



Institutional Planning Committee (IPC) Meeting

[Meeting Recording](#) | Passcode: y4xt4jB*

May 4, 2022 | 1:10 – 3:00 PM

Members: Linda Allen, Donna Eyestone, Alicia Frangos, Remi Harada, Nicole Hong, Margaret McGugan, Andrea Morales, Madeleine Murphy, Carol Newkirk-Sakaguchi, Luis Padilla, Kristi Ridgway, Jackie Santizo, Liz Schuler, Christopher Walker, Andreas Wolf

Guests: Hilary Goodkind, Alex Kramer, Edna Letran, David McLain, Ashley Phillips, Aubrey Roderick

Co-Chairs: Fauzi Hamadeh, Mike Holtzclaw, Teresa Morris

Meeting Facilitator: Teresa Morris

Attendance: 40 members and guests joined the meeting

Minutes

1. Welcome and Review of the Agenda:

Teresa Morris called the May 4 IPC Meeting to order at 1:12 pm and welcomed everyone to the meeting.

Teresa presented the agenda for review and approval. The agenda was reviewed and approved as presented.

2. Review and Approve of Minutes – March 2 and March 16, 2022

Teresa presented the IPC minutes for the March 2 and March 16 meetings for approval. She said that the minutes had been sent out with the meeting invite for review. Both sets of minutes were approved as presented with no modifications.

3. Check-Ins, Acknowledgements, and Brief Announcements

Micaela Ochoa announced, welcomed, and introduced the new VPAS team members: Diego Baldonado, CSM Theater Events Manager; Diane Fernandez, new Accounting Technician in the Cashier's Office; and Chantal Sosa, Acting CBO.

Donna Eyestone announced that the faculty online teaching handbook had been updated, including all the new instructional modalities that have been implemented due to the pandemic. The handbook will be posted and available on the website soon. She thanked those that helped make it possible.

Andreas Wolf announced that the CSM Softball team ranked number one in Northern California. He shared that the first-round of playoff was going to be home on Friday, May 6 at 2 PM and Saturday, May 7 at noon. If CSM team continues winnings, they have a chance to go to the State championship in Bakersfield. He congratulated Nicole Borg and her team for taking the team this far. In addition, the CSM Beach Volleyball team is going to the State tournament at Irvine Valley College and the Track team will be competing in the State Championship in San Antonio. He said that it has been a very positive spring sports season for our student athletes and congratulated all the student athletes and the coaching staff.

Christine Su announced that May is Asian, American Native, Hawaiian and Pacific Islander Month. She shared that Career Services and Veteran's Resource Center have partnered for a presentation on May 11 titled "My Experience in the US Military as an Asian American." They are also working on another presentation titled "My Experience of being Asian American in the Police Force." Additional details will be available soon.

Kristi Ridgway announced that Ariel Smith has been appointed Acting Dean of Enrollment Services and Student Support Programs. Kristi welcomed Arielle to the Student Services team and said that she would be serving in the role until October 2022 while Lizette Bricker is on leave.

Kristi shared that EOPS had its first in-person EOPS Preview Day since the pandemic last week and between 40 and 50 students from different high schools attended to learn more about EOPS and College of San Mateo as a whole.

Teresa Morris announced that Connect to College is scheduled for Thursday, May 5, 2022.

President Jennifer Taylor-Mendoza announced that CSM will be hosting its third listening session for the Coastside Community on May 4 (this evening) at 6 pm at the Half Moon Bay Library, and that she had a listening session with SMCCCD employees that live on the Coastside.

4. Reports from IPC Sub-Committees

EEC: No report

Finance Committee: Micaela Ochoa reported that at the April Finance Committee, a discussion about updating the bylaws was held with the purpose to develop a reserves policy for CSM. A thorough discussion will be held at the May meeting and a report will be brought forward to IPC in the fall.

Technology Committee: Tarana Chapple reported that the primary goals of the Technology committee were utilizing technology to enhance teaching and learning, provide accessibility, improve communications, and deliver instruction in a variety of modalities. She said that additional professional development was going to be provided not only on how to utilize the technology, but also to make sure that we're offering quality instruction with the technology in the classroom.

Safety Committee: Micaela Ochoa reported that the Safety Committee members were preparing the end of year report to bring to IPC and said that David Lau and Micaela Ochoa would be co-presenting the report at the next IPC Meeting.

5. End of Semester Check-in

Teresa Morris introduced and explained the end of the semester check-in activity. Participants joined breakout rooms to introduce themselves and discuss the following questions: 1) What is working? 2) What are you hopeful about as we move forward? and 3) What are you excited about as we move forward?

After the breakout room discussions, participants responded individually to the same questions in a poll then regrouped to talk about the answers. Teresa reminded everyone that the Word cloud responses were anonymous and shared the answers.

