

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, March 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, Teresa Morris, Luis Padilla, Kristi Ridgway, Paola Scolletta Tagashira, Christopher Walker; **Ex officio:** Jennifer Taylor-Mendoza
- Guests:** Doris Garcia
- Co-Chairs:** Fauzi Hamadeh, Carla Grandy, Arielle Smith
- Facilitator:** Fauzi Hamadeh

MINUTES

1. Welcome and Review of Agenda

Fauzi Hamadeh called the March 1 IPC Meeting to order at 1:11 pm. He welcomed everyone both in-person and online to the meeting.

2. Review and Approve of Minutes

Fauzi Hamadeh presented the February 1 IPC minutes for review and approval. Members reviewed and approved the minutes.

3. Check-Ins, Acknowledgements, and Brief Announcements

An All-Campus Meeting is taking place March 8 in-person in Building 10, Room 10-195 with Zoom option.

4. Reports from Constituency Groups

Academic Senate – No update from Classified Senate. Arielle Smith not in attendance.

Classified Senate – Classified Senate meeting will be taking place next week on Wednesday, March 8 from 1:00 – 3:00 pm.

Associated Students - No update from Associated Students. Andrea Morales not in attendance.

Management Council – Management Council met and discussed in small groups to discuss a formal mentoring program as a way to share best practices and work through areas of organic mentoring. There was a special guest, Gary Dilly sharing the history of CSM.

5. College Auxiliary Services Committee

Jennifer Taylor-Mendoza shared that she would like to relaunch the College Auxiliary Services Committee. The College Auxiliary Services Committee did not regularly meet due to the pandemic

and campus closure so the representation is no longer accurate. Historically, the committee traditionally included Student Life, students, faculty, staff, administration representation and was working as an independent entity with no reporting structure in the past. Once the committee is reestablished, the College Auxiliary Services Committee will need to outline the structure and operation procedure.

6. Copy and Post Space Utilization

Jennifer Taylor-Mendoza started the discussion of Copy and Post space utilization in Building 10. At this time copy operations have been centralized at Skyline College and should be having daily deliveries to all campuses. Historically big print jobs have always been done at Skyline College so centralizing all services through Skyline College makes sense.

Jennifer has asked for the committee members to ask faculty and classified feedback on Copy and Post Usage and ideas what else the space can be used for. Jennifer notes that she wants it to be a thoughtful process before taking away the space completely.

A report of charges of copy services from Skyline College will be generated from the Business Office to assess the usage.

7. Campus Facilities Usage Update

Anthony Djedi shared a couple of quick projects update but will give a more in-depth presentation on the numbers at the All-Campus Meeting on March 8 and will present timeline all projects.

Some takeaways from the presentation include the following:

- Administration Services are working to optimize the rental software CSM is currently using – Ad Astra
- Building and rooms will start being offline in the next few months and working around this for ideal class scheduling. Building 36 will go offline and move into to new spaces and will work over summer discussing best timeline to not impact instruction class faculty during the fall semester
- Counseling Services have moved from Building 1 to Building 5

8. Budget Update

Anthony Djedi shared a quick budget update but will give a more in-depth presentation on the numbers at the All-Campus Meeting on March 8. Anthony shared that CSM is being mindful of how funding is being spent.

Some takeaways from the presentation include the following:

- As of March, CSM has spent 57 - 63% of what has been budgeted for the year
- Football field renovation and video board replacement underway
- SB 893 impact – 15 % increase in the enrollment
 - \$1.5 million - free enrollment to our college
 - Has an impact of \$3 million budgeted for next year

9. Sustainability Committee Ratification

Carla Grandy came to IPC in the meeting in the fall to discuss the Sustainability as Social Justice and Environmental Justice Committee being a subcommittee of IPC. The goal of the committee is to foster greater awareness and understanding of the connection between sustainability and social justice. At this time, the committee is missing students as part of the committee.

IPC ratified Sustainability as Social Justice and Environmental Justice Committee.

Upcoming Events:

- April 25 – Discussion with Chief Caleen Sisk: Chief Caleen Sisk will give a presentation about her work and environmental restoration and protection, followed by questions and answers in the CSM Theater.

The Sustainability as Social and Environmental Justice Committee Institutional Bylaws and Information has been posted on the IPC Website.

10. Katipunan Update

Doris Garcia, Co-coordinator, gave a presentation on the Katipunan Program at CSM.

Some takeaways from the presentation include the following:

- Katipunan Learning Community
 - KTP – Student Organization – Meetings held 2nd and 4th Thursday 2:00 – 3:30 pm in The Village
 - KAMP – Group Peer Mentorship
 - COUN 240/ ENGL 105 – Fall 2022
 - COUN 114/ ENGL 110 – Spring 2023

Upcoming Events:

- Katipunan Family Night – April 27, 2023
- FilGrad – May 18, 2023

The Katipunan presentation is posted on the IPC website.

11. Agenda Items for April 5 Meeting

- SparkPoint and Basic Needs Update
- Planning Manual
- Transportation Update

12. Adjorn

Fauzi Hamadeh adjourned the meeting at 2:17 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