

Institutional Planning Committee (IPC) Regular Meeting

Wednesday, November 17, 2021 | 1:10 – 3 pm

[Meeting Recording](#) | Access Code: !X8T\$6i5

Members: Linda Allen, Donna Eyestone, Tania Farjat, Alicia Frangos, Remi Harada, Anna Mahoney, Margaret McGugan, Andrea Morales, Madeleine Murphy, Carol Newkirk Sakaguchi, Luis Padilla, Kristi Ridgway, Jackie Santizo, Liz Schuler, Christopher Walker, Andreas Wolfe

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

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

Meeting Facilitator: Mike Holtzclaw

Attendance: 46 members and guests joined the meeting.

AGENDA

1. Welcome and Review of the Agenda:

Mike Holtzclaw called the November 17 IPC Meeting to order at 1:12 pm and welcomed everyone to the meeting.

Mike presented the agenda of November 17 IPC Meeting for review and approval. The agenda was adopted as presented with no objections.

2. Review of Minutes of November 3, 2021

Mike presented the November 3 IPC Meetings minutes for review and approval. The minutes were approved with corrections to the members and guests lists. Mike shared that the members list had been finalized and members will be listed on future agendas and minutes. However, names of attendees are not captured on the minutes.

3. Check-Ins, Acknowledgements, and Brief Announcements

Mike opened the floor for check-ins, acknowledgments, and/or announcements.

Andreas Wolf provided an update on sports. He said that unfortunately the football team lost the game on Saturday, November 13 to City College but did well during the season. He shared that on November 27, CSM and City College will be hosting the first round of playoff games. The winner of those games will be playing at City College on December 4.

Andrea Morales reported that some students were not wearing their masks and asked for support in enforcing policies on mask wearing in open areas.

Andreas Wolf shared that he was attending an EOC meeting today to discuss COVID-19 testing and masking on campuses.

Jennifer acknowledged the Centennial Activities Committee for planning a robust series of events throughout the year.

Mike announced that Teresa and Fauzi would take over facilitating today's meeting as he and Jennifer had to leave to attend another meeting.

4. Standing Committee Reports from IPC Subcommittees

EEC – Jeremiah Sims – reported that the EEC subcommittee will be having biweekly standing meeting with President Taylor- Mendoza and Cabinet. EEC is looking forward to those conversations.

Finance Committee: No report.

Technology Committee: Erica Reynolds reported that the Technology Advisory Committee met on November 30. She said that Peter von Bleichert and Val Tyler are in the process of updating TAC's website. The website is being designed to be more user-friendly and to allow the campus community to provide feedback, comments, and/or questions for the committee. Members have been working on refining the objectives and goals of the tech plan.

Erica also announced that Alicia Frangos has joined the TAC team replacing Jia Chang who is now CSM's Acting College Business Officer. She welcomed and thanked Alicia for joining the team.

5. Coastside Update

President Jennifer Taylor-Mendoza acknowledged and thanked Dave McLain and Hilary Goodkind for their support on her presentation to the Half Moon Bay City Council. Hilary for the data she provided and Dave for the great job of fine tuning the PowerPoint presentation.

Jennifer shared that Trustee Lisa Petrides is working with her on building partnerships and connections with the Coastside. She explained that as a Coastside resident, "Coastside" is a term used by residents, and that the region is generally recognized to be divided between north and south.

Jennifer shared the work she has been doing building partnerships with the Coastside during her first 100 days:

Jennifer stated that she has been embarking on a listening tour to better understand the Coastside Community needs; modeling presence, facilitating conversations and being in conversations for the first time representing that district and campus; being strategic to build trust with community partners such as going to the Half Moon Bay City Council meeting and presenting information on behalf of the campus, which went really well and was very well received; and also assessing and developing a comprehensive Coastside plan for programming. She said that she was going to need input and feedback from everyone to develop the plan together.

Jennifer provided a list of the communities on the Coastside service area that CSM is responsible for: Half Moon Bay, Miramar, El Granada, Moss Beach, Princeton, and Montara.

Jennifer provided data on Coastside Residents by demographics and said that the data was from the census data, and it might not be entirely accurate since some populations don't report to census. She also noted that Miramar and Princeton were not reported on the data because those were unincorporated communities.

Jennifer presented data of Coastside students at CSM that showed a decrease in enrollment started before the pandemic. She said that the marketing of the Promise Scholars Program and the expansion of dual enrollment would help to increase enrollment from the Coastside. She shared that in partnership with Cabrillo Unified School District a [CSM and Cabrillo USD letter](#) was sent out to the Cabrillo Unified School District students and families informing them about the partnership with CSM and CUSD and the CSM services to the communities.

Jennifer shared the Coastside and Community Partners and the work she has been doing.

