

College of San Mateo Management Council Meeting

Monday, August 10, 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, Janis Wisherop, Andreas Wolf, Tiffany Zammit

Co-chairs: Alex Kramer and Micaela Ochoa

Guest: Karrie Mitchell, Vice President, Planning/Research/Institutional Effectiveness

MEETING MINUTES

1. Welcome and Check-in

Alex Kramer called meeting to order at 11:02 AM and welcomed members and guests to the August 10th Management Council Meeting.

2. Review and Approve Agenda

Alex Kramer presented the August 10th Management Council Meeting Agenda for review and approval. The agenda was approved as presented.

3. Announcements, Updates, Sharing, Acknowledgements, Kudos, Reminders

Alex Kramer opened the floor for announcements and sharing of important information.

- **Interim President Hiring & Timeline:** Kim Lopez, Acting President reported that Chancellor Mike Claire will hire an outside person for the Interim President position and will start recruitment for the permanent President position in the Fall. She said that Mike will announce the Interim President on Opening Day. She said that after the Board approves the new Interim President on August 19th, she will be going back to the Vice President of Student Services position. Kim thanked Micaela Ochoa, Mike Holtzclaw and Lizette Bicker for their support during her role as Acting President -- not only for doing their own job, undertaking the responsibilities to keep the VPSS Office moving forward but also for their support during COVID-19. Micaela Ochoa also acknowledged Tabitha Conaway for her leadership and support this past year.
- **Opening Day:** District Opening Day (Flex Day) will be Monday, August 17 from 9 AM to 10:30 AM and CSM Opening Day (Flex Day) is scheduled for Tuesday, August 18, from 8:30 AM – 4:00 AM. The sessions will be recorded to share internally later.
- **International students update:** Lizette said that enrollment for the international F-1 students is at 287 students. She reported that this number was higher than what they projected at the beginning of the semester but will continue to monitor registration.
- **Parking Lot WiFi and Hotspots for Students:** Micaela reported that the three colleges have been working on the parking lot WiFi initiative, and the VPs are moving forward with recommendations to open parking lots with Wi-Fi access for student us to our respective cabinets this week, then Cabinet will present the recommendation to the Chancellor's Cabinet. She reported that she is also working on acquiring Hotspots to loan out to students, similar to Cañada's and Skyline's structures and processes. She summarized that the plan is to rollout the parking lot WiFi access for students in August/at the beginning of the Fall semester. She reported that in terms of hotspots, they are working with the

district office to confirm the funding CSM will receive from the State block grant that permits community colleges to apply funding for these services to students.

4. Approval of Meeting Minutes:

Alex Kramer presented the July 13th and 20th meeting minutes for review and approval. The July 13th and July 20th minutes were approved as presented. He informed members that minutes would be posted on the [Management Council webpage](#).

5. EOC Update

Kim provided an EOC update. She shared that EOC meets weekly on Tuesday from 9 to 10 AM and that Deans have been working on a plan for essential courses that are coming back to face to face instruction in the Fall semester. She shared that Skyline will have up to 400 students coming back for face to face classes, CSM will have about 200 and Cañada will have less and it has been a lot of work for Dean who are presenting their plans. EOC is making sure that all the protocols and criteria are met for the Fall semester for the essential courses to come back to campus.

6. Data Integrity Project: Active Students in Inactive Programs

Kerrie Mitchell, Vice President, Planning, Research, Institutional Effectiveness, provided an update of the Constituent Relationship Management (CRM) System implementation; an overview of the program of study alignment, process development and data cleanup and student record input controls.; and shared the following next steps: Program inactivation process, SMCCCD specific process map, student notifications and backend record cleaning.

