

Institutional Planning Committee (IPC) Hybrid Meeting

College Heights Conference Room | 10-468

[Meeting Recording](#) | Passcode: c#5C.HWd

May 18, 2022 | 1:10 – 3:00 PM

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, Ashley Phillips, Aubrey Roderick

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

Meeting Facilitator: Mike Holtzclaw

Attendance: 33 members and guests joined the meeting via Zoom and 5 in person.

Minutes

1. Welcome and Review of the Agenda:

Mike Holtzclaw called the May 18 IPC Meeting to order at 1:18 pm and welcomed everyone to the meeting.

Mike presented the agenda for review and approval. He announced one change to the agenda: Item 6 would be moved to be number 8. Agenda was reviewed and approved as amended.

2. Check-Ins, Acknowledgements, and Brief Announcements

Kristi Ridgway reported that the Scholarship Award Ceremony went extremely well. She acknowledged Karen Chadwick and the entire scholarship committee for a wonderful job.

Kristi shared that 593 scholarships were awarded this year for a grand total of \$380,091 and thanked everyone that helped contribute to the memorable occasion.

David McLain gave kudos to those that were able to attend the evening of art, science, music and dance on Friday, May 6. He said that it was an evening that included a planetarium show, stargazing with world-class telescopes, music and dance performances from CSM faculty and local artists, and a special lecture, art exhibit, and reception with Professor Mohsen Janatpour.

3. IPC Bingo

Fauzi Hamadeh and Teresa Morris facilitated the IPC Bingo activity. Fauzi shared that Krystal Duncan and he had this activity at Flex Day and everyone enjoyed it.

Bingo sheets were passed around to those that were attending the meeting in person and the file was shared to those that were joining the meeting virtually. Fauzi explained the activity.

Teresa set up the breakout rooms and the timer to start the activity. She randomly placed people in different rooms and announced the following people that had Bingo on their cards: Hilary, Michelle Schneider, Jennifer, and Maddie.

4. Senates and Management Council Reports:

Fauzi reported that Classified Senate had its final meeting last week and they were planning an outdoors Classified Employee Appreciation Week Lunch for Wednesday, May 25 at noon on the Bayview Terrace. He said that the invitation to RSVP went out last week and a reminder was going to be sent out today. All Classified employees are encouraged to attend.

Teresa reported that the Academic Senate has discussed the workload pilot and is currently discussing a bylaws proposal for changing the membership of the curriculum committee. She shared that they received a report on proctoring software that recommended more student involvement and recommendations for the use of the software during flex day presentations.

Teresa shared that she was going to be resigning as the Academic Senate co-president at the end of this school year. Jeremy Wallace will be the Interim Academic Senate President from August to October. Arielle Smith will be returning to her Academic Senate Presidential roll at the end of October when her Acting Dean of Enrollment Services and Support Programs assignment ends.

Andrea Morales, ASCSM President, reported that the students have been participating and engaging more in activities and events, and they want to do more for the community. Andrea shared that she was elected to serve another year as the ASCSM President and that she secured an internship with Genentech and will start June 1. Members congratulated Andrea for a job well done.

Ashely Philips reported that Management Council Members have been reading the Sum of Us by Heather McGhee and at the last Management Council Meeting on May 9, they had a viewing party and talked about the book in more detail. Management Council is also preparing for the leadership retreat on June 15 and 16, 2022.

5. IPC End of Year Summary Report

Fauzi Hamadeh shared the College of San Mateo Institutional Planning Committee End of the Year Summary Report 2021–2022. He said that the report was a list of items that came before IPC for this academic year for planning processes, reporting, taking actions, making decisions and recommendations. This report has been adopted by IPC and posted on its website.

6. May Revise and Budget Update

Micaela Ochoa provided an update on the Governor's May revise budget proposal that covers July 1, 2022, through June 30, 2023. She said that the May revise reflects a surplus of \$49.2 billion but it is still a proposal that must be adopted by the State Legislature. The actual budget would be adopted by June 30, 2022, and more revenue is expected after the adoption. The report has been posted on the IPC Website.

7. End of the Semester Debrief

Jennifer Taylor-Mendoza provided a presentation on the President's End-of-Year Update. She said that this community had made solid and commitment committed and strong, and thanked her Cabinet team, Academic Senate leadership, Classified Senate leadership, and Associated Students of CSM leadership. Dr. Taylor-Mendoza recognized all the faculty, classified professionals, facilities, public safety staff and ITS for their dedication and hard work.

Jennifer shared a quote she wrote reflecting on the premeditated violence happening around the country. She said that she was going to send her May letter and would be speaking to the quote.

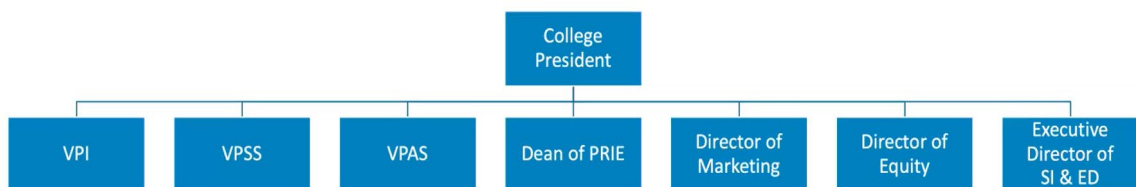
Quote:

“Ideas and ideology can be liberating – just as they can be deadly. We have seen too much death. We have a responsibility to lead for liberation and by example.” JTM

Jennifer said that at Cabinet, they talked about conserve and give back. She shared that supporting African Heritage Food Co-Op community could be a way to give back.

