

Institutional Planning Committee (IPC) Regular Meeting

Wednesday, September 15, 2021 | 1:10 – 3 pm

[Meeting Recording](#) Code: u0XhH^Lf

Members: TBD

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

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

Meeting Facilitator: Mike Holtzclaw

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

Minutes

1. Welcome and Review of the Agenda:

Mike Holtzclaw called the September 15 IPC meeting to order at 1:10 pm. He welcomed everyone to the meeting and announced that Tri-Chair Teresa Morris was not going to be able to join the meeting today.

Mike presented September 15 IPC meeting agenda for review and approval. The agenda was adopted as presented with no objections.

2. Review of Minutes of September 1, 2021

Mike presented the minutes of the September 1 IPC meeting for review and approval. Minutes were approved without modification.

3. Check-Ins, Acknowledgements, and Brief Announcements

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

Jackie Santizo from the Multicultural & Dream Center announced that an email went out to all students in the district targeting the ESL and Undocumented Students regarding enrollment fee support and emergency grants. Students can apply for tuition assistance for the Fall 2021 semester by completing the application at https://smccd-czqfp.formstack.com/forms/esl_undocumented_student_fall_fee_application.

Jackie acknowledged the team that has been working on the undocumented student support districtwide committee.

Andreas Wolf announced that the athletic programs were in full swing with volleyball, cross country, and football taking place at the moment. He reported that the football team is ranked number one in the state and that there had been zero COVID cases despite the teams engaging in games and practices. He said that the health and safety of all of the student athletes and staff is the college's primary focus.

Jeremiah Sims shared that Dr. R. Zach Williams will be presenting a lecture titled, "Views of Race, Reparations, and U.S. Settler Colonialism from the Place of Blackness in the Pacific Northwest" on October 7 from 11 am to 12:25 pm.

Mike shared that the Math Science Division will be holding CSM's Annual Family Science & Astronomy Festival + Makerspace on Saturday, September 25, from 12 noon to 9 pm. The event will be presented virtually again this year. Visit the [Family Science Day page](#) for more information and to register.

Andreas shared that there are two major initiatives moving forward at CSM: 1) Voices in Action which is primarily focused on empowering female athletes; 2) Math in the End Zone for student athletes, which is modeled on the success of the Writing in the End Zone initiative. Math in the End Zone was piloted last fall with a 72% success rate and then again in the spring with over 90% of student athletes (primarily football players) passing transfer-level math.

Christopher Walker gave a shout out to Josh Rhodes, who worked to put together the Math in the End Zone Program and who has been teaching it for the last year and a half. Christopher said Josh has been a great addition to the CSM Math Department.

4. Standing Committee Reports from Subcommittees

EEC: Jeremiah reported that EEC continues working on the creation of the equity plan and constructing processes for gathering campus input. He also shared that Melissa Aliu has replaced Jackie Santizo as one of the EEC tri-chairs.

Jeremiah said that EEC is working on setting up an Ethnic Studies speaker series and will share more information in the future.

Finance Committee: Nothing to report

Technology Committee: Tarana Chapple reported that the Technology Committee will meet once a month this semester instead of twice per semester. The meeting will be held the third Tuesday of every month and the first meeting was held in August. At that meeting, they discussed the goals, agenda building and decided that the next three meetings were going to be dedicated to work on Technology Plan, which will be completed by the end of the semester.

5. Update on Hiring

Jennifer Taylor-Mendoza provided an update on hiring as follows:

Promotions:

Aubrey Kwan Roderick has accepted the Acting Language Arts Dean position and will begin her new role on October 1 after Board approval on September 22.

Ludmila Prisecar will be taking on the Interim Vice President of Administrative Services position at Cañada College and will start her new position after Board approval on September 22.

David McLain had accepted the permanent position of Director of Community Relations and Marketing. He will start her permanent position on September 23 after Board approval on September 22.

Recruitment:

Given the above staffing changes, the following positions will need to be filled: Acting international education manager, Acting college business officer, and a permanent communication manager

Jennifer gave kudos to Dave, Aubrey and Ludmila and said that a campus announcement was going to be sent on Thursday, September 16. It will also include other active positions that will need to be advertised.

She thanked everyone who was part of the hiring processes and congratulated those with new leadership roles.

6. IPC Members

Fauzi Hamadeh announced the following classified staff as official members of IPC: Linda Allen, Alicia Frangos, Jackie Santizo, and Luis Padilla. He also announced the official student IPC representatives: Andrea Morales, Anna Mahoney, Tania Farjat.

Mike welcomed all the new IPC members on behalf of the tri-chairs and expressed hope that all new members find this to be a valuable experience. IPC is where we all come together to both learn and informed about what's going on at the institution.

Fauzi added that even the IPC meetings are open to the entire campus community and anyone can come and participate, only members are able to vote should the necessity arise. However, IPC generally works by consensus.

Mike said that the list of official faculty IPC representatives would be announced at the next meeting.

