

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, May 3, 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: Edgar Mojica Villegas and Claudia Menjivar

Co-Chairs: Fauzi Hamadeh, Carla Grandy, Arielle Smith

Facilitator: Arielle Smith

MINUTES (DRAFT)

1. Welcome and Review of Agenda

Arielle Smith called the May 3 IPC Meeting to order at 1:11 pm. She welcomed everyone both in-person and online to the meeting.

2. Review and Approve of Minutes

Arielle Smith presented the March and April IPC minutes for review and approval. Members reviewed and approved the minutes.

3. Check-Ins, Acknowledgements, and Brief Announcements

Jennifer Taylor-Mendoza Introduced Gulnazik Bakhramova to the IPC Meeting as a shadowing opportunity as part of the ASCSM Ideal Fellowship. Jennifer Taylor-Mendoza also shared a couple of events that she had participated in recently:

- Day of Science with CCOP at Stanford University hosted at CSM – April 29, 2023
- National Library Week– San Mateo Reads – April 29, 2023

Kristi Ridgway also introduced Elvita Tapia as the new Office Assistant II in the Language Arts Division who will be working Mondays through Thursdays. She also shared a couple events:

- Honors Program
- Honors Symposium at Stanford University

Teresa Morris shared that May 6, 2023 will be Free Comic Book Day

4. Reports Constituency Groups

Academic Senate – Last Academic Senate meeting, the faculty came together to create a faculty

statement on diversity, had an action item on the District Academic Senate, and a presentation on Dual Enrollment Program. The next Academic Senate meeting will include state representatives from Academic Senate.

Classified Senate – No update from Classified Senate. Fauzi Hamadeh was not in attendance.

Associated Students – No update from Associated Students. Andrea Morales was not in attendance.

Management Council – Ellie Tayag shared at the last Management Council meeting, there was a program spotlight on SparkPoint. Kristi Ridgeway also led with an exercise that helps teams move forward in their work. In addition, Leah Weiss had attended the meeting to help the group work on summer goal setting. Lastly, Management Council worked together to work on their nominations for Outstanding Manager/Administrator Service Award for the Office of the President.

5. Hiring and Copy and Post Update

Spring 2023 Hiring Update presentation posted on IPC website.

Copy and Post Update - Jennifer Taylor-Mendoza shared that the Copy and Post space will now be repurposed for SparkPoint. Julie Gardner shared Building 17's SparkPoint is currently a fully functioning SparkPoint free grocery that is the biggest in the District. Because of this, they have outgrown the space and have reached capacity on how much food can be held on a weekly basis since more students accessing the free grocery weekly. SparkPoint is looking to expand physical space so they can receive more food and resources to support students. The area needs to be ground level to easily move food in and out of the space.

In addition, SparkPoint is currently decentralized. The free grocery was originally two classrooms made into one open space. Currently, they have a staff office, conference room and office space for adjunct personal counselors. For students in crisis, it's hard for them to know where to go since there is not centralized. With a centralized space, it would give an opportunity to have a forward-facing place to connect students to the correct resources. Details to note are that SparkPoint's space will be extended to adjacent spaces/current faculty offices (not just original Copy and Post space) for refrigeration, offices...etc. SparkPoint will be open for the first time during the summer session. Though SparkPoint's move is ideal for Fall 2023 and not Summer 2023.

Jennifer Taylor-Mendoza welcomes questions and feedback all through the summer to bring back at the first IPC meeting of the fall. Jennifer Taylor-Mendoza shared that the next steps is get more details about SparkPoint and walk the space with Robert Gutierrez and Facilities Team as multiple steps will be needed.

Some feedback shared:

- Teresa Morris shared that with SparkPoint's relocation, there needs to be a reassessment of parking spaces as it is already full as is.
- Christopher Walker added that the new location will help increase the visibility of SparkPoint as well as the exterior part of the Building 10 - College Center. Julie Gardner noted there is a huge benefit to centralizing all in Building 10. Students will be able to accomplish everything that needs to be done in Building 10 versus walking all over campus.
- Ellie Tayag mentioned that the Library was doing curbside service during the pandemic. For marketing purposes, directions should be clear because the location was confusing.

6. Enrollment Sustainability and Growth Workgroup Update

IPC Enrollment Update presentation posted on IPC website.

The Enrollment Sustainability and Growth workgroup stated meeting in December 2022 have been meeting once or twice a month in the Spring 2023 semester. There is great representation across the campus and the current focus is looking at how they can connect with strategic priorities both district and the college through enrollment.

The workgroup has brought on partner organization – EAB which is large educational consultant that has a wealth of resources. From the community college perspective, they have a lot of information on institutional strategy, marketing, enrollment, student success, data and analytics and diversity, equity and inclusion. They also have a lot of different webinars and opportunities, best practices, articles and professional development opportunities. The EAB also do audits. College of San Mateo had asked EAB to do an audit on the enrollment process; being a student trying to get enrolled and seeing what that process looks like and from that they pointed out some things we can do to change and make the process more seamless for students.

The workgroup has been working in the four pillars of enrollment in smaller working groups: outreach, matriculation, retention and completion.

The workgroup has two more meetings this Spring 2023 semester and hopes to come up with recommendations in terms of moving forward things that we can do in the near term around enrollment. At the next meetings, the workgroup will try to outline short-term goals for retention and completion. As an example, the primary short-term goals for outreach include:

- Expand social media presence with student success stories
- Educating parents about the financial aid process and complete financial aid paperwork at all high schools so that students have support to complete that step
- Updating the website to make it easier to enroll
- Expanding multilingual services and advertising

The next meeting dates are May 12, 2023 and May 19, 2023 in Building 10, Room 10-192 and welcome all to attend in-person and Zoom for a working meeting.

