



Institutional Planning Committee (IPC) Hybrid Meeting

College Heights Conference Room | 10-468

Zoom Room: <https://smccd.zoom.us/j/82935368474> | Meeting ID: 829 3536 8474

April 3, 2024 | 1:10 – 3:00 p.m.

Members: Donna Eyestone, Enzo Ferreira, Carla Grandy, David Galvez, Alicia Frangos, Alex Guiriba, Fauzi Hamadeh, Susan Khan, 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, Guillermo Cockrum, David Crafts, Kamran Eftekhari, Donna Eyestone, Allie Fasth, Enzo Ferreira, Eddie Flores, Alicia Frangos, Francisco Gamez, Carla Grandy, Alex Guiriba, Robert Gutierrez, Fauzi Hamadeh, Susan Khan, Beth LaRochelle, Deborah Laulusa, Kohya Lu, Linda Ma, Claudia Menjivar, Edgardo Molina Carlos, Teresa Morris, Monique Nakagawa, Melinda Nguyen, Luis Padilla, Jacqueline Pigozzi, Erica Reynolds, Richard Storti, Bryan Swartout, Steven Trinh, Carol Ullrich, Chris Walker, Libby White, Todd Windisch, Janis Wisherop, Andreas Wolf

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

Facilitator: Todd Windisch

MINUTES

1. Welcome and Review of Agenda

Todd Windisch called the meeting to order at 1:10 pm, and welcomed both in person and online attendees. Agenda items #9 (Agenda Items for May 1 Meeting) and #10 (Program Review) were mistakenly inverted. The committee will discuss Program Review first.

2. Review and Approval of Minutes

The minutes for the March 6 meeting were not yet posted on the IPC website. The committee will review and approve the minutes at the May 1 meeting.

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

Commencement Update

Alex Guiriba announced that Claudia Sandoval will be the keynote speaker because there was a conflict with the original alumni speaker, and Andrea Vizenor is assisting in getting Claudia onboard. A call for helpers to check in graduates and faculty will be sent to the college community soon.

Accreditation Update

Monique Nakagawa reported that the leaders of each standard will decide how many people they want to have on their team. Some of the standards could probably be done by the tri-chairs. A budget has been created and given to Richard Storti for review and opinion.

Todd added that currently there are four standards for accreditation and standards 1 and 4 will be lumped together because they are smaller. Standard 2 will be split in two, so four teams will still be needed. Teams will be comprised of a faculty, staff and administrator co-chair model. The chairs will decide who they want to pull in and who they will contact to collect evidence. Additionally, they are hoping to hire student assistants to be involved in the accreditation process.

IEPI Update

Carla Grandy reported that the IEPI team visited CSM for the first time a couple weeks prior and met with teams of faculty, classified professionals, students, Management Council and the President's Cabinet for an entire day to hear of what our professional development needs are. This first visit was a listening tour, and the IEPI team wrote a summary of what they heard. The team will be returning on April 20 to begin to develop a professional development plan for the College. There is a flex day activity on April 18 to allow more of the campus to participate and add their input as to what they would like to see. Once all steps are completed, the College will receive \$200,000 from IEPI to implement our professional development goals.

Public Comment

Chris Walker announced that on April 12, Mohsen Janatpour will have his 35th annual presentation on art and science in the theater, and all are welcomed to attend.

Natalie Alizaga announced that the Antiracism Council will soon send an email regarding an orientation that is scheduled for April 23 from 12:00-1:00 pm for all ARC-sponsored delegates who are attending NCORE as well as detailed information about conference advance forms, requirements, etc. The orientation will be virtual. She reported that approximately 70 delegates will be sent from the District.

Alex reported that CSM will be sending 37 students, faculty, staff and administrators to the annual APAHE (Asian Pacific Americans in Higher Education) conference in Oakland on March 7-8.

4. Reports from Subcommittees

EEC

No update.

Finance Committee

Richard Storti reported that there are no updates. The Finance Committee has not been meeting regularly because of the vacant VPA position. A meeting will be scheduled before the end of the academic year.

Safety Committee

Richard reported that the last Safety Committee meeting was canceled because of conflicts with members' calendars. However, he continues to walk the grounds with the facilities team, observing areas that need attention from a safety standpoint. Richard encouraged all to contact him if there are any safety concerns. Recently, concrete was poured in front of the first-floor entrance to building 12, where previously there was a dirt path that got muddy each time it rained.

Technology Committee

No update.

Academic Senate

Todd reported that next week's meeting will start at 3:10 pm in order to allow faculty to attend the President forums.

Classified Senate

Fauzi Hamadeh reported that Classified Senate moved their April 18 meeting to April 25 due to Flex Day.

