

College of San Mateo Management Council Meeting

Monday, June 22, 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 Fash, Charlene Frontiera, Hilary Goodkind, Robert Gutierrez, Mike Holtzclaw, Elnora Kelly Tayag, Aubrey Kuan Roderick, Edna Letran, 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

MEETING MINUTES

1. Welcome and Check-in:

Alex Kramer called meeting to order at 11:02 am and welcomed members to the June 22th Management Council Meeting.

2. Review and Approve Agenda

Alex Kramer presented the June 22th Management Council Meeting Agenda for review and approval. The agenda was approved as presented.

3. Announcements, Sharing of Important Information

Kim announced that a CSM convening webinar titled Minding the Obligation Gap – Reflection and Discussion was going to be hosted Wednesday, June 24 from 12:00 to 1:30 pm. She shared that she hopes that staff and faculty attend this webinar. She said that the webinar invitation was coming out shortly and it would include reflection questions to review to prepare for the webinar. She stated that this webinar wouldn't be recorded and wouldn't be available later because this was going to be an opportunity to have an honest conversation, to ask questions, to share thoughts, and hear from colleagues.

Kim said that the Minding the Obligation Gap Webinar summer series continues with Part III on Pedagogy tomorrow, Tuesday, May 23. She invited members that have not been able to participate in the series, to listen to the recorded webinars Part I [Defining the Obligation Gap](#) and Part II [Obligation Gap Programming](#) to learn about the book. She said that the book titled Minding the Obligation Gap was written and published before all the events that have transpired by the murder of George Floyd. She shared that webinar panelists were going to be three of the authors of the book: Tabitha Conaway; Jeremiah Sims, and Jeremy Wallace.

Alex shared that our Workforce team is collaborating with Cañada and Skyline to offer a career event that will take place on Wednesday, July 22. He said that they will bring together three employers to talk about their open jobs and how COVID-19 has impacted their daily work life; there will be a fantastic panel with local employers; and leading to that event, they are going to have a series of workshops on July 14, July 15, and July 16 on developing a resume, creating a LinkedIn profile and interview skills preparation. He said that he will be distributing fliers to Management Council so they can share them with their team because they hope for great interest from students.

4. Approval of June 15th, 2020 Meeting Minutes

Alex Kramer presented the June 15th Management Council Meeting minutes for approval. The minutes were approved as presented.

5. EOC Update

Kim Lopez provided an EOC update. She said that the EOC meetings are held every Tuesday from 9 to 10 am. She shared that the EOC decided to open campuses for the summer session as a pilot program and they collectively made that decision to not take temperature checks at the access point because they were not required. However, since then a request has been received from the Operations Team to reconsider that decision and to mandate temperature checks at all access points. She stated that temperature checks are not mandated but are recommended and EOC has not made a decision on temperature checks yet but it will be discussed at the EOC meeting tomorrow, Tuesday, June 23 and she will bring an update to the next meeting to keep Management Council informed of that decision.

Kim shared that almost all businesses have opened up in San Mateo County but they are enforcing the social distancing protocols. She said that California Resilience Roadmap provides guidelines for higher education under item *"The following are not open county or statewide: Higher education (in person), except where supporting essential workforce activities, including but not limited to providing housing solutions, COVID-19 response, and training and instruction for the essential workforce."* She said that EOC has been following the State guidelines because they are stricter, they will continue monitoring it, and will be informed employees when the orders change for higher education.

6. Vacation Not Permitted/Compensation – Section 6.0 of CSEA Contract

Micaela Ochoa provided information on vacation payout for CSEA employees as per CSEA contract Section 6.10, page 19.

If an employee has requested vacation but it was denied, and the employee has reached the maximum accrual vacation time, the employee may request no more than one week of accrued vacation to be paid out.

If an employee has requested vacation, the vacation was approved but then the employee decided not to take the vacation, the employee may not request a vacation payout even though the employee has reached the maximum accrual vacation time.

If the vacation is denied but employee has not reached the maximum accrual vacation time, employee doesn't qualify for vacation payout.

If the employee decides to cancel the vacation and the employee has not reached the maximum allowable vacation time, the employee doesn't qualify for vacation payout.

7. Summer Semester Report Out

Charlene Frontiera reported that they had to add a lot of classes and it is a healthy comfortable summer enrollment.

