

## Institutional Planning Committee (IPC) Meeting

February 3, 2021 | 1 – 3 PM

**Members:** Allie Fasth, Alicia Frangos, Anthony Frangos, Erica Griego, Remi Harada, Dyana Huaraz, 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, Robert Gutierrez, Mike Holtzclaw, Alex Kramer, Edna Letran, Richard Rojo, David McLain, Jeremiah Sims

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

**Meeting Facilitator:** Fauzi Hamadeh

**Attendance:** A total of 61 members and guests joined the meeting.

### Minutes

#### 1. Welcome and Review Agenda

Fauzi Hamadeh called meeting to order at 1:05 PM and welcomed everyone to the February 3 IPC Meeting.

#### 2. Approval of Minutes from January 20, 2021

Fauzi presented the January 20 Meeting Minutes for review and approval. The minutes were adopted as presented with no objections.

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

- **Special Shout Outs:** Tabia Lee shared a special shout out to Annie Theodos, Administrative Assistant, Division of Academic Support and Learning Technologies, on her upcoming retirement. She said that Annie is amazing and “Congratulations Annie”!
- Fauzi gave a shout out to Robin Lee, Executive Assistant in the VPI Office for her excellent work ethic, support on the entire resource request process, creating elaborate spreadsheets and for keep everyone on task - it's very impressive and Robin deserves a round of applause as well.
- **Save the Date!** Town Hall, Friday, February 5, 2021, 1 PM – 3 PM: Fauzi reminded members about the CSM Town Hall scheduled for Friday, February 5, from 1 – 3 PM. He said that the information about the meeting was coming out soon.
- **ACCJC Report:** Kim Lopez reported that the ACCJC Report was taken to the Board meeting on January 27 as an information item and it is scheduled to be taken to the Board as an action/approval item at its meeting on February 24. She said that CSM is on target to have the ACCJC report sent in by March 1<sup>st</sup>, 2021.
- **2021 Classified Employee of the Year:** Fauzi announced the annual Classified Employee of the Year Awards. He explained that each year, the California State Chancellor's Office asks the California colleges and districts to identify an outstanding classified employee. SMCCCD three colleges and the district office will identify one nomination per campus and send nominations to the Board of Trustees on March 24<sup>th</sup>.

CSM will need all nominations completed and sent to Edna at [letrane@smccd.edu](mailto:letrane@smccd.edu) by 5 PM Friday, February 26. Fauzi, Annette and Kim will review all nominations and select one nominee from CSM.

- Jeremiah Sims shared that he would like to screen Judas and the Black Messiah with CSM students which is a film that centers the murder of the Revolutionary Fred Hampton. If anyone is interested, please reach out to Jeremiah at [simsj@smccd.edu](mailto:simsj@smccd.edu).
- Jackie Santizo said that the Dream Center provided a training on “Know Your Rights” for when individuals are confronted with immigration. She said that the training was recorded and the recording will be available on the Dream Center Website. She shared that legal providers are still taking appointments and she encouraged students, especially first time DACA applicants, to make an appointment. She communicated that the Dream Center has received state funds and they are fully establishing programs of support for undocumented students.

#### **4. Standing Committee Reports from Subcommittees**

**EEC:** Nothing to report.

**Finance Committee:** Micaela Ochoa reported that the Finance Committee met on Thursday, January 28 and, she would be presenting the governor's budget proposal updates and local budgets updates on item seven of the IPC agenda.

**Technology Committee:** Nothing to report.

#### **5. Update on CSM Presidential Search**

Arielle provided an update on the CSM Presidential search process. She said that the position announcement closed on January 19 and the committee reviewed application the week of January 25. The review process was completed and candidates were selected and recommended for first level interviews which will be conducted the week of February 8. She said that campus forums were going to take place either late February or early March and after the forums, the process and candidates gets turned over to the Board and the Chancellor.

Fauzi said that the goal is still to have the new CSM President in place by July 1, 2021.

#### **6. Renaming of Parking Lots**

Micaela stated that this item was presented to IPC in the fall where IPC took action approving the recommendation to remove the current CSM parking lot names. Subsequent, there was a discussion about renaming the parking lots to numbers or letters. Micaela explained that she and Robert reviewed and investigated options related to renaming the CSM parking lots to numbers and letters, and they outlined three different options as follows:

**Option 1:** Remove existing names and maintain existing numbering scheme with sequence and format as currently numbered.