7. 2018-19 and 2019-20 Year-end Budget Update

Micaela provided an overview on the 2018-2019-year end budget and said that she will provide an update for the 2019-2020 budget and projected budget for 2020-2021 in September. She shared that CSM received about \$45 million in district resource allocation model and about \$3 million in other revenue that includes office hours, Cosmo, athletics, proposition 30/55, COLA adjustments, totaling almost \$48 million in revenue and presented a summary of Fund 1 expenditures of approximately \$44 million – see table below for details.

Expenditures	2018-19 Actuals
Administrators	\$2,598,065
Faculty	\$20,923,731
Classified	\$8,584,589
Benefits	\$10,684,867
Total Salaries and Benefits	\$42,791,252
Materials & Supplies	\$396,789
Operating Expenses	\$672,252
Total Operating Expenditures	\$1,069,041
Total Expenditures	\$43,860,293

She communicated that in 2018-2019, approximately 92% of Fund 1 expenditures were dedicated to salaries and benefits and 6% to operating expenditures. She explained that more budget presentations are planned for 2020-21.

8. Dual Enrollment Update

Tiffany Zammit provided an update on Dual Enrollment for academic year 2020-2021 and definitions: *Concurrent Enrollment Students* refers to high school students that access colleges courses on their own but need high school approval and admission is free for up to 11 units per semester; Middle College program at the College of San Mateo is a collaboration between the San Mateo Union High School District and the San Mateo Community College District. The mission of Middle College at CSM is to offer a unique pathway for students to accomplish their secondary and post-secondary goals while challenging themselves in a supportive and small learning community; *Dual Enrollment* is when the college courses are brought and taught at the high school with the objective to target the most disproportionate student population – those courses can be taught by high school faculty or college faculty and the student get dual credit - high school credit and college credit. She provided an overview of the AB 288 Legislation –College and Career Access Pathways (CCAP) and described the CCAP goals: Developing seamless pathways from high school to community college for technical education or preparation for transfer; improving high school graduation rates; and helping high school pupils achieve college and career readiness. She presented the SMUHSD partners and gave a shoutout to Helia, Alana, Michelle, and Ada for their support and all the deans and faculty that are interested in this work. Tiffany provided an overview of Fall 2020 Offerings that are transferrable UCs and CSUs and the proposed Spring 2021 offerings plan.

9. Promise Scholars Update

Tiffany provided updates on the Promise Scholars Program and gave a shoutout to Priscilla Menjivar, Allie Fasth, Warren Shelby and Deborah Nguyen, counselors for their work. The Promise Scholars Program provides financial, academic and personalized student services including dedicated counseling and transportation assistance for first-time, full time students who enroll at College of San Mateo. The program is based on the ASAP model developed by the City University of New York which has doubled graduation rates. The program funds students for up to 3 year and the focus is on students that have the highest level of need. Tiffany gave kudos to Financial Aid for their support with the program.

10. Other Informational Items:

Micaela said that everyone should have received emails from Keenan Safe Colleges about the online training (including sexual harassment) which are mandatory trainings for all SMCCCD employees. She reminded all members to complete the mandatory trainings by the deadline dates and asked management to remind their staff to complete the trainings as well.

11. Draft agenda items for Monday, August 17th, 2020

Alex shared the draft agenda for the August 17th meeting and called for additional agenda items. There were no additional items identified. Alex recommended to email agenda items for the next meeting to either Alex Kramer at kramera@smccd.edu or Micaela Ochoa ochoam@smccd.edu.

12. Adjourn

The meeting was adjourned at 12:03 pm. Alex thanked everyone for participating in the meeting and wished them to have a good week.

Future Meetings:	
Second Monday of the Month	
September 14, 2020, 11 AM – 12 PM	January 11, 2021, 11 AM – 12 PM
October 12, 2020, 11 AM – 12 PM	February 8, 2021, 11 AM – 12 PM
November 9, 2020, 11 AM – 12 PM	March 8, 2021, 11 AM – 12 PM
December 14, 2020, 11 AM – 12 PM	April 12, 2021, 11 AM – 12 PM
	May 10, 2021, 11 AM – 12 PM