

# College of San Mateo

## Management Council Meeting

Monday, December 14, 2020 | 11:00 AM – 12:00 PM

**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

**Facilitator:** Alex Kramer

**Guest:** Daman Grewal, and Ben`Zara Minkin

**Attendees:** There were a total of 28 members and guests present at this meeting.

## Minutes

### 1. Welcome and Check-in:

Alex Kramer called the December 14 Management Council meeting to order at 11:03 AM and welcomed members and guests to the last 2020 Management Council meeting.

### 2. Review and Approve Agenda

Alex presented and reviewed the Management Council Meeting agenda for approval. The agenda was approved as presented without modifications.

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

Hilary Goodkind announced that the [Fast Facts](#) have been updated and thanked David McLain for his support on formatting the Fast Facts document.

Kristi Ridgway recommended to start the Management Council Meeting five to ten minutes after the hour to avoid tardiness when coming from other meetings. Members agreed with the suggestion. Micaela confirmed that moving forward, Management Council meetings will start at 11:05 am.

Tabitha Conaway gave a shout out to David McLain for always making more time to support the programs since we have gone remote. Members echod Tabitha's shout out to David.

David McLain shared that he added [Padlet](#) in the 12.11.2020 CSM Bulldog Bulletin. He said that Padlet is a place where we all can share what we are looking forward to next year and asked to please share your thoughts on this Padlet and feel free to revisit it throughout the remainder of the year to check out your colleagues' responses.

Janis Wisherop added a shout out via the chat box to the faculty and students from the nursing program. She commented that as a team we managed to move students through another semester of uncertainty in gaining clinical hours and being on campus in lab. WE DID IT!!

#### 4. Approval of Meeting Minutes:

Alex presented the November 9 meeting minutes for review and approval. After the minutes were reviewed, Charlene Frontiera made a motion to approve the minutes as presented. With a showing of thumbs up, the motion was carried and the November 9<sup>th</sup> minutes were approved as presented. Alex informed members that the minutes will be posted on the [Management Council webpage](#).

#### 5. Friend or Foe Discussions:

Alex and Micaela led members in a break out session intended to reflect on 2020, called Friend or Foe, to discuss for 10 minutes and then report out the following questions:

1. What has 2020 asked me to face that I've been unwilling to face up until now? What else has it asked me to face? (Repeat this question until you can't find anything else.)
2. What aversion to "people out there" has shown up this year that is an invitation for me to own and accept that I have this aspect too? How is people showing up just the way they are an invitation to own and accept those parts I have an aversion to?
3. How am I becoming more emotionally intelligent because of what has happened this year?
4. What addictions am I facing and shifting because of 2020?
5. How has suffering (mine and others) been an ally? What has it taught me? (compassion, determination, heartbreak, etc.) What specific discomfort has been the greatest ally in helping me learn and grow?

Members shared out their discussion to the questions.

#### 6. EOC Update

Ben`Zara Minkin, Emergency Preparedness Manager, provided the following EOC update.

##### Regression Overview:

- Robust planning at COVID outset provided resiliency
  - ✓ Health & Safety Plan will remain applicable (No changes needed)
  - ✓ Continuity of Instruction has defined courses and program for all Tiers and shelter-in-place models
  - ✓ Essential Services have been determined and communicated to District community
- Stay at home orders will also (most likely) be tiered
  - ✓ Non-essential work and gatherings will be initially limited to curfew model
  - ✓ May be limited to align with positivity
  - ✓ Hospital capacity will influence stay at home stipulations

##### Understanding Tiers Overview:

Every county in California is assigned to a tier based on its test positivity and adjusted case rate.

- At a minimum, counties must remain in a tier for at least 3 weeks before moving forward.

- Data is reviewed weekly and tiers are updated on Tuesdays.
- To move forward, a county must meet the next tier's criteria for two consecutive weeks.
- If a county's metrics worsen for two consecutive weeks, it will be assigned a more restrictive tier.
- Public health officials are constantly monitoring data and can step in if necessary.

Ben'Zara reported that San Mateo County is in the Purple TIER 1 which indicates extensive spread with more than seven new COVID cases per 100,000 people per day and more than 8% positivity; most non-essential business operations must remain closed.

