

## College of San Mateo Management Council Meeting

Monday, April 6, 2020

11:00 AM – 12:00 PM

Location: <https://smccd.zoom.us/j/743774128>

**Members:** Emily Barrick, Maggie Barrientos, Lizette Bricker, Tarana Chapple, 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

**Guest:** Arielle Smith, Edna Letran

### Meeting Minutes

#### 1. Welcome and Brief Announcements:

Alex Kramer called the meeting to order at 1:32 pm. He welcomed members to the second Management Council meeting via Zoom and shared the link to today's [agenda](#).

Tabitha Conaway shared that San Mateo County Community College Foundation will award \$100,000 in emergency funds to students districtwide. This amount will be equally divided among the three college campuses. Students will apply online for the scholarship grant through the Financial Aid page. Grants will be awarded in denominations ranging from \$500 to \$2,000. In order to qualify for the funds, students must: have been impacted by COVID-19, write a description related to how they have been impacted, have been enrolled in at least 9 units, have a FAFSA or Dream Act on file, have at least a 2.0 GPA and ESP of \$0 to \$5555. She asked members to encourage students who have been impacted by COVID-19 to apply for this scholarship grant and to be thorough on the emergency description so they can be awarded the money they truly need.

Kim announced that 142 students districtwide have already applied for the foundation grant and asked MC to inform CSM students to apply for it. She also mentioned that there's a statewide grant. Tabitha said that these grants are going quickly and that the state grant had reached its cap and is no longer available.

#### 2. Emergency Operations Center (EOC) Update

Kim shared that EOC has transitioned to meeting 3 times a week – Monday, Wednesday and Friday – instead of meeting every day and soon they will transition to meetings once a week since the crisis is at a different level. She said that they are meeting more frequently as Chancellor Council and they are planning for summer, fall and beyond districtwide. She said that they are still in emergency operation mode until COVID-19 is behind us and we are able to resume to normal campus operations.

#### Website:

Kim announced that webpages are being revised to provide employees and students more support beyond technology. The webpages will contain information on health and wellness, emergency grants, basic needs and more. She also reported that campus access districtwide was granted to staff last week, and that faculty members have been allowed to access their offices this week, and Aaron is coordinating with students who are requesting access to campus.

#### ITS and Equipment:

Kim shared that as of last week, 180 Chromebooks, hotspots, calculators have been distributed. This

accounts for only 50% of students that expressed needs. Aaron is going to be working with VPs to find out what happened to the other 50%. All equipment is going to be transferred to IT at the district's office for distribution. VPs, Faculty and Deans are going to work together to identify the students that need equipment. They will make an appointment with IT for the students to pick up the equipment. She shared that there have been requests from employees to take home fixed assets such as printers, chairs, desks, etc., but those items have not been approved for staff to take home.

Kim provided an update on the Chancellor's search. She said that the final interviews for the Chancellor's position are scheduled for Wednesday, April 8 and they are going to be recorded. The interview recordings from the three candidates will be available on Thursday, April 9 for review and feedback, and will be taken down at 5 pm on Monday, April 13. She asked to please to make sure to take the time to review the interviews and to provide feedback. She also announced that CSM is hosting its second Town Hall meeting on Friday, April 10 from 10 to 11:30 am and more information is forthcoming.

David McLain said that the March 27, 2020 First Town Hall Meeting recording was sent out to all employees. For question about the recording, he can be reached at [mclaind@smccd.edu](mailto:mclaind@smccd.edu).

### **3. Health Update**

Emily Barrick reported that on April 2<sup>nd</sup> the Bay Area Public Health Department recommended to wear a cloth mask when going out for essential activities. It's believed that it will slow down the spread of the COVID-19. She also reported that the death in California is rising rapidly and in San Mateo County the number of deaths is doubling every. She also reported that there are COVID-19 positive cases in our district. She said that all positive COVID-19 cases are reported to the local county health department directly from the testing location; the local health department contacts and interviews the people that have tested positive and identifies if there have been any related exposures. If an exposure occurs in the district, the county will contact and provide Emily with a list of those that have been exposed and she will contact them privately. For the district to be HIPAA compliant, students, faculty and staff health information must be sent to Emily at [barricke@smccd.edu](mailto:barricke@smccd.edu) as she is the county contact.

Emily shared the [SMCCD COVID-19](#) link that contains National, State and Local level updates and asked not to share the link to others because it's specifically meant for Management Council Meeting.

