

College of San Mateo Management Council Meeting

Monday, January 10, 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, 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: Ben`Zara Minkin

Attendees: There were a total of 32 members and guests present at this meeting.

Minutes

1. Welcome and Check-in

Alex Kramer called the meeting to order at 11:05 AM. He welcomed members to the January 10, 2021 Management Council Meeting and wished all members a Happy New Year.

2. Review and Approve Agenda

Alex presented the January 10, 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 opened the floor to provide announcements, updates, sharing, acknowledgements, kudos and/or reminders.

Welcome to Francisco Gamez: Alex introduced Francisco Gamez as the new Dean of Business and Technology who joined CSM on January 5, 2021. Francisco he is replacing Heidi Diamond who retired in December 2020.

Kim Lopez welcomed Francisco to the Management Council meeting and CSM. She communicated that Management Council is a support team for him.

Hilary shared that there was a student panel at Friday's Flex Day. She said that three PRIE Offices have been working together to share information on students from survey responses. She said that they will be presenting that data.

Kim said that this is the first meeting in 2021 and it had already turned out difficult. She said that Ben Zara was going to provide an EOC update on recovery plan efforts, vaccination, etc. and she encouraged all

Management Council members to attend Flex Days on January 14 and 15.

Kim announced that CSM is going to host its first town hall of the semester on Friday, February 5. She said more information on recovery will be presented as well as an update on the presidential search.

4. Approval of Meeting Minutes:

Alex presented the December 14, 2020 meeting minutes for review and approval. Members reviewed the minutes and with a show of thumbs up, the December 14, 2020 Management Council meeting minutes were approved as presented without modification. Alex informed members that the minutes would be posted on the [Management Council webpage](#).

5. EOC Update

Ben’Zara Minkin, Emergency Preparedness Manager, provided an update on the SMCCCD Emergency Operation Center.

District Strategic Plan is to continually explore and implement interventions that benefit all students, with particular emphasis on students with high potential and limited resources.

COVID-19 Vaccination: Ben’Zara explain the vaccination process in three parts: 1) SMCCCD has the ability to mandate COVID-19 Vaccinations but it’s not clear if we should or should not require employees and student to get the vaccine before coming back to campus. Vaccines are only available through the Emergency Use Authorization process of the FDA. Emergency Authorization requires the FDA to inform all people of the benefits and risks of the vaccine and also to inform people that they have to option to decline the vaccine. 2) The EEOC makes it clear that employers may have to make exception from any mandatory vaccine policy for employees; if an employee refuses vaccination, it does not mean the employer can automatically exclude the employee from the workplace and 3) Employer must determine whether the employee’s lack of vaccination will pose a direct threat to the workplace. The EEOC notes that mandatory vaccination policies could involve disability-related inquiries; it remains to be seen whether OSHA and/or Cal/OSHA and/or the CDC will issue additional guidance for employers to help navigate these issues. Employers may of course safely encourage employees to be vaccinated instead of requiring it. California employers should also be aware that if they begin requiring vaccines as a condition of employment, they likely will have to pay the cost of the vaccines and the time employees spend getting vaccinated.

With Vaccination – Striving for Herd Immunity: Ben’Zara informed managers that they needed to understand Herd Immunity and described that Herd Immunity or “population immunity” was the indirect protection from the infectious disease that happens when a population is immune either through vaccination or immunity developed through previous infection, and not allowing a disease to spread through any segment of the populations, as this would result in unnecessary cases and deaths. Herd immunity against COVID-19 should be achieved by protecting people through vaccination, not by exposing them to the pathogen that causes the disease.

Challenges of Mandating Vaccine: Ben’Zara described the challenges that SMCCCD would phase if it mandates the vaccine, including legal, religious, individuals with disabilities, costs, equity, threat assessment.