SMCCCD Continuity of Instruction in Tier 1/Purple means that indoor COSMO and Athletic Conditioning will stop; courses will continue in the current modality unless specifically prohibited by guidance from State and County; and courses that are not able to continue in-person will be evaluated. Human Resources is working on creating a New Return to Work policy to align with state and federal guidelines and essential services will continue to be performed onsite.

SMCCCD Business Continuity: Bookstores will remain operational on District grounds. All in person instruction at SMAC will revert to on-line. Pools will close and No SMAC staff. Second Harvest will continue with no changes. Public Safety/ ITS/ Facilities might remain the same with a slide modification on WiFi access points schedule to either 6AM – 2PM or 7AM – 3PM.

SMCCCD Student Services Continuity: Drive-up Wi-Fi may need modifications to their schedule depending on Access Points staffing/schedules and Flu Shot Clinics (November/December) may also need revisions depending on shelter-in-place orders.

Ben'Zara reported that the district has not had one communal spread of COVID and they are really happy about the health and safety plan.

## **7. Ransomware Update**

Daman Grewal shared steps to Securing SMCCCD's Infrastructure while working from home: create strong passwords, make sure your Wi-Fi ID is not available/scannable and it is password protected. He defined Ransomware as malware that encrypts data on a computer or system until a ransom is paid; this payment is requested by the threat actor(s) to decrypt victim's files generally in Bitcoin and in many cases, the victim does not receive the decryption keys after having paid the ransom. He said that Cybercrime economy is growing in the United States.

Daman explained and asked members to be aware of Ransomware attacks and what to look for, including: false emails pretending to be somebody else such as the chancellor or the president asking you to download a link. If you click on that link, the software is downloaded on your computer which starts the attack and will completely encrypt the system. He recommended to do the following to prevent Ransomware attacks: Enforce strong password policy and multi-factor authentication, change passwords if they have not changed in more than a year, and make sure the password is 12+ characters.

Daman shared next steps to prevent Ransomware attacks: SMCCCD Team will create campaigns to test security, its effectiveness and awareness; test using fake phishing emails and end user training.

## **8. Update on Statement of Solidarity (SOS)**

Jeremiah Sims provided an update on the CSM Statement of Solidarity (SOS). He shared that all the constituent groups have unanimously approved the Statemen of Solidarity and it was shared in the Bulldog

Bulletin. Micaela said that the support for the Statement of Solidarity (SOS) has been unanimous and today, they are asking Management Council to take action to approve the SOS. Micaela said the statement will be presented to IPC in January for IPC take action. With a wave of thumbs up, the CSM Statement of Solidarity was unanimously approved. Micaela thanked Jeremiah, Kristi, Allie, Tiffany, Tabitha, Fauzi, Arielle and the entire subgroup that helped move the statement forward.

**9. Agenda Items for January 11, 2021 Management Council Meeting**

Alex called for agenda items for the January 11, 2021 Management Council Meeting, there were two items identified: 1) Addressing the trauma of 2020 and 2) Enrollment Update. He said that agenda items for the next Management Council Meeting could be sent to Alex Kramer at [kramera@smccd.edu](mailto:kramera@smccd.edu) or Micaela Ochoa at [ochoam@smccd.edu](mailto:ochoam@smccd.edu) directly.

**10. Adjourn**

Alex adjourned the meeting at 12:07 PM and thanked everyone for great discussion and input at today’s meeting, for staying overtime and wished everyone Happy Holidays and Happy New Year and looking forward to seeing everyone in 2021.

2020-2021 Management Council Schedule	
<ul style="list-style-type: none"> <li>January 11, 2021   11 AM – 12 PM</li> </ul>	<ul style="list-style-type: none"> <li>April 12, 2021   11 AM – 12 PM</li> </ul>
<ul style="list-style-type: none"> <li>February 8, 2021   11 AM – 12 PM</li> </ul>	<ul style="list-style-type: none"> <li>May 10, 2021   11 AM – 12 PM</li> </ul>
<ul style="list-style-type: none"> <li>March 8, 2021   11 AM – 12 PM</li> </ul>	