

## College of San Mateo Management Council Meeting

Monday, November 16, 2020 | 11:00 AM – 12:30 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

**Guests:** Tami Hom and Gwen Kenny

**Attendance:** 30 members and guests joined the meeting

### Minutes

#### 1. Welcome and Check-in

Alex Kramer called meeting to order at 11:12 AM and welcomed members to the November 16 Management Council Meeting. He apologized for the late start of the meeting.

#### 2. Review and Approve Agenda

Alex presented the November 16 Management Council Meeting Agenda for review and approval. 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.

- **Student Letter:** Micaela Ochoa provided a follow-up on the Student Letter reported at the October 26 Management Council Meeting. She said that the Student Letter went out to students, and it was included in [the October 29, 2020 Bulldog Bulletin](#).
- **Student Forum:** Micaela reported that a pre-election Student Forum was held on November 2, 2020 with a wonderful panel. She announced that a post-election Student Forum has been scheduled for November 19, 2020, 12– 1:30 PM, and invited members to join the forum.
- Hilary Goodkind gave a shout out to Dave McLain for producing a fantastic video thanking all classified staff for their hard work. Alex thanked David for all the amazing work he does for CSM.
- Tabitha Conaway announced that on December 4, a districtwide training for Banner users will be offered on personal pronouns and how to access Banner screens to provide a more inclusive environment. She said that an email and flyer would be coming out this week with more information on the event.
- Patrice Reed-Fort announced that a Care CalWorks and Child Development Center annual holiday

donations flyer will be routed within the next couple of days asking to make electronic donations to the Care Calworks program. She asked members to consider partnering with their division to make a division-wide donation to the Care CalWorks program. All donations will be distributed to the most in need Care Calworks students to help make their holidays a little brighter.

#### **4. Review and Approve Meeting Minutes: October 12 and October 26, 2020**

Alex presented the October 12 and October 26, 2020 Management Council meeting minutes for review and approval. With a show of thumbs up by members, he called the minutes approved as presented without modifications.

#### **5. Diversity in Action Workgroup (DIAG)**

Gwen Kenny, Co-Chair of the Diversity in Action Work Group, said that Co-Chair Tami Hom would not be able to join today's meeting. Gwen provided an overview of the Diversity in Action Work Group (DIAG) and said that DAIG makes funds available to support events, activities and other endeavors that promote, educate, celebrate and integrate diversity on a campus-wide level. She said that students need a sponsor in order to apply for funds and sponsors can be a qualified classified staff member or faculty. She communicated that the maximum amount granted by DIAG is usually \$750.00. Requests for funding should be made at least four to six weeks in advance to ensure that the payment is processed in a timely manner. Priority will be given to individuals or groups who have not been funded in the past and those proposals that have the most impact. She said that DIAG funding cannot be requested for refreshment (food) type expenses. She shared that DIAG has supported events such as virtual Día de Muertos 2020, Black History Month, International Student programs, etc.

#### **6. CSM Budget Update**

Micaela shared that Cabinet and Ludmila Prisecar have been presenting the budget update to CSM divisions, senates and IPC. She covered the purpose and goals of the presentation as follows:

- Communicate the state of CSM's budget
- Provide transparency regarding CSM's budget
- Establish and communicate an annual budget cycle and calendar that provide updated information regarding CSM's financial plans
- Engage in dialogue and answer any questions related to CSM's budget
- Provide updates regarding Federal and State funding that impact CSM
- Recommend that we hold off on resource request decisions until we know more about ongoing categorical funding

Ludmila reported that the 2019-2020 CSM's actual expenditures budget was \$46M and it was allocated as follows: 97% was allocated to salaries and benefits and 3% was allocated to operational expenses.

Ludmila also reported on the current 2020-2021 CSM's projected expenditure budget and reported that the budget went up by about 6% to \$48.4M and distribution estimates remain at 97% being allocated to salaries and benefits and 3% was allocated to operational expenses.

