

## Institutional Planning Committee (IPC) Meeting

November 4, 2020 | 1 – 3 PM

**Members:** Allie Fasth, Alicia Frangos, Anthony Frangos, Erica Griego, Remi Harada, Dyana Huarez, Malathi Iyengar, Tabia (Lee) Lee, Kim Lopez, Teresa Morris, Madeleine Murphy, Carol Newkirk Sakaguchi, Joseph Nguyen, Luis Padilla, Ashley Phillips, Kristi Ridgway, Jose Rocha, Jackie Santizo, Liz Schuler, Jeramy Wallace, Andreas Wolf, Tiffany Zammit

**Guests:** Hilary Goodkind, Mike Holtzclaw, Edna Letran, Richard Rojo, David McLain, Jeremiah Sims, Makiko Ueda

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

**Meeting Facilitator:** Micaela Ochoa

**Attendance:** A total of 57 members and guests connected and participated in the meeting.

### Minutes

#### 1. Welcome and Review Agenda:

Micaela Ochoa called the meeting to order at 1:00 PM. She welcomed members and guests to the November 4 IPC meeting, and presented the agenda for review and approval. The agenda was reviewed and approved as presented.

#### 2. Approval of the Minutes from October 21, 2020

Micaela Ochoa presented the October 21, 2020 minutes for review and approval. The minutes were adopted as presented with no modifications.

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

Kim Lopez gave a shout out to Jackie, Paola and team for UndocWeek – she said that the events were absolutely fantastic, well attended and well done. She also gave a shout out to the health center for the mental health and physical health workshops that were also well attended and really well done. Kim thanked both programs for all the efforts on behalf of our students.

Student Forum, November 2: Micaela shared that CSM held a Student Forum on Monday, November 2 from 12:00 to 1:30 PM. She said that the forum had about 50 participants including students and staff and it had an excellent panel of presenters. Important information was collected from students and she thanked all who participated in the panel.

Micaela Ochoa announced that they are planning another Student Forum on November 19 and more information will follow.

Jackie announced that CAUSA and EEC were cohosting a post-election event today and asked members to share the information with students and invited them to attend as well. She thanked CAUSA members for helping to put this event together.

#### 4. Standing Committee Reports from Subcommittees

- **Educational Equity Committee (EEC):** Jackie Santizo reported that they brought back to EEC the items from IPC including the Speaking Truth to Power Student Panel, Student Request Update and provided feedback on keeping students informed. She said that they had a discussion on #15 student request: “Permeate all classes with an antiracism pedagogy specifically in STEM fields” because it was an important topic. She said that EEC’s recommendation about the parking lots is that parking lot names should be

changed but they would like to review the policy at a higher level. She said that the renaming of the parking lots should be more of a way finder, an easy way for students to get around on campus, and to name the buildings rather than parking lots in the future. Jackie reported that EEC is also working on the budget and they will report on the budget at the next IPC Meeting.

- **Finance Committee:** Micaela informed members that the Finance Committee update was going to be provided as part of item #5.
- **Technology Committee:** Tarana shared that the Technology Committee is working on updating their website to be more user friendly and to be easier for faculty and staff to locate resources. They have integrated vital facts and added more photos to reflect the current space. She shared that they were meeting tomorrow and will share more at the next IPC Meeting.

## 5. Current Year and Multi Year Budget Update and Projections

Micaela Ochoa started the update by thanking the Finance Committee members: Ariana Avendaño, Steven Lehigh, Ariel Smith, Andreas Wolf, Jose Rocha, Ludmilla Prisecar, Anthony Frangos, Jane Wong, for their support in reviewing and providing feedback on the budget presentation during the last two finance committee meetings.

Micaela presented and explained the Current Year and Multi-Year Budget Projections as follows:

- **Background:**
  - Explained Background and Fiscal Outlook from March 2020 to Spring 2021
  - Reviewed 2019-20 Actual Expenditures - CSM's total expenditure budget was \$46M
  - Reviewed 2020-21 Estimated Expenditures and said that the CSM's estimated expenditure budget is \$48.4M
- **Current and Multi-Year Assumptions from 2019-2020 to 2022-2023**

