

College of San Mateo Management Council Meeting

Monday, June 8, 2020 | 11:00 AM – 12:00 PM

Location: <https://smccd-hipaa.zoom.us/j/99431034606?pwd=L0tKb3lMZEdpUU4wVTZwaG9mM0hHQT09>

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, Edna Letran

Co-chairs: Micaela Ochoa and Alex Kramer

Guests: Daman Grewal, Bill Woods

MEETING MINUTES

1. Welcome and Check-in:

Alex Kramer called meeting to order at 11:01 am and welcomed members to the June 8th Management Council meeting.

2. Review and Approve Agenda

Alex Kramer shared and reviewed the June 8th Management Council Meeting agenda and presented it for approval. The agenda was approved as presented

3. Brief Announcements

Alex opened the floor for announcements. Kim announced that she didn't have an EOC update, but that she was going to take that time to continue the conversation that was started last week at the Management Council Meeting. She shared a borrowed phrase – *moving from pain to purpose* – and said that the last meeting was about expressing the pain everyone was feeling related to the current events and hundreds and hundreds of years of systematic oppression. A pain that feeds passion to create a society that is free of white supremacy and suppression and oppression. She said that everybody referred the pandemic as a crisis but now she is starting to look at it differently. The killing of George Floyd was felt all over the world.

She shared that over the last week, she participated in some events that she found helpful and recommended Management Council to see the recordings. She participated in **The Huddle**, an event that was organized and facilitated by SMCCCD Trustee Maurice Goodman and CSM Head Football Coach Tim Tulloch. This event brought together CSM scholar athletes, community leaders, and local police officers and chiefs to address challenging questions and engage in serious conversations. She explained that the event was so successful that plans are underway for a second session. She also participated in the **Call to Action**, a webinar that featured a multitude of CCC system leaders including CCC Chancellor Eloy Ortiz Oakley. Two other leaders featured included current and former Skyline College administrators: Vice President of Instruction Jennifer Taylor Mendoza and former president Regina Stanback-Stroud. She announced and encouraged participants to register to participate in the Minding the Obligation Gap, a summer learning series developed by Director of Equity Dr. Jeremiah Sims with the first session starting Thursday, June 11 from 12:00 – 2:00 pm.

Kim said that this conversation would continue at Management Council Meetings and she invited members to be engaged as part of the movement, as the leaders of this organization, we must come together. She

asked management to please talk to her because she needs to learn what each one of them is thinking and feeling.

4. EOC Update

No update available.

5. Approval of May 11, 2020 Meeting Minutes

Alex Kramer presented the May 11th Management Council Meeting minutes for approval. The minutes were approved as presented.

6. Approval of May 18, 2020 Meeting Minutes

Alex Kramer presented the May 18th Management Council meeting minutes for approval. The minutes were approved as presented.

7. ITS Updates

Dawal Grewal, Chief Technology Officer, provided an ITS update highlighting the technology distribution, Virtual Campus, Genius Bar, Laptops for employees, and Zoom's New features. He said that students enrolled in Summer classes will be able to pick up Chromebooks, calculators and/or hotspots. However, before picking up their technology, they are required to fill out the Student Request for Technology form. Technology distribution will be set up as a drive through from 12 pm to 6 pm starting Wednesday, June 10 at the district office. He announced the launch of the Virtual Campus for students at all campuses. He shared that they are creating a Genius Bar which is a virtual helpdesk for students and staff that have district owned technology because the existing helpdesk for students only supports Canvas and email. He said that ITS will be working on preparing and aligning all the sites during the summer and the plan is to launch the Genius Bar in the Fall 2020. He shared that the district purchased Zoom licenses for all employees and students last year and they all have a Zoom account set up, however, they have added transcription and closed captioning to the Zoom accounts to be in compliance and to support students, faculty and staff.

Alex thanked Daman and the ITS team on behalf of management council members for all the work they have done.

8. Student Services Recovery Planning

This item will be carried over to June 15.

9. Campus Access

Micaela shared that the current process to request campus access will be terminated and a new process will be rolled out starting June 15 to a new system. She said that the current process to request access, which was created on around March 13, provides many challenges. She thanked Kerrie Mitchell for creating the new campus access process and forms that will be rolled out and take effect on June 15. She said that the management team will receive an email with the link to the SMCCCD Employee Campus Access Request form. The administrative supervisor/manager will forward the link to their staff/employees that need to request campus access. Micaela showed the new online form and steps that individuals have to follow to request and to access the premises. The steps are:

- 1) Submit the form at least 48 hours in advance of access day,
- 2) Specify the date(s) requesting campus access (up to five dates at a time) and a new request is needed for more than 5 days,
- 3) Requests will be automatically sent to employee's supervisor and employee will receive an email upon approval/denial,
- 4) A Health Screening Form will be emailed to employee a day prior to first approved access date,

- 5) Employee must bring district ID and office keys as Public Safety will not open facilities,
- 6) Allow extra time to go through the access check-point before accessing premises.

Micaela informed management that employees that are required to be on campus everyday are not required to complete this form because there's different process for them.

Mike H. shared that they are piloting the summer session bringing essential classes back to campus and they are using a different campus access process.

10. Campus Screenings

Bill Woods, Director of Public Safety, provided an update on the Campus Screening. He shared the SMCCCD Operation Plan with Health Screening Access points to CSM. He explained that the purpose is to know who is on our campuses at all times and to have a record of who is coming in to our campuses. In addition, they need to make sure that sick people are not coming to campus. He said that there's a self-screening form that people have to fill out ahead of time in order to access the campuses and that there will not be temperature checks in place during this summer. He shared that effective Friday, June 12, the access point to campus will change. People will drive up on Hillsdale and turn into Beethoven Lot 2. There will be three yellow arrow lanes: The first one will be to check IDs for the Bulldog swimming team and SMAC members who will be accessing the pools that have been allowed by the Health Department, and these will proceed to the SMAC parking lot. The other two yellow lanes will be designated for faculty, staff and students. Once they have been checked on the approved list, they'll have access to the entire campus. The exit will be marked thru red arrows and will take individuals back to the way they came in. The check in point is going to be a pop-up tent that will be attended by a public safety team who will be asking people for their names and checking them against the approved list to make sure they have been permission to come into campus. He said that they want to make the access easy and as quick as possible so they are planning on having a designated parking area for those that are not on the list as approved to access the premises and to avoid holding traffic for others. He shared that the people working the access points are going to be relatively new employees because public safety officers can't be dedicated for the screening process so he asked for patience as these people won't know anybody's names or faces and to allow extra time to check in just in case. Screening Access Points hour of operation will be 5:30 am to 10:00 pm. The start date for the campus screening access is June 15, which is the date when all essential courses are scheduled to start.

11. Draft agenda items for Monday, June 15, 2020

Alex shared the draft of the agenda for the June 15 meeting and called for any new agenda items. There were no additional items identified so Alex recommended to email any agenda items to Micaela or Alex.

12. Adjourn

The meeting was adjourned at 1:05 pm. Alex thanked everyone for participating in the meeting and wished them to have a good week.

Future Meetings:

June 15, 2020, 11:00 AM – 12:00 PM

June 22, 2020, 11:00 AM – 12:00 PM

June 29, 2020, 11:00 AM – 12:00 PM