Micaela presented the current and multi-Year Assumptions used in this budget update as noted below:

## Current and Multi-Year Assumptions

Year	Revenues	Expenditures
2019-20	Actual revenues included	Actual expenditures included
2020-21	<ul style="list-style-type: none"> <li>Three scenarios provided based on District Office's data from April 2020</li> <li>No categorical budgets reductions</li> <li>International student enrollment at 205</li> </ul>	<ul style="list-style-type: none"> <li>Added 5% over prior 2019-20 year</li> <li>Included current positions not budgeted in the prior year</li> <li>Maintained operational expenditures flat</li> </ul>
2021-22	<ul style="list-style-type: none"> <li>Three scenarios based on District Office's COVID revenue allocation scenarios, April 2020</li> <li>\$4M reduction to categorical budgets, with Fund 1 offsetting the reductions</li> <li>International student enrollment at 205</li> </ul>	<ul style="list-style-type: none"> <li>Added 5% over prior 2020-21 year</li> <li>Included current positions not budgeted in the prior year</li> <li>Maintained operational expenditures flat</li> <li>No expenditures from expiring grants included in Fund 1</li> </ul>
2022-23	<ul style="list-style-type: none"> <li>Three scenarios based on District Office's COVID revenue allocation scenarios, April 2020</li> <li>\$3.6M reduction to categorical budgets, with Fund 1 offsetting the reductions</li> <li>International student enrollment at 205</li> </ul>	<ul style="list-style-type: none"> <li>Added 5% over prior 2021-22 year</li> <li>Included current positions not budgeted in the prior year</li> <li>Maintained operational expenditures flat</li> <li>No expenditures from expiring grants included in Fund 1</li> </ul>

Ludmila presented an overview of COVID 19 College of San Mateo Revenue Scenarios provided by the District Office. See table below:

Estimates	Scenario 1	Scenario 2	Scenario 3
	<i>Worst Case Scenario</i>	<i>Middle Case Scenario</i>	<i>Best Case Scenario</i>
<b>FY 19-20 Site Allocation</b>			\$ 49,028,086
<b>FY 20-21 Site Allocations</b>	\$ 48,016,651	\$ 48,116,879	\$ 48,217,108
			-1.65%
<b>FY 21-22 Site Allocations</b>	\$ 45,729,958	\$ 47,985,889	\$ 48,157,874
	-4.76%	-0.27%	-0.12%
<b>FY 22-23 Site Allocations</b>	\$ 43,308,420	\$ 47,787,175	48,817,988
	-5.30%	-0.41%	1.37%

Source: SMCCCD, Budget Office, April 2020

Note: Please see Presentation Index, slide 17 for district-wide detailed scenarios

Micaela stated that the scenarios presented by Ludmila were for Fund 1. She proceeded to provide the categorical budget update based on the Governor's May revise (using assumptions from May 2020). She stated that the estimated categorical reductions in the CSM's multi-year budget are included. She said that CSM is currently estimating a \$4 M reduction in 2021-2022 and \$3.6 M reduction in 2022-2023 with the assumption that CSM's reserves and contingencies would be used to offset the potential reductions. Micaela presented the 10 year trend of CSM's contingencies and reserves and explained that these reserves would be used to offset any future reductions.

Ludmila presented three scenarios on how reserves would be used to offset the categorical budget. See table below:

# Current Year and Multi Year Projections

	FY2021 Projected	FY 2122 Projected	FY 2223 Projected
<b>Scenario 1: Worst Case Scenario</b>			
Fund 1 Unrestricted Ending Balance	\$ 3,779,333	\$ (3,030,802)	\$ (12,847,205)
40001 Contingency Ending Balance	\$ 16,861,906	\$ 13,831,104	\$ 983,899
<b>Scenario 2: Middle Case Scenario</b>			
Fund 1 Unrestricted Ending Balance	\$ 3,779,333	\$ (774,872)	\$ (6,112,520)
40001 Contingency Ending Balance	\$ 16,861,906	\$ 16,087,035	\$ 9,974,514
<b>Scenario 3: Best Case Scenario</b>			
Fund 1 Unrestricted Ending Balance	\$ 3,779,333	\$ (602,887)	\$ (4,909,722)
40001 Contingency Ending Balance	\$ 16,861,906	\$ 16,259,020	\$ 11,349,298

Micaela communicated that based on the budget projections, she recommended to hold off on all resource requests that are not absolutely mandated for the operations of CSM instructional programs and services until we know more about the budget. She said that they'll continue to go to the division meetings to provide budget updates.

**1. Solidarity Statement**

Jeremiah Sims reviewed the Solidarity Statement and discussed timeline and next steps. After further discussion, it was decided that the Solidarity Statement needed to be reviewed and taken to constituent groups until finalized and bring back to Management Council Meeting for approval. Micaela informed members that the Solidarity Statement item was an action item but it was being changed to information until it can be reviewed with Classified Senate, Academic Senate, and IPC.