**Option 2:** Remove existing names and create a new numbering scheme. Renumber parking lots so that the numbers are in consecutive order around the campus.

**Option 3:** Remove existing names and numbers and create a new alpha letter naming scheme.

Micaela said that after much discussion with different CSM groups, she and Robert came up with a recommendation for Option 3: Create an alpha lettering scheme. She said that they presented the recommendation to cabinet, which cabinet approved. As part of the next steps, today they are presenting the

recommendation to IPC as an action item to approve the recommendation to rename the CSM Parking Lots to Option 3: Remove existing names and numbers and create a new alpha letter naming scheme to identify the CSM Parking Lots.

Robert Gutierrez presented the CSM campus map illustrations visualizing the three options to rename the CSM parking lots and described the pros and cons with each option as noted below:

Options	Pros	Cons
<b>Option 1: Remove existing names and maintain existing numbering scheme.</b> Remove the current names and maintain the existing numbers (sequence and format) as currently numbered.	<ul style="list-style-type: none"> <li>▪ Maintains some consistency with the current environment</li> <li>▪ There is no need for current and former faculty, staff, and students to learn a new naming convention</li> </ul>	<ul style="list-style-type: none"> <li>▪ Could create confusion for guests and staff since existing parking lot numbers don't match building numbers</li> <li>▪ There are inherent issues with the existing lot numbers such as: <ul style="list-style-type: none"> <li>○ non-consecutive numbering</li> <li>○ multiple lots with the same numbers that are physically separate from each other</li> </ul> </li> </ul>
<b>Option 2: Remove existing names and create a new numbering scheme.</b> Renumber parking lots so that the numbers are in consecutive order around the campus.	<ul style="list-style-type: none"> <li>▪ User friendly for future employees and guests</li> <li>▪ Provides improved consistency</li> </ul>	<ul style="list-style-type: none"> <li>▪ Could cause confusion for current and former faculty, staff and students when referring to lots by new numbering versus legacy numbering</li> </ul>
<b>Option 3: Remove existing names and create a new alpha letter naming scheme.</b> Replace numbers with letters.	<ul style="list-style-type: none"> <li>▪ Removes the confusion created by the existing format where existing parking lot numbers don't match building numbers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Would be a departure from what current and former faculty, staff and students are familiar with and could take some getting used to</li> </ul>
<b>Recommendation</b> <b>Option 3:</b> Shift to an alpha lettering scheme as outlined in Option 3. Minimizes potential confusion for current and former faculty, staff and students. Gets us better set up for the long-term future		

Micaela asked IPC for IPC approval to rename the CSM Parking Lots under Option 3. With a show of thumbs up, the motion was carried to approve the Renaming of the CSM Parking Lots Option 3 by IPC.

Kim shared that cabinet plans to move forward with the renaming of the parking lots as soon as possible because it's a big job and Cabinet will be leaning heavily on Robert and our facilities team to have this change completed by the time we're all able to come back to campus.

Micaela thanked Robert for his partnership and work.

## 7. Budget Update

Micaela provided an update on the CSM budget assumptions based on the Governor's January 8, 2021 Budget Proposal, and the SMCCCD Office's Resource Allocation Model.

## CSM Budget Updated Assumptions

Micaela explained that the strike-outs shown on the exhibit below represented what's been removed from the budget and that the district office is no longer using the three COVID scenarios anymore.

Year	Revenues	Expenditures
2019-20	Actual revenues included	Actual expenditures included
	<del>\$Three scenarios provided based on District Office's data from April 2020</del>	\$Added 5% over prior 2019-20 year
2020-21	\$No categorical budgets reductions	\$Included current positions not budgeted in the prior year
	\$International Student Enrollment at 205 (actuals at ~300, additional revenue provided in the following FY)	\$Maintained operational expenditures flat
	Per DO, no longer providing 3 DO COVID Scenarios. DO will now provide 1 scenario	\$No categorical carryover
	<del>\$Three scenarios based on District Office's COVID revenue allocation scenarios, April 2020</del>	\$Added 5% over prior 2020-21 year
	<del>\$4M reduction to categorical budgets, with Fund 1 offsetting the reductions</del>	\$Included current positions not budgeted in the prior year
2021-22	Added \$1.5M for potential future contributions from Fund 1 for categorical programs and/or expiring grants	\$Maintained operational expenditures flat
	<del>\$International Student Enrollment at 205</del>	\$No expenditures from expiring grants included in Fund 1
	International Student Enrollment at 305	
	Per DO, no longer providing 3 DO COVID Scenarios. DO will now provide 1 scenario	
	<del>\$Three scenarios based on District Office's COVID revenue allocation scenarios, April 2020</del>	\$Added 5% over prior 2021-22 year
	<del>\$3.6M reduction to categorical budgets, with Fund 1 offsetting the reductions</del>	\$Maintained 2021-22 position control
2022-23	Added \$2.5M for potential future contributions to Fund 1 for categorical programs and/or expiring grants	\$Maintained operational expenditures flat
	<del>\$International Student Enrollment at 205</del>	\$No expenditures from expiring grants included in Fund 1
	International Student Enrollment at 305	
	Per DO, no longer providing 3 DO COVID Scenarios. DO will now provide 1 scenario	