ASCSM

Enzo Ferreira reported that registration to run for next year's Student Senate just opened and will close on April 30. He encouraged all to spread the word if folks know students who may be interested in running for office. Fauzi added that most of the current student leaders will be transferring at the end of this year, so most offices are up for election including President, Vice President, Finance Director and 16 Senator positions as well as the nominee for the Student Trustee position from CSM.

5. Leadership Transition

Richard reported that the first round of interviews for the VPA position have been conducted and three (3) finalists have been identified. It is anticipated that the forums will be during the week of April 15 because the new President will be participating in the final interviews.

The Chancellor search is underway and there were open forums. The Board of Trustees interviewed the four finalists, but did not report on a decision. It's anticipated that there will be a special Board meeting in April where a decision will be made and/or announced.

Three finalists have been identified for the President position, but one candidate withdrew from the process. There will be forums for the two remaining candidates on March 12 & 13. Richard encouraged all to attend the in-person forums and give honest feedback on each candidate.

6. Facilities Update

Robert Gutierrez reviewed Facilities' scheduled maintenance projects.

Buildings 14, 16 and 18 cooling project targeted buildings on the west side of campus, as they get the most sunlight and are not currently connected to the campus chiller loop. Units were installed so classrooms and student spaces would be more comfortable. The project was completed.

The data center cooling system (ITS) in the District Office needs replacement. The contract is in progress.

The pool deck display has been failing for some time. Our facilities team has done repairs in the past, but now parts and components are obsolete and/or impossible to get, so the entire unit will be replaced. The unit is on order and is expected to be installed within the next four (4) months.

Building 30's (athletic team house) ventilation system is antiquated and requires replacement as it is a safety issue.

Buildings 1, 3 and 12 requires motor control center replacement. This is critical infrastructure for the buildings as it is the main power supply to the buildings. The current equipment is antiquated.

The exterior vehicular directional signage will be updated as signs fade over time. Some of the information on the signs will be updated as well as the design.

Teresa Morris inquired if the Library ramp and a motor control issue that came up a couple years ago are part of the list. Robert confirmed that these projects are still on the list. Richard added that he has given approval to move forward with the ramp as soon as possible, likely during the summer. Richard also supports moving forward with the Library motor control project if that is something that is needed. Robert added that the motor control center in building 9 will be addressed.

Donna Eyestone asked about building 19's status, as that is where the Distance Ed team is scheduled to go. Robert acknowledged that building 19 is a construction project and is in its final phase, but is not part of the maintenance-type projects over which he has purview. Richard reported that building 19 construction is close to completion and anticipates the move in to begin in mid-May.

7. PRIE Indicators/Metrics

Monique reviewed CSM's Strategic Metrics so the group could make necessary revisions. The metrics indicates if the College is on the path to achieve its mission, values and goals. One of the challenges in developing the metrics is that the College does not currently have stated goals. However, the College's EMP states strategic priorities. The metrics was designed around the strategic priorities.

The committee reviewed each metrics, revised some items and approved the revised document.

8. Sustainability and Social Justice Committee Update

Carla reviewed that the Sustainability and Social Justice Committee was institutionalized last spring as an IPC subcommittee. They have been meeting regularly. The committee make up is classified professionals, faculty, students and administrators and has been focusing on supporting one big event per semester. Last October, they visited a community garden in East Palo Alto and discussed food justice and sovereignty. The Ethnic Studies department funds and hosts an annual film festival and decided to highlight three (3) films that are related to climate justice and food justice on April 15-17. On April 15, there will also be a keynote speaker who is a physician and is focused on sustainability, food justice and eating sustainably. There will be a student panel on April 17.

There is also a group that is working on climatizing curriculum. Different disciplines and programs are represented in this group. Carla encouraged folks who are interested in learning more to reach out to her, Jeanne Marie Velickovic, Edgar Mojica Villegas or Alicia Frangos.

9. Program Review

Natalie reviewed the groups of 2 or 3 and the Program Reviews each group is assigned to read and provide feedback. All Program Review submissions are on the CSM Program Review website. Readers who were interested in joining the Great Read were added to a group.

Todd reminded that all group members should read all Program Reviews assigned to their group. He added that there will be a flex day activity for participants to read through their Reviews. Program Review read and feedback should be completed before the next IPC meeting (May 1).

10. Agenda Items for May 1 Meeting

- Enrollment Sustainability & Growth Work Group Update
- Program Review Share Out

11. Adjourn

Todd adjourned the meeting at 2:49 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 3, 2024
November 8, 2023	May 1, 2024
December 6, 2023	May 15, 2024