

College of San Mateo Management Council Meeting

Monday, May 18, 2020 | 11:00 AM – 12:00 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: Ben Zara Nimkin, Edna Letran

MEETING MINUTES

1. Welcome and Ice Breaker

Alex Kramer called meeting to order at 11:01 am. Alex welcomed members to the weekly management meeting and opened up the meeting with an ice breaker activity. Members engaged in the activity sharing via the chat box their weekend highlights and the restaurants they would visit after the SIPO is lifted.

2. Brief Announcements and Kudos

Kim announced that the 4/10 Summer schedule memo was sent out last week via email. She said that if classified staff are interested in participating in the 4/10 summer schedule, they need to work with their supervisor and provide a 4/10 summer schedule proposal. She also explained that the 4/10 Summer schedule is not mandatory but it is available for those that want to participate. She also announced that the last Town Hall of the Spring semester would take place this Friday, May 22, from 12:00 to 2:00 PM and that it's going to be recorded for those that cannot attend.

3. Emergency COVID 19 Update and New Health Order

Ben Zara Minkin provided an update on the COVID-19 Health Update. He said that the new County exemption updates went into effect today, May 18th at 12:01 am and that these updates are aligned with the state and federal guidelines approach to recovery. He announced that none of the recent updates affect the SMCCD functions and operations but shared a few important updates that he felt were important for the community to know. These updates are for essential activities such as recreation, medical professions, and care for others including childcare. Under the recreation update, people will be able to go out to their local parks, trails or beaches for walks and to exercise but no picnics or gatherings will be allowed. He shared that our campuses are open for recreation to the local community to walk and exercise but there's no access to parking, bathroom or buildings and they must observe social distancing and face covering to protect our employees, students and community. Under medical professions, elected procedures can start getting scheduled. Under care for others, people are allowed to go out to take care of family members, people that are under their care and allows for childcare providers to continue operations. However, CSM will not be opening its childcare center. He added that sports activities are prohibited. Funerals are now allowed with 10 or less family members present. Relocating to San Mateo County is now permissible but people that move to San Mateo County will have to quarantine themselves for 14 days.

Ben Zara also provided an update on the standard operating procedures for resumption of courses that will be coming back to campus during the Summer. He said that they have been working with deans and faculty to identify the exact location for the classes to make sure that students, faculty, and staff will be safe when coming back to our campuses. Consequently, health screenings, single access points, facial coverings, hand washing, 6-

feet distancing, signage will be posted districtwide. Hand sanitizers, ground markings, etc. will be implemented in order for everyone that is given permission to access the college grounds abides by these.

Ben Zara shared that they will present the draft of the three phases to recovery to the policy group on Tuesday, May 19 for approval. Once they have been approved, Public Communications (PIO) will release them to the entire district at least two weeks before each phase is scheduled to start implementation.

Ben Zara gave a shout-out to Kim and the leadership team for their amazing work and thanked everybody for their patience.

4. Emergency Operations Center (EOC) Update

Kim provided an update on EOC and said that Ben Zara explained all the planning and complexity of the many preparations to bring essential courses back to the campuses. She said that only Skyline and Cañada have identified essential courses meaning that they must have a face to face instruction in order to complete the courses. Starting in June, those courses will be brought back to campuses. She said that this is going to be a trial to test out all the standard operating procedures set in place and that all the students and faculty that are coming back will be practicing all the sanitation, health screening, PPE, SOPs. It will be learned what it takes to bring one person back to campus to teach. Once we have gone through this, we are going to be in a better position to know what needs to be done. She shared that she has received many requests to bring services back to campus in the fall but that we are really far from identifying if we are going to be able to bring any courses back in the fall. She said that there is a lot still to be learned in June so she asked for everyone's patience for the next couple of months until there's a better idea of what they have learned from the courses that are going to bring back in June. She explained that the EOC will continue to provide updates as they become available. She explained that face coverings will not be provided.

5. *New!* Finance Committee Website

Micaela provided an update on the new Finance Committee Website, and shared the new website. She explained that the Finance Committee reports to IPC and the [Website](#) is live. She thanked David McLain and Valerie Tyler for their help with the website. She navigated through the webpage displaying the overview, list of members, meeting dates and minutes and contact us tabs. She said that members/staff have a 2-year membership term and the student representative member has a 1-year term. She announced that the year-end finance report and all reports presented to the community will be posted on the website.

6. May Revise Update

Micaela provided an update on the May revise and explained that May revise is an update to the Governor's January budget proposal for the following fiscal year starting July 1, 2020 through June 30, 2021. She said that the update was released last week where Governor Newsom listed education as one of his top priorities along with public health, safety and help for people that were affected by COVID-19. The governor is proposing to use additional state funding to offset the reductions from Proposition 98. SMCCD is a basic aid institution, but we receive categorical funding that could be impacted by State reductions. She said that according to the May revise, California projects a 25% drop for next year in the three major sources of revenue which are sales, personal income and property taxes. There is a projection of about \$42 billion reduction over the next two years. She explained that another budget update could be released after July 15, which is the new deadline to file income taxes.

Ludmila reported that there's no cut to the California College Fund; categorical programs won't get cut; Strong Work Force will have a decrease district-wide cut of 58%; and student equity will have a 15% cut.

7. Request for agenda items for Monday, June 1, 2020

Alex asked for agenda items and invited Ben Zara to come back to provide latest district updates. Please forward items for the June 1 meeting to either Micaela Ochoa or Alex Kramer.

8. Reminders, Open Questions, Clarification, Follow-up

There were no comments or reports for this item.

9. Adjourn

Alex adjourned the meeting at 11:54 am