## Updated Resource Allocation Model:

Micaela said that the resource allocation estimates have been updated and that the district is not using the Grim, Grimmer or Grimest scenarios anymore. Scenarios are presented on the chart below just for comparison and to understand the changes that have been made. The figures under "Feb-21" are the updated figures used in the current year and multi-year budgets.

For Reference		Estimates	Apr-20	Scenario 1	Scenario 2	Scenario 3	Feb-21
FY19-20			a/o 04.13.20	Grimmest	Grimmer	Grim	a/o 01/31/21
	←→	20-21 Site Allocations	\$ 48,217,108	\$ 48,016,651	\$ 48,116,879	\$ 48,217,108	\$48,016,621
\$ 49,028,086		21-22 Site Allocations	\$ 48,339,880	\$ 45,729,958	\$ 47,985,889	\$ 48,157,874	\$49,571,957
		22-23 Site Allocations	\$ 49,227,651	\$ 43,308,420	\$ 47,787,175	48,817,988	\$50,160,819

## CSM Current Year Actuals:

Ludmila stated that the table below summarizes the updated current mid-year budget updates and multi-year projections. She said that approximately \$23.4 M (48%) of CSM's current year projected expenditures have been expended.

	FY2021 Projected	FY 2021 Actual	FY 2122 Projected	FY 2223 Projected
<b>Expenses</b>		as of 12/31/20		
Administrator	\$ 2,834,793	\$ 1,380,570	\$ 2,976,533	\$ 3,125,360
Classified	\$ 9,934,639	\$ 4,667,416	\$ 10,470,307	\$ 10,993,823
Faculty	\$ 22,383,634	\$ 11,256,531	\$ 23,616,310	\$ 24,797,125
Benefits	\$ 11,969,936	\$ 5,308,945	\$ 12,631,452	\$ 13,263,024
Operational Expenses^	\$ 1,575,576	\$ 771,934	\$ 1,254,654	\$ 1,254,654
<b>Total Expenses</b>	<b>\$ 48,698,578</b>	<b>\$ 23,385,396</b>	<b>\$ 50,949,256</b>	<b>\$ 53,433,986</b>

## CSM's Multi Year Budget

Ludmila provided an overview of the CSM multi-year budget update and said that the data highlighted in yellow in the table below indicated figures that have been updated since the last budget update from the fall 2020.