1. Cabrillo Unified School District – holding monthly meetings
2. Latinx Leaders – met with leaders
3. Ayudando Latinos A Soñar (ALAS) – Kristi, Mike and Estala have been helping in this effort.
4. Half Moon Bay Library – Ellie introduced Jennifer to the librarians and have had meetings.
5. Boys and Girls Club of the Coastside – Jennifer has been working with Jill Jacobson, BGCC Directors and Andreas has been also working with Jill with coaching sports.
6. Half Moon Bay City Council – Jennifer and Lisa Petrides attended and presented at the November 16 Council meeting.
7. Half Moon Bay Rotary – Micaela and Jennifer met with the Rotary president and Micaela is taking the lead with this partner.
8. Senior Coastsiders – Jennifer has met with them
9. Greater Coastside Regional Economic Development Coalition- Jennifer and Lisa Petrides have been working with this group.

Jennifer also shared the challenges that she's noticed: 1) Transportation; 2) Lack of CSM visibility in community; 3) Lack of emphasis on education as part of economic stability, 4) Socioeconomic divide; and 5) CSM's reputation as the "college on the hill."

Jennifer described the shared opportunities: 1) Education integrated into Coastside Economic Recovery Plan, 2) Instruction and services, 3) Dual enrollment, Promise Scholars, Career Education, ESL in the Community, 4) We are the community's college so take the college to the community, 5) Sustainable and varied partnerships with community organizations, 6) Prioritize pathways from early education to college and 6) Workforce development: local business partnerships, apprenticeships, curriculum innovation

Jennifer also presented Next Steps to continue building partnerships in the Coastside: 1)Townhalls, 2) Drafting a Coastside Plan, 3) What would a Coastside Plan look like?

The Coastside Mission - "At the core of it and in the most basic humanizing terms, in order for our educational institutions to succeed in their grand missions, we all must care about other people's children." —JTM

Jennifer held a discussion as she asked for feedback and input on the development plan, IPC participants engaged in the conversation and provided ideas followed the presentation.

The Serving the Coastside presentation has been posted on the IPC Website.

6. Safety Committee Bylaws Update

Micaela Ochoa shared the changes to the CSM safety committee bylaws that were approved by the committee on October 28. She said that in the past the CSM Safety committee has made recommendations directly to the President. She said that one of the changes to the bylaws was the recommendation to change reporting structure so that the committee becomes a committee that reports and makes recommendations to IPC.

Micaela defined the changes to the bylaws that the committee unanimously approved as: Under purpose, the word help was added; Under Functions, including that the safety committee conducts monthly campus safety meetings for students, faculty, classified, professionals, administrators, and Campus community; Under Recommends, that the committee reports to IPC rather than directly to the president and it becomes a committee that is a part of IPC; Under Membership, added a representative from the office of emergency management, two faculty at large, two CSEA classified staff at-large and AFSME classified staff at-large; Under Staff, the Executive Assistant, Vice President of Administrative Services supports the committee.

7. Program Review – Groups

Teresa Morris shared that the IPC Tri-chairs met to plan the process for the "Great Read" of program reviews. She said that the Rubric/Guided Responses 2021 were presented at the last IPC Meeting and listed them as follows: 1. Strengths, Challenges and Needs as expressed in the Challenges and Opportunities area; 2. Note one thing about this program or service area that you didn't know already; 3. Comments box from the reviewers for each section of the review: description of program, results of previous program review, current program review, planning and CE, only

Teresa stated that all IPC Members automatically were part of the Great Read. She asked for those that would like to volunteer to participate in the Great Read to let her know today. She asked that members and volunteers to put their name in the chat to help to start forming the groups.

Teresa presented different group scenarios and said that there were 75 program reviews to read. After a short discussion on the formation of the number of groups, there was a consensus decision to have 12 groups and each would be reading between six to seven program reviews.

Teresa said that each group would have a balance of unexperienced and experienced readers.

Fauzi urged people to volunteer in the Great Read as it's a great experience and a great way to learn about the programs.

Teresa asked to direct all questions about program review to her before Friday, November 19 and said that the program reviews were available online on the [Program Review SharePoint](#) downloads site categorized by [Division Offices](#), [Instructional](#), [Learning Communities](#), [Learning Support Centers](#) and [Student Services](#).

8. Agenda Items for December 1, 2021

Fauzi presented the current December 1 agenda items 1) Leadership Positions Updates by Jennifer Taylor-Mendoza and called for agenda items.

Fauzi asked that any additional agenda items could be emailed to either one of the tri-chairs: Fauzi Hamadeh at hamadehf@smccd.edu; Mike Holtzclaw at holtzclawm@smccd.edu, or Teresa Morris at morrist@smccd.edu.

9. Adjourn

Fauzi adjourned the November 17 IPC meeting at 2:20 pm and wished everyone a happy holiday.

IPC Meetings Schedule:

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	▪ April 13
	▪ May 4 & May 18

IPC meets every first and third Wednesday of each month during the academic year except where indicated *.