

Institutional Planning Committee (IPC) Meeting

January 20, 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, Ray Hernandez, Mike Holtzclaw, Alex Kramer, Edna Letran, Richard Rojo, David McLain, Jeremiah Sims

Co-Chairs:

Fauzi Hamadeh, Micaela Ochoa, Arielle Smith

Meeting Facilitator:

Micaela Ochoa

Attendance:

A total of 60 members and guests connected and participated in the meeting.

Minutes

1. Welcome, Happy New Year, and Review Agenda

Micaela Ochoa called meeting to order at 1:02 PM. She welcomed everyone to the first IPC Meeting of 2021 and wished members a Happy New Year.

Micaela presented the January 20, 2021 IPC Agenda for review and approval. The agenda was reviewed approved as presented with no modifications.

2. Approval of Minutes from December 2, 2020

Micaela presented the IPC Meeting minutes from December 2, 2020 for review and approval. After reviewing the minutes, two corrections on item three were identified: 1) Tabia Lee said that Malathi's name does not have an "e"; and 2) Jacky Santizo explained that the "Multicultural Center was hosting the final bilingual immigration legal Q&A session" no EEC. Micaela thanks Tabia and Jackie, and asked if IPC approved the minutes with those two corrections. With a show of thumbs up and no further comments, the December 2, 2020 minutes were approved with the noted corrections.

3. Check-in, Acknowledgements, Brief Announcements

- **Special Shout Outs:** Kim Lopez gave a shout out to Liz Schuler, PD coordinator, for facilitating and coordinating, and working with our sister colleges on providing fantastic leadership during the Thursday, January 14 and Friday, January 15 Flex Days. She said that there were many great presentations and she enjoyed the student panel. Kim gave a shout out to everyone who worked on Flex Day activities.

Jackie Santizo congratulated Liz Schuler on her extraordinary coordination on Flex Days and gave a shout out to the CSM SafeZone committee for the presentation. She said that a year's worth of work went into the presentation and she was really excited that they were finally able to start presenting. She invited

members to attend the next CSM Safe Zone Meeting on Wednesday, January 27 at 2:00 PM. She said that if anybody was interested in SafeZone work to contact Ivan Kaiser at kaisere@smccd.edu.

Liz Schuler shared that there was a third part of the training, which is coming up at the April 22 Flex Day. She announced that all the sessions were recorded and said that the recordings were going to be available the week of January 25. She reported that a document is being created, where all handouts, and session materials would be available.

Hilary Goodkind gave a big shout out to Daman Grewal for continuing to bring us such important information on invisible sites/emails to keep us all safe as we move forward.

Micaela Ochoa gave shout out to David McLain for all his ongoing excellent work in Marketing, his overall support and everything he does for CSM.

Kim Lopez shared that someone from the district commented that CSM has the best communications and she recognized that it's really David's love, care, tons of hours of work and stress. She said "thank you, David."

- **Welcome to New Hires:**

Mike Holtzclaw shared that Francisco Gamez joined CSM on January 1 as the new Dean of Business and Technology. He replaced Heidi Diamond who retired at the end of December.

Micaela announced that Jane Wong is retiring and her last work day is Thursday, January 28 but her official retirement date is March 12, 2021. She thanked Jane for all her support to Administrative Services. She shared that the position would remain vacant at this time, and until we know more about SIP/COVID.

Mike announced that three new fulltime faculty had joined CSM this semester. The new faculty are Helen Pacheco in Computer Information Systems, Philip Tran in Business and Javier Silva in Anatomy and Physiology.

- **Save the Date!** CSM Town Hall, Friday, February 5, 2021, 1 PM – 3 PM:

Micaela announced that the next CSM Town Hall has been scheduled for Friday, February 5, 2021 from 1:00 – 3:00 PM. She invited and encouraged everyone to mark their calendars to attend the Town Hall and said that details and more information about the event will be forthcoming.

- **Mark Your Calendars:**

Kim shared that Cañada and CSM are co-sponsoring "A Conversation with Dr. Cornel West & Rick Najera: The Shared History of African Americans & Latinx" event and as part of an ongoing commitment to celebrate diversity and inclusion. Cañada College will host an important conversation with Latino Thought Makers Rick Najera featuring renowned speaker, author and Harvard scholar, Dr. Cornel West on Thursday, January 28, 2021 at 4 PM. She encouraged all CSM staff to participate and to register as soon as possible because it's going to be a well-attended event. Register at <https://tinyurl.com/DrWestJan28>.

