

College of San Mateo Management Council Meeting

Monday, July 13, 2020 | 11:00 AM – 12:00 PM

Location: <https://smccd-hipaa.zoom.us/j/99431034606?pwd=L0tKb3lMZEdpUU4wVTZwaG9mM0hHQT09>

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: Micaela Ochoa and Alex Kramer

Guest: Ben Zara Minkin, Emergency Preparedness Manager

MEETING MINUTES

1. Welcome and Moment to Reflect on What's Happening Nationally:

Alex Kramer called the meeting to order at 11:02 am and welcomed members to the July 13th Management Council Meeting.

2. Review and Approve Agenda

Alex Kramer presented the July 13th Management Council Meeting Agenda for review and approval. The agenda was approved with a change on item # 5: Minding the Obligation Gap: Charting our Way Forward with CSM Leadership on Wednesday, July 15th, 2020, instead of EOC Update.

3. Announcements, Sharing of Important Information

Alex Kramer announced that there were only two Management Council meetings in the month of July and that the last meeting was going to be on July 20th.

Charlene Frontiera shared that the MOU with AFT was going to be ready on Friday and training on the interpretation of language on the MOU was going to be provided to faculty.

David McLain announced that the new CSM College catalog launched this week and it is available in an [online version](#) and [pdf catalog format](#).

Alex announced that College of San Mateo, Cañada and Skyline Colleges will be presenting a virtual employer panel event this Wednesday, July 15th, 2020 at 12:00 – 1:00 pm. The [Employer Panel](#) discussion will feature stellar employers such as Amazon, BPM, and Tesla.

Jeremiah shared that Minding the Obligation Gap was presented to the Board on Wednesday, July 8th and it was well received by Board Members.

4. Approval of June 22nd, 2020 Meeting Minutes

Alex Kramer presented the June 22nd Management Council Meeting minutes for approval. The minutes were approved as presented.

5. EOC Update Changed to Minding the Obligation Gap Upcoming Webinar

Kim Lopez shared that Ben Zara Minkin, Emergency Preparedness Manager at the SMCCCD, was going to provide the EOC Update later on the agenda.

Kim shared that Emily Barrick was coming back to CSM and thanked Emily for her work with the district office during the crucial COVID-19 times and said that the district could not have done it without Emily's expertise, determination and dedication. Kim shared that the chat was pouring with "Thank You Emily" messages and said that CSM was lucky to have Emily back and that she had been phenomenal and stellar.

Kim shared that the first CSM Student Forum: Speaking Truth to Power was held last week on Thursday, July 9th at 2:00 – 3:30 pm and it was not recorded. She announced that the second and final summer convening on Minding the Obligation Gap at CSM titled *Chatting Our Way Forward with CSM Leadership* will take place this Wednesday, July 15th at noon. She said that she would be facilitating the convening and panelists would be responding to specific questions on how to move this work forward at CSM. She shared that she will end the conversation with a draft of specific next steps to the Call to Action: CSM Takes a Stand Against Racism. She said that the draft was going to be the first step to present and talk to faculty and all the constituent groups, IPC, and Management Council for feedback and comments.

Kim shared that in response to the student requests expressed during the forum last week, she is drafting a document with three columns listing: 1) Student requests from the forum, 2) Person(s) Responsible to Follow-Up – a person will be identified to be responsible on following up on a specific student request; and 3) Actions Taken – the person responsible will describe what actions were taken to address the concern. After this document is drafted, she is going to share it with Management Council for comments and then send it back to students.

Kim said that as the conversation is opening up at CSM on addressing racism and how to be a truly antiracist institution, and she asked for comments and feedback from Management Council.

Alex shared that it was fantastic to hear the voice to students at the forum.

6. Health and Safety Plan

Ben Zara Minkin provided an update on the Health and Safety Plan at SMCCCD. He began by thanking Emily Barrick for all the incredible work she did for the Emergency Operations Center during COVID-19.

Ben Zara said that the Health and Safety Plan is required by the State and County and it is comprised of the following Standard Operating Procedures: Personal Protective Equipment, Social Distancing, Travel, responding to the Presence of COVID-19 Signs/Symptoms, Sanitization, Access, Health Screening and Physical Space Assessment and that standard operating procedures for implementation are being created.

Ben Zara addressed the area of responding to the presence of COVID-19 Signs and Symptoms and said that faculty will be provided with procedures on how to proceed if COVID-19 signs/symptoms are identified in the classroom, instructions to mitigate the spread, sanitization instructions prior to symptom identification, instructional continuity procedure, isolation procedure, reporting procedure, removal of person(s) from campus procedure, HIPPA compliance procedure, and San Mateo Athletic Center (SMAC) procedures.