Challenges Without Vaccination: Ben’Zara said that without the vaccine, it would decrease situation status, fear, continued communal spread, delay in return to normal operations, in most cases, herd immunity is not achieved without an effective vaccine. For COVID-19 the percentage of the population that needs to be

infected to achieve herd immunity is estimated to be between 70% and 90% assuming lasting immunity is possible.

Health and Safety Plan: Ben'Zara recommended to managers to visit the [Health and Safety Plan page](#) for standard operating procedures (SOP). He said that it includes guidelines and procedures for personal protection equipment, social distancing, health screenings, physical access, travel and more.

CSM Spring Semester: Ben'Zara provided an overview on the CSM Spring semester courses and occupancy and said that there were 538 enrolled students attending classes in campus.

SMCCCD Tactical Priorities: Ben'Zara explained that the main tactical priorities are COVID onsite and mobile testing. The administration of COVID vaccination onsite and availability for employees and students.

6. New Year Changes from CSM Business Office

Ludmila Prisecar shared the 2021 changes from CSM Business Office:

- **New Updated Personal Action Forms (PAFs) for Classified and AFT Effective as of December 2020.** The new updated PAFs have the ability to select multiple PAF action items, and it has an additional signature field for VPI/VPSS/Designee.
- **New Updated PFA are effective immediately.**
PAFs submitted to business office using the old form will be returned requesting to resubmit on the new updated PAF form. PAFs have been updated by SMCCCD HR and can be found on the portal under human resources. All new PFAs have to be sent to [CSM Business Office](#) by the department that is requesting the action. Business office will review, sign and submit to HR.
- **2021 IRS Standard Mileage Rate - \$0.56 per Mile**
2021 standard mileage rate for travel for work business changed to \$0.56 per mile beginning January 1, 2021. The [2021 Mileage Claim Form](#) has been updated and can be found on the Portal under accounts payable. The form has been updated to include the 2021 calendar year and new mileage rate.
For any 2020 mileage reimbursements, please use the [2020 Mileage Claim Form](#) to get accurate calculations.
[2021 W-4 Form](#)
The IRS has updated the W-4 form and we need to make sure that all new hires must submit the new 2021 W-4 form. If the old W-4 is submitted with the paperwork of new hires, it will be sent back and a new one will be requested. Do not send documents with social security via email. Please contact [Stephanie](#) for a link to upload the packet for new hires or documents with social security numbers. Mid-Year review budgets have stated to be reviewed.

7. Spring Enrollment Update

Mike Holtzclaw provided an update on spring enrollment and said that enrollment was down 7.9% compared to last year and fulltime student enrollment is down 4.9%. However, head count is up 2.5 % meaning that there are more students enrolling but they are taking fewer classes. He said that last summer enrollment was up 30% but there has been a steady drop in enrollment that continues every semester but this is not only at CSM, it is statewide. He said that they have found out that many students and specially, disproportionately impacted students are not coming back or are not taking as many classes as they have done in the past.

8. Coping with the Impact of 2020

Jeremiah Sims presented a reflection on making sense of 2020. Jeremiah presented the following reflection question for consideration and to have a strong conversation at the next meeting:

- What went well 2020?
- What didn't go so well in 2020?
- If 2020 was especially trying for you, you are not alone. How did you cope/mange/thrive in 2020 in spite of all of the vicissitudes present in 2020?

Thought provoking questions deepen the inquiry process. Use these questions to help you challenge your thinking and to remind yourself of who you are and what you hope to be.

Jeremiah asked Alex to share his presentation with members to go over the questions before the February 8 meeting.

This item will be carryover to the February 8 meeting.

9. Agenda Items for February, 2021 Management Council Meeting

Alex called for agenda items for the February 8, 2021 Management Council meeting. He said that item #8: Coping with the impact of 2020 was a carryover to the February 8 meeting. He said that agenda items for the next Management Council Meeting should be sent to co-chairs: [Alex Kramer](#) or [Micaela Ochoa](#).

10. Adjourn

Alex adjourned the meeting at 12:00 PM, wished everyone a Happy New Year and a great week.

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