

## Institutional Planning Committee (IPC) Meeting

April 13, 2022 | 1:10 – 3:00 PM

[Meeting Recording](#) | Access Code: hZn+6D1%

**Members:** Linda Allen, Donna Eyestone, Alicia Frangos, Remi Harada, Nicole Hong, Margaret McGugan, Andrea Morales, Madeleine Murphy, Carol Newkirk Sakaguchi, Luis Padilla, Kristi Ridgway, Jackie Santizo, Liz Schuler, Christopher Walker, Andreas Wolf

**Guests:** Hilary Goodkind, Alex Kramer, Edna Letran, David McLain, Jeremiah Sims

**Co-Chairs:** Fauzi Hamadeh, Mike Holtzclaw, Teresa Morris

**Meeting Facilitator:** Fauzi Hamadeh

**Attendance:** 45 members and guests joined the meeting.

### Minutes

#### 1. Welcome and Review of the Agenda:

Fauzi Hamadeh called the April 13 IPC Meeting to order at 1:11 pm and welcomed everyone to the meeting.

Fauzi presented the agenda for review and approval. He said that today's agenda didn't include the standing acknowledgments and check ins or Senate and Management Council reports because the agenda is packed with very important information.

#### 2. Space Utilization Analysis Presentation by Jesse Ross

Marie Mejia, Interim Director of Capital Projects, provided some background on the SMCCCD Districtwide Facilities Master Plan. She said that for the past year, the Facilities Planning team has been working on the plan and today they will be presenting the results of a space utilization study for College of San Mateo. Marie introduced Jessa Ross with Steinberg Hart who presented the CSM Space Utilization Study plan, provided some background, findings and recommendations for the College's space utilization assessment.

Jesse provided an overview of the planning process; planning principles; College of San Mateo Goals and Space Use Assessment key findings: assumptions; state targets; study findings; classroom utilization by time of the day; existing classroom space needs; classroom reuse opportunities; and other space reuse opportunities. The full presentation has been posted to the [IPC Website](#).

#### 3. Wayfinding and Signage Update

Julie Vogel and Alan Kringle from Clearstory presented the results of phase two of the wayfinding and signage study with recommendations and upgrades for CSM as of February 16, 2022.

Alan Kriegel reported that the existing sign system was good for the most part but made recommendations for signage in parking lots, adding directional signage beyond the parking lot IDs, and providing more signage around the interior campus to reinforce and help guide people along paths of travel.

**Recommendations for vehicle and pedestrian’s signage:** Lot A to remove the word “parking” from the signs; and replace “Campus Exit” with “Campus Exit & I-280). Lots A and B add “only” to the exit message.

**Vehicle legibility signage was a strong recommendation:** to give listings more clearly and separated by direction; multi-line messages and secondary destinations need to have more consistent design and redesigning signs to have a higher contrast will improve in legibility.



**Parking recommendation:** To change parking lots to numbers and use a prefix such as P1 because there are not enough letters to cover all the lots on campus. Letters are limited and buildings are also numbered on CSM campus.

**Parking log identification recommendation:** To change message on the signs to make it a more prominent message that identifies who is permitted to park in the lot and permit information. The number on the sign doesn’t have to be prominent.



**Parking IDs for College Center recommendation:** To increase visibility and prominence of this parking lot entry.



**Street signs recommendation:** To simplify the background color palette of the current signs for legibility of the street names, wayfinding and life safety.



Additional signs were proposed because it was identified the need for more signage in the interior of campus. The campus has large areas where there’s no orientation or directional signage.

**Campus map and directory recommendation:** To provide both buildings and major public departments to enhance significant value to the investment of the signs. Add drop-off signage in parking Lot 6.

**Building Identification recommendation:** To mount the letters closer to the wall to reduce shadow and increase legibility and to combine building numbers with the building name and remove numbers from above the doors.

**Lifecycle and maintenance recommendations:** To use a lighter color for the signs as it’s more sustainable to UV rays than rich saturated colors.

#### 4. Social Justice Conference

Layla Tamale introduced the [Rise in Revolution: A Social Justice Conference](#). The conference will be held in a hybrid format from April 25 through April 29 at 3 – 7 pm. She said that the conference is a student-organized event to inspire and provide college students with the knowledge, skills, and resources to be agents of change. We were radicalizing, revolutionizing, and reimagining what collective liberation looks like.

The conference will have daily sessions on theory, study, praxis, and critical reflection and dialogue. It will include workshops and keynote themes centered around the topics of Climate Justice, Health & Disability Justice, and the Prison Industrial Complex. The event will have an in-person celebration of joyful resistance through art, food, and performances on Friday, April 29, to close the conference. Registration is free and is available on Eventbrite.

Jackie Santizo gave a big kudos to Micaela and the Marketing team for their support. Fauzi said kudos to all MCCDC students and all that help with the coordination of this event and encourage everyone to register for the event.

#### 5. Equity Survey Data

Hilary Goodkind gave a shout out to the PRIE Team – Monique, Heeju and Brittany – for helping with the report and presentation.

Hilary presented the Student Antiracism Survey' methodology, profile, Comparison of Survey Sample vs. CSM Population Ethnicity, Perceived Connection between Identification and Education, and Pedagogy.

Micaela Ochoa presented the Environment and Culture: Safety and Belonging, Race- and Appearance based incidents; Public Safety; Race-based Policy.

Hilary presented the conclusions and next steps of the survey: Continue work to diversify the curriculum to reflect the community we serve; Review findings and develop strategies with incoming Equity Director; Pursue African American student focus groups to explore attitudes and perceptions further; and focus groups with Pacific Islander students, whose responses are generally very positive, in the fall.

Survey invitations were sent out in November, followed by a few reminders then posted on Canvas. The survey closed on January 25, 2022; incentives were offered to students to participate in the survey; 6,582 students (12% of the college's student populations) participate in the survey.

##### **Survey Discussion:**

Fauzi set up breakout rooms for the discussion of the survey. Hilary asked participants to use both pages on the Jamboard to provide feedback: One page was to enter just reflections on what stood out to you individually of the survey results, and the second page about potential implications for CSM. The summary of this exercise will be presented to both Cabinet and to the new director of equity as we move forward to begin to tackle the issues and implement the updated Education Master Plan.

Members reconvened and shared out on their reflections and potential implications for CSM from the breakout room activity.

**6. Agenda Items for May 4 Meeting:**

Fauzi presented the current agenda items for the May 4 IPC meeting: 1) Student Services Strategic Plan; and 2) End of Semester Check-in with Breakout Rooms. There were no additional items identified at this time. Fauzi asked that agenda items should be emailed to either one of the tri-chairs: Fauzi Hamadeh at [hamadehf@smccd.edu](mailto:hamadehf@smccd.edu); Mike Holtzclaw at [holtzclawm@smccd.edu](mailto:holtzclawm@smccd.edu), Teresa Morris at [morrist@smccd.edu](mailto:morrist@smccd.edu). or Arielle Smith at [smitha@smccd.edu](mailto:smitha@smccd.edu).

**7. Adjourn**

Fauzi adjourned the April 13 IPC meeting at 3:01 pm, thanked members and community for attending the meeting and wished them a good rest of the week.

**IPC Schedule of Meetings:**

2021	2022
September 1 & September 15	January 19*
October 6 & October 20	February 2 & February 16
November 3 & November 17	March 2 & March 16
December 1*	<b>April 13*</b>
	May 4 & May 18
IPC meets every first and third Wednesday of each month during the academic year except where indicated *	