7. Nomination of IPC representative to Finance Committee

Mike asked for a member of IPC to volunteer to serve on the Finance Committee as the IPC Representative. He said that only official IPC representatives may be nominated or volunteer for this position. The Finance Committee meets monthly on the second Thursday of the month from 2 – 4 PM.

Mike asked IPC Members to consider participating in the Finance Committee and to send nominations to the IPC Tri-Chairs: Fauzi at hamadehf@smccd.edu; Mike at holtzclawm@smccd.edu, or Teresa at morrist@smccd.edu.

8. Transition of Management Council

Jennifer provided an overview of Management Council. She said that Management Council consists of deans, directors, Vice Presidents, managers and program services coordinators. It meets once month on the second Monday of the month from 11 am to 12 pm. However, during the pandemic, it met weekly not only to report out but also to discuss problem solving strategies. She stated that Cabinet consists of the three Vice Presidents, Dean of PRIE, the Director of Equity and the Director of Marketing, and is the group that supports the president's leadership, and provides advice, guidance, and direction and how to move the college forward.

Jennifer shared that she is interested in transitioning Management Council to function as a representative body and for the group to provide reports at IPC, similar to the academic senate, classified senate, and student senate. Aubrey Roderick and Ron Andrade, as the co-chairs of Management Council, will provide the updates. By doing so, Jennifer hopes to raise the voice of directors, deans and managers in order to give them an opportunity to weigh in, provide leadership, and share their own vision as we work together as a collective team. There were no objections to transitioning Management Council to a representative body and adding the group to the IPC reports with the senates.

9. Guided Pathways Update

Allie Fasth, Director of Guided Pathways/Promise Scholars Liaison, provided an update on the creation and development of the Academic and Career Communities. She gave a shout out to the Guided Pathways Steering committee members for their instrumental role in the last several years: David Locke, Emily Kurland, Alex Guiriba, Jane Jackson, Carol Ullrich, Yvette Butterworth, Rene Anderson, Mounjed Moussalem, Kelsey Harrison, Trang Luong and Kristi Ridgway.

Allie shared the following aspects of Guided Pathways:

Annual Goals: integrate Academic & Career Communities; foster curricular connections; develop sustainability plan; provide consistent communications campus-wide.

Purpose: identified student need for clarity upfront, provide tool for exploration, support pathway development, foster cross-department curricular collaboration.

Process: Academic & Career Communities are designed to help student explore the degrees, certificates, and other educational opportunities available at College of San Mateo.

Next Steps: Academic & Career Communities support teams, Student focus groups, 3- year maps, part-time maps, Career Connections, Instructional faculty collaboration, and embedding program videos.

Allie said that she wanted to provide this update to IPC because she knows that each member can bring this information to students in different spaces. If there are any questions, to contact any of the GP steering committee members.

Presentation has been posted on the IPC Website.

10. Equity Plan Update

Dr. Jeremiah Sims provided an update on the Equity Plan. He talked about Equity in Action – Love as Praxis. Jeremiah Sims talked about the phased approach to CSM Equity Plan and how it would intersect with the completion of CSM Action Plan.

Jeremiah led an opening activity. He posed questions and directed a pop quiz, and attendees engaged and shared their answers in the chat.

Jeremiah explained the four levels of racism: Personal, Interpersonal, Institutional and Structural.

Jeremiah shared that the CSM Action Plan was created and it was brought to IPC for final approval. However, there was some pushback and some people felt that they were excluded from participating in it. After further analyzing the critique, the team felt that people would actually fit much better with the equity plan.

Jeremiah said that the Educational Equity Committee spent the Fall 2020 developing an action plan and talked about the steps/phases to review and complete it. He reported phase one had been completed. Phase two was in progress and it consisted of creating informational feedback sessions in different modalities. Phase three is going to begin Summer and Fall 2022 with the plan to finish the Equity Plan and with the goal to have the CSM Action Plan completed and published by Fall 2022.

Jeremiah shared the timeline to complete the CSM Action Plan.

1. Call for Agenda Items for Next IPC meeting on October 6, 2021

Mike called for agenda items and announced the current agenda items for the October 6 IPC Meeting: Update on MCCDC Projects and Initiatives – Jackie Santizo (45 minutes); Facilities Update – Micaela Ochoa (15 minutes); Finance Committee onboarding for IPC member. Mike said that additional agenda items could be email to the tri-chairs: Fauzi at hamadehf@smccd.edu; Mike at holtzclawm@smccd.edu, or Teresa at morrist@smccd.edu.

2. Adjournment:

Mike Adjourned the September 15 IPC Meeting AT 2:40 PM and thanked everyone for attending the meeting.

IPC Meetings Schedule for 2021–2022

2021	2022
September 1 and September 15	January 19*
October 6 and October 20	February 2 and February 16
November 3 and November 17	March 2 and March 16
December 1	April 13*
	May 4 and May 18

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