4. Standing Committee Reports from Subcommittees

EEC Report: Jackie Santizo reported that EEC will resume the standing meetings starting February 2, 2021 at 4:00 PM.

Jeremiah Sims reported that the EEC budget proposal has not been submitted but it will be submitted soon. EEC will have a report to IPC in subsequent meetings.

Finance Committee Report: Micaela Ochoa shared that the first Finance Committee meeting for the spring semester is scheduled for Thursday, January 28 and following that meeting, there will be a report on budget and resource request updates at the February 3 IPC meeting.

Technology Committee Report: Tarana Chapple reported that the Technology Committee has not met this semester yet but will be resuming their standing meetings in February.

5. Solidarity Statement

Jeremiah Sims presented the CSM Statement of Solidarity for approval.

Micaela explained that as follow-up to prior discussions, IPC needed to take action on the Solidarity Statement, and thanked Jeremiah for his leadership on the Statement of Solidarity, and working with the various groups to get it to this level of approval by IPC.

Micaela asked IPC members for their approval of the Solidarity of Statement. With a show of thumbs up and the statement was approved with a show of thumbs up.

Micaela stated that the Statement of Solidarity had received approval from IPC and shared that it also had been approved by the subcommittees and constituency groups. She said that the statement will be posted on our website, and other approved sites.

6. CSM Action Plan

Jeremiah asked if we could move the CSM Action plan to the February 3 meeting. Jeremiah asked members to review the [CSM Action Plan](#) draft before the next meeting. Micaela said that it was fine to move it to February 3rd.

7. CVC-OEI Self Study Group Findings Update

Tabia Lee provided a report on the California Virtual Campus (CVC) Online Education Initiative (OEI). She shared that this initiative has rolled out throughout SMCCCD and faculty at Skyline and Cañada have signed resolutions in support of the consortium. She provided background on the CVC - OEI – Know - Want to Know - Learn (K-W-L) and on how to join the consortium. She said that each institution has to complete a self-study and as the CSM Instructional Designer Coordinator, she has taken the lead on the CSM self-study process. She said that the first CVC-OEI Self-Study Group Meeting was held on December 9, 2020 and it was recorded. She said that the Recording (Passcode: CVC-OEI2020) is available for members if they want to learn more about it.

Lee shared the Fall 2020 ID Needs Assessment Survey Results:

- Needs Assessment conducted August-November 2020 (provided to Divisions, Academic Senate, and posted as a Canvas Announcement)
- Most respondents were Adjunct Faculty (50%) and from Business Technology Division (47%)
- The needs identified were varied and diverse:
 - Inclusive and Accessible Course Design
 - Student Engagement Strategies
 - Revising course design for course alignment with District commitment to social justice and equity
- There is ongoing need for faculty training and support with technology tools and pedagogy

Lee described the CSM Strength, Weaknesses, Opportunities, Threats (SWOT) Analysis: Strength = “What do we do well in faculty and student support for distance learning/course design”; Weaknesses = “What can we do better in faculty and student support for distance learning/course design”; Opportunities = “Opportunities

open to us and what trends can we take advantage of; and Threats = “What are some dangers, what are others doing, or what threats do our weaknesses expose to us”

Lee invited IPC to their next meeting “Review of CVC-OEI Self-Study Application” on February 4, 2021 from 1-2 PM.

8. EOC Update

Ray Hernandez, Health Branch Director for the Emergency Operations Center and Operation Section Chief, started his presentation by reminding everyone that we are still in a pandemic and we’re told that we’re going to see many waves. He explained that we are well on the third wave. He explained how the waves developed and reviewed the tier system. He provided the San Mateo Health link: <https://www.smchealth.org/coronavirus> to seek updated and current information about COVID-19 and vaccination.

Ray shared that the vaccination process is not clear, yet. The hope is that with the new administration, the process will be streamlined to filter down to states, counties and those who are providing the vaccination operation. He said that the emergency operations center will keep everybody posted as information is obtained. He reminded everyone that these types of processes have to go to the policy group and emergency operations for vetting and then approval.