Micaela communicated that the Solidarity Statement was going to be sent to Management Council for final review and approval at a future meeting.

**2. CSM Action Plan**

Jeremiah provided an update on the CSM Action Plan report on how CSM is going to put into action to create an atmosphere that it is inclusive, welcoming and affirming to all students it serves and campus community. Jeremiah asked members to reach out to him if they had any questions about the CSM Action Plan. He said that the action plan is a working plan and at this point there are four major points which is a response to the first town hall to students we had during the summer.

Micaela shared the at the October 26 Meeting, managers participated in a breakout session to discuss in more detail the following four major points of action, and managers reported out on the points:

1. Work alongside and in solidarity with students to provide ongoing opportunities for our Black, Indigenous, and People of Color (BIPOC) students to be heard and affirmed.
2. Develop ongoing conversations and professional development (PD) for employees that implement

best practices in Race, Equity, and Inclusion (REI) in order to be responsive to student needs.

3. Become conversant in employing an antiracist analytical lens to audit College policies, processes, practices, and pedagogies that encourage, empower, and equip BIPOC students to reach their fullest human and scholastic potential
4. Build on areas of strength and identify new areas of opportunity to expand and increase support to our BIPOC students.

She said once the Action Plan is complete, it will be linked to the Solidarity Statement.

### **3. International Education Program Update**

Aubrey Roderick, provided an update on the International Students Program. She said that there was a 99% student retention in Spring 2020; 153 international students transferred during Spring/Summer 2020: 97 students transferred to UCs, 34 students transferred to CSUs, and 24 students transferred to other 4-Year Universities out of State; 343 students are currently enrolled in Fall 2020: 212 are F-1 students in California, 97 are F-1 students outside USA, and 34 are students in Global Online Learning (GOL). She shared the five top places of origin for international students at CSM as: China, Myanmar, China, Nepal and Brazil.

Aubrey said that after surveying the students, the results concluded that there were five top concerns for them: Health and Safety; Online Learning; Financial Stability; Traveling and F-1 Status. However, she is already working with the Health Center to support the students.

Aubrey shared that November 16 – 20, 2020 is International Education Week and they have coordinated activities for the entire week and thanked David McLain for his support on advertising the International Education Week events, setting up the webinars, and managing them for the entire week.

Aubrey said that International Education Week is a combined initiative from the California Department of Education and the Department of Education established in 2,000 and they have had the opportunity to celebrate the benefits of International Education Week through the United State since then.

Aubrey shared the schedule of International Education Week events and invited management to attend the events:

Monday, November 16 | 5PM  
Exciting Course Ahead in the Cyber Physical Era  
Speaker: Chandrakant D. Patel- HP Chief Engineer and Senior Fellow

Tuesday, November 17 | 4PM  
Navigating Through a Diverse Career Journey  
Speaker: Stephanie Cheung - Google Finance Manager & CSM Alumna

Tuesday, November 17 | 5:30PM  
CSM International Alumni Panel-How CSM Shaped our Lives

Wednesday, November 18 | 6PM  
World Story on Chinese Characters

Thursday, November 19 | 7PM

A Taste of the World

Friday, November 20 | 6PM  
Mongolian Cultural Chat

Friday, November 20 | 7PM  
World Geography Challenge

**4. Agenda Items for December 14, 2020 Management Council Meeting**

Alex said that most likely a “Follow-up to the Action Plan and Solidarity Statement” was going to be an agenda item but he had to check with Jeremiah. He called for agenda items for the December 14, 2020 Management Council Meeting and said that Agenda items for the next Management Council Meeting could be sent to Alex Kramer at [kramera@smccd.edu](mailto:kramera@smccd.edu) or Micaela Ochoa at [ochoam@smccd.edu](mailto:ochoam@smccd.edu).

**5. Adjourn**

Alex adjourned the Management Council meeting of November 16, 2020 at 12:26 PM and wished everyone a good week.

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**Future Meetings**

2020-2021 Management Council Schedule	
December 14, 2020   11 AM – 12 PM	March 8, 2021   11 AM – 12 PM
January 11, 2021   11 AM – 12 PM	April 12, 2021   11 AM – 12 PM
February 8, 2021   11 AM – 12 PM	May 10, 2021   11 AM – 12 PM