6. Meeting Schedule for IPC

Teresa opened up the discussion of possibly changing the meeting schedule for IPC. Members held a discussion and brainstormed the format of the IPC Meeting schedule. Members determined that the IPC meeting schedule would change to a once-a-month with the exceptions of September and May. A formal proposed schedule will be brought to the next IPC meeting for approval.

7. Discussion/Brainstorming: Future Hybrid IPC Meetings

Fauzi Hamadeh shared that besides changing the IPC schedule, the format of the meeting has also been discussed and announced that the May 18th IPC meeting was going to be Hybrid to get back into the routine of meeting in person, while also having the virtual online meeting available.

Fauzi shared that there were three types of people that attend the IPC meetings: 1) Members who are appointed by their constituent groups as representatives from Academic Senate, Associated Students, Classified Senate and Management Council; 2) those who attend that want to be engaged in the conversation and discussions; 3) those who are interested in hearing what's happening and getting the updates but may not want to or be able to engage in discussions/activities.

Fauzi conducted a survey to get feedback from those who were attending IPC today. He shared a poll links with the following questions:

- 1) What are the expectations for members (constituent representatives)?
- 2) What are the expectations of participants (not official members) at IPC meetings?
- 3) What are the expectations of participants who may be multitasking during the IPC meeting. (those who may have other things going on, but have the meeting on because they're interested in something).
- 4) What are the expectations of those attending IPC meetings in person?
- 5) What are the expectations of those attending IPC meetings virtually?

Fauzi collected the responses to the survey and said that the comments from the survey would be reviewed and utilized to plan and decide on next year's IPC meetings' platform.

8. Commencement Update

Fauzi and Kristi provided an update on commencement. Kristi shared the Commencement schedule: The event will take place on Friday, May 27 at 4:00 pm in the College Heights Stadium/football field; the keynote speaker will be Dr. Daisy Gonzales, CCC Deputy Chancellor; a reception will follow the ceremony in the Bayview Dining Room in College Center Building 10. In addition, the Commencement platform reception will be held in the Presidential Suite at 2 pm.

Kristi said that close to 800 letters were sent out to students eligible to participate in Commencement. Currently, approximately 250 students have registered to be in the ceremony. A total of 1,500 tickets are available to friends and families of the graduates. Students are able to register for the ceremony through May 20. For those who may not be able to attend in-person, the ceremony will also be livestreamed on the CSM website and in the Bayview Dining Room. Participants will each receive a commemorative Centennial pin provided by Associated Students. Decorations will include flags from different countries representing the international students who are graduating and centennial and CSM banners. She said that communications have been sent and an event action plan is in place to ensure a successful ceremony.

Fauzi provided an overview and shared the vehicle and foot traffic action plan that was created for the ceremony to be ADA compliant and to meet the requirements for safety and facilities. He said

that a shuttle services would also be provided in Lots of B, C and D due to the location of the ceremony at the College Heights Stadium.

Kristi thanked Fauzi Hamadeh and Aaron Schaefer for their support, work and knowledge on this event and everyone that had been working so diligent on this event. She said to send an email to csmvpss@smccd.edu if there were any questions about commencement.

9. Scholarship Award Update

Kristi Ridgway provided an update on the 2022 Scholarship Awards Ceremony. It will take place on Friday, May 13, 2022, from 6:00pm to 7:30pm in front of Building 9 (Library) with a reception to follow in the Bayview Dining Terrace (Building 10). She said that more than 350 scholarships will awarded to students totaling more than \$220,000. She gave a big shout out to Karen Chadwick, Scholarship Awards Committee Chair, for keeping everyone organized and providing continuous updates.

10. Technology – Computer Purchases

Micaela Ochoa provided the standards for computer purchases from ITS. She showed the MacBook options and PC laptop options and said that ITS puts together the standards and updates them on regular basis. Standards have been posted to the IPC Website.

11. Agenda Items for the May 18 Meeting

Teresa called for agenda items for the May 18 meeting. Two items were identified May Budget Revise with Micaela Ochoa and End of the Semester Debrief with Dr. Jennifer Taylor-Mendoza. She said that additional items should be emailed to the tri-chairs: Fauzi Hamadeh at hamadehf@smccd.edu; Mike Holtzclaw at holtzclawm@smccd.edu, Teresa Morris at morrist@smccd.edu and Arielle Smith at smitha@smccd.edu.

12. Adjourn

Teresa adjourned the May 4 IPC Meeting at 2:49 pm.

2021	2022
September 1 & September 15	January 19
October 6 & October 20	February 2 & February 16
November 3 & November 17	March 2 & March 16
December 1	April 13
	May 4 & May 18
IPC meets every first and third Wednesday of each month during the academic year except where indicated *	

