

College of San Mateo Management Council Meeting

Monday, May 11, 2020 | 1:30 PM – 3:00 PM

Location: <https://smccd.zoom.us/j/443965574>

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, David McLain, Claudia Menjivar, Carol Newkirk- Sakaguchi, Ashley Phillips, Ludmila Prisecar, Patrice Reed-Fort, Kristi Ridgway, Richard Rojo, Michele Rudovsky, Aaron Schaefer, Jeremiah Sims, Steven Trinh, Andreas Wolf, Tiffany Zammit

Co-chairs: Micaela Ochoa and Alex Kramer

Guests: Tom Bauer, Adolfo Leiva, Edna Letran

MEETING MINUTES

1. Welcome and Ice Breaker

Alex Kramer called meeting to order at 1:31 pm, welcomed members to the meeting and invited them to participate in an ice breaker activity. He explained the activity and asked members if they would share self-care routines and go-to snacks during the quarantine. Members shared their go to snacks were cookies, licorice, banana splits, rice krispy treats, jalapeño kettle chips, walnuts and chocolate, sour gummi bears, chips and fruit, apples with peanut butter, graham crackers, graham cracker and peanut butter dipped in milk, warm popcorn, hummus, celery with peanut butter and ice cream. Members also shared selfcare routines ranging from getting nails manicured, gardening and hiking, walking, baths, gym, bike rides, yoga, reading, planks, creating a new music playlist every week, and Legos.

2. Brief Announcements and Kudos

Kim announced that Student Services will also be online (working remotely) during the summer. She also reported that on Wednesday, May 13, the Board was going to make the decision on whether the Fall semester would be either online or on a face-to-face modality and they would also determine the timeline to pursue the search for the CSM President permanent position. She said that the announcement regarding the Board decisions should be going out to everybody by the end of this week.

Kim announced that there's going to be a 4/10 summer schedule that it's the same summer scheduled that has been followed for many years. She explained that it's not mandatory but it's available for those who are interested. She let the management team know to please work with their supervisors. She said that there's a requirement that a proposed work summer schedule needs to be submitted to the supervisor and people can use vacation time or extend the daily work hours to meet the 37.5 required work hours per week. She said that the summer proposed schedule is to begin May 29 and end August 7 and all three colleges will discuss it tomorrow at the Chancellor's Cabinet meeting. She communicated that after it is confirmed, she hopes to send a letter (email) by the end of the week.

3. Approval of April 20, 2020 Meeting Minutes

Alex presented the April 20, 2020 minutes for review and approval. Charlene Frontiera made a motion to approve the minutes, and the motion was seconded by Tabitha Conaway. Motion was moved to approve the April 20, 2020 minutes as presented.

4. Emergency Operations Center (EOC) Update

Kim announced the EOC team is meeting once a week on Tuesdays from 9 to 10 am. She reported that the EOC is moving into the recovery phase and the Policy group has drafted standard operating procedures for social

distancing, health screening, and protective personnel equipment. The procedures include having a single point access, temperature checks, and health questionnaires, but all these will change depending on the County Health Department ordinance after the shelter in place order is lifted. She said that summer classes will continue to be online and work will continue to be remote until further notice. She shared changes that have happened to the EOC organization: Kerrie Mitchell will oversee operations, Aaron McVean will oversee instruction recovery in coordination with all the colleges, and Brian Tupper is now overseeing campus access. She said that there's going to be a main point of contact for student services which will be decided at the EOC Meeting tomorrow.

Kim provided an update on commencement. She said that a districtwide survey was sent to students who were petitioning to graduate to find out what they would like to have for commencement. She said that the survey closed last Friday and Aaron McVean will be sharing those results with Chancellor's cabinet tomorrow morning and then she will be able to share the survey results on what CSM students want. She communicated that the nursing program and international student program are planning a virtual event honoring the students. She said that regardless of the situation, she strongly recommended Management Council to plan to do something with students, to support them and to get them involved in doing something to honor them.

5. Second Harvest Food Bank Update

Alex introduced Tom Bauer, Vice Chancellor, Auxiliary Services and Enterprise Operations and Adolfo Leiva, SparkPoint Director at Cañada College who worked together on having a food bank distribution at College of San Mateo. Tom said that the food insecurity program utilized the cafeteria for food distribution before COVID-19, and now with our remote environment, Safeway cards have been sent to students in the program. He said that Adolfo Leiva approached him with the idea of working with Second Harvest Food Bank to have a food distribution center. He said CSM was chosen as the central location because of the huge parking lot and central access. He also shared that Jefferson High School also provide a food distribution center and Redwood City has vast food distributions at their schools. He clarified that they are not ignoring the other campuses but there are food distributions close to their locations. Tom expressed gratitude to facilities and public safety for their collaboration and said that this could not be done without them. Shout-out to Second Harvest Food Bank, Facilities and Public Safety. Tom said that more Spanish speaker are needed and asked for volunteers.