Year	Revenues	Expenditures
2019-20	Actual revenues included	Actual expenditures included
2020-21	<ul style="list-style-type: none"> <li>Three scenarios provided based on District Office's data from April 2020</li> <li>No categorical budgets reductions</li> <li>International student enrollment at 205</li> </ul>	<ul style="list-style-type: none"> <li>Added 5% over prior 2019-20 year</li> <li>Included current positions not budgeted in the prior year</li> <li>Maintained operational expenditures flat</li> </ul>
2021-22	<ul style="list-style-type: none"> <li>Three scenarios based on District Office's COVID revenue allocation scenarios, April 2020</li> <li>\$4M reduction to categorical budgets, with Fund 1 offsetting the reductions</li> <li>International student enrollment at 205</li> </ul>	<ul style="list-style-type: none"> <li>Added 5% over prior 2020-21 year</li> <li>Included current positions not budgeted in the prior year</li> <li>Maintained operational expenditures flat</li> <li>No expenditures from expiring grants included in Fund 1</li> </ul>
2022-23	<ul style="list-style-type: none"> <li>Three scenarios based on District Office's COVID revenue allocation scenarios, April 2020</li> <li>\$3.6M reduction to categorical budgets, with Fund 1 offsetting the reductions</li> <li>International student enrollment at 205</li> </ul>	<ul style="list-style-type: none"> <li>Added 5% over prior 2021-22 year</li> <li>Included current positions not budgeted in the prior year</li> <li>Maintained operational expenditures flat</li> <li>No expenditures from expiring grants included in Fund 1</li> </ul>

- **COVID-19 Revenue Scenarios**

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>6.50%</b>	<b>4.50%</b>	<b>5.50%</b>	<b>6.50%</b>
\$ 49,028,086	College of San Mateo	\$ 48,217,108	\$ 48,016,651	\$ 48,116,879	\$ 48,217,108
	<b>21-22 Site Allocations</b>	<b>6.25%</b>	<b>-1.50%</b>	<b>1.50%</b>	<b>4.50%</b>
	College of San Mateo	\$ 48,339,880	\$ 45,729,958	\$ 47,985,889	\$ 48,157,874
	<b>22-23 Site Allocations</b>	<b>6%</b>	<b>-3.50%</b>	<b>0.50%</b>	<b>4%</b>
	College of San Mateo	\$ 49,227,651	\$ 43,308,420	\$ 47,787,175	\$ 48,817,988

NOTE: Figures do not include revenue from carryover, office hours, COLA, Cosmo, International Application Fees, Athletic Games, etc.

- **Estimated Categorical Reductions:** Micaela said that given the ongoing uncertainty related to COVID and State categorical funding, the following projected categorical reductions are included in CSM's multi-year budgets: \$4 M reduction in 2021-22 and \$3.6 M reduction in 2022-23 and at this time, the assumption is that CSM's reserves and contingencies would help offset the categorical reductions over the two-year period, and revenue reductions under the COVID 19 scenarios.
- **CSM Contingencies and Reserves:** Micaela presented the table below that provides a 10-year trend of CSM's contingencies in 40001, which would be required to help balance the budget in the multi years, should the assumptions provided in this presentation become a reality.

40001-College Contingency	Beg Balance	Transfer from Fund 1 to Contingency	Ending Balance
FY1112	\$ 2,820,000	\$ -	\$ 2,820,000
FY1213	\$ 2,820,000	\$ 200,000	\$ 3,020,000
FY1314	\$ 3,020,000	\$ -	\$ 3,020,000
FY1415	\$ 3,020,000	\$ -	\$ 3,020,000
FY1516	\$ 3,020,000	\$ 1,330,540	\$ 4,350,540
FY1617	\$ 4,350,540	\$ 1,880,000	\$ 6,230,540
FY1718	\$ 6,230,540	\$ 3,100,000	\$ 9,330,540
FY1819	\$ 9,330,540	\$ 2,831,244	\$ 12,161,784
FY1920	\$ 12,161,784	\$ 3,200,122	\$ 15,361,906
FY2021 Estimated*	\$ 15,361,906	\$ 1,500,000	\$ 16,861,906

- **Current Year and Multi Year Budget Projections:**

- **Scenario 1 - Worst Case Scenario:** Ludmila presented the worst-case scenario under the multi-year projection and said that based on the assumptions provided in today's presentation and in Scenario 1,

CSM would be required to use the reserves to help balance the budget through 2022-2023. See table below:

	FY 1920 Actual	FY2021 Estimated	FY 2122 Estimated	FY 2223 Estimated
<b>Total Revenues (Accounted Budget )</b>	<b>\$ 58,110,616</b>	<b>\$ 61,440,768</b>	<b>\$ 59,629,997</b>	<b>\$ 51,898,324</b>
<b>Total Expenses</b>	<b>\$ 45,633,103</b>	<b>\$ 48,377,656</b>	<b>\$ 50,949,256</b>	<b>\$ 53,433,986</b>
Transfers Out (7310)**	\$ 942,873	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
<b>Subtotal (Revenues-Expenses)</b>	<b>\$ 11,534,640</b>	<b>\$ 12,063,112</b>	<b>\$ 7,680,742</b>	<b>\$ (2,535,661)</b>
Fund 3 Deficit			\$ (4,000,000)	\$ (3,600,000)
COVID-19 Additional Expenses		\$ (1,100,000)		
CSM B19 Remodel		\$ (472,235)		
Encumbrances	\$ (20,020)	\$ -		
<b>Ending Balance (Restricted and Unrestricted)</b>	<b>\$ 11,514,620</b>	<b>\$ 10,490,877</b>	<b>\$ 3,680,742</b>	<b>\$ (6,135,661)</b>
Fund 1 Restricted Ending Balance		\$ 6,711,544	\$ 6,711,544	\$ 6,711,544
<b>Fund 1 Unrestricted Ending Balance</b>		<b>\$ 3,779,333</b>	<b>\$ (3,030,802)</b>	<b>\$ (12,847,205)</b>
<b>40001 contingency Ending Balance</b>		<b>\$ 16,861,906</b>	<b>\$ 13,831,104</b>	<b>\$ 983,899</b>
* Office Hours, COLA, Cosmo, International Application Fees, Athletic Games, etc.				
** CDC, Health Services, Promise, etc.				

- **Scenario 2 - Middle Case Scenario:** Ludmila presented the middle-case scenario under the multi-year projection and said that based the assumptions in today's presentation and in Scenario 2, CSM would be required to use the reserves to help balance the budget in the multi years. See table below.

	FY 1920 Actual	FY2021 Estimated	FY 2122 Estimated	FY 2223 Estimated
<b>Total Revenues (Accounted Budget )</b>	<b>\$ 58,110,616</b>	<b>\$ 61,440,768</b>	<b>\$ 61,885,928</b>	<b>\$ 58,633,009</b>
<b>Total Expenses</b>	<b>\$ 45,633,103</b>	<b>\$ 48,377,656</b>	<b>\$ 50,949,256</b>	<b>\$ 53,433,986</b>
Transfers Out (7310)**	\$ 942,873	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
<b>Subtotal (Revenues-Expenses)</b>	<b>\$ 11,534,640</b>	<b>\$ 12,063,112</b>	<b>\$ 9,936,672</b>	<b>\$ 4,199,024</b>
Fund 3 Deficit		\$ -	\$ (4,000,000)	\$ (3,600,000)
COVID-19 Additional Expenses		\$ (1,100,000)		
CSM B19 Remodel		\$ (472,235)		
Encumbrances	\$ (20,020)			
<b>Ending Balance (Restricted and Unrestricted)</b>	<b>\$ 11,514,620</b>	<b>\$ 10,490,877</b>	<b>\$ 5,936,672</b>	<b>\$ 599,024</b>
Fund 1 Restricted Ending Balance		\$ 6,711,544	\$ 6,711,544	\$ 6,711,544
<b>Fund 1 Unrestricted Ending Balance</b>		<b>\$ 3,779,333</b>	<b>\$ (774,872)</b>	<b>\$ (6,112,520)</b>
<b>40001 contingency Ending Balance</b>		<b>\$ 16,861,906</b>	<b>\$ 16,087,035</b>	<b>\$ 9,974,514</b>
* Office Hours, COLA, Cosmo, International Application Fees, Athletic Games, etc.				
** CDC, Health Services, Promise, etc.				

- **Scenario 3 - Best-Case Scenario:** Ludmila presented the best-case scenario under the multi-year projection and said that based the assumptions in today's presentation and in Scenario 3, CSM would be required to use the reserves to help balance the budget in the multi years. See table below.

	<b>FY 1920 Actual</b>	<b>FY2021 Estimated</b>	<b>FY 2122 Estimated</b>	<b>FY 2223 Estimated</b>
<b>Total Revenues (Accounted Budget )</b>	<b>\$ 58,110,616</b>	<b>\$ 61,440,768</b>	<b>\$ 62,057,913</b>	<b>\$ 59,835,808</b>
<b>Total Expenses</b>	<b>\$ 45,633,103</b>	<b>\$ 48,377,656</b>	<b>\$ 50,949,256</b>	<b>\$ 53,433,986</b>
	\$ 0	\$ 0	\$ 0	\$ 0
Transfers Out (7310)**	\$ 942,873	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
		\$ -	\$ -	\$ -
Subtotal (Revenues-Expenses)	<b>\$ 11,534,640</b>	<b>\$ 12,063,112</b>	<b>\$ 10,108,657</b>	<b>\$ 5,401,822</b>
	\$ -	\$ -	\$ -	\$ -
Fund 3 Deficit		\$ -	\$ (4,000,000)	\$ (3,600,000)
COVID-19 Additional Expenses		\$ (1,100,000)	\$ -	\$ -
CSM B19 Remodel		\$ (472,235)	\$ -	\$ -
Encumbrances	\$ (20,020)	\$ -	\$ -	\$ -
<b>Ending Balance (Restricted and Unrestricted)</b>	<b>\$ 11,514,620</b>	<b>\$ 10,490,877</b>	<b>\$ 6,108,657</b>	<b>\$ 1,801,822</b>
Fund 1 Restricted Ending Balance		\$ 6,711,544	\$ 6,711,544	\$ 6,711,544
<b>Fund 1 Unrestricted Ending Balance</b>		<b>\$ 3,779,333</b>	<b>\$ (602,887)</b>	<b>\$ (4,909,722)</b>
<b>40001 Contingency Ending Balance</b>		<b>\$ 16,861,906</b>	<b>\$ 16,259,020</b>	<b>\$ 11,349,298</b>
* Office Hours, COLA, Cosmo, International Application Fees, Athletic Games, etc.				
** CDC, Health Services, Promise, etc.				

