

**Management Council (MC) Meeting
College of San Mateo
College Heights Conference Room (B10-468)**

December 9, 2019
1:30 – 3:00 PM

Members

Present: Maggie Barrientos, Tarana Chapple, Tabitha Conaway, Laura Demsetz, Heidi Diamond, Krystal Duncan, Allie Fasth, Charlene Frontiera, Hilary Goodkind, Jess Grainger, Mike Holtzclaw, Elnora Kelly Tayag, Alex Kramer, Aubrey Kuan Roderick, Kim Lopez, Claudia Menjivar, Carol Newkirk-Sakaguchi, Micaela Ochoa, Ashley Phillips, Ludmila Prisecar, Patrice Reed-Fort, Richard Rojo, Aaron Schaefer, Andreas Wolf, Tiffany Zammit

Absent: Emily Barrick, Lizette Bricker, Jia Chung, Robert Dean, Robert Gutierrez, Kristi Ridgway, Michele Rudovsky, Jeremiah Sims, Enna Trevathan, Steven Trinh

Co-chairs: Micaela Ochoa and Alex Kramer

Guest: Mwanaisha Sims, Director of Policy, Training and Compliance, Human Resources SMCCCD

Meeting Minutes

1. **Welcome and Introductions:** Micaela Ochoa opened and welcomed members to the second MC meeting of the year at 1:32 pm.
2. **Agenda:** Alex Kramer presented and reviewed the agenda. The agenda was approved as presented.
3. **District Office Training:** Mwanaisha A. Sims, Director of Policy, Training and Compliance, provided a training on the Goals of Title IX, Harassment Prevention and Awareness, Anti-Discrimination, and ADA/504. The presentation is available upon request. Email Edna Letran letrane@smccd.edu if you are interested in an electronic copy of the presentation. The presentation will not be posted.
4. **College Updates:**

An overview on lessons learned during and after the power outage was provided. An emergency confidential contact list with the management teams' cell numbers was developed and distributed to MC. Everyone should have the link to the emergency contact list. If you didn't receive it, please contact Micaela Ochoa at ochoam@smccd.edu to request it.

Kim Lopez explained that Ben Zara Minkin, Emergency Preparedness Manager, is putting procedures in place for emergencies. It was recommended to work with your VP to identify any needs, and execute MOUs with local partners to have in place prior to any future emergencies.
5. **College Initiative (1 of 3):**

Ashley Phillips and Alex Kramer presented an overview on the Strong Workforce Program (SWP) and

Workforce Hub. This is one of the three college initiatives on which CSM is focusing. Guided Pathways will be presented in March and Equity will be presented in May 2020.

6. Group Discussion and Report Out

The SWP EMP Workplan was presented. MC members in attendance got into smaller groups to have a discussion on how each division/department can support the SWP EMP workplan. Each group reported out, and Ashley Phillips and Alex Kramer took notes and will incorporate the feedback.

7. Management Council Book Club Update:

Tabitha Conaway provided an on the book club. The book club is reading *How to Be an Antiracist* by Ibram X. Kendi. Copies to loan are available for pick up in 10-482. Please contact Jane Wong at wongj@smccd.edu to check out a copy of the book. Chapters 1 – 2 were read and discussed, but all are welcomed to Join even if you weren't in attendance at the prior discussion. Chapters 3 – 7 will be discussed at the January 27, 2020 meeting.

8. Adjourn:

The meeting was adjourned at 3:10 pm. If you would like to add any agenda items for the March and May meetings, please send them to Micaela at ochoam@smccd.edu or Alex at kramera@smccd.edu.

Next Meeting:

March 9, 2020, 1:30 PM – 3:00 PM