

## Institutional Planning Committee (IPC) Hybrid Meeting

College Heights Conference Room | 10-468

Zoom Virtual Room | Meeting ID: Meeting ID: 839 0873 8337 | Passcode: 278612

**Wednesday, September 21, 2022 | 1:10 – 3:00 PM**

**Members:** Linda Allen, Jesenia Diaz, Anthony Djedi, Enzo Ferreira, Alicia Frangos, David Galvez, Hilary Goodkind, Susan Khan, David Lau, Stephanie Martinez, Joshua Moon-Johnson, Andrea Morales, Luis Padilla, Kristi Ridgway, Jackie Santizo, Paola Scolletta Tagashira, Christopher Walker; **Ex officio:** Jennifer Taylor-Mendoza

**Guests:** Tarana Chapple, Allie Fasth, Edna Letran, David McLain, Ellie Tayag

**Co-Chairs:** Fauzi Hamadeh, Carla Grandy, Jeramy Wallace

**Facilitator:** Carla Grandy

## MINUTES

### 1. Welcome and Review of Agenda

Carla Grandy called the September 21 IPC Meeting to order at 1:13 pm. She welcomed everyone both in-person and online to the meeting.

Carla presented the agenda for review and approval. She said that Director of Equity David Galvez was not going to join the meeting to report on EEC because he was participating in a Dual Enrollment College Event. Kristi said that Allie Fasth was on maternity leave and Liz Morales was going to be presenting for Academic and Career Communities. The amended agenda was approved with modifications.

### 2. Review and Approve of Minutes:

Carla presented the September 7 IPC Meeting minutes for review and approval. She said that the minutes were posted on the IPC Website. Members reviewed and approved the minutes as presented without modifications.

### 3. Check-Ins, Acknowledgements, and Brief Announcements

- President Jennifer Taylor-Mendoza announced that there's an SB 893 Community Celebration on Thursday, September 22 at Cañada College at 11 am in support of Free Community College in San Mateo County. This bill is awaiting the Governor's signature. SB 893 will allow the San Mateo County Community College District to use its existing local funds to pay for enrollment fees, books, educational materials and supplies, and basic needs costs such as transportation, food and housing for students most in need.

### 4. Reports from IPC Sub-Committees

**EEC:** Fauzi Hamadeh provided an EEC update on behalf of David Galvez who was not able to join the meeting due to a college event. He said that David Galvez is working on updating the EEC Bylaws. He will present the revised EEC Bylaws to the EEC Committee at their meeting in October. Then he will bring the bylaws to IPC for review and feedback.

**Finance Committee:** Anthony Djedi reported that the committee met on September 8 and discussed the end-year closing. He said that the committee is looking for members and volunteers interested in joining the committee should reach out directly to him at [djedia@smccd.edu](mailto:djedia@smccd.edu).

Anthony shared that Business Office is working on the newly adopted budget and that Business Office staff will be available for support and questions.

**Technology Advisory Committee:** Tarana Chapple provided an update on the Technology Advisory committee. The first fall semester meeting will be October 10 at 1:30 pm. She said that the committee is also looking for two representatives: a faculty and a student representative. She invited those interested in learning about the TAC work, goals and plan, to visit the [TAC Website](#). The committee is looking forward to this year's projects and work.

**Safety Committee:** Anthony Djedi said that the Safety Committee will meet on Thursday, September 22. A Building Captain Training will be scheduled for December, which will be facilitated by Ben'Zara Minkin, the district Emergency Preparedness Manager. He encouraged and invited everyone to take the training.

#### 5. EEC Bylaws

This item will carryover to the October 5 meeting.

#### 6. Academic and Career Communities Update:

Liz Morales, Acting Director of Pathways and Promise Scholars Programs; Kristi Ridgway, Dean of Language Arts; and Krystal Duncan, Dean of Counseling, provided an update on Academic Career Communities.

Kristi provided an overview of the [Academic & Career Communities Website](#). She said that they are still working on the website, and it will be available to students soon.

Krystal shared the context of the Academic and Career Communities.

Liz said that they meet weekly on Wednesdays from 2 – 3 pm and invited everyone to join the meetings and to be part of the ACC.

Presentation has been posted on the IPC Website.

#### 7. Update on Accreditation Oversight Committee

Hilary Goodkind provided an overview of the ACCJC, which is part of the federal government and is responsible for accrediting community colleges. Accreditation is a peer-review process that is intended to foster continuous improvement. The Accreditation Oversight Committee is a participatory governance body that guides and oversees CSM's accreditation process. The College's last accreditation cycle was in 2019. CSM was granted full accreditation with some areas that need to be addressed as part of a mid-term report.

Hilary presented the Accreditation Oversight Committee purpose, responsibilities, 2022 membership and focus. Presentation has been posted on the IPC Website.

**8. Update on VPA and VPI Hiring Process**

Jennifer Taylor-Mendoza provided an update on the hiring process for the VPA and VPI positions. She said that the Vice President of Administrative Services position job announcement has gone out. The first review off applications will be October 21. Dr. Moon-Johnson is chairing the committee. First-level interviews are tentatively scheduled for mid-November, and campus forums will hopefully be held in early December with final interviews soon after. The intent is to have the position filled by January 1, 2023.

The Vice President of Instruction position announcement will go out in January 2023. The goal is to have the position filled by July 1, 2023. The recruitment and interview process will span the Spring 2023 semester.

**9. Update on Enrollment**

Carla Grandy provided an update on enrollment and shared strategies on how to increase enrollment, how to reach out to new students, and how to reach out to some of the students who the College may have lost during the pandemic.

Carla compared metrics at CSM for Fall 2021 and Fall 2022.

Carla presented the upcoming enrollment efforts: Disaggregating data, increased marketing of specific programs, focus on retention, student-centered scheduling, and Strategic Enrollment Management.

Presentation has been posted on the IPC Website.

**10. Agenda Items for October 5 Meeting**

Carla presented the current agenda items for the October 5 IPC meeting: EEC Bylaws and SEA Plan update; Coastside Update, Campus Connection Events, Strategic Partnerships & Economic Development Update; Agenda Items for November 2 IPC meeting: Campus Climate Survey, and CSM Forward 2028 (EMP) Final Approval; Agenda Items for December 7 Meeting: Classified Employee of the Year.

Carla called for agenda items for the October 5 IPC Meeting. There were no new items identified. She asked that any additional agenda items should be emailed to the tri-chairs: Fauzi Hamadeh, [hamadehf@smccd.edu](mailto:hamadehf@smccd.edu); Carla Grandy, [grandyc@smccd.edu](mailto:grandyc@smccd.edu), and/or Jeremy Wallace, [wallacej@smccd.edu](mailto:wallacej@smccd.edu).

**11. Adjourn**

Carla adjourned the meeting at 2:34 pm and thanked everyone who attended, in-person and virtual.

September 7, 2022	January 25, 2023
	February 1, 2023
October 5, 2022	March 1, 2023
November 2, 2022	April 5, 2023
December 7, 2022	May 3, 2023

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