

College of San Mateo  
Management Council Meeting  
Monday, February 8, 2021  
11:05 AM – 12:00 PM

Location: <https://smccd.zoom.us/j/265284119>

**Members:** Emily Barrick, Maggie Barrientos, Lizette Bricker, Tarana Chapple, Tabitha Conaway, Robert Dean, Laura Demsetz, Krystal Duncan, Allie Fasth, Charlene Frontiera, Francisco Gamez, 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, Aaron Schaefer, Jeremiah Sims, Steven Trinh, Janis Wisherop, Andreas Wolf, Tiffany Zammit

**Co-chairs:** Alex Kramer and Micaela Ochoa

**Guest:** Cheng Yu Hou

**MEETING AGENDA**

Item #	Item	Person Responsible	Time	Action
1.	Welcome and Check-in <ul style="list-style-type: none"> <li>What am I grateful for today? (in chat box)</li> </ul>	Alex Kramer	1-3 Minutes	Information
2.	Review and Approve Agenda	Alex Kramer	1 Minute	Action
3.	Announcements, Updates, Acknowledgements, Kudos, Reminders <ul style="list-style-type: none"> <li>2021 Classified Employee of the Year</li> <li>Important District Office Trainings for Managers <p><u>Thursday, February 18, 2021 – CSM</u> 8:00 – 10:00 a.m. Purchasing Guidelines, Fixed Asset Controls &amp; Banner Training</p> <p>10:30 – 12:00 p.m. Contracts &amp; Insurance Guidelines</p> <p>2:00 – 3:30 p.m. Independent Contracts (IC) Guidelines</p> <p><u>Tuesday, February 23, 2021 - CSM</u> TTBD – CSM - Review Purchasing Guidelines and Q &amp; A</p> </li> </ul>	All	2-5 Minutes	Information
4.	Review and Approve Meeting Minutes from January 11, 2021	Alex Kramer	1 Minute	Action
5.	Welcome, Meet and Greet <i>Cheng Yu Hou</i> , Chief Human Resources Officer	Micaela Ochoa	10 Minutes	Information
6.	EOC Update	Kim Lopez	3 Minutes	Information & Update
7.	Coping with the Impact of 2021	Jeremiah Sims	35 Minutes	Information & Update
8.	March 8, 2021 Agenda Items <a href="#">Click here to submit an item</a>	Alex Kramer	1 Minute	Information

9.	Adjourn	Alex Kramer	1 Minute	Action
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2020-2021 Management Council Schedule	
September 14, 2020   11:00 AM – 12 PM	February 8, 2021   11:05 AM – 12 PM *
October 12, 2020   11:00 AM – 12 PM	March 8, 2021   11:05 AM – 12 PM *
November 9, 2020   11:00 AM – 12 PM	April 12, 2021   11:05 AM – 12 PM *
December 14, 2020   11:00 AM – 12 PM	May 10, 2021   11:05 AM – 12 PM *
January 11, 2021   11:05 AM – 12 PM *	* please note new start time