

Institutional Planning Committee (IPC) Hybrid Meeting

College Heights Conference Room | 10-468

Zoom Virtual Room: <https://smccd.zoom.us/j/81718854689?pwd=VThBWxkxSU1Ca3d0UUUrVk0xZU5uQT09>

Meeting ID: 817 1885 4689 | Passcode: 160757

February 7, 2024 | 1:10 – 3:00 p.m.

Members: Donna Eyestone, Enzo Ferreira, Carla Grandy, David Galvez, Alicia Frangos, Alex Guiriba, Fauzi Hamadeh, Susan Khan, Kohya Lu, Montse Morales, Teresa Morris, Monique Nakagawa, Luis Padilla, Brittany Shive, Richard Storti, Carol Ullrich, Andrea Vizenor, Chris Walker, Jeremy Wallace, Todd Windisch

Attendees: Natalie Alizaga, Kailani Bowers, Alex Claxton, Guillermo Cockrum, David Crafts, Jennifer De La Cruz, Nick Dellaporta, Valeria Estrada, Donna Eyestone, Enzo Ferreira, Allie Fasth, Eddie Flores, Alicia Frangos, Carla Grandy, Robert Gutierrez, Alex Guiriba, Jill Haberman, Fauzi Hamadeh, Ibuki Hlaing, Heeju, Jang, Minu Javan-Khoshdel, Susan Khan, Alex Kramer, David Lau, Deborah Laulusa, Linda Ma, Stephanie Martinez, Marie Mejia, Priscilla Menjivar, Matt Montgomery, Montse Morales, Teresa Morris, Luis Padilla, Jacqueline Pigozzi, Irvin Poon, Vima Rodas, Michele Rudovsky, Khushboo Shah, Arielle Smith, Bryan Swartout, Richard Storti, Elnora Tayag, Lia Thomas, Carol Ullrich, Andrea Vizenor, Chris Walker, Todd Windisch, Andreas Wolf

Co-Chairs: Carla Grandy, Fauzi Hamadeh, Todd Windisch

Facilitator: Fauzi Hamadeh

MINUTES

1. Welcome and Review of Agenda

Fauzi Hamadeh called the February 7 IPC Meeting to order at 1:11 pm and welcomed both in person and online attendees and commenced the meeting. Everyone attending the meeting briefly introduced themselves, their role on the campus and on IPC.

Richard Storti suggested that agenda items #7 (Facilities Update) and #8 (Library Renovation Project Feedback) be combined into one item as guests Marie Mejia and Michele Rudovsky's Powerpoint presentation addressed both areas. Library renovation feedback may follow the presentation.

2. Review and Approve of Minutes

The minutes were approved for the December 6 meeting.

3. Check-Ins, Acknowledgements, Brief Announcements and Public Comment

Natalie Alizaga introduced Bryan Swartout as PRIE's latest hire. Bryan was hired as a permanent Planning & Research Analyst, and was previously at Skyline College.

Alex Kramer announced the launch of the Perkins resource request application process that will be released later in February. Perkins is a yearly federal funding source that supports career education programs. It aligns our career education programs with regional industry needs that lead to living wage job opportunities for our students with a specific focus on serving special populations. These resources can help close the equity gaps across our programs. A series of information sessions will be announced soon.

Andrea Vizenor thanked all who participated in the block party on Friday, February 2. The event was a huge success with over 1000 folks in attendance, nearly 450 of which were prospective students. She thanked Ibuki Liang and Kalia Chavez who were the event coordinators, volunteers from the football team, and all who tabled at the party. She expressed appreciation to everyone that came out to support the block party.

Priscilla Menjivar introduced herself to the committee. She is currently Acting Director of SparkPoint during the transition period of hiring a permanent Director. Priscilla reminded the group that SparkPoint is available to assist students who are experiencing food insecurity, housing crisis or need financial coaching. Communication has been sent out to their campus partners; please let her know if anyone in the campus community would like to be included in those communication pieces. Fauzi reminded everyone that SparkPoint also assists with tax preparation, which is a popular service with students and the community.

Susan Khan announced that the next deadline for the next cohort of REAL fellows is March 1 for all faculty that would like to participate in fall 2024. The REAL program is a fellowship program created at CSM with funds from the State Chancellor's office to cultivate culturally responsive and accessible pedagogy and practices. All faculty who teach a course are encouraged to apply.

4. Reports from IPC Subcommittees

EEC

No updates to report.

