

Institutional Planning Committee (IPC) Meeting

January 19, 2022 | 1:10 – 3:00 PM

[Meeting Recording](#) | Access Code: *E64p@iJ

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: Teresa Morris

Attendance: 34 members and guests joined the meeting.

Minutes

1. Welcome and Review of the Agenda:

Teresa Morris called the January 19 IPC Meeting to order at 1:11 pm and welcomed everyone to the meeting.

Teresa presented today's IPC Agenda for review and approval. Agenda was approved as presented.

2. Check-Ins, Acknowledgements, and Brief Announcements

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

Kristi Ridgway acknowledged Deb Laulusa for her support to the Student Services Office.

Arielle Smith gave a shout out to Liz Schuler for pulling off a very successful flex day with some last-minute changes.

Liz Schuler gave a shout out to all of the amazing presenters and coordinators from our sister colleges, and all of our student services staff that put videos and presentations together for the self-guided campus tour.

Jennifer thanked and gave a shout out to David McLain for his partnership, communication, strategies, support with flex days, and the work he has done behind the scenes so beautifully and gracefully. She also acknowledged and gave a shout out to Edna Letran for her amazing support to the president and the President's Office.

David McLain acknowledged President Taylor-Mendoza for her steadfast caring leadership, vision, and help through these rocky times.

Teresa Morris shared that Leanne Kennedy, Professor of Nursing Simulation, passed away and acknowledged that her life had a huge impact on her students.

Hilary Goodkind thanked those participating in the review of program reviews.

Jackie Santizo announced that students taking English as a Second Language (ESL) courses and/or Undocumented Students may qualify to receive financial assistance to help pay for a portion of their educational expenses if they are taking 6 or fewer units at the San Mateo County Community College District and have been impacted by COVID. Students can apply for this grant by completing the application during the spring semester: https://smccd-czqfp.formstack.com/forms/spring_2022_esl_undocumented_student_fee_application

3. Standing Committee Reports from IPC Subcommittees

EEC – No report.

Finance Committee: Micaela Ochoa reported that the next Finance Committee meeting was scheduled on February 10 and at time the committee would be reviewing the governor's proposed budget for next year. She said that the Governor's proposed budget was released the morning of January 19 and she would be bringing an update on the Governor's proposed budget to the next IPC meeting.

Technology Committee: Tarana Chapple shared that the next Technology Advisory Committee meeting was scheduled for February 17 from 1 – 2:30 pm. Tarana reported that the Technology Advisory Committee website is new and improved more user friendly website that is now live. She invited everyone to check it out and to provide feedback. She thanked Peter von Bleichert, David McLain and Val Tyler for their hard work and efforts.

4. Review and Approve of Minutes - November 17, 2021

Teresa said that action to approve the minutes was going to be taken at the February 2 IPC meeting because minutes were not sent out on time for members to review before approving them.

5. Review and Approve of Minutes – December 1, 2021

Teresa said that action to approve the minutes was going to be taken at the February 2 IPC meeting because minutes were not sent out on time for members to review before approving them.

6. Welcome back

President Jennifer Taylor-Mendoza welcomed everyone back to campus and to IPC. She expressed her excitement to walk around campus and see students, faculty, and staff safely interacting while following the mask wearing protocols.

Jennifer invited everyone to reach out to her with questions or concerns about decisions being made or other matters. She is available via email, phone, and text. Her open office hours will be held on Thursdays from 3 to 4 pm both virtually and in-person. Anyone wishing to schedule a 15-min appointment should reach out to Edna Letran.

7. CSM 5-Year Goals for District Strategic Plan Metrics

Hilary Goodkind presented the proposed 5-year goals for the college based on the strategic plan. She said that the district sets certain metrics and that the college sets goals based on those metrics. The trends help inform the targets that are set. .

Hilary asked members for approval for the CSM 5-Year Goals for District Strategic Plan Metrics presented today to go to the Board. IPC approved for the CSM 5-Year Goals for District Strategic Plan Metrics to be forwarded to the Board as presented.

8. Participatory Governance Review of Resource Allocation Process

Fauzi Hamadeh shared that one of IPC's responsibilities is to review the Resource Allocation Process make sure that the participatory governance process was followed.

Fauzi said that as part of the program review process, departments and programs could submit requests for faculty, classified staff, student assistants and equipment. Then those requests were all extracted from the program reviews and forwarded to the appropriate committees for review and discussion. Mike Holtzclaw said that the recommendations are forwarded to Cabinet for final review and discussions. The presidents of the Academic Senate and Classified Senate are invited to sit-in on the meetings for faculty and classified position requests, respectively. Teresa and Fauzi both confirmed that they had been a part of the process.

Jennifer Taylor-Mendoza noted that the president and vice presidents provided opportunities for the campus community to ask questions and engage in discussions about the funding decisions that were made.

9. Time for Reflection

Teresa Morris led members in a 10-minute activity as an opportunity to reflect and describe their feeling about the beginning of the semester. She provided instructions for the breakout rooms activity to think about one word that was an emotion to describe their feelings about the beginning of the semester and said that the breakout rooms were not going to be recorded. After the activity, members shared out.

10. Enrollment Update

Mike Holtzclaw provided an overview of the SMCCCD Enrollment as of 01.18.2022. He presented Spring 2021 and Spring 2022 enrollments comparison by divisions; demographics; overlap; and in-person, hybrid and online modalities. Presentation posted on the IPC Website.

11. Lyft Update

Fauzi Hamadeh shared that a Transportation Task Force was established several years ago to look at options for filling some of the transportation gaps getting to CSM primarily student focused, but also finding ways to integrate solutions for employees. The task force was paused during the pandemic but it reconvened at the end of last semester. One of the ideas that came out of that meeting was establishing a rideshare or similar program to the coast communities. As a result, in the next several weeks, College of San Mateo will be launching a pilot program that will offer Coastside students one free roundtrip trip ride per day to the College. This program will help address transportation issues between CSM and Coastside communities by providing on-demand rides for students. The program is made possible through a partnership between CSM and the Lyft ridesharing app. Once the program launches, registered students will be able to request pick-up from one of four (or five) designated locations on the Coastside and be dropped off at CSM. Later in the day, students will be

able to request a return ride from CSM back to the Coastside. The program will launch with a limited number of rides per day but may be expanded in the future based on usage.

12. Agenda Items for February 2 meeting:

Teresa presented the current February 2 agenda items 1) 100-Day Assessment, Jennifer Taylor-Mendoza; 2) Governor’s Budget Update, Micaela Ochoa; 3) Recap of Flex, Liz Schuler; 4) Integrated Planning Process

Teresa recommended that any additional agenda items should 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.

13. Adjourn

Teresa adjourned the January 19 IPC meeting at 2:45 pm and thanked members and the campus community for attending the meeting.

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 *	