Emily recommended to read [That Discomfort You're Feeling Is Grief](#) article about dealing and managing how we are feeling with the COVID-19 pandemic particularly surrounding grief. She said that it helped her and she hopes that it helps you.

### **4. Telehealth**

Micaela Ochoa provided information on Telehealth. She said that we have 37 staff members districtwide who will be signed up for the HIPAA Zoom accounts to provide Telehealth services to students. 14 CSM staff members are amongst the 37. CSM students will be able to virtually discuss health needs, and receive health consultations, and prescriptions for certain medications. She said that there are some technical details that they are working through and thanked IT for all their technical support to move these on-line services forward.

### **5. Student Refunds:**

Micaela reported that there have been discussions to refund enrollment fees for resident students, tuition fees non-residents students; and prorated parking student fees for March, April and May. Details on these refunds will be discussed at the district this afternoon. Materials fees and accessibility fees are not going to be refunded.

## 6. SMCCCD Food Drive

Micaela reported that the food drive on Friday, April 3<sup>rd</sup> was successful. Food was provided to 400 families and about 30 cars were turned away because they ran out of food boxes. She reported that there were 20 second harvest volunteers and 10 district volunteers. She also reported that Public Safety managed the traffic control. She shared that the Jefferson Union High School is having a weekly food drive serving about 1,000 families per week. She announced that SMCCCD is having its second food drive this next Friday and they will be providing 600 boxes of food to families. She said that there's a need for Spanish speaking volunteers and asked MC to contact Tom Bauer [bauert@smccd.edu](mailto:bauert@smccd.edu) if interested in volunteering.

## 7. Summer and Fall Semesters Update

Mike Holtzclaw reported that the Board would be making the decision at its Tuesday, April 7 meeting on whether or not the Summer session would be held online. However, the Board is not ready to make the decision for the Fall session, yet.

## 8. Board Study Session

Mike Holtzclaw reported that the focus of the Board Study Session on Tuesday, April 7<sup>th</sup> is to learn how faculty and students are doing with the transition to online classes.

Mike also reported on pass/no pass grading. He said that as changes are being made to pass/no pass grading, CSUs and UCs are looking into accepting pass/no pass grading but it has not been decided yet. He asked management to ask faculty for patience and for faculty to encourage students to be patient and not to drop their classes, yet.

## 9. Food Insecurity and Support to Students Update

Tabitha Conaway reported that they continue supporting the student through the food grant effort so students that were qualified for the food grant on campus are still able to access those funds. Safeway cards have been mailed to them for either \$75 or \$150 per month. She said that they are also looking into how to help students without addresses, and that they are still accepting applications for food grants. Finally, Sparkpoint is still providing services and Nicole Salviejo, [salviejon@smccd.edu](mailto:salviejon@smccd.edu), is available and can direct students to other resources.

## 10. Student Survey Results Update

Krystal reported that the survey distribution was a districtwide effort to survey all the students to find out how they were transitioning to online. She said that they received 1,253 responses: 25% of those students already belong to Promise, EOPS and International programs. The remaining 952 students have been case-managed through counseling and will be contacted and directed to other resources.

Krystal announced that counseling is providing on going services to students through the [Welcome Center](#) website. Counseling services line is live now and they are setting up a chat because only 10% preferred to be contacted by phone.

Krystal asked management to inform staff and faculty that they can also utilize the welcome center website to access the most up to date information. She said that there are also resources for faculty on the Welcome center site.

## 11. Proctorio and Labster Update

Charlene Frontiera shared that Proctorio is available and it has been successful. She also announced that Labster is available and it is integrated in Canvas. She said that Proctorio and Labster were so important to her faculty and that ITS staff made it [the rollout] happened so quickly. She said that they are very

appreciative of ITS' constant support to everyone. She said that it is a joy to be a part of a team that is eager to reach out to faculty, staff and students to provide constant support.

Heidi Diamond expressed her appreciation to the ITS team and thank them for Proctorio. She also thanked the district for the quick and organized support to provide access to campus to faculty and staff.

## **12. Request for agenda items**

Alex Kramer asked for agenda items for the next Management Council Meeting and said that items for the next the 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).

### **Future Meetings:**

- April 20<sup>th</sup> – 11:00 AM – 12:00 PM
- May 11<sup>th</sup> – 01:30 PM – 3:00 PM
- May 18<sup>th</sup> – 11:00 AM – 12:00 PM