

## College of San Mateo Management Council Meeting

March 9, 2020

1:30 – 3:00 PM

College Heights Conference Room (B10-468)

**Members:** Emily Barrick, Tabitha Conaway, Laura Demsetz, Heidi Diamond, Krystal Duncan, Allie Fasth, Charlene Frontiera, Hilary Goodkind, Mike Holtzclaw, Elnora Kelly Tayag, Alex Kramer, Aubrey Kuan Roderick, Kim Lopez, Claudia Menjivar, Carol Newkirk- Sakaguchi, Micaela Ochoa, Ashley Phillips, Ludmila Prisecar, Kristi Ridgway, Richard Rojo, Aaron Schaefer, Jeremiah Sims, Andreas Wolf, Tiffany Zammit

**Co-chairs:** Alex Kramer and Micaela Ochoa

**Members Not-Present:** Maggie Barrientos, Lizette Bricker, Tarana Chapple, Jia Chung, Robert Dean, Jess Grainger, Robert Gutierrez, Patrice Reed-Fort, Michele Rudovsky, Enna Trevathan, Steven Trinh,

**Guests:** Daman Grewal, Edna Letran, and Chris Smith

### MEETING MINUTES

#### 1. Welcome and Introductions

Micaela Ochoa opened and welcomed members to the March 9<sup>th</sup> Management Council Meeting. Meeting was called to order at 1:32 pm.

#### 2. Agenda

Alex Kramer presented the March 9<sup>th</sup> agenda for review and approval. The agenda was reviewed and approved as presented.

#### 3. Review and Approve Minutes from December 9, 2019

Micaela Ochoa presented the December 9<sup>th</sup> minutes for review and approval. The December 9<sup>th</sup> meeting minutes were reviewed and approved as presented.

#### 4. Brief Announcements

Micaela announced that the ribbon-cutting celebration for the Center for Equity, Leadership & Community – Building 17 scheduled for March 11 has been postponed until further notice on the recommendation of the San Mateo County Health on reducing nonessential gatherings due to the COVID-19 outbreak. She shared that March 8<sup>th</sup> is International Women's Day.

#### 5. COVID Update

Kim Lopez reported that the district has assembled an EOC (Emergency Operations Center) taskforce to work on COVID. She said that Presidents, VPs, Emily and Rich are part of the taskforce. She said that EOC is working on developing a plan and communications relating to events and travel due to COVID. The plan will detail how to prepare for travel and events in the near future and today she was only providing information on what the taskforce is working on and no decisions needed to be made at the moment on what to do. She said that following our county health department recommendations on postponing nonessential events, the Building 17 ribbon cutting event would be postponed. She asked managers to look at events through the end of the semester and to provide Rich a list of 3-month worth of events to identify essential vs nonessential. Kim shared that an [emergency page](#) had been added to the website with Q&A's. She recommended to go there for answers and any questions should be sent Rich Rojo, [rojo@smccd.edu](mailto:rojo@smccd.edu).

Kim suggested to faculty, staff and student to stay home if feeling sick to take care of themselves or take care of a sick family member. If staying home sick, inform the immediate supervisor. Kim informed members that that chancellor, presidents, senates, unions districtwide have been involved and working together on

next step - COVID.

Mike Holtzclaw reported that he had been working with Kerrie Mitchell and continuity team on strategies to prepare to transition programs to online due to COVID outbreak. He said that they have been in contact with International students, library, learning, childcare, technology, deans, academic senates, etc. He said that they have been working on the technology aspects and planning for an online format in the event of campus closure and classes transitioning to online. State and Chancellor's Office are working on an emergency application to approve courses to be taught online.

Micaela Ochoa said that they are preparing with technology and strategizing VPN access for staff in the event we are ordered to work from home.

Emily Barrick shared that she is district's contact for the San Mateo Health center. She said that if somebody is diagnosed with COVID, the health center will contact her to provide information on possible exposures. She said that the CSM health center will assist students without health insurance to where to go to get tested. Emily shared that only one positive COVID case had been reported in San Mateo County. She said that the health center and the CDC don't have enough testing kits. She said that if a student comes to the health center with COVID symptoms, she has to refer them to the county because the center is not equipped to test. She recommended for International students to contact their Etna health insurance; and for people for people to stay home and don't go out because it's believed that the virus is transmitted from person to person.

#### **6. Multi-Factor Security Presentation (Presentation)**

Daman Grewal provided a presentation on a Multi-Factor Security. He said to be aware of phishing emails. Phishing emails is a fraudulent practice of hackers sending emails alleging to be from a reputable organization in this case smccd in order to induce people to reveal work or personal information, such as passwords and credit card numbers. He recommended to double check domain smccd when receiving an email that doesn't look legit; said external emails that come to smccd are stamped and appeared on the subject line as [EXTERNAL]...; said to report any fraudulent emails to [ITS Help Center](#). He shared that the district had purchase Zoom licenses for all employees and students and training materilas have been posted on the ITS page. Daman recommended to manage SMCCD passwords through OneLogin <https://smccd.onelogin.com/login>. He said that we must collaborate on mandatory training materials to ensure our staff are aware and diligent about security issues. Daman announced that Dropbox is coming soon. He said that Dropbox allows to create groups and collaborate as a team and the groups will be setup by Chris Smith.

Heidi Diamond thanked Chis and Daman for the help with phishing emails information.

#### **7. Request for Agenda Items for May 11, 2020**

Micaela Ochoa asked and said that items for the Maty 11 Management Council Meeting could be sent to Alex Kramer at [kramera@smccd.edu](mailto:kramera@smccd.edu) or Micaela Ochoa [ochoam@smccd.edu](mailto:ochoam@smccd.edu).

- Budget Update
- Food Hunger Initiative (Carryover from 3/9)
- Other Items?

#### **8. Adjourn**

Alex Kramer adjourned the Management Council meeting at 2:51 pm

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#### **Future Meetings**

- April 13<sup>th</sup> – 01:30 – 3:00 PM
- May 11<sup>th</sup> – 01:30 – 3:00 PM