

Institutional Planning Committee (IPC) Meeting

March 2, 2022 | 1:10 – 3:00 PM

[Meeting Recording](#) | Access Code: YXncs^01

Members: Linda Allen, Donna Eyestone, 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 Wolf

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

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

Meeting Facilitator: Teresa Morris

Attendance: 31 members and guests joined the meeting.

Minutes

1. Welcome and Review of the Agenda:

Teresa Morris called the March 2 IPC Meeting to order at 1:13 pm and welcomed everyone to the meeting.

Teresa presented the March 2 IPC Agenda for review and approval. Agenda was approved as presented.

2. Check-Ins, Acknowledgements, and Brief Announcements

- Andreas Wolf said that CSM was very proud of both the men and women's basketball programs because both have made it to the playoffs. The women's basketball team is traveling to Butte college tomorrow and the men's team is hosting Yuba tomorrow (March 3) night.
- David McLain shared that the Marketing Department had added some team members: Jonathan Wax, Communications Manager; Kim Lantz, Staff Assistant and Helen Hueg, Visual Communications Coordinator. He said that he was excited to see the team being rebuilt and bringing more capabilities and resources to the department to assist the campus and help serve our students and community.
- Aubrey Roderick announced that March is Women's History month and gave a shout out to all incredible women on the call.

3. Sub-committee Reports:

Classified Senate – Alicia Frangos reported on behalf of President Fauzi Hamadeh. Classified Senate had reviewed Board Policies requested by the District Participatory Governance Council (DPGC) for feedback; the Senate has several open positions and classified professionals interested in joining the senate should contact Fauzi Hamadeh or Alicia Frangos; Caring campus project is coming up – Caring

Campus is intended to create an inviting, welcoming environment for students. Initial meetings will begin at the end of February and rollout is anticipated to be by summer 2022.

Student Senate: Andrea Morales reported that ASCSM had been working on events to bring in a sense of community to campus. She shared that she had been working on a fellowship for undocumented students project and Jeremiah Sims has been her advisor with the goal to launch the project in the fall. She said that she was going to be presenting the development of the project to Cabinet the week of March 7.

Academic Senate: Teresa Morris reported that academic Senate had been looking at the faculty hiring process, specifically on Senate guidance on creating hiring committees. She said that there were about 43 faculty on different hiring committees this spring which represents 43 out of 145 full time faculty.

Aubrey Kuan Roderick reported that Management Council met on February 14. She announced that Ashley Philip is the new Management Council Co-Chair and welcomed her to the team. Aubrey said that during the February meeting, President Taylor-Mendoza provided an update on the spring leadership retreat and announced that due to Juneteenth Holiday, the Summer retreat date had been moved to June 15 and June 16; Management Council began the discussion on a shared vision; received updates on COVID-19 Policy, talked about the EMP; and engaged in an Antiracist Campus group discussion.

Ashley Phillips thanked everyone and said that she is excited and looking forward to her role and all of the meetings.

4. Centennial Update

David McLain thanked all the Community members of the different committees: Gala committee, Development committee, Activities committee and President's committees for their effort, passion and dedication to this historical moment that's once in a lifetime opportunity. He said that he was glad that we had such a collaborative strong team working to make this happen and that behind the scenes work, especially during a pandemic, to plan a centennial year of activities was immense and it wouldn't be possible without everyone who's been involved in some way, shape or form.

David McLain provided an update on the kickoff of the Gala on Thursday, March 31st at Kohl Mansion in Burlingame. He announced that the discounted allocated tickets were still available; student tickets were almost sold out, employee tickets were going quickly and expected to be sold out by next week; retirees were also invited and about 20 tickets have been sold; 900 community invitations were sent out for full price tickets and the tickets that are available on the centennial web page.

David shared that the Gala committee was in the final stage of detailed preparations for the event. The event will be held outdoors with heat lamps to make everyone feel safe as possible. There's an exciting lineup of student and employee presenters and performers. Two videos celebrating the centennial will be premiering at the gala.

David said that Marketing has been collaborating with the College of San Mateo Multicultural & Dream Center's "Rise in Revolution" conference – a one-week conference in April and the student interns and Paola have been doing an amazing job in the planning and preparation for the conference.

Jennifer thanked David McLain and team for an amazing job on the Gala and acknowledged Barbara Wilcox for the well captured stories that tell the history of CSM 100 year.

David said that Jazz on the Hill will be returning and has been tentatively scheduled for Saturday, July 23.

Andreas Wolf, Activities Committee chair reported that there were 20 individuals from across campus participating in this committee. He shared that they have looked at opportunities that would help celebrate the centennial and have planned smaller activities throughout the year but Jazz on the Hill was a big event such as the Gala. He said that the plan of the activities committee was to have many events that tie into a year-long Centennial Celebration and that Fi Tovo was leading the Celebrating Diversity of our Campus event that was coming up.

5. Program Review, continued

Teresa Morris reengaged the eight groups working on program reviews and provided an overview on the progress of the great read themes and trends that IPC members and volunteers had been doing in their groups. She led an activity and explained how to proceed in [jamboards](#) and shared assigned DropBox links to each group.

Hilary Goodkind summarized the group sessions activity. She shared the items of things that IPC needs to continue to discuss: Equity focus; program review process & program reviewer's training; competition among programs; feedback to programs; provide feedback to program review writers; new ways to address faculty issues across campus, resource requests funding, priorities and equipment; role of learning communities moving forward; and members held a discussion.

Theresa Morris said that the IPC Tri-Chairs were going to discuss next steps for program review and would report back at the next meeting.

6. Hiring Update

Arielle Smith reported on behalf of President Jennifer Taylor-Mendoza on Spring 2022 hiring. She shared that there were five hiring administrative hiring positions: 1. Equity Director; 2. SparkPoint Director; 3. Executive Director of Strategic Initiatives and Economic Development; 4. Learning Center Manager; and 5. Promise Scholars Program Manager. All the positions have been posted and President Taylor-Mendoza anticipates that all positions will start by July.

7. Re-affirmation of Mask Requirements for Campus and Testing Kits

Kristi Ridgway provided an update on mask mandates and testing kits for employee and student. She said that the antigen test kits and N-95 masks were delivered and were available at the division offices for employees; and surgical cloth masks, N-95 masks and antigen test kits were also available and supplies have been centrally placed in high-traffic areas: in front of the bookstore and main entrances of all buildings on campus.

Kristi shared that as of February 22, additional appointments for testing on campus were available to administer the PCR test for employees and students.

Kristi shared that the Health and Wellness Center has available a number of health and wellness activities and events going on to support employees and students.

8. Agenda Items for March 16 meeting

Teresa presented the current March 16 IPC agenda items 1) Coastside Update - Jennifer Taylor-Mendoza. No additional items were identified at the time. 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 and also Arielle Smith at smitha@smccd.edu.

9. Adjourn

Teresa adjourned the March 2 IPC meeting at 2:49 pm and thanked members and the campus community for attending the meeting.

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*	April 13*
	May 4 & May 18
IPC meets every first and third Wednesday of each month during the academic year except where indicated *	