	<b>FY2021 Projected</b>	<b>FY 2122 Projected</b>	<b>FY 2223 Projected</b>
<b>Revenues</b>	<i>as of 12/31/2020</i>	<i>Updated</i>	<i>Updated</i>
<b>PY Ending Balance</b>	\$ 11,514,620	\$ 10,169,955	\$ 8,302,305
<b>Transfer to/from 40001</b>	\$ (3,200,122)	\$ (3,100,000)	\$ -
Beginning Fund Balance	\$ 8,314,498	\$ 7,069,955	\$ 8,302,305
Site Allocation (RAM)	\$ 48,016,621	\$ 49,571,957	\$ 50,160,819
PY Encumbrances	\$ -	\$ -	\$ -
Other Revenue*	\$ 5,109,649	\$ 5,109,649	\$ 5,109,649
<b>Total Revenues (Accounted Budget )</b>	<b>\$ 61,440,768</b>	<b>\$ 61,751,561</b>	<b>\$ 63,572,774</b>
<b>Expenses</b>			
Administrator	\$ 2,834,793	\$ 2,976,533	\$ 3,125,360
Classified	\$ 9,934,639	\$ 10,470,307	\$ 10,993,823
Faculty	\$ 22,383,634	\$ 23,616,310	\$ 24,797,125
Benefits	\$ 11,969,936	\$ 12,631,452	\$ 13,263,024
Operational Expenses^	\$ 1,575,576	\$ 1,254,654	\$ 1,254,654
<b>Total Expenses</b>	<b>\$ 48,698,578</b>	<b>\$ 50,949,256</b>	<b>\$ 53,433,986</b>
	\$ 0	\$ 0	\$ 0
Transfers Out (7310)**	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
	\$ -	\$ -	\$ -
<b>Subtotal (Revenues-Expenses)</b>	<b>\$ 11,742,190</b>	<b>\$ 9,802,305</b>	<b>\$ 9,138,788</b>
	\$ -	\$ -	\$ -
<b>Potential Fund 3 Program Contributions (COLA, Grants, Position Control, etc)</b>	<b>\$ -</b>	<b>\$ (1,500,000)</b>	<b>\$ (2,500,000)</b>
COVID-19 Additional Expenses	\$ (1,100,000)	\$ -	\$ -
CSM B19 Remodel	\$ (472,235)	\$ -	\$ -
Encumbrances	\$ -	\$ -	\$ -
<b>Ending Balance (Restricted and Unrestricted)</b>	<b>\$ 10,169,955</b>	<b>\$ 8,302,305</b>	<b>\$ 6,638,788</b>
Fund 1 Restricted Ending Balance	\$ 6,711,544	\$ 6,711,544	\$ 6,711,544
<b>Fund 1 Unrestricted Ending Balance</b>	<b>\$ 3,458,411</b>	<b>\$ 1,590,761</b>	<b>\$ (72,756)</b>
* Office Hours, COLA, Cosmo, International Application Fees, Athletic Games, etc.			
** CDC, Health Services, Promise, etc.			
^ Apprenticeship MOU Commitment for FY 1920			

## Next Steps

Micaela said that the CSM budget will continue to be updated as new information becomes available, including when the Governor's May revised budget is released and then again when the budget is adopted in June.

## 8. Resource Request

- **Review and Affirmation of CSM's Resource Request Process:** Fauzi stated that as IPC's participatory governance responsibilities, IPC has to verify that the participatory governance process and the resource request process was followed. He stated that he was verifying that the resource request process was followed because he participated in the entire process. He said that it was a very collegial and good process overall for classified positions. He witnessed how deans advocated so strongly for their positions but made concessions for the good of the CSM.

Arielle Smith stated that the resource request process for faculty positions also provided for collegial discussions where the deans were attentive, open to feedback as they were in the process of advocating for their own needs but also understanding the needs of the college as a whole. She said that she appreciated the discussion and the total process.

- **Positions Update:** Kim provided an overview on her decision-making on the resource request positions. She shared that she made her final decision on what resource requests to move forward based on the Administrators Council recommendations and following the five goals in the educational master plan; the three college-wide initiatives through the implementation plan; state and federal rules including the California ED code; ACCJC mandates and academic programs that are accredited separately.

Kim listed the position that will be filled next year, starting July 1, 2021:

**Faculty New Positions:** Cosmetology = one position; Counselors = five positions; Instructional Designer = one position.

**Faculty Vacated Positions to be Replaced:** Director of Nursing = one position; Nursing = two positions.

**Staff New Positions:** Academic & Career Communities/Promise Director = one position; Instructional Technologist = one position; Planning & Research Analyst = half position.

Kim informed members that she was going to send out a letter on Friday, February 5, 2021 detailing her decision.

Kim shared that Cabinet was going to review the budget augmentation, facilities and student assistant requests over the next few weeks. Thereafter, Cabinet would be reaching out to the deans to make sure that they're well aware of the decisions that have been made but she recommended that if deans have not heard anything by March to go ahead and reach out to their VP to find out if their request has been funded.

## 9. Agenda Items for February 17, 2021

Fauzi called for agenda items for the February 17, 2021 IPC Meeting. The following items were identified: 1) CSM Action Plan, Jeremiah Sims, 20 min.; 2) IPC Meeting recording. Fauzi asked members to send 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).

## 10. Adjourn

Fauzi adjourned the February 3 IPC Meeting at 2:06 PM. He thanked everyone for participating in the meeting.

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## Future Meetings:

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