Adolfo Leiva presented on SMCCCD Emergency Food Distribution. He said that they had been at the food distribution every Friday since April 3rd and that originally, he asked Second Harvest for food for 1,000 families but they only gave him food for 400 families. They have been increasing the quantity every Friday and now food is been provided for 1,000 families. He said that flyers are sent out to students about the food distribution center. He also communicated that the center follows COVID-19 guidelines for volunteers to wear PPE, and the volunteers also receive training and safety briefings. The center is a drive thru operation, serves students and community members. He also communicated that it doesn't have any fees to the public and no ID is required. Adolfo provided food distribution statistics since April 3 including: 6 distributions, 4,100 families served, 180 cars turned away. In addition, 80% of the cars pick up food for two families, and he reported that the center closes when the food runs out. He said that each family receives boxes of food containing fruit and vegetables, milk, eggs, cottage cheese, cereal, tortillas, canned food and frozen chicken, turkey and vegetables. He reported that volunteers come from San Mateo Community College District, Second Harvest Food Bank and United Airlines. He gave a shoutout to Owen Yoch, from Public Safety. He asked member to try #SMCCD_hereforyou and provide feedback. Tom said that the food drive will go through the last Friday in July, volunteers are needed, and they would love to have us join them! The volunteer sign-up sheet can be found at <https://app.smartsheet.com/b/form/2ecee0fb1ccd45fb980ba701f248b32d> and volunteers can sign up for as many Fridays as available. He also mentioned that many of our students are picking up food. Kim and Micaela thanked Adolfo and Tom for the great job.

6. Summer and Fall Enrollments

Mike Holtzclaw provided an update on Summer and Fall semester enrollments. Mike said that they have seen more interest in summer session than they have seen before and they have opened additional sessions because

classes are filling up quickly. He reported that the Deans have been fabulous keeping track and summer is looking pretty robust. He explained that the Fall semester is uncertain since it is unknown at the moment if classes are going to stay online or going back to a face to face modality. He said that as Kim mentioned, the Board will make that decision about the Fall semester at its meeting on Wednesday. He shared that enrollment for the Fall semester is still early to report but they have seen more enrollment than expected.

7. Direct Student Aid

Micaela provided an update on the Coronavirus Aid, Relief, and Economic Security (CARES) Act. She said that this is the same information that was provided at the IPC Meeting last Wednesday and she would focus on the funding allocation to students, the communication that is going to go out to students, and additional funding for students that do not qualify for CARES Act funding. She said that CARES allocated about \$580 M for community colleges and it is the third federal stimulus packet in response to COVID-19. She explained that the formula requires that 50% of the funds be reserved for emergency financial aid grants for students to help cover expenses related to the disruption of campus operations due to coronavirus such as food, housing course materials, technology, health care and childcare. However, SMCCCD decided to direct 75% to students. She showed a presentation that provided information on the amount of funding SMCCCD received - \$5.6 M and 75%, or \$4.2 M will go be distributed directly to students across campuses as follows: approximately 67% or \$2.8 will be distributed in Spring 2020 and approximately 33% or \$1.4 M will be distributed in Fall 2020. She also provided an overview on student eligibility to receive CARES funding and how funds would be distributed to students. Micaela introduced Claudia Menjivar who explained how the CARES Act money was going to be disbursed to students. Claudia explained that non-Pell grant students will receive \$500 if part time or \$650 if full time; and Pell grant students will receive \$800 if part time or \$1,100 if full time. She said that communications to students about the CARES Act will go out the week of May 11 explaining what's the CARES Act, who is eligible, who can get it, how much will they receive and when to expect to receive this money. She described that the funds will be disbursed Friday, May 15th and students should expect to receive the funds by May 20th and they can receive the money by check, direct deposit or sign up for BankMobile.

Micaela shared that the eligibility from the CDE specifies that undocumented students do not qualify to receive CARES funding. However, the San Mateo County Community Foundation has provided funding to support undocumented students with grant funding in the amount of \$150,000. Those funds will be allocated to the students that were not eligible for CARES aid. Micaela reported that they are moving forward with distributing the funds and will continue to report updates.

Micaela thanked the Foundation for the funds and generosity to support our undocumented students.

8. Online Support as an Anti-Racist Practice Webinar

Alex shared that before the shelter in place, Management Council was active in a book club that was reading the book *How to Be an Antiracist* by Ibram X. Kendi. They got half way through the book but they had to stop meeting because of COVID-19. He invited members to connect to an Online Support Anti-Racist Practice Webinar, 6-part series, provided by the California Community Colleges. He said that he had registered and invited members to do the same. Tabitha mentioned that webinars are made available and Management Council can access them afterwards.

9. Request for agenda items for Monday, May 18, 2020

Alex Kramer asked for agenda items for the next Management Council Meeting. He said that items for the next the meeting could be sent to Alex Kramer at kramera@smccd.edu or Micaela Ochoa ochoa@smccd.edu. Although Management Council was only scheduled through May 2020, the group would like to continue to have Management Council meetings through the summer. Therefore, it was decided that Management Council meetings will continue during the Summer.

10. Adjourn

Alex adjourned the meeting at 2:28 pm