

## College of San Mateo Management Council Meeting

Monday, March 8, 2021

11:05 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:** Jennifer Yang, CSM Physician

**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 March 8<sup>th</sup> Management Council Meeting to order at 11:05 AM and welcomed members and guest to the meeting.

### 2. Review and Approve Agenda

Alex presented the March 8<sup>th</sup> Management Council Meeting Agenda for review and approval. The agenda was reviewed and with a show of thumbs up and approved as presented without modifications.

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

- **2022-2023 Academic Calendar:** Micaela Ochoa said that the 2022-2023 Academic Calendar has been presented to VP Council as presented to MC, and during VP Council, there was no feedback. It is still in a draft format and she wanted to share the draft with MC.
- **International Women's Day:** March 8 is International Women's Day which is a global day celebrating the social, economic, cultural, and political achievements of women.

### 4. Review and Approve Meeting Minutes – February 8, 2021

Alex presented the February 8, 2021 Management Council meeting minutes for review and approval. Members approved the February 8, 2021 Management Council meeting minutes as presented with a show of thumbs up and approvals in the chat.

## 5. EOC Update

Kim Lopez provided an update on EOC. She said that the Board of Trustees ratified the Chancellor's recommendation to hold all classes, services, and operations, with limited exceptions, online or remotely for the Summer 2021 term and Fall 2021 semester.

Kim said that the EOC is moving into an EOC Recovery group and the policy group is moving with EOC to start with the recovery group. The recovery group will be planning to slowly move into campus this fall with the hope that by spring 2022, we all are back in campus. She said that they are going to be asking for volunteers to start coming back but it is still in the plan to write up the policy.

## 6. Update on COVID Vaccination

Dr. Jennifer Yang, CSM College Physician, provided a COVID-19 vaccine overview. She described who is currently eligible for the vaccine on Phase 1A: Healthcare workers and long-term care residents; Phase 1B: Individuals 65+ years-old, and sector populations such as agriculture and food, education and childcare – prioritizing in person teaching, and emergency services. Beginning March 15 individuals 16 – 64 years-old who suffer from preexisting severe health conditions such as: cancer, chronic kidney disease, chronic pulmonary disease, down syndrome, solid organ transplant, pregnancy, sickle cell disease, heart conditions, severe obesity and/or type 2 diabetes, will be eligible to get the vaccine.

Dr. Yang said that once an individual is eligible for a vaccine and is interested in getting the vaccine, to contact their doctor if they have health insurance. If the individual doesn't have insurance, they must sign up at <https://myturn.ca.gov/> which is the California website where an appointment can be scheduled once they are eligible. She recommended to be persistent when checking this website to schedule an appointment because it can take a few tries.

Dr. Yang provided a list of possible places to schedule an appointment to get the vaccine:

- [Stanford](#) Health Care website
- Sign up for your [local public health notification tool](#)
- [CVS Pharmacy](#)
- [Rite-Aid Vaccine](#)

Dr. Yang stated that the best way to get access to the COVID-19 vaccine is to advocate for oneself and try every possible option. She said to be aware of misinformation and asked members to advocate on getting vaccine information out.

### Additional information:

- Health insurance is not required to get the vaccine
- There's no cost to receive the vaccine
- CDC advises that those who have had COVID-19 to be vaccinated
- Veterans need to be enrolled with the VA in order to receive the vaccine
- It takes a few weeks after the last dose in a vaccine series to become fully protected
- After being vaccinated, individuals may still get COVID
- It is recommended to continue to wear a mask and stay 6+ feet from other, avoid crowds and poorly ventilated areas, and wash your hands often.

Dr. Yang informed members that the CSM Telemedicine Services are still available Monday, Tuesday, and Thursdays from 9 AM to 3 PM and Wednesdays from 9 AM to 4 PM. She said that students can schedule appointments by visiting the [CSM Wellness Center](#) website.

Emily thanked Dr. Yang and stated that the CSM Wellness center offers TB screenings for employees and COVID-19 clearance letters to staff. Telemedicine services are for students, only.

**7. HEERF II Funding**

Lizette Bricker provided an overview of the CARES (Coronavirus Aid, Relief, and Economic Security) and HEERF (Higher Education Emergency Relief Fund) funding CSM received. She said that CSM received \$2,042,860 in CARES HEERF I funding in 2020 and \$4,571,602 in HEERF II funding in 2021. She provided a summary on how the monies have been disbursed below:

**CSM CARES/HEERF I Distribution of Funds:**

- Spring 2020, \$1,000,950 was disbursed to 1,242 students in direct student aid
- Fall 2020, \$530,950 was disbursed to 683 students in direct aid. This portion included undocumented students. See table below for distribution of funds.