- Micaela shared the following Next Steps:
  - ✓ Continue to update assumptions and multi-year projections as we learn more information
  - ✓ Present budget update to deans, divisions, management council, academic senate, classified senate, student senate
  - ✓ Provide budget update in January, following the Governor's Budget Proposal and after we learn more about categorical funding
  - ✓ Recommend to hold off on all resource requests that are not absolutely mandated for the operations of CSM instructional programs and services

Micaela stated that even in the worst-case scenario, based on the assumptions presented, CSM would be able to balance its budget through 2022-2023 by using the reserves.

Micaela informed members that slides 16 – 23 provide backup information. The presentation was sent out with the Outlook invite and it has been posted on the IPC Website.

## 6. Guided Pathways, Academic and Career Communities

Allie Fasth, Interim Director of Guided Pathways, and members of the steering committee (Yvette Butterworth, Carol Ullrich, Kelsey Harrison and Christy Ridgeway) presented the Academic and Career Communities to IPC for approval. Allie shared that a draft of the Academic and Career Communities was presented to IPC back in September and today they were back to provide follow up around the feedback that they've received, to share what the final Academic and Career Community Model looks like after the feedback and to take action to approve the new model.

Allie stated that the Academic and Career Community Model is a foundational piece for the Guided Pathways work that clusters together different certificate, degree for transfer and career programs, and it has a front facing piece for the students so they have a sense of what is offered at CSM and what opportunities exist for them. She expressed that the highlight is "explore" because exploration happens all around even when

students have chosen a major and to support the undecided students who are exploring and trying to connect to different pathways.

Allie shared that they have presented the Academic and Career Community Model to the divisions, communities across campus and have hosted several focus groups with the students and have received feedback that reinforces the proposed model and today the updates were presented to IPC with the hope to move forward with an adoption of this model.

Micaela Ochoa asked IPC members for approval of the Academic and Career Community Model. The model was unanimously approved by IPC members.

Kim Lopez said that this is a big moment for CSM to celebrate this huge accomplishment and thanked Allie, Kristi and steering committee for their phenomenal work.

Kristi Ridgway thanked everyone for the input and said that this has been a huge campus wide effort and a long journey. She commented that it felt great to be at this point of making decisions rather than just inquiring and designing. She said that this is a continuing project as a part of the Educational Master Plan so they will continue to visit IPC to share and speak about the next steps.

Kristi thanked Allie and the steering committee for their leading efforts.

#### **7. November 3, 2020 Election Update and Debrief**

Fauzi led members into breakout rooms to debrief on the November 3, 2020 election. Members had the opportunity to express their thoughts following the suggested questions below in the breakout rooms and had a chance to share out their thoughts and feelings when they reconvened into the general meeting by using Poll Everywhere.

- How are you feeling about the election results?
- Do you have any concerns?
- To what are you looking forward?
- How can we support each other and our CSM community moving forward?

Makiko Ueda facilitated one selfcare practice and reminded members to be kind to oneself. Makiko said to please feel free to contact her [uedam@smccd.edu](mailto:uedam@smccd.edu) or Wellness Center if members need to consult, to talk about challenges or if they see students who might be struggling.

#### **8. Agenda Items for November 18 and December 2, 2020**

Micaela presented the current agenda items for November 18: 1) District Strategic Plan, Information, 25 Min., Aaron McVean; Draft ACCJC Follow-up Report, Information, 10 Min., Hilary Goodkind; and December 2: ACCJC Follow-up Report, Action, 10 Min., Hilary Goodkind, and asked members to send any additional items to Committee Chairs: Micaela Ochoa, [ocham@smccd.edu](mailto:ocham@smccd.edu); Fauzi Hamadeh, [hamadehf@smccd.edu](mailto:hamadehf@smccd.edu); or Arielle Smith [smitha@smccd.edu](mailto:smitha@smccd.edu).

#### **9. Adjourn**

Micaela Ochoa adjourned the November 4 IPC Meeting at 2:52 PM.

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#### **Future Meetings:**

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