Ben Zara described the three scenarios for instructional continuity procedures: 1) Classroom relocation is to be utilized when 911 is NOT called, there is no confirmed or communicated positive COVID-19 test, there is an alternate location that can serve particular instruction, approval for the alternate location has been

permitted by the OPS Section within the EOC; 2) Classroom continuance is to be utilized when 911 has NOT been called, there is no confirmed or communicated positive COVID-19 test, there is NO alternate location that can serve particular instruction, suitable sanitization has been completed in the dismissed student workspace and common areas prior to class continuance, approval has been permitted by the OPS Section within the EOC; 3) Classroom dismissal is to be utilized when 911 has been called, there's a confirmed or communicated positive COVID-19 test and all the occupants state that they do not feel comfortable on site. This classroom will be only able to resume with clearance from the county and our own branch director.

Ben Zara shared that each campus has provided the EOC with an isolation location for those students that have symptoms, were not taken to hospital by ambulance and have taken public transportation to wait until somebody can pick them up. EOC is working on a date and schedule to make the isolation rooms available.

Ben Zara conveyed that SMCCCD is the first higher education institution that has a plan to report signs and symptoms of COVID-19 in campuses.

Ben Zara announced Raymond Hernandez will be the new Health Branch Director. Raymond was the Dean of Science/Math/Technology at Skyline.

7. ICE's Student and Exchange Visitor Program Update

Micaela shared that on Monday, July 6th, the U.S. Immigration and Customs Enforcement (ICE) released a news announcement that the Student and Exchange Visitor Program would modify the temporary exemption for nonimmigrant students taking online courses during the Fall 2020 semester. This modification impacts our International Students who hold F-1 Visas.

Lizette shared that this issue is being addressed districtwide and as a district, they are still working on creating a 1-unit courses. She said that this change came suddenly, they have never seen anything like this and they are taking it very seriously. She said to look for the Bulldog announcements of Wednesday, July 8, 2020, for more information.

Aubrey thanked everyone who has reached out to her and her team on behalf of the F-1 students, she said that she appreciated the support and that "we are going to get through this together".

Aubrey shared that currently there are 251 international students enrolled for Fall semester with 50 students living outside the United State. She said that there are two deadlines that they are still need to meet. The first deadline is August 1st because for institutions providing hybrid and/or in person classes and the second deadline is August 4th to reissue the Form I-20 to all the international students certifying the reason for them to be in the United States. She said that the information for SEVP will come directly from the District Office. She shared that March 13th exemptions only provided school guideline on how to count international student enrollment for spring and summer but it doesn't apply for the fall semester.

Aubrey stated that they are working really hard to support the international students and they are proving more office hours. Unfortunately, the information for current F-1 students is not clear on whether or not they can take online classes. She is hopeful to have more answers after the July 21st meeting.

8. Draft Agenda Items for Monday, July 20th, 2020

Alex shared the draft agenda for the July 20th meeting and called for agenda items:

- *ADA Assessment Update, Chris Strugar-Fritsch, Heidi Rank, Micaela Ochoa, 10 Min.*
- *Promise Scholars Program Update, Tiffany Zammit, Lizette Bricker, 10 Min.*
- *Zendesk and Gartner on Remote Proctoring Update, Daman Grewal, 15 Min.*
- *Workforce Taskforce Update, Alex Kramer*
- *WiFi in Parking Lots, Micaela Ochoa, 3 Min.*
- *CARES Funding, Micaela Ochoa, Claudia Menjivar, 2 Min.*
- *Other Informational Items:*
 - *Required Trainings before Returning to Work, Standard Operating Procedures, Cleaning of Workplace, and Safety*

Added:

- GP Update, Allie Fasth
- Dual Enrollment Update, Tiffany Zammit

Alex asked for consensus to extend the July 20th meeting to 90 minutes to be able to cover all the agenda items - everyone was in favor. Alex asked members to email additional agenda items if any for the next meeting to either Alex Kramer at kramera@smccd.edu or Micaela Ochoa ochoam@smccd.edu.

9. Meetings for August

Alex announced that the next Management Council Meeting was going to take place on August 10th. He also asked for a vote on the 2020-2021 Management Council Meeting schedule: 1) meet once a month or 2) meet four times a year. Management Council Members voted to hold the Management Council Meeting once a month during the 2020-2021 school year.

9. Adjourn

The meeting was adjourned at 12:00 am. Alex thanked everyone for participating in the meeting.

Future Meetings:

July 20, 2020, 11:00 AM – 12:00 PM