Jennifer shared her 2022-2023 Cabinet structure:

Cabinet Structure



Cabinet updates:

VPI: Mike Holtzclaw, Vice President of Instruction, reported that the classrooms designated to be converted to HyFlex will be finished during the summer with all the equipment installed; Summer enrollment is below average but a District marketing campaign is going to be launched to help increase numbers; and that fall semester enrollment was looking good; and he has been working with the Dean’s group about developing class schedules one- to three-years out to help students with long-term planning.

VPSS: Kristi Ridgway: Acting Vice President of Student Services, reported that registration is in full swing not only for summer but also for fall semester. The Counseling and Outreach teams are conducting school visits to bring counseling services, support programs directly to new students. They are also making connections and helping them with the registration process, etc.

Kristi shared that since Spring 2020, Student Services has disbursed emergency funds out to students totaling more than \$7.6 million of direct aid. She thanked Claudia Menjivar and the Financial Aid team for getting that money processed and out to our students.

Kristi announced that the Director of SparkPoint has been hired and Emily Barrick, who has been overseeing SparkPoint, would only be overseeing Personal Counseling and Health Services as of June 1st. In addition, a Program Services Coordinator position in Financial Aid is currently in the recruiting process. Finally, Kristi reminded everyone that Commencement is on May 27 and that many other programs are having end of year celebrations. She encouraged everyone to attend and recognize our students’ accomplishments.

VPAS: Micaela Ochoa, Vice President of Administrative Services, reported that the Business Operations Analyst position has been posted and that hopefully interviews would be held within

two weeks with an anticipated final selection in June so that someone will be in place by July 1. In addition, Charles Phan, Senior Cashier, will be returning on July 1 from his detail position at Skyline College. She thanked Hugo Enciso who was covering for Charles for doing a wonderful job.

Micaela reported that the CSM Lyft Services would be expanding this summer to Hayward – picking up and dropping off at the Hayward and South Hayward Bart Stations. She said that RFP proposals have been reviewed from different shuttle service companies to determine if additional shuttle services for our students would be provided.

PRIE: Hilary Goodkind reported that PRIE was currently working on Guided Pathways, Academic and Career Communities report, Anti-racism survey desegregation for special populations, ongoing resource requests from the college, and the ongoing EMP internal and external scan.

PRIE is conducting final interviews for the Senior Research Analyst position on Monday, May 23. This summer PRIE would be working on a new EMP for CSM and data for resource requests for the fall.

Marketing: David McLain reported that Marketing was working on three major campaigns: 1) Summer enrollment targeting the Coastside and advertising Lyft services; 2) Strong workforce marketing campaign; 3) CSM Level Marketing starting the second week of June through April of 2023.

Centennial: Marketing is reviewing activity proposals for fall events; the Jazz on the Hill contract has been finalized and the event is scheduled for Saturday, July 23.

Outreach: Estela has been doing twice as many recruitment events as in the past. The Connect to College event was successful with over 200 prospective students and their families attending.

Marketing will be launching a new CSM virtual tour with 360-degree images and drone footage. People will be able virtually “walk” the campus and explore. In addition, a new event calendar system will launch in June.

Jennifer provided updates on what to expect so see in the new 2023 – 2028 EMP; the Summer Leadership Retreat on June 15 and 16; 2022 Spring hiring; 2022 Spring End-of-Year Events; 2022 Commencement Ceremony on Friday, May 27, 2022 at 4 pm at the College Heights Football Stadium; 2021-2022 CSM Impact report; Flex Day on August 16 featuring Keynote Heather McGhee author of “the Sum of Us”. Copies of The Sum of Us will be available for free in the Library, Learning Center, Bookstore, division offices, and Office of Student Life in early June. The President’s Office has copies available now so please pick up your copy.

8. 2022 – 2023 IPC Proposed Schedule

Mike presented the proposed 2022-2023 IPC Meeting dates and announced that IPC was going to be meeting once per month with the exceptions of September 2022 and May 2023. The proposed meeting dates were adopted as presented.

2022 – 2023 IPC Proposed Schedule	
September 7 & 21, 2022	January 25, 2023
October 5, 2022	February 1, 2023
November 2, 2022	March 1, 2023
December 7, 2022	April 5, 2023
	May 3 & 17, 2023

9. Agenda Items for September 7 meeting

Mike called for agenda items for the September 7 meeting. Educational Master Plan (EMP) was identified and Hilary Goodkind as presenter. Additional items should be emailed to the tri-chairs: Fauzi Hamadeh at hamadehf@smccd.edu; Mike Holtzclaw at holtzclawm@smccd.edu, Teresa Morris at morrist@smccd.edu and also Arielle Smith at smitha@smccd.edu.

10. Adjourn

Mike adjourned the May 18 IPC meeting at 2:37 pm and thanked members and the campus community for attending the meeting. He wished everyone a great and healthy summer.