

Institutional Planning Committee (IPC) Meeting

[Zoom Room](#): Meeting ID: 991 5870 5559

December 2, 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, Jeremy Wallace, Andreas Wolf, Tiffany Zammit

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

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

Meeting Facilitator: Arielle Smith

Attendance: A total of 61 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 December 2 IPC meeting, and presented the agenda for review and approval. The agenda was reviewed and approved as presented.

2. Approval of Minutes from November 18, 2020

Arielle presented the November 18, 2020 IPC Meeting minutes for review and approval. The minutes were adopted as presented with no modifications.

3. Check-in, Acknowledgements, Brief Announcements

Tabia Lee announced that the CVC-OEI Self Study Group Findings discussion session is scheduled for December 9 from 1:00 to 2:00 PM and invited members to participate and to get involved. She said that they will bring the self-study results to IPC in the spring.

Mike Holtzclaw gave kudos to the Workforce Development Team: Alex, Ashley, Michelle, CTE faculty, etc. for a wonderful job. He said that Hillary received a report that is collected by Santa Rosa Junior College with data from across the state and the outcomes of career education, and employment for CSM have really great results. He added that CSM graduates increased their overall hourly wages by a margin of 68% increase after they've completed their training at CSM and 95% of the students that responded to the survey reported being very satisfied with CSM training.

Kim Lopez gave kudos to all IPC attendees, CSM community and our district for making it almost through 2020 - a year that we will never forget.

Kim said that at the next Board meeting on Monday, December 14, the conversation for Summer 2021 will begin. The two new elected Board members will be sworn in at the board meeting.

Patrice Reed-Fort, EOPS/CARE/CALWORKS AND CDD, shared that each year they partner with Maggie Barrientos at the Child Development Center (CDC) to gather donations for CARE, CalWorks, and CDC families,

students and parents to try to make their holiday shine a little brighter for them. She shared the link to donate to our CARE/CalWORKs and CDC Families:

<https://foundation.smccd.edu/CWS-CDC-HolidayDonations.php>

She asked members to consider checking out the link to donate.

Jackie Santizo said that EEC was hosting the final bilingual immigration legal Q&A session on December 9 at 4:00 PM.

Madeleine Murphy shared that CTE has been holding brown bag meetings on Fridays this semester and they will continue to do so in the spring semester. She said that brown bag meetings were similar to a forum where people can just talk about particular issues or events and invited IPC to attend the last bag assessment forum of the semester on Friday, December 4 at 2:30 PM. Liz Schuler shared the link to the Brown Bag Assessment forum: <https://smccd-czqfp.formstack.com/forms/brownbagforums> to RSVP and invited members to join us on Friday.

Jeremiah Sims gave a shout out to Jackie and Malathie, EEC Co-chairs and thanked them for their support during these difficult times and said that he couldn't thank them enough so he wanted to acknowledge them in front of everyone. Jeremiah encouraged everyone to reach out to loved ones, those that we haven't spoken to in a while because this is a crazy year and nobody's promised tomorrow.

4. **Standing Committee Reports from Subcommittees**

- **EEC:** Malathi Iyengar shared that EEC continues planning the budget proposal but it has not been finalized, yet. EEC Budget updates will be provided at the next meeting.
- **Finance Committee:** Nothing reported.
- **Technology Committee:** Tarana Chapple shared that the Technology Committee meeting Spring dates are February 4 and April 29, 2021. She said that they are working on providing indoor Wi-Fi access to students in the Learning Center in the Spring semester and at the moment, they are working with facilities in assessing the space to make sure that students can come to a safe place and do their work safely with good Wi-Fi access in the Spring semester.

5. **Solidarity Statement**

Jeremiah Sims presented the CSM solidarity statement stating that the CSM Statement of Solidarity is an attempt to respond to a distress call that might have been missed. He talked about the process and shared that the original document started by Kristi Ridgway, and then Jeremiah joined Kristi to work on the document. Following, CSM Academic Senate president Dr. Arielle Smith and CSM Classified Senate President Fauzi Hamadeh reviewed and provided feedback on the statement of solidarity. Jeremiah took the final draft to the small subgroup who reviewed and approved the final solidarity statement. He said that the statement will be presented to all the constituent groups for feedback and approval and today, it is presented to IPC for feedback. It will be brought back to IPC as an action item at the January 20, 2021 meeting for approval.

