

College of San Mateo Management Council Meeting

Monday, April 20, 2020

11:00 AM – 12:00 PM

Location: <https://smccd.zoom.us/j/265284119>

Members: Emily Barrick, Maggie Barrientos, Lizette Bricker, Tarana Chapple, Jia Chung, Tabitha Conaway, Robert Dean, Laura Demsetz, Heidi Diamond, Krystal Duncan, Allie Fasth, Charlene Frontiera, Hilary Goodkind, Robert Gutierrez, Mike Holtzclaw, Elnora Kelly Tayag, Aubrey Kuan Roderick, Kim Lopez, Claudia Menjivar, Carol Newkirk-Sakaguchi, Ashley Phillips, Ludmila Prisecar, Patrice Reed-Fort, Kristi Ridgway, Richard Rojo, Michele Rudovsky, Aaron Schaefer, Jeremiah Sims, Enna Trevathan, Steven Trinh, Andreas Wolf, Tiffany Zammit

Co-chairs: Micaela Ochoa and Alex Kramer

MEETING MINUTES

1. Welcome and Brief Announcements:

Alex Kramer welcomed members and called the meeting to order at 11:02 am.

2. Announcements and Acknowledgements

Kim Lopez shared that at the statewide meeting on Wednesday, April 15th, Chancellor Eloy Oakley shared that a student from the College of San Mateo sent him an email where the student thanked him, the team, College of San Mateo Microbiology Professor Smith and everyone that made possible for her to complete her Microbiology lab online and get a letter grade this semester. He thanked student McKinsey and professor Smith from College of San Mateo for all the work he has done to make sure that students like McKinsey can continue their education. Kim said that it was great to have been acknowledged in a statewide meeting for the exemplary work faculty are doing. Kim gave a shoutout to all the faculty, deans, and management for all their hard work and support they have provided in this transition.

Kim shared that the Board will appoint the new San Mateo County Community College District Chancellor at its regular Board of Trustees meeting on Wednesday, April 22 in a closed session at 5:00 PM.

Ludmila announced that there's an MOU signed by the district and faculty that entitles faculty to get paid for extra hours worked. She said that Kathy McEachron sent an email with the fund to use on timesheets for the extra hours to be paid. Ludmila asked to send the updated Summer loads to Kathy at mceachronk@smccd.edu so she can start updating Banner. She also announced that employees that were required to come to campus to work during the shelter in place order, will receive a 15% of pay compensation as per MOU with CSEA that is in approval process.

Aaron Schaefer announced that ASCSM is currently taking sign-ups through Thursday and the election will take place next week and it will be completely done online.

Steven Trinh announced that registration for Summer begins Friday, April 24 and registration for Fall begins on May 4th.

Kim clarified that the CSEA MOU will be shared once it's approved. Kim also clarified that the extra 15% shift differential is for employees that were required to work on site during the shelter in place order as essential services and it is limited to IT, facilities, public safety, finance which includes payroll services, purchasing and mail services. It's going to be very specific to those jobs that have been identified as essential.

Kim shared that on Friday, April 17th from 2:00 to 3:00 pm CSM held its first Student Town Hall meeting with about 100 students participating with about 40 questions.

Tabitha said that the Town Hall for Students was a great experience and beneficial to students. She said that she found out that many students don't check their 'mysmccd' email so they are not receiving the most updated information. She said that at the Town Hall she talked about EW, personal counseling, food and insecurity support, and that she received many follow up emails from students right after the Town Hall.

Mike Holtzclaw said that there were over 100 students participating and who had lots of questions regarding grading, Summer Session and Fall Semester. It was great to have it co-hosted by administration and student government.

Krystal said that they'll continue working on finding different modalities to engage with and reach out to students such as the Town Hall, the forms, emails, phone numbers.

Kim said that the Student Town Hall was recorded and it will be shared. She said that it was remarkable to see how many students were asking questions related to their own situations. She said that students are not utilizing all counseling services available to them. She pleaded to managers and deans to tell staff and faculty to remind students that there are counselors available to talk to them and this is the time to do it.

3. Review and Approve Minutes from April 6, 2020

Alex presented the April 6, 2020 minutes for review and approval. The minutes were reviewed and unanimously approved as presented. The minutes will be posted on the [Management Council](#) page.

