

**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

**MEETING AGENDA**

Item #	Item	Person Responsible	Time	Action
1.	Welcome and Check-in	Micaela Ochoa Alex Kramer	2 Minute	Information
2.	Review and Approve Agenda	Micaela Ochoa Alex Kramer	2 Minutes	Action
3.	Announcements, Sharing of Important Information <ul style="list-style-type: none"> <li>▪ We will have two MC meetings in July 13 and 20</li> <li>▪ Other items?</li> </ul>	All	5 Minutes	Information
4.	Approval of June 22, 2020 Meeting Minutes	Alex Kramer	3 Minutes	Action
5.	EOC Update	Kim Lopez	5 Minutes	Information
6.	Health and Safety Plan	Ben`Zara Minkin	20 Minutes	Information
7.	ICE's Student and Exchange Visitor Program Update	Lizette Bricker Aubrey Kuan Roderick Mike Holtzclaw Micaela Ochoa	15 Minutes	Discussion
8.	Draft Agenda Items for Monday, July 20, 2020 <ul style="list-style-type: none"> <li>▪ ADA Assessment Update, Chris Strugar-Fritsch, Heidi Rank, Micaela Ochoa, 10 Min.</li> <li>▪ Promise Scholars Program Update, Tiffany Zammit/Lizette Bricker, 10 Min.</li> <li>▪ Zendesk and Gartner on Remote Proctoring Update, Daman Grewal, 15 Min.</li> <li>▪ Workforce Taskforce Update,</li> <li>▪ WiFi in Parking Lots, Micaela Ochoa, 3 Min.</li> <li>▪ CARES Funding, Micaela Ochoa, Claudia Menjivar, 2 Min.</li> <li>▪ <i>Other Informational Items:</i> <ul style="list-style-type: none"> <li>○ Required Trainings before Returning to Work, Standard Operating Procedures, Cleaning of Workplace, and Safety</li> </ul> </li> </ul>	Alex Kramer	2 Minutes	Discussion

9.	Meetings for August: <ul style="list-style-type: none"><li>• August 10, 2020</li><li>• 2020/21: 1x month or 4x a year?</li></ul>	Micaela Ochoa Alex Kramer	2 Minutes	Action
10.	Adjourn	Alex Kramer	1 Minutes	Action

**Future Meetings:**

July 20, 2020, 11:00 AM – 12:00 PM