Jeremiah led members into a breakout session to deliberate on the following questions:

- Where should our Statement of Solidarity be housed (electronically, e.g., alongside mission & goals; separate; EEC, other)?
- Should there be a FAQ associated with the SOS (e.g., impetus of the SOS, signers, process)?

- Should there be a point person/department/committee to field questions/concerns? (If so, who?)
- Distribution questions: all campus email? BB? Separate emails students/staff/faculty
- Should we include hyperlinks to definitions?
- Any other questions or considerations?

After breakout rooms discussion, members reconvened and shared out their conversations.

Jeremiah said that there's going to be an action plan following the solidarity statement

Kim Lopez said that time and attention, care, love and passion have been put into this document and thanked Jeremiah and the EEC tri-chairs, Micaela, Arielle, Fauzi and Kristi for all the work that you've done on the document.

6. Student Technology Requests:

Micaela Ochoa and Ellie Kelly Tayag provided updates on the [New Technology Request Website](#) and [Library Resource Page](#).

Micaela presented and explained the process for students requesting technology. She said that students who need access to internet and/or technology equipment can borrow available equipment such as Chromebooks, hotspots, and graphing calculators. They can fill out the form for the Spring semester starting now. She also described the process to [Return Technology](#):

- Technology items should be returned by the end of the semester
- Technology items that are no longer needed can be returned at any time before the due date.
- If technology equipment is needed for the following semester, the due date can be extended once enrollment has been confirmed.

Ellie Tayag reported that technology requests for next semester have already been received and they have released the equipment after verifying enrollment.

Ellie presented how students and employees can access available technology equipment and services thru the [Library Services Webpage](#):

- Internet & WiFi Services
- Borrow Technology
- CSM Library Curbside Service Loan Program
 - Technology Available for Check-out
- Library Curbside Service
 - CSM Technology Loan Program

Ellie shared that a process of verifying spring enrollment is happening now and once it's complete and the library receives the spring semester enrollment list, the library will automatically renew the technology for students.

7. ACCJC Follow-up Report

Hilary Goodkind presented the final ACCJC Follow-up Report and said that she is back to IPC seeking approval on the report. She shared that the report has been presented to all the constituent groups and it has already been reviewed and approved by all senates.

Hilary shared that CSM has been addressing the ACCJC recommendation including providing:

- Policy defining regular and substantive instructor-initiated contact with students for Distance Education courses.
- Professional development opportunities for faculty to ensure Distance Education courses include regular and substantive instructor-student interaction.
- Providing a follow up Report for ACCJC. The follow up report needs to be approved by all CSM governance committees, including today's IPC meeting, and the SMCCCD Board of Trustees (presented in January 2021).

Kim Lopez made a motion to approve the ACCJC Follow-up Report as presented. Motion was moved by Fauzi Hamadeh and the motion was carried to approve the ACCJC Follow-up Report as presented.

Kim thanked all contributors who helped with the report including Arielle, Tarana, Theresa, Mike H., Lee Lee, Marisol, Hilary and teams, and faculty that have gone through the five-hour training. She also thanked the division assistants including Annie, Mary, Dona Eyestone, payroll staff.

8. Update on Strong Workforce Development Task Force Response to COVID-19 Impact

Alex Kramer and Pcyeta Stroud provided an update on the on Strong Workforce Development Task Force Response to COVID-19 Impact.

Alex said that today's presentation was a coordinated response between the three colleges in response to COVID-19 and includes the Strong Workforce Development Taskforce Formation and Goals; and the creation of a Workforce Development Portal.

Alex shared that in response to the tremendous impact of the COVID-19 pandemic across our community, the San Mateo County Community College District created the Workforce Development Taskforce to serve those in need during this complex time. The Taskforce is comprised of key leaders across all three colleges and the district in the areas of workforce development, small business and entrepreneurship, and corporate education and are listed below:

Taskforce Members:

Cañada College

Julian Branch, Director of Workforce Development
Dr. Tammy Robinson, Vice President of Instruction

College of San Mateo

Heidi Diamond, Dean of Business and Technology
Alex Kramer, Director of Workforce Development

Skyline College

Michael Kane, Dean of Business, Education and Professional Programs
Pcyeta Stroud, Director of the Bay Area Entrepreneur Center (BAEC)
Andrea Vizenor, Dean of Strategic Partnerships and Workforce Development

San Mateo County Community College District (SMCCCD)

