Faculty Positions. She listed the decisions for classified positions: Staff Assistant – Student Life, SparkPoint & Promise Scholars: Hiring process can begin once the decision is made to return (face-to-face instruction and services) to the college; Staff-Assistant – Enrollment Services: Approved to be hired in fall 2020 (8/26/20); Athletic Trainer: Hiring process can begin once the decision is made to return to face to face instruction; Instructional Accessibility Specialist: The need no longer exists for this position at CSM because the District is hiring this position to support all the colleges; Program Services Coordinator – Project Change: HIRED; Retention Specialist – Promise Scholars Program: Approved to be hired in fall 2020 (8/12/20); Program Services Coordinator – International Program: On hold to be reviewed in spring 2021; Financial Aid Assistant: Approved to be hired in fall 2020 (8/12/20); Office Assistant II – Welcome Center: On hold to be reviewed in late fall 2020 (depends on CDC staff availability for spring 2021); Office Assistant II – Admissions & Records: Approved to be hired in fall 2020 (8/26/20); Office Assistant II – Transcript Evaluation Services (.16): Replacement position – currently filled with internal staff; and for Faculty Positions: Biology (Anatomy & Physiology): Approved to hire in fall 2020 for spring 2021 start (8/26/20); Computer Information Science: Approved to begin hiring process in fall 2020 (8/26/20); Music: Approved to begin hiring process in Spring 2021 (8/26/20); Personal Counseling: Approved to begin hiring process in Spring 2021 (8/26/20); EOPS/CARE Counselor: Approved to begin hiring process in Spring 2021 (8/26/20); Promise Counselors (5): Hired temporary full-time; Instructional Designer: Hired temporary full-time; Director of Nursing: Hiring process to begin in Spring 2021; Business: Approved to begin hiring process in fall 2020 per Board directive and additional financial support provided to hire additional instructional faculty (8/26/20).

10. CSM Parking Lots

Fauzi Hamadeh provided the history and background on naming the parking lots, after they had already been numbered. Micaela Ochoa presented the idea of returning to numbers only, including that in the next couple of meetings, we would be soliciting feedback and or thoughts about removing the names – and having numbers exclusively – similar to what our sister colleges have. Skyline has letters and Cañada has numbers. Kim Lopez explained that back in July at the Minding the Obligation Gap: Charting Our Way Forward with CSM Leadership, it was suggested from an anti racist perspective to remove the names since the names are not diverse and only represent one race. Kim said that the subject was going to be presented to all the constituent groups for discussions and feedback.

11. Student Support Initiatives

- Micaela Ochoa provided an update on food distribution, the parking lot Wi Fi for students, hotspots for students, rental assistance, and CARES Act funding. She explained that the food distribution at CSM is every Friday, and it'll continue through December 2020 from 11 AM to 1 PM and a new food distribution center will be opening at Skyline College starting today.
- Micaela explained that Parking lot Wi-Fi for students will be roll-out districtwide as soon as details are finalized. She shared the tentative schedule of Monday through Saturday at the three campuses with some exceptions – no access on Fridays at CSM and no access at Skyline on Wednesdays due to the food distribution centers. She also explained that a student from Cañada College can access Parking Lot Wi Fi at College of San Mateo or Skyline College, and vice versa.
- Ellie Tayag shared that 100 hotspots have been purchased for CSM students. Currently there are students who are on a waitlist for hotspots and they will be given priority. She also explained the process to obtain technology for students including: students have to complete a student technology request form to obtain Chromebooks, hotspots, graphing calculators and they can put in a request for multiple items. If they already submitted a form, they don't have to resubmit it. That original form is good for all campuses so they don't have to submit one per campus if they are taking classes in different campuses. She said that when a student submits a request for technology, they get confirmation.

- Nicole Salviejo, SparkPoint Coordinator said that Sparkpoint centers across the district were awarded funds to support students with one-time rental assistance. She said CSM will disperse a total of 10 awards no later than October 1 and the application for students to apply for the funds will be available September 7 and recipients will be randomly selected.
- Micaela Ochoa said that SMCCCD received \$5.6 million in CARES funding and \$4.2 million has been assign to direct student care for the three colleges. \$1.5 million to College of San Mateo and as of August 24th a little over a million dollars have been dispersed to a total of 1245 students.

12. Future Agenda Items

Arielle Smith communicated the current agenda items for September 16 and October 7 and asked to email additional items to Committee Chairs: Micaela Ochoa, ochoam@smccd.edu; Fauzi Hamadeh, hamadehf@smccd.edu; or Arielle Smith smitha@smccd.edu.

13. Adjourn

Arielle Smith adjourned the meeting at 3:22 pm and thanked everybody for staying on the meeting.

Future Meetings:

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