Finance Committee

No updates to report.

Safety Committee

No updates to report.

Technology Committee

No updates to report.

5. Leadership Transition Update

Richard Storti thanked all for the opportunity to share information regarding leadership transition. All current administrative positions are either interim or action. The VP of Administrative Services went out as a permanent position and the position closed in January. Carla Grandy is chairing the committee and the selection committee is moving forward with the hiring process.

Recruitment for the President position closed in January, and the selection committee is moving forward with the hiring process.

Acting President Storti joined CSM in July and initially the assignment was for a couple of months until the decision was made as to whether the District was going to hire an Interim President or a permanent President. He is fortunate to work with a talented pool of faculty, classified professionals and administrators. He loves the commitment CSM's staff has to serving students and their invested interest in student success.

Although Richard really loves working at CSM, he decided not to apply for the permanent position. In reflecting on his goals, he decided that he can make a bigger impact districtwide as the Executive Vice Chancellor. He will return in his EVC role with the District once a permanent President is hired. Richard reiterated that CSM is very special to him and he will continue support CSM at the District level.

Richard reported that he sent a collegewide email the previous week to inform the campus community of which full-time positions were approved through the resource request process to be hired for the 2024-25 academic year. The approved positions included eight (8) faculty positions in Art, English (in Puento), Business, Math (2 positions), Biology, Transfer Counselor, and Personal Counselor. Choosing which positions to approve for hire was very difficult. President's Cabinet input was invaluable while reviewing all requests in detail as well as reviewing the budget to ensure sustainability. Richard invited anyone who would like to share their comments or questions to meet with him.

6. Transportation Update

Alex Guiriba reported that together with Fauzi, they are trying to find ways to continue the shuttle service, knowing that some of the funding that came from the higher education emergency relief fund is sunsetting. They looked closely at ridership and decided to update the shuttle hours with We Drive U because of low usage in the evening. Because of the consistent numbers of folks that use the shuttle from early morning to early afternoon, the shuttle service hours will be from 7:10 am-2:15 pm going forward.

The Lyft program will remain as is for the remainder of the semester. If folks have issues with Lyft, please refer them to Fauzi, who will provide support.

Richard thanked Alex and Fauzi for their work and dedication to transportation for students. He added that the shuttle service and Lyft were supported with HEERF funds, but it was short-term and funds are diminishing. Institutionalizing a transportation plan was important to the group so that the college could sustain the service. Scaling back on the hours because of extremely low ridership brought down the rate of service to a sustainable cost, and the College will adjust the hours as needed in order to meet students' transportation needs. The District is also working with SamTrans to increase routes throughout San Mateo County in a way that would benefit students.

Currently, there is not transportation between the three District colleges, but it has been a topic of consistent discussion in many spaces.

7. Facilities Update / Library Renovation Project Feedback

Richard introduced Michele Rudovsky and Marie Mejia from the facilities team to report on major projects including student housing and library renovation.

Building 19 (Emerging Technologies) remodel is scheduled to be completed in April and staff will begin moving into the building around May or June. Facilities is currently working with Cabinet on a list of staff to move. Classrooms, labs and offices were updated to accommodate the architecture, engineering and business technology programs. There will be a new Center for Integrated Professional Learning. Improvements to the building were made for the next 7-10 years, until the building can be demolished and reconstructed as a 50,000 square foot building.

Building 30 (Athletic Team House) is a \$3 million project. The funding for this project will come from savings from Measure H, ADA upgrade funds and local funds. The locker room in the Team House needs to be reconfigured. Currently, athletes are sharing lockers. Updates will be made to the showers, offices, conference rooms, and ventilation. A small food pantry for students will be included if the budget allows. The baseball team currently uses the upstairs locker room and will be moved to a portable on campus. Facilities is out for request for proposals (RFP) for an architect and engineer for the project and are scheduling interviews next month for both.

Building 30 (Math/Science) mechanical upgrades have been ongoing for the past year. The project was scheduled to be completed last summer 2023, but issues with the unit itself delayed the project by six months. Facilities did not want to install the unit in September and risk extending and closing the building. No classes are scheduled in the building for this summer, so the new completion date is August 2024. Swing space for cadavers and other sensitive chemicals that require circulation is currently being identified.