Jonathan Bissell, Executive Director, Community, Continuing & Corporate Education

Pcyeta and Alex provided an overview of the Taskforce Response Strategies:

- 1) Addressing Job Loss with short term training

- 2) Small Business Recovery with tools and strategies
- 3) The Changing Workplace with customized training
- 4) Career Readiness and Job Placement with job placement

Alex and Pcyeta presented the areas of impact. Pcyeta said that first area of impact is Small Business Recovery which through the Bay Area Entrepreneur Center at Skyline College has been able to serve over 500 small businesses throughout the entire county and developed and launched the small business recovery and assistance program that has provided business recovery support directly to small businesses. It is funded by the San Bruno Community Foundation and by Skyline College. She said that the Bay Area Entrepreneur Center (BAEC) at Skyline College has been offering tools and resources to help small businesses and entrepreneurs adapt and stay afloat during these critical times. It was awarded a \$100,000 grant from the San Bruno Community Foundation and \$25,000 from YouTube to support business development.

Pcyeta shared a quote from a local business owner from San Bruno – *“My experience with the BAEC has been very helpful. I've learned so many things from the experts... This is a tremendous service that BAEC provides the community. I am greatly appreciative.”*

– Monica Suarez, Owner of Balanced Life Nourished Body in San Bruno

Alex shared the second area of impact on behalf of Julian Branch from Cañada College. He said that Cañada College has been working in partnership with the Community Continuing and Corporate Education and the San Francisco Public Utility Commission to develop a water distribution and treatment program which is a no cost program. It is designed to prepare participants to earn the T2 and D2 certifications, which allow them to enter the field into some fantastic living wage career opportunities.

Alex shared a quote from Cal Water – *“We are pleased to partner with Cañada College to help make this program feasible for those who will be part of the future workforce.”*

– Ron Webb, Vice President of Human Resources, Cal Water

Alex presented the next area of impact on behalf of Skyline College. Skyline college developed a great teacher development program but teacher shortage continues to be a challenge that faces the Bay Area due to the cost of living and pay disparities in this field. Skyline worked closely with the South San Francisco adult school to design a short-term training program that prepares participants to earn their teacher permit and associate teacher permits.

Alex shared a quote from the South San Francisco Adult School – *“Skyline College continues to be a leader in workforce training. During the complexities of the pandemic we needed to work differently with our partners. It has been very exciting to see our teachers working together in service of students. We have received lots of great feedback from students in the Child Development/Education program.”*

– Stephen Redmond, South San Francisco Adult School Principal

Alex shared that CSM developed a cloud computing program in partnership with Amazon Web Services and CSM is offering this program in partnership with Community Continuing and Corporate Education. He said that based on demand and feedback from our CIS Advisory Board, CSM faculty are moving forward with implementing a 4-credit program and as a certified AWS Academy, CSM is using an industry informed curriculum that teaches the most recent trends in this field. Therefore, CSM has designed this program to serve the needs of all community members by developing additional labs to complement the curriculum in order to support those without a technical background.

Alex share a quote here from one of the program participants – *“While going through rigorous process of finding a new job, I noticed that many organizations today need people with cloud skills to help transform their business. I'm hoping this AWS class will help me build my cloud skills that will enable me to innovate and build my future career. I'm excited about this learning opportunity and pleased that San Mateo community college offers such an essential class.”*

Pcyeta thanked IPC on behalf of Taskforce Team for allowing time to present what Workforce Development Taskforce has been working on and closed by saying “We are here for the community, and we will get through this together.”

Alex invited members to visit the SMCCCD [Workforce Development and Training Portal](#) for development response strategies details.

9. Agenda Items for January 20, 2021:

Arielle presented the current agenda items for January 20, 2021 IPC Meeting: Solidarity Statement, Action, Jeremiah Sims, 10 Min.; CSM Action Plan, Jeremiah Sims, 20 Min. and called for agenda items. There were no additional agenda items identified. She asked members to send any additional items to Committee Chairs: Micaela Ochoa, ochoam@smccd.edu; Fauzi Hamadeh, hamadehf@smccd.edu; or Arielle Smith smitha@smccd.edu.

10. Adjourn

Arielle Smith adjourned the meeting at 2:39 PM.

Future Meetings:

2020-2021 IPC Meeting Schedule		
January 20, 2021	February 3 & 17, 2021	April 14, 2021
	March 3 & 17, 2021	May 5 & 19, 2021