

## 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, Heidi Diamond, Krystal Duncan, Allie Fasth, Charlene Frontiera, Hilary Goodkind, Robert Gutierrez, Mike Holtzclaw, Elnora Kelly Tayag, Aubrey Kuan Roderick, Deborah Laulusa, 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

**Facilitator:** Alex Kramer

**Guest:** Chief Human Resources Cheng Yu Hou

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

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## Minutes

### 1. Welcome and Check-in

Alex Kramer called the Management Council Meeting to order at 11:05 AM and welcomed members and guest to the meeting. Alex asked members to participate in an icebreaker at the beginning of the meeting and share their answer to the following question: “What am I grateful for today”? Managers engaged sharing their answers in the chat.

### 2. Review and Approve Agenda

Alex presented the February 8, 2021 Management Council Meeting Agenda for review and approval. With a show of thumbs up, the agenda was approved as presented.

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

Alex asked members to provide announcements, updates, sharing, acknowledgements, kudos and/or reminders.

- *2021 Classified Employee of the Year:* Kim Lopez shared that the State Chancellors Office has announced the 2021 Classified Employee of the Year Awards. These awards recognize and celebrate classified staff throughout the community college system that exemplify the vision for success and demonstrate a commitment to equitable student outcomes in their local community. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. She said that the three colleges and the district office would be sending their nominations to the SMCCC Board of Trustees on March 24. She stated that CSM nominations must be completed and sent to Edna at [letrane@smccd.edu](mailto:letrane@smccd.edu) by 5:00 PM on Friday, February 26, 2021. Thereafter, Fauzi, Annette and Kim would review the recommendations/applications and select one nominee in early March to forward to the Board.
- Important District Office Trainings for Managers: Micaela announced that the district’s Purchasing

Department is preparing purchasing related districtwide trainings. The schedule for College of San Mateo is as follows:

Thursday, February 18, 2021

8:00 – 10:00 AM Purchasing Guidelines, Fixed Asset Controls & Banner Training

10:30 – 12:00 PM Contracts & Insurance Guidelines

2:00 – 3:30 PM Independent Contracts (IC) Guidelines

Tuesday, February 23, 2021 -

11:00 am – 1:00 PM

CSM - Review Purchasing Guidelines and Q & A

Micaela encouraged members to attend these trainings and said that division assistants would be also invited. She explained that the trainings would be recorded and made accessible for those unable to attend.

David McLain thanked everyone who has provided notifications to CSM Marketing Department regarding media inquiries. He reminded Management Council that going forward, any media inquiries going directly to departments need to be sent to the marketing department first so they are aware and to provide adequate support.

#### **4. Review and Approve Meeting Minutes from January 11, 2021**

Alex presented and reviewed the January 11, 2021 Management Council meeting minutes for approval. He asked members to approve the minutes with a show of thumbs up or by responding in the chat. The January 11, 2021 Minutes were approved as presented by show of thumbs up and chat messages.

#### **5. Welcome, Meet and Greet**

Alex introduced and welcomed Cheng Yu Hou, Chief Human Resources Officer. Micaela provided Chen Yu Hou's background and shared that he comes to the District from Los Angeles County, where he most recently served as the Chief Diversity Officer for the County's Department of Child Support Services and prior to that assignment, Cheng Yu was a Chief Labor Negotiator for Los Angeles County's Chief Executive Office. She welcomed Chen Yu Hou to the CSM Management Council Meeting.

Chen Yu Hou thanked Micaela and Alex for the introduction and invitation to the CSM Management Council meeting. He shared that he is an attorney by trade but not acting in that capacity.

Chen Yu Hou shared his initial assessment and vision for SMCCCD - innovation to modernize services; accountability on services provided; and collaboration with different stakeholders such as this management team, labor partners, Chancellor's cabinet, community, California Community College System, etc. for continuous innovation within and beyond the community.