The beach volleyball courts were originally going to be located in the quad area in front of building 8. IPC members raised concern regarding noise impact to the surrounding buildings, in particular the library. Richard met with Andreas Wolf, Katie Goldhahn, Carla Grandy and Marie and decided to conduct simulations with speakers to see the impact. It was discovered that underground utilities running in that area that would increase the project price significantly. Excavation 5-6 feet down would have to be done to reach the utilities before moving them. Options for moving the location included the parking lot in front of building 8 (gymnasium) and the tennis court parking lot. The tennis court is the best option as it is a flat area and does not need much digging. Fauzi expressed concern about closure of the parking lot and space available for Commencement as that is where the students, faculty and platform party line up to enter the stadium. Michele and Marie pointed out that only a portion of the parking lot will be closed. Marie added that they will keep the college's needs in mind during the design, that a path on the south side is needed to enter the stadium.

The Coastside Education center has been an ongoing coordination with the city and owners. The District is currently in negotiations. Richard reported that during one of their meetings that included the owner, the owner's attorney, a Board of Trustees member and the Interim Chancellor, the owner verbally agreed to extending the hours so that classes can run until 9:00 pm and staff can remain onsite until 10:00 pm. The Board of Trustees approved the plan and an architect was hired to design the leasehold improvements. Richard asked for the lease to be sign before the architects started work. Unfortunately, the owner does not remember approving the extended hours. Because of this, everything has been put on hold for now. Richard will be meeting with the owner on March 5 and is

hopeful for a positive outcome. If this doesn't work out, the college will explore other options to have a presence on the coast.

Student housing's project budget was \$65.5 million because of escalation and adding square feet during the application process to add more spaces for students where they can collaborate. The current budget is approximately \$86 million, \$56 million of which the State will fund. The District will fund \$30 million. The project will be 86,000 square feet with 310-314 student beds. Projected rents as of 2023 was \$475-\$920 which may be adjusted once housing opens. A two-bedroom resident director's apartment is not currently in the design but facilities will meet with Division of State Architect (DSA) next week to discuss. Construction should begin August, 2025 with a potential move in in June, 2027. The original location of the structure was in Lot W across from the District Office on the original application. After a community forum, there was a request to move the location closer to campus. After reviewing several locations, it was decided that student housing will be located in Lot B, by the Athletic Center. A third of the current parking spaces will remain after construction is completed. The building will also include an area for tutoring workshops, study room, an office for an academic counselor, a basic needs food pantry and offices for the manager and leasing.

Kohya Lu asked if student staff was factored into the student housing plan as at least 10 RA's along with the resident director should be considered as the general ratio of staff to students. He also asked if there has been discussion how many units will be assigned to each of the colleges. Richard clarified that although it is districtwide housing, realistically the majority would be occupied by CSM students. Marie added that a shuttle service between the three campuses is part of the project application.

Kohya asked how the District is going to maintain general operating costs of the building with the low rents. Will it be solely through rent income revenue or are there other funding sources that will help support? Richard shared that the rent will cover everything; there are no loan payments so there is no other debt to cover. Marie added that the District submitted a total cost of ownership (TCO) with the project application. Facilities projected \$200,000 in savings every year for any future capital improvements. Michele commented that the building should be self-sustaining once it's built, and the \$55 million from the state will help the District avoid going into debt. The timeline is a year of planning, 18 months to build and a couple of months for move in.

The library renovation project's current budget is \$60 million; the State is providing \$22 million and the District is providing up to \$38 million. Facilities is currently identifying swing space for the library and KCSM during renovation. They have been meeting with DSA and the structural engineer and has challenged the requirement for seismic DSA. If a full seismic upgrade is required, it could possibly cost around \$6 million. The building is safe; however, if the cost of construction is 50% or greater than a rebuilding, they require full seismic. Currently, the project is in program validation, meaning that the District is validating if items on the project application are still needed. The renovation project has been going on for years. The IPP was submitted in 2010, and Marie worked with Ellie Tayag in 2019 to do a write up for the State. The District was offered the project in 2020 but did not have the funds to match the Measure H funds. Facilities recently met with the Student Senate and students would like to see power, data and collaboration/Zoom rooms in the renovated building.

Teresa Morris was concerned about two large projects and the swing space needed during construction. The library does not only need swing space for offices, but also space to continue to offer services. Michele responded that there could be a couple of different locations could be used as

swing space depending on what is available on campus; KCSM may be put in a different place than the library swing space. Swing space discussion will include all folks in building 9.