4. Emergency Operations Center (EOC) Update

Kim said that Emergency Operations Center (EOC) Taskforce is now meeting once a week on Tuesdays. Kim talked about the communication sent by the district on the legal order requiring face coverings for all members of the public when outside their place of residence. She stated that this legal requirement applies to any employee who is working on-site until the order is lifted. She clarified that the face covering that we all are required to wear is not the N95 type.

Kim said that the EOC's decision to bring employees and students back to a face-to-face modality will rely on the Federal, State and County guidelines. She said that the EOC is already looking at the [Federal Guidelines to Opening Up America Again](#) released last week and still waiting for the State and County guidelines. Once all the guidelines have been received, the EOC can start planning phase 1 on how to bring employees and students back to campus. She said that it's going to take so much work, time, thoughtfulness to get to that point.

She stated that the shutdown is going to look like it was easy compared to what's going to take to bring the entire workforce back to work.

Kim expressed that the EOC has already been working on standard procedures but they have to be amended and simplified following the Federal, State and County guidance. She shared that according to the Federal guidelines, employers have to plan for social distancing, temperature checks, sanitation; create a plan for business travel; monitor the entire workforce; and develop policies, etc. This is just a sample from phase 1 of the Federal guidelines. The EOC will need to generate an employee and student handbook. She said that there's not a plan in place for the fall semester or for employees to come back to work on campus this summer. She said that there are a lot of different things that have to be weighed and engaged before EOC can start bringing students and staff back to campus.

5. Health Update

Emily Barrick provided an overview of the new public health face covering order. She said that on Friday, April 17th the Health Department issued a legal order to wear face coverings for public and employees. Face coverings can be homemade using a scarf, hand towel, t-shirt, or bandana; the fabric or the cloth should not have holes, and it should cover the mouth and nose; it should be comfortable, and you should be able to breathe through it and it should be secured. When removing it, do not to touch your face, eyes or mouth and your wash hands immediately. If you decide to use non-disposable face coverings, it is recommended to wash it every day with soap and water. The order doesn't require for children 12 years old or younger to wear face coverings. Wearing a face covering is recommended but not required if you are exercising or while driving alone or with immediate family members. A person with medical conditions shouldn't wear a face covering but will need to have a doctor's note. The intent of this order is to avoid the spread of the respiratory droplets and to protect everybody.

Emily recommended to watch the [Surgeon General, Dr. Jerome Adams, shares ways to create your own face covering in a few easy steps](#) video and to go to [COVID-19 Updates](#) for daily San Mateo County updates.

Emily shared that College of San Mateo is offering free Telemedicine appointments for CSM students. Appointments can be made by email csmwellness@smccd.edu at any time or by visiting the [Wellness Center webpage](#). Appointments can be made during the hours of operation of Monday-Thursday between 9 am and 3 pm. She asked Management Council members to share the Telemedicine [flyer](#).

6. Virtual Office of Educational Equity

Jeremiah Sims shared the [CSM Virtual Office of Education Equity](#) proposal and is planning on hosting Zoom conversations every other week on Fridays after 2 pm. The first Zoom conversation is scheduled for Friday, April 24 at 2:30 pm. The Zoom invitation will follow. He said that the goal of this online space is to provide resources for the entire campus community so that we can maintain and strengthen the equity efforts we are all engaged in at the moment. Alex thanked Jeremiah for all the work and encouraged members to participate in the conversations if possible.

7. Using Google Keep

Alex Kramer provided a Google Keep demo. He said that this is a free tool and can be accessed through the SMCCDE Google log in. He shared that he uses this tool to be organized and keep all his notes in one place, for quick references and that it's a great tool to work in collaboration. The tool can be found at <https://www.google.com/keep/>. He offered to provide 1:1 tutorial and if anybody is interested, please let him know.

8. Request for agenda items for Monday, May 11, 2020

Alex reminded Management Council that the May 11th meeting is a regular meeting scheduled from 1:30 to 3:00 pm. He asked to email agenda items to Alex Kramer at kramera@smccd.edu or Micaela Ochoa at ochoam@smccd.edu.

9. Adjourn

Alex Kramer adjourned the meeting at 11:48 am.

Future Meetings:

May 11, 2020: 1:30 PM – 3:00 PM

May 18, 2020: 11:00 AM – 12:00 PM