

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, October 5, 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:** Rod Dean, Robert Gutierrez, David McLain and Aaron McVean
- Co-Chairs:** Fauzi Hamadeh, Carla Grandy, Jeramy Wallace
- Facilitator:** Jeramy Wallace

MINUTES

1. Welcome and Review of Agenda

Jeramy Wallace called the October 5 IPC Meeting to order at 1:42 pm. He welcomed everyone both in-person and online to the meeting.

Jeramy presented the agenda for review. The agenda was approved as presented.

2. Review and Approve of Minutes:

Jeramy presented the September 21 IPC Meeting minutes for review and approval. Ellie Tayag and Kristi Ridgway communicated that they are listed on the minutes as guests instead of committee members. The Members reviewed and approved the minutes with the correction to the list of committee members.

3. Check-Ins, Acknowledgements, and Brief Announcements

Susan Khan announced that the program for Flex Day on 10/12 has been sent out. She shared the link to the schedule and RSVP:

<https://docs.google.com/document/d/1OvGOEo8DqoGsZVpEUSYBVn2KxsxA3SRuQjFpf73Yc9c/edit>

Joshua Moon-Johnson announced that College of San Mateo has been awarded the Asian American and Native American Pacific Islander (AANAPISI) grant and thanked the members of the grant application team for their collaboration and effort. The grant is a five year collaboration between CSM, Skyline, Cañada, and San Francisco State University.

Jeremy Wallace communicated that after today's IPC meeting there will be a presentation in Building 18, Room 206 about Emil DeAndreis' book: *Tell Us When To Go*.

4. Senates and Management Council Reports

Fauzi Hamadeh announced that the next Classified Senate meeting will be on October 19. The meeting agenda includes a social event in October and Professional Development.

Kristi Ridgway communicated that the next Management Council meeting will be on Monday, October 10. She added that this is an exciting group with many new members from management that bring different backgrounds and experiences to the group. David Galvez will be facilitating the next session and will help the council explore what it takes to be a transformational leader.

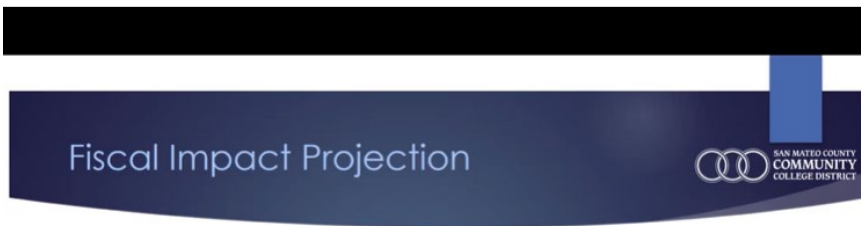
Jeremy Wallace shared two updates. First, the Academic Senate received a Program Improvement Viability (PIV) request from one of the divisions. The procedures for a PIV are not well documented, but the Academic Senate is going to push the PIV forward and take the opportunity to develop updated procedures. Christopher Walker added that they have not received a PIV in a long time, but he is diligently working with Jeremy to process the current PIV.

Jeremy Wallace also reported that the Academic Senate is compiling a list of department chairs and their roles and responsibilities. Once the list is completed, it will be shared with President Jennifer Taylor-Mendoza.

5. SB893 and Marketing Update

Aaron McVean provided a general overview about Senate Bill 893. He communicated that Governor Newsom signed SB893 last week, and that the bill will take effect in January 2023. SB893 allows SMCCCD to use general fund dollars obtained from property taxes to cover students' total cost of attendance, including tuition fees, books, supplies, living expenses, transportation and other basic needs. The bill requires SMCCCD to establish policies that will allow the District to use the funds for the intended purposes and it also requires the policies to be approved by the Board of Trustees before implementation. Two interim policies have been approved by the Board and will take effect in the spring semester. The first policy waives all enrollment fees for any student who resides in San Mateo County. If the student qualifies for the California College Promise Grant (CCPG) or they have a low expected family contribution, all other fees related to registration will also be waived. The second policy implemented waives non-resident tuition for undocumented students, covers enrollment fees, and removes the current six-unit restriction.

Aaron McVean also provided an overview of the fiscal impact projection of SB893.



Fiscal Impact Projection

Fee Type	Total Estimated Fees FY 2020-21	Interim Policy Recommendation 1	Interim Policy Recommendation 2	Projected Fiscal Impact for Spring 2023 (50%)
Enrollment Fee	\$8,650,576	Waived by CCPG	\$8,650,576	\$4,325,288
Health Fee	\$572,040	\$213,024	-	\$106,512
Student Union Fee	\$66,176	\$13,900	-	\$6,950
Student Body Fee	\$408,600	\$152,160	-	\$76,080
Student Representation Fee	\$27,240	\$10,144	-	\$5,072
Materials Fee (estimated)	\$11,610	\$4,678	-	\$2,339
Inclusive Access Fee (estimated)	\$908,773	\$412,408	-	\$206,204
Totals	\$10,645,015	\$806,314	\$8,650,576	\$4,728,445

Jeremy Wallace asked how residency will be determined for the purposes of SB893. Aaron McVean responded that the existing processes that are used to determine state or county residency will be followed. The intent is to remove obstacles for students and not to add more processes. The exception will be for undocumented students, in this case, the non-resident student waiver will be applied.

David McLain communicated that his office has been working with Vision Point to do a two-tier advertising campaign; the first tier is for the District as a whole and the second tier of advertising is at the college level. Consequently, the Bridge The Gap campaign has been replaced with the *Drop Fees, College is Free* campaign. This new campaign was developed with input from the Chancellor’s Cabinet and the campus President’s Cabinets. It will be implemented in different stages and customized to each campus.