Spring 1920 \$1,000,950	Number of Students	\$ / Student	Total Disbursed	FALL 2020 \$530,950	Number of Students	\$ / Student	Total Disbursed
Non Pell Students				Non Pell Students			
6-11 Units	258	\$ 500	\$ 129,000	6-11 Units	142	\$ 500	\$ 71,000
12 + Units	327	\$ 650	\$ 212,550	12 + Units	225	\$ 650	\$ 146,250
Pell Students				Pell Students			
6-11 Units	211	\$ 800	\$ 168,800	6-11 Units	113	\$ 800	\$ 90,400
12 + Units	446	\$ 1,100	\$ 490,600	12 + Units	203	\$ 1,100	\$ 223,300
<b>Total</b>	<b>1,242</b>		<b>\$ 1,000,950</b>	<b>Total</b>	<b>683</b>		<b>\$ 530,950</b>

**CSM HEERF II Distribution of Funds:**

San Mateo County Community College District received \$13.4 M of which 22% will be managed by SMCCCD to offset lost revenue during COVID-19 and the remaining 78% will be disseminated among the three colleges. College of San Mateo has received \$4,571,602 and it was allocated as follows: a) 54% Direct Students Aid; b) 10% to Non-resident Fee: ESL & Undocumented Students taking fewer than 6 units; c) 15% to College Institutional.

**a) Direct Student Aid:**

The amount of emergency funds increased in 2021 from 2020 – see table on next page.

<p><b>HEERF II</b> <b>Spring 2021 &amp; Fall 2021</b></p> <p><b>Non Pell Students</b></p> <ul style="list-style-type: none"> <li>• Part Time (6-11 units) - \$750</li> <li>• Full Time (12+ units) - \$975</li> </ul> <p><b>Pell Students</b></p> <ul style="list-style-type: none"> <li>• Part Time (6-11 units) - \$1,200</li> <li>• Full Time (12+ units) - \$1,650</li> </ul>	<p><b>CARES/HEERF I</b> <b>Spring 2020 &amp; Fall 2020</b></p> <p><b>Non Pell Students</b></p> <ul style="list-style-type: none"> <li>• Part Time (6-11 units) - \$500</li> <li>• Full Time (12+ units) - \$650</li> </ul> <p><b>Pell Students</b></p> <ul style="list-style-type: none"> <li>• Part Time (6-11 units) - \$800</li> <li>• Full Time (12+ units) - \$1,100</li> </ul>
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**b) Non-resident Fee: ESL & Undocumented Students**

Lizette shared that 10% of HEERF II funds were set aside to support non-resident fees for ESL and undocumented students enrolled in fewer than 6 units and will be distributed on a first-come, first-serve basis.

**c) College Institutional**

Lizette explained that the three colleges continue to have unfunded expenditures related to COVID-19 and approximately \$2M or 15% of HEERF II funds are being devoted to fund COVID-19 related shortages. CSM has allocated the College Institutional Funding as follows:

**CSM College Institutional Funding Distribution:**

	<b>Program</b>	<b>Allocation</b>
<b>CSM Programs</b>	Estimated CDC deficit (based on 2020-21)	\$230,000
	MOUs	\$400,000
	Technology for Remote Learning	\$76,038
	<b>CSM Total</b>	<b>\$706,038</b>

Lizette stated that the Department of Education required disclosures for the receipt and use of CARES Act and HEERF II funds. [SMCCCD Public Disclosures](#) can be found here on the district’s Coronavirus (COVID-19) Information page.

Lizette thanked Tabitha Conaway, Acting Dean of Enrollment Services and Support Programs, and Claudia Menjivar, Director of Financial Aid Services for their support and patience during this process and Micaela Ochoa for the amazing work on the data/spreadsheets.

**8. SWP Resource Request Application Launch**

Alex announced that the [Strong Workforce Program Resource Request](#) application is now live and SWP Taskforce is inviting faculty members from the Career Educational Programs on campus to submit applications that meet the SWP metrics to request funding. He said that proposals that are aligned with the Educational Master Plan will also be supported.

[Strong Workforce Program Resource Request Application](#) are due by March 15, 2021, Deans will review the applications right after, and faculty will have until March 26 to make any edits if necessary. The Strong Workforce taskforce team will meet on April 9 to review applications for final approvals. For questions or to explore project ideas, please contact Alex Kramer, Director of Workforce Development at [kramera@smccd.edu](mailto:kramera@smccd.edu).

**9. MC Co-chair Recruitment**

Alex shared that he and Micaela started their roles as Management Council Co-Chairs in 2019 and it is time to start recruiting for new set of co-chairs or tri-chairs. He asked members to email [Micaela Ochoa](#) or/and [Alex Kramer](#) if they were interested in co-chairing the Management Council Committee.

**10. Agenda Items for April 12, 2021 Management Council Meeting**

Alex called for agenda items for the April 12, 2021 Management Council meeting and reminded members to submit proposed agenda items utilizing [Google form](#). Agenda items can also be emailed to co-chairs: [Alex Kramer](#) or [Micaela Ochoa](#).

**11. 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.

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