Heidi Diamond provided a summer enrollment update on the Business and Technology Division. She said that they were able to add new sections and a large number of waiting list increased enrollment. She shared that they had the first EMT in person session that everything went smoothly and faculty is doing well with distance education and moving along with a good summer session. Heidi thanked Alex for his support on the first day of the in person EMT session on campus.

Andreas Wolf said that all is well.

Kristi Ridgway: Language Arts is well and they had to add many sections and they are full.

Patrice Reed-Fort provided a summer enrollment report on EOPS. She said that from the beginning of the Summer semester, students have been consistently making and keeping their appointments. They appreciate the flexibility of having appointments either by phone or via Zoom. She said that EOPS is holding daily (Monday through Friday) Zoom drop-in hours and staff is also available via telephone. She also said that they are hosting social events and workshops during the summer to help students to adjust to this virtual learning environment. She mentioned that once the events are posted, she would share them with Management Council. She communicated that the students have been engaged with 163 out of 194 registered students for summer course, have attended continuing student group meetings to get connected to the EOPS program this summer.

Aubrey Kuan Roderick shared that the International Students counseling appointments are fully booked until July and that they are rolling out the online orientation for fall transfer students.

Claudia Menjivar shared that the Financial Aid has seen an increase in applicants, phone calls and emails.

Krystal Duncan said that the counseling appointments are booked up, telephone lines are open, students are still engaged and adjusting to the new modality.

Carol Newkirk-Sakaguchi shared that the DRC has not experienced any lows, materials and application are online, they will be fully remote, it is been easy for students to sign up for services because they have a good system in place. She mentioned that she has an adjunct counselor working 12 hours per week and sometimes she has to help out because student have been keeping their appointments. She said that Audra, Office Assistant, is answering the phones and Hirania is handling emails. She shared that the team is very efficient and they are meeting the needs of the students. She said that it's been challenging because they are short staff but the team is doing a great job.

Steven Trinh shared that Admissions has zoom appointments available in a daily basis.

8. Student Service Continuity of Services

Tabitha Conaway provided an update on the Student Service Continuity of Services. She said that Manuel Perez, VPSS from Cañada is leading the student services recovery effort and she is supporting him in that effort. She shared that ESOPs is the process created to go remote back in March. Now that they are in transition into recovery and as part of the transition for Student Services, we need ESOPs to be expanded through December. She said that Deans and VPSS across campuses have begun the meetings to discuss these modifications. She reported that VPs and Deans have done the first walkthrough the physical spaces to determine how these spaces have to transform physically in order to prepare for the spring semester and the first modifications draft is due in early July. Facilities and VPSS created a checklist for Deans and VPSS to use in their next walkthroughs. The checklist is to ensure that all areas have been covered and when staff and students come back to campus, they are safe. According to the timeline, the walkthroughs have to be completed by July 12 but it's subject to change. Then the lists will be provided to Facilities so they can start the work in the Fall to be ready for students, faculty and staff in by the Spring.

She also said that new language has been added to the ESOPs identifying tasks that can't be done remotely and provided an example: Enrollment Services is still receiving transcripts, mail needs to be checked at least once a week, mail needs to be opened, transcripts need to be scanned and uploaded into Web Extender, etc.

9. Addressing the Chancellor's Office Call to Action

Jeremiah Sims shared that he has been working with Hilary Goodkind on an environmental survey for faculty, students and staff and the hope is to send it out this week. In addition, he said that on Wednesday, June 24, there was going to be a discussion on Minding the Obligation Gap at CSM. He described the Obligation Gap as the difference between the services we provide to students versus the services our students really need. He also said that there was going to be an extended conversation about the IMPACT Grid so that it contains common language to avoid confusion. He also said that they are going to start the conversation with CSM but the hope to have across campus and districtwide conversations on Minding the Obligation Gap to address the Chancellor's Office Call to Action.

Hilary said that the survey will be sent out to faculty and staff at the same time at the end of the week, and then they'll collect results and share them with people to start the Call to Action conversation. A survey will be sent out to students in the fall.

10. Draft agenda items for Monday, June 29, 2020

Alex shared the draft agenda for the June 29 meeting and called for agenda items. Alex recommended to email agenda items for the next meeting to either Alex Kramer at kramera@smccd.edu or Micaela Ochoa ochoam@smccd.edu.

11. Adjourn

The meeting was adjourned at 11:54 am. Alex thanked everyone for participating in the meeting and wished them a good week.

Future Meetings:

June 29, 2020, 11:00 AM – 12:00 PM

July 6, 2020; 11:00 AM – 12:00 PM