

Educational Planning Committee
March 18, 2024
2:00-4:00 p.m.
Zoom

Present: Holley Shafer, Mary Kesler, Alina Varona, Emily Fox, Sara Malmquist-West, Julian Solis, Zachary Rowson, Lily Barajas, Hector Saez, Eresa Puch, Irina Roderick

Absent: Brier Welch

Agenda: Approved

Minutes from last meeting 2/5/24: Approved

Study Session:

- Facilitator leads review of CER 5, CS 2 and CS 5

Champion Presentation by: Nicole Cruz and Keith Rosenthal

CER 5: [Make the College a center for community engagement and cultural enrichment.](#)

Objective 5.1 Increase activity at both College campuses including student activities, community events, and facilities use.

Objective 5.2 Plan and host College's Centennial Celebration 2026.

Discussion:

- Event Registration System:
 - COM is currently searching for an institutional system for event registration and text to donate that will have reporting functions and will have consistent branding.
 - IT department is spearheading this.
 - It will be used for tracking campus events and community events on campus.
 - Data collection in the system will allow us to track participation to find out who the participants are.
 - Attendees will be required to register, then answer questions that can later be used for Strategic Plan data.
 - Associate donors with which events they have attended.
 - Gives the ability to give different campaigns the ability to track their own donors. Also allows communication with the event attendees.
- COM's Centennial Celebration
 - Centennial events will be an 18-month timeframe, starting in September 2025 and running through graduation spring of 2026 which is the 100-year anniversary.
 - Marketing Coordinator and Alumni Coordinator are currently being hired to help with Centennial work.

- Nicole Cruz shared Centennial Planning Timeline.
- Theme will be Honoring Our Past, Defining Our Future
- Importance of tracking and communicating with Alumni. Plan to begin collecting data on Alumni who have a degree completion, then broaden the communications to more students in future.

Champion Presentation by: Klaus Christiansen

CS 2: All facilities are conducive to 21st century teaching and learning and are maintained in a high functioning, safe, clean, and environmentally sustainable manner, aligned with the Measure B schedule.

Objective 2.1 Ensure efficient use of bond funds and complete all capital projects on both campuses on schedule and in alignment with other COM plans.

Objective 2.2 Adequately maintain all College properties and facilities with environmental sustainability in mind that supports the mission of the College.

Discussion:

- Future goals for College Systems:
 - COM is environmentally responsible with the approach to constructing facilities and how we operate. But there's always room for improvement. That will be a topic to look at for the next EMP.

CS 5: Increase campus safety, awareness, and training at all locations to prepare employees and students in case of emergencies.

Objective 5.1 Improve and expand the use of training methodologies for campus safety, awareness and emergency preparedness.

Objective 5.2 Improve and expand college emergency alert systems.

Discussion:

- Maintenance worker positions
 - Maintenance, facilities positions are in active recruitment process.
 - Facilities positions were filled by custodians – so we are still short by 3 custodians, which will be filled next.
 - Still 1 more HVAC position to fill.
 - May need to hire temporary workers.
- Discussion about emergency preparedness training for employees, including understanding emergency alert systems

Wrap Up: Next meeting is Monday, April 1 (Zoom only)

Study session for next meeting: SAS 3, SAS 4 IVC 3 (Brier Welch)