Kim reported that there was an error on the local news regarding CSM serving as a vaccination site. She said that CSM will serve as a testing site beginning Monday, January 25 if everything goes according to plan. San Mateo County Health will be handling the process and operating Sunday through Thursday.

Ray provided an overview of the Senate Bill (SB) 1383 Chapter 86/2020: Expands the California Family Rights Act (CFRA) to allow employees to use unpaid job protected leave to care for a wider range of individuals. It also reduces the employer threshold for this leave from 50 to 5 employees; and shared that the California Rights Act will continue to support the shelter in place issues – HR6021: Families First Coronavirus Response Act (FFCRA) which requires all public agencies, regardless of size, to provide two types of leave: Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave Expansion Act (EFMLEA).

Ray informed IPC that San Mateo County is in Tier 1 or Purple which indicates extensive spread, with more than seven new COVID cases per 100,000 people per day and more than 8% positivity. Most non-essential business operations must remain closed; closed for indoor lectures and student gatherings and some courses conducted in certain indoor settings, like labs and studio arts, may be open.

Ray explained the SMCCCD Continuity of Instruction under Tier 1 and said that for COSMO and Athletic conditioning indoors will stop; courses will continue in the current modality unless specifically prohibited by guidance from State and County; and courses that are not able to continue in-person will be evaluated. Human Resources is working on creating a new return to work and travel policy to align with state and federal guidelines and essential services will continue to be performed onsite.

SMCCCD Business Continuity under Tier 1: Bookstores will remain operational on District grounds. All in person instruction at SMAC will revert to on-line. Pools will close and No SMAC staff. Second Harvest will Continue with no changes. Public Safety/ ITS/ Facilities might remain the same with a slide modification on WiFi access points schedule to either 6AM – 2PM or 7AM – 3PM.

Emily stated that all the CSM nurses are trained and available whenever classes are in session Monday through Thursday from 9 AM to 3 PM. She shared that a new physician has just joined the CSM Health Center team and her name is Dr Jennifer Yang. She comes with a wealth of experience and she's offering

telemedicine hours for students on Wednesdays from 3 PM to 4 PM. Appointments can be made by phone at (650) 574-6396, email at csmwellness@smccd.edu or thru [CSM wellness center](#) website.

Ray said that he can be contacted at (650) 738-7969 anytime if there are any questions or comments. He asked to provide a general idea/information about what the question is, and he will call you right back.

Emily Barrick shared the link to San Mateo County Health Officer Updates: <https://www.smchealth.org/coronavirus>. She said that she is exploring the idea of administering the COVID vaccine – to do something similar that she’s done with the flue shot. It is a little more complicated but she is exploring it.

Micaela thanked Ray for his great presentation and providing federal legislative updates, state data, and relevant county information.

The PowerPoint with details has been posted on the IPC Website.

9. Governor’s Budget Update and Timeline for Resource Request

Micaela Ochoa provided an update on the 2021-2022 State Governor's proposed budget submitted on January 8 totaling \$227.2 billion. She stated that the Governor's proposed budget is better than anticipated but it is still a proposal. She informed members that the May Revise would provide further information, and the actual budget is scheduled to be adopted in June.

Micaela explained that the budget updates that were presented to IPC, Divisions and Senates projected significant cuts to the categorical programs of about \$4 million in 2021-22 and subsequent reductions in the out years. However, this Governor’s proposal does not include the categorical budget reductions that had been projected. The estimated budgets presented to the CSM community during the fall will be updated to reflect the Governor’s proposed budget. The budget is a living document and will continue to be updated as we continue to learn more information.

Micaela informed members that she will be presenting a budget update at the February 3rd IPC meeting. In addition, the informed members that there will also be a resource request update at the February 3rd IPC meeting.

10. Agenda Items for February 3, 2021

Micaela presented the current agenda items for the February 3, 2021 IPC Meeting: Update on CSM Presidential Search, Review and Affirmation of CSM’s Resource Request process. She said that item# 6: CSM Action Plan, Jeremiah Sims, 20 Min is a carryover item; and called for additional agenda items. There were no additional agenda items identified and 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.

11. Adjourn

Micaela adjourned the January 20 IPC Meeting at 2:56 PM. She thanked everyone for participating in the meeting and wished them a great week.

Future Meetings:

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