Richard encouraged all to watch the Board's recent study session where there was a detailed discussion about Capital Improvement Projects scheduled maintenance needs throughout the District and the short- and long-term dollar needs. The estimates for a project and the amount the District is required to fund the project changes frequently so it is difficult to navigate through the situation. Unfortunately, the District does not have the luxury of bond dollars to help during this period. There was discussion at the study session about a need for a bond, and the Board has given the District the approval to start polling for a bond. Richard shared that the dollar projection and a recommendation for the building 9 renovation will be brought forward to the Board at the February 28 meeting.

Ellie asked if the college was going to offer some options for funding at the February 28 meeting. Richard shared that there are a few options: fundraising, which will be difficult for the amount that is needed; financing, the interest rates are not currently favorable and will impose on the general fund for possibly 20-30 years; or to borrow from retiree health benefits fund, which could be problematic if there is an emergency. Chancellor's Cabinet will be discussing on what will be presented at the Board meeting. If either one of the student housing or library projects is suspended because the District does not have enough matching funds, state funding will be lost.

It was confirmed that the funds to pay for ADA compliance is District dollars and not state bond dollars. Michele reported that an ADA transition plan was created for all three colleges that identifies all non-ADA compliant issues including the ramp to the library. If the entire library modernization project is not going forward, then District funds can be used to bring the ramp to ADA compliant.

8. IPC Membership Review

Fauzi asked that all constituent groups review the membership list that is posted on the website for accuracy. There are still vacancies that need to be filled: two for Academic Senate, three for Classified Senate, and some for students. Fauzi asked that names to fill the vacancies be sent to the tri-chair and Deb Laulusa.

9. Program Review Rubric and Timeline

Natalie shared a link to a Qualtrics survey (https://smccdsurvey.sic1.qualtrics.com/jfe/form/SV_3gyWLCAjO6swW5U) that contains the Great Read rubric. The same rubric will be used for the CTL and IPC Great Reads. CTL will be looking at program reviews from the professional development and assessment angle for either explicit or implicit professional development needs and SLO assessment. IPC will read for completion, to give feedback, and to identify need across the campus.

The Great Read timeline is to review rubric today, have a norming session and assign program reviews in March, discuss findings in April and finalize details in May.

Natalie reviewed the survey with the committee. The rubric follows each section of program review so that reviewers may make notes as they are reading the documents. The rubric is modeled after those used at our sister colleges and will identify if a program review is complete. Common themes, areas of concern or interest across the programs and/or services will be pulled from the documents and will be discussed at the April and May IPC meetings.

Todd added that while the CTL and IPC reads are taking place, revising the program review process will simultaneously occur. A student services Read is scheduled for March 1, where there will be discussion about what student services would like to see in program review, possibly going back to the split forms. The process is in reference to the program reviews submitted in the fall, but discussion will also be about revising it for the next cycle. Todd suggested that it be clear that every program review will be read twice, one each for CTL and IPC, and that the document was complete if there is no feedback from either group.

Todd asked that everyone read 7-8 program reviews over the course of the month using the rubric. This will be outside of other IPC work. Natalie reported that approximately 75 program reviews were submitted during the fall, and approximately 10 were not submitted. There has been discussion around a staggered submission process so subsequent reads will be 25 documents at a time instead of 85.

Carol Ullrich asked if there is any place on the rubric that the readers can give general comments so that the submitter(s) know that their program review was read. Chris Walker suggested to add a comment box at the end of the rubric, and the content can be sent straight to the submitter. Teresa Morris asked if there is a way to identify the reader/commenter for accountability. Carol added that it could be advantageous if submitters can see who made comments so that they could discuss the content directly with the reader. Todd suggested the possibility of being able to identify the reader/commenter but is only identified as “CTL” or “IPC” on the front end. This way if the submitter has questions, the specific reader can then be connected with the submitter for clarification of comments.

Fauzi asked that the login system is accessible to students if it’s not OneLogin.

10. Agenda Items for March 6 Meeting

No agenda items were suggested. Fauzi asked the committee members to email one of the tri-chairs and copy Deb Laulusa if they have agenda items for the March 6 meeting.

11. Adjourn

Fauzi adjourned the meeting at 2:55 pm and thanked all for attending and participating.

2023 – 2024 IPC Schedule	
September 6, 2023	February 7, 2024
September 27, 2023	March 6, 2024
October 18, 2023	April 5, 2024
November 8, 2023	May 1, 2024
December 6, 2023	May 15, 2024