Chen Yu Hou shared that he has begun the work with his team on updating different procedures in HR and listed them as follows:

- **Orientation and onboarding packages.** He said that they have been reaching out to different stakeholders that have recently gone through the process of onboarding and/or orientation to ask them for feedback on their own experience in the following areas: What was missing? What were you looking for? What can be better defined? Any difficulties or technology challenges? His vision is

for HR to create an orientation and onboarding experience to be beyond the paperwork process but to get new employees acclimated to the college and district cultures. He said that HR would like to be the framework of support for employee's lifecycles. Questions or feedback with this process can be sent to team members: Jazz Singh, Human Resources Representative, [singhj@smccd.edu](mailto:singhj@smccd.edu); Jim Vlahos, Senior Human Resources Representative, [vlahosjames@smccd.edu](mailto:vlahosjames@smccd.edu) or Chen Yu Hou at [houc@smccd.edu](mailto:houc@smccd.edu). He emphasized that he wants to make sure that all voices are heard and validated and asked Management Council to reach out and provide feedback.

- **Website modernization:** To make sure it is accessible, accountable, user friendly across HR spectrum. For questions and feedback in this area, reach out to Jessica Esclamado-David, Human Resources Representative at [esclamadodavidj@smccd.edu](mailto:esclamadodavidj@smccd.edu).
- **Title IX process and data accountability:** To be in compliance to reflect changes made to title IX in October 2020 by developing a framework not only to comply but to make the process for employees and students friendly throughout its course.
- **Comprehensive employee classification process:** To create a system that is equitable, clear and transparent to all and to have uniformity districtwide, and to comply with the SMCCCD Board expectations.
- **People analytics:** To create a system to track data to make sure the district is accountable to strategies and guidance. For feedback around this process, contact Jennie Elizalde, Senior Human Resources Representative, [elizaldej@smccd.edu](mailto:elizaldej@smccd.edu), Jim Vlahos, Senior Human Resources Representative at [vlahosjames@smccd.edu](mailto:vlahosjames@smccd.edu) or Chen Yu Hou at [houc@smccd.edu](mailto:houc@smccd.edu).
- **Enhance record keeping:** This is another priority for the SMCCCD Board. There's upcoming training for managers on recordkeeping related to progressive discipline, etc. and workforce development training to make it more transparent. Participation will be districtwide, not by campus. The goal is to have a unified field for the three colleges and district to align them as one. For feedback and questions, please reach out to Chen Yu Hou at [houc@smccd.edu](mailto:houc@smccd.edu).

Chen Yu Hou said that it might take a couple of years to see his vision in place but he is already working with his team in the different areas. He asked members to reach out to him as the central contact for processes in Human Resources and to share their experiences because he wants to hear and include everybody's opinions and experiences to the whole process design.

## 6. EOC Update

Kim stated that there was nothing new to share at this time since Ben'Zara provided an excellent EOC update at the Town Hall last Friday (February 5, 2021). She encouraged members to listen to Ben'Zara's [EOC Update](#).

## 7. Coping with the Impact of 2020

Jeremiah Sims led Management Council members in a conversation about coping with the impact of 2020 and offered the "REFLEXION - Making Sense of 2020" presentation with actual brutal events that happened in 2020 such as the murder of George Floyd. He said that he wasn't in a position to make sense of 2020 but hoped to have a conversation and reflect on the following questions: 1) What went well in 2020?; 2) What didn't go so well in 2020?; 3) If 2020 was especially trying for you, you are not alone: how did you

cope/manage/thrive in 2020 in spite of all of the vicissitudes present in 2020?

Members engaged in a deep conversation reflecting and sharing their own experiences and challenges during 2020 with work, family and the world. Jeremiah thanked members for the conversation, sharing, opening up, and taking the time to have this conversation. At the end of the conversation, he shared the following thought: *“Rather than carrying on and doing things as you’ve always done them, take the time to reflect in positive ways. Reflect to better face challenges, give yourself insight, and make each day more fulfilling. Maybe 2020 was never meant to be a year of perfect vision; maybe it was supposed to be a year that prepared us for perfect hindsight. We can’t simply forget all that we experienced last year, but, we can work to rid ourselves of the pain that 2020 brought by holding to our faith, our beliefs, and principles, and by working to better understand why it is we view and interface with the world the way that we do.”*

**8. Agenda Items for March 8, 2021 Management Council Meeting**

Alex called for agenda items for the March 8, 2021 Management Council meeting and said that there’s a new system to submit agenda items by using a [Google form](#) but members can continue to email agenda items to co-chairs: [Alex Kramer](#) or [Micaela Ochoa](#).

**9. Adjourn**

Alex adjourned the meeting at 12:00 PM, wished everyone a fantastic week and thanked everyone for taking the time to attend the meeting.

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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