David McLain will provide visuals of the new campaign at the next IPC meeting.

Jeremy Wallace asked Aaron McVean how the District is planning to communicate to students that Spring 2023 enrollment will be free, but future sessions may not be. Aaron McVean responded that he understands that the message has to be clear and simple in order to avoid false information. There is also a need to have people that students can connect with to get the correct information. Most important, students need to fill out the FAFSA/Dream Act forms to ensure that they will qualify beyond spring.

6. Coastside Update

President Jennifer Taylor-Mendoza offered a couple of updates on this item. Last year, CSM’s leadership team decided to establish a bigger presence on the coast. As part of this initiative, they had conversations with community partners, elected officials, school administrators and held several

town hall meetings. They also had conversations with faculty. As a result, they developed the comprehensive Coast to College plan. The plan was presented to the board on April 27, 2022, and they received approval to move forward and identify a possible remote site. The contract for the new coastside location will be presented for approval at the next Board meeting on October 26, 2022. The new site is centrally located in Half Moon Bay. Construction will be finalized in Spring 2023.

7. Facilities Update and Discussion

Parking

Rod Dean reported that Public Safety has reinstated staff parking permits for the Fall 2022 semester. Brian Tupper took the lead on this project. If anyone still needs a parking permit, they should contact the Public Safety Office. He added that there have been some challenges in reestablishing the staff parking permits system and they are considering changing the nomenclature of the parking lots.

Anthony Djedi commented that he has been working with Robert Gutierrez and David McLain to develop a plan to address the issues with parking lot signage.

David McLain explained that when new parking lot signage was developed it was based on the old parking permit model. The biggest issue is with the mixed-use parking lot, specifically the designated visitors parking spaces.

Building 19

Robert Gutierrez provided an update on Building 19's construction. The project is underway and the removal of building components will start next week. Facilities did a project walk with the construction team and the Office of Emergency Management to make sure that they are following safety procedures during the construction.

Anthony Djedi commented that the building is going to be offline for most of the year. The project consists of building renovations and upgrades.

Climate Concerns

Christopher Walker said that as we are beginning to experience the effects of climate change, we need to be able adapt to those changes. The campus buildings were not designed to accommodate climate changes such as the extended heat waves that we have been experiencing. He asked the members of IPC if there is a long-term action plan to deal with climate changes.

Fauzi Hamadeh commented that not all classified staff are located in Building 10, which has a more up-to-date air conditioning system. Older buildings like Buildings 15 and 17 do not have an active filtration system. Consequently, those buildings become extremely hot during a heat wave and retain the heat long after the heat wave has ended.

Jennifer Taylor-Mendoza mentioned that last year they did an assessment of the campus facilities and cooling was identified as one of the biggest issues. She is trying to prioritize this issue as part of the deferred maintenance plan.

Anthony Djedi communicated that he has been meeting with Robert Gutierrez since June 2022 and they have doing assessments of the different buildings with the intention of creating a list of maintenance projects. Funds have been set aside for these projects, but they still need to determine the priority of each project and do the cost estimates before they move forward with the bidding process.

Robert Gutierrez provided technical overview of the issues with the cooling systems in the different campus buildings. He stated that main issue is how to extend cooling infrastructure to the west side of campus. The ideal solution would be to build a dedicated chilling plant on the west side of campus, but that will cost millions of dollars. A possible temporary solution is to install small cooling units in some of the buildings. This project will need to go to the Board for approval and will also has to go through a bidding process. Depending on the cost of installation the scope of work will be revised.

8. Campus Connections Events

Fauzi Hamadeh said that campus leadership looking for suggestions of social activities and events outside of the usual Flex Days to help rebuild a sense of community and connection on campus. He asked that anyone with ideas send them to the IPC chairs.

9. SEA Plan and EEC Update

David Galvez communicated that the Education Equity Committee (EEC) had its first meeting on Tuesday, October 4. At the meeting, he introduced a proposed revision of the committee's by-laws. Members of the committee will review and provide feedback about the revision in the next couple of weeks before taking a vote at the next meeting in November. Regarding the Student Equity Assessment, David said he is working with Hilary Goodkind to conduct a thorough examination of data and metrics. The qualitative information being requested for this assessment are more race-conscious than in the past. The report is asking for a summary of key initiatives, projects and activities that supported student equity at CSM, as well as information about how the pandemic affected our equity effort. David will be reaching out to members of IPC to get information that will help to answer many of the questions. This process will also help with the Equity Integrated Plan that is due next year.

10. Curriculum Committee Update

Christopher Walker provided an update on on the activities of the Curriculum Committee over the past couple of years. Recently, they have been working on more projects in partnership with the other campuses.

Some of the committee’s recent projects include:

- Associates to Associates Pathway
- External Exams Project (AP/IB/CLEP)
- Local GE pattern and handbook update

Christopher also explained other current projects and goals that they are working on:

- Equity in Curriculum
- District Curricular Alignment
- Credit for Prior Learning (CPL)

He finished his update by sharing information about future projects:

- AB 1111 – Common Course Numbering
- AB 928 – Combined CSIU/ UC GE pattern (CalGETC)

11. Agenda Items for November 2 Meeting

Jeremy Wallace called for agenda items for the November 2 IPC Meeting.

The preliminary agenda items for the next meeting are:

- Campus Climate Survey Update
- Update on Strategic Initiatives and Economic Development Partnerships

12. Adjourn

Jeremy adjourned the meeting at 2:54 pm and thanked everyone who attended, in-person and virtual.

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