

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, February 1, 2023 | 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, Paola Scolletta Tagashira, Christopher Walker; **Ex officio:** Jennifer Taylor-Mendoza
- Guests:** Robert Gutierrez
- Co-Chairs:** Fauzi Hamadeh, Carla Grandy, Arielle Smith
- Facilitator:** Arielle Smith

MINUTES

1. Welcome and Review of Agenda

Arielle Smith called the February 1 IPC Meeting to order at 1:10 pm. She welcomed everyone both in-person and online to the meeting.

2. Review and Approve of Minutes:

Arielle Smith presented the December 7 IPC minutes for review and approval. Members reviewed and approved the minutes.

3. Check-Ins, Acknowledgements, and Brief Announcements

Anthony Djedi acknowledged the Facilities and Public Safety teams for the heavy lift executed during the storms and floods in January. There were minimal campus interruption or damages thanks to the work of Facilities and Public Safety. Anthony shared the pilot shuttle transportation program will be on the Board of Trustees meeting on February 22. The first-phase of the pilot will launch a route between Millbrae BART station and the CSM campus.

Janis Wisherop shared that the registered nursing program is celebrating 60 years at CSM, being at this college location since 1963. Janice hopes to have an open house in the summer semester to celebrate the anniversary.

Arielle Smith mentioned that Academic Senate is forming a work group around recent advances in artificial intelligence, such as ChatGPT, in order to keep up with technology developments and understand the implications for faculty, students, and teaching and learning. All faculty who are

interested are welcome to participate. An announcement to participate went out the campus on February 1.

David McLain mentioned February 1 is the start Black History Month with an event (music, Umoja and future 2023 Black History Month events) kicking off in the quad until 3:00 pm. An email notice was sent out with a full list of events for the month. David shared that on February 2 at 4:00 pm there will be a drop-in opportunity for grief counseling regarding the tragic Half Moon Bay incident for faculty and staff. It was shared that one of the Half Moon Bay victims was a former student at CSM in 2014.

4. Reports IPC Subcommittees

Educational Equity Committee: No update on EEC. David Galvez was not in attendance due to another training.

Finance Committee: Anthony Djedi mentioned that the Finance Committee last met on December 8. As of February 1, the total fees that CSM has covered for enrolled students is approximately 1.5 million dollars. Anthony noted that SB 893 is a success as enrollment numbers are up, 15%, since the community is widely informed that college is free at CSM. SB 893 is a five-year pilot and the Finance Committee and CSM are making sure resources are allocated to cover all five years through guidance from the District and the Board of Trustees. Anthony invites anyone interested in participating in the Finance Committee to reach out to either co-chairs: Anthony Djedi or Steven Lehigh.

Technology Advisory Committee: No update from the Technology Committee. No meetings have happened in 2023; the technology committee has an upcoming meeting on February 13.

Safety Committee: Anthony Djedi shared that the Safety Committee met on January 26. The Safety Committee's agenda items are now shifting away from COVID-19 protocols and procedures which has been the centered topic for the last two years and now moving back to other areas of safety. The Half Moon Bay incident has increased the need for specific training and currently one opportunity available at CSM is the Building Captain Training. An announcement to participate in the Building Captain Training will go out in February. All are welcome to attend Safety Committee meetings. If there are any safety-related concerns, reach out to any committee member so it can be included in the next meeting. If you would like to be part of the committee, reach out to Anthony Djedi.

5. Deferred Maintenance Update

At the All-Campus Meeting last November 16, Anthony Djedi shared and identified campus projects and the deferred maintenance list. In collaboration with the CSM Executive Leadership Team and Robert Gutierrez, the order of prioritization for the projects was established through a preliminary cost analysis. The next phase for maintenance has begun which includes the pre-work, demoing and lead time.

Anthony and Robert will meet the General Services team at the District Office to go over the pre-work process the week of February 6. Robert acknowledged there will be a bid schedule managed by the General Services team due to the dollar value of the projects and after a contract is awarded/assigned, the deferred maintenance projects can start.

Robert shared the duration of projects varies. Some projects range from four-six months with some up to three or more years for more technical and complex projects. Estimated start time of smaller projects will begin in the Summer 2023 semester with completion of those projects taking place at the end of the calendar year. List of projects mentioned include:

- Cooling Project in Buildings 12, 14, 16 and 18
- Motor Control Center Replacement
- Exterior doors and locker rooms in Building 8

Jennifer Taylor-Mendoza shared that there will be another All-Campus Meeting focusing on capital improvement projects in March. Capital improvement projects are different from the deferred maintenance list as these projects are to keep CSM buildings in excellent condition, compliant, safe, and modern. Capital improvement projects mentioned include:

- Building 19 and 36
- Planetarium
- Football field turf replacement
- Video board replacement
- Sand volleyball area
- Health Center in Building 5

6. Resource Request Process

Arielle Smith noted that the Resource Request Process happens every Fall semester.

Carla Grandy shared an overview timeline and process:

- August – Resource Request call goes out to the campus
 - Requests include new faculty positions, classified positions, student assistants, instructional equipment and materials, budget augmentations
- September – Resource requests should be received by the end of month
 - Requests are then prioritized within each respective Division.
 - Deans work with faculty and staff to create priority list and then goes to Instructional Council, Academic and Classified presidents to be part of the process and passed on the CSM Executive Leadership Team
- December – Resource Request decisions are sent out to campus from the Office of the President

7. Flex Day Debrief

Susan Khan provided a Flex Day debrief that took place on January 12 and 13.

Key Numbers:

- District Flex Day Participants - 143 participants
- Sessions on District Flex Day - 19 sessions
- College Flex Day Participants - 252 participants
- Sessions on College Flex Day - 12 sessions
- Sum of Us Participants - 176 participants

The next Flex Day will occur in April. Session proposals are welcomed and are due March 31. Potential activities include: 'Sum of Us' discussion, scavenger hunt, 'Promoting Academic Honesty in the Age of

AI,' Program Review Checkpoint and more.

The Flex Day Debrief Presentation is posted on the IPC Website.

8. Enrollment Update

Carla Grandy mentioned that there are many ways to look at enrollment, but CSM is up in all categories. FTES is up 15% that is a result in part of the Promise Scholars Program and SB 893 that encourages students to take more courses while CSM is paying for their courses.

Carla shared that as of February 1, Spring 2023 enrollment headcount is 8,237. An increase of 13.4% from Spring 2022. Even at the start of the semester, CSM is doing outreach efforts to help enroll students into courses by meeting where they are at, dually enrolling high school students and continuing to share that there are still late start classes available in the semester.

Enrollment Data Comparison:

- Day vs Evening Course Headcount
- Day vs Evening Course by Term
- Unduplicated Headcount by Modality
- Demographics by Gender and Ethnic Background
- Geographic – Cities with Highest Enrollment and Decline

Four Pillars of Enrollment

- Outreach
- Matriculation
- Retention
- Completion

The Enrollment and Sustainability and Growth Work Group is an open meeting, and all are welcome to attend. If you would like to know more about work group, have any questions or get involved, contact the co-chairs: Carla Grandy and Carol Ullrich.

The Enrollment Update Presentation is posted on the IPC Website.

9. Agenda Items for March 1, 2023, Meeting

- Accreditation Oversight Committee
- SparkPoint and Basic Needs Update

10. Adjourn

Arielle Smith adjourned the meeting at 2:26 pm and thanked everyone who attended, in-person and virtual.

2022-2023 IPC Schedule	
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 & 17, 2023