Summer 2023 Enrollment Update – Enrollment is up from Summer 2022 (3010 enrollments from Summer 2022 to 4183 Summer 2023 enrollments). In all instructional areas that offer summer classes, the numbers are up. The Office of Instruction is actively responding to student demand. Currently the demand is mostly online sections but also adding a good number of in-person sections.

7. Sustainability Committee Update

Alicia Frangos mentioned that there were two events that were coordinated and hosted by the Sustainability as Social Justice Committee. As part of College of San Mateo's Earth Day activities, a two-event was held on April 24 and 25, 2023. On April 24, a film screening of Dancing Salmon Home was shown which covers the Winnemem Wintu Tribe's journey to bring salmon back to their home. On April 25, Native American Chief, Chief Caleen Sisk, provided a key note along with a small delegation from the Winnemem Wintu Tribe. Brittany Rubio shared that it was a successful event kickoff event/first event and the attendance for both the on the film and speaker was very successful. Among staff and faculty, students and ethnic studies students were in attendance. The events followed with a delegation lunch with smaller group to continue to the talk of sustainability. Carla Grandy also mentioned that the District Office also hosted Earth Day activities: hosting a clothing exchange, tabling from Pacific Clean Energy.

Carla Grandy also shared that a few CSM staff attended the Environmental Justice Assembly at Chabot College on April 28, 2023 and it was the first of its kind to bring together community college

employees, elected officials and nonprofits to do work in environmental justice. College of San Mateo will be hosting the next Environmental Justice Assembly on December 1, 2023 with a goal to have 300 attendees.

Carla Grandy added that the college is working with the District to get the Museum of Tomorrow – a hands on traveling exhibit on sustainability and related issues. The committee is trying to find space on campus that could host the exhibit. If granted, the exhibit can be brought to campus through the Peninsula Clean Energy grant.

8. Transportation and Castilleja School Update

Transportation Update – Anthony Djedi shared that the Lyft Program is going strong. At first, it was a slow start with only two rides the first month but now outreaching to about 900 rides per month. Costs average out to \$30/ride. As a campus, College of San Mateo as a campus is spending about \$27,000 per month on Lyft. It was also shared that the CSM Shuttle launched on April 3, 2023 and is still in infancy. Similar to Lyft, the launch is fairly slow but is ramping up; the first 3 weeks brought 60 riders/week (averaging 12 riders/day). At the time of this IPC meeting, there were 81 riders/weekly. As the shuttle program is more utilized, routes are expected to be modified or extended. Currently serving one area/route. Jennifer Taylor-Mendoza mentioned that communications for employees to use the shuttle will be coming as well as increasing signage at the shuttle stops for better visibility.

Castilleja School Update - Castilleja School in Palo Alto is going through construction and the school anticipates their campus to be closed for the next two years. As part of their move, they have been considering several spaces and had an agreement with GoPro and approached College of San Mateo to lease and use athletic facilities for their athletics programs. Leasing space is something College of San Mateo already does with outside entities (ex. Notre Dame de Namur in Belmont, Mercy High School among others).

At the end of January 2023, Castilleja School mentioned that their agreement with GoPro and their current building set up might not work so they asked if we might be able to house them on College of San Mateo campus (similar to previous agreement set up with Nueva School and currently with Middle College). Upon a facilities usage study, it was determined that accommodation for Castilleja was possible. With collaboration with Office of Instruction, it was determined that the best option would be Building 14 and exploring options to move all classes out. The move will be communicated that as soon as the plan is finalized.

Quick highlights of the agreement include:

- Students of Castilleja School will not be unsupervised; at any point the students are traveling on campus Castilleja School staff will be accompanying and supervising the students
- Library space will not be used as a pick up or drop off or hang out space
- Castilleja School would be using surplus space/resources while not being used by College of San Mateo students

This plan and agreement with Castilleja School will be presented at the May 24 Board of Trustees Meeting.

9. Scholarship Awards Update

Claudia Menjivar shared that this year's Scholarship Ceremony will be held on May 12, 2023, from 6:00 – 7:30 pm in front of the Library. At the time of the IPC meeting, over 400 students had received a scholarship and have been notified; over \$300,000 scholarships have been awarded.

Volunteers are welcome to attend and assist the Scholarship Ceremony. A signup sheet to assist was sent out from Joshua Moon-Johnson to all student services staff. Staff can be expected to be assigned at the registration table, food distribution, and putting up signage around the campus.

10. Commencement Update

Joshua Moon-Johnson and Fauzi Hamadeh were not in attendance to give specific updates. Jennifer Taylor-Mendoza shared that commencement will be held on May 26 at 4:00 pm.

11. End of the Year IPC Recap and Evaluation

May 3, 2023 - IPC Meeting Feedback and Notes are posted on IPC website.

Activity Questions:

- What do you feel the role of IPC is?
- What do you feel your role is on IPC as constituency representatives?
- What can we do to make IPC more participatory?
- What would you like to see discussed at IPC?
- How do we best share out information so that people on campus are informed?

12. IPC Meeting Schedule Discussion

IPC Update – The May 17 meeting will be an official meeting. It is being converted to an end of semester celebration. The Office of President and Community Relations and Marketing will get announcement and shared via calendar invite.

13. Adjourn

Arielle Smith adjourned the meeting at 2:57 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