

College of San Mateo Management Council Meeting

Monday, October 12, 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, 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: Alex Kramer and Micaela Ochoa

Meeting Minutes

1. Welcome and Check-in

Alex Kramer called meeting to order at 11:05 AM and welcomed members to the October 14 Management Council Meeting.

2. Review and Approve Agenda

Alex Kramer presented the October 14 Management Council Meeting Agenda for review and approval. The agenda was approved as presented.

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

Alex Kramer asked members that this item was to provide announcements, updates, sharing, acknowledgements, kudos and reminders.

- **Office equipment for staff working from home:** Micaela reminded staff members that if they need to take home any office equipment, they need to complete the request form and if they need any assistance filling it out, they can reach out to Micaela Ochoa or Ludmila Prisecar.
- **Flex Day Reminder:** Micaela reminded that Flex Day was October 15 and reminded members to register if they have not done so and to encourage staff to register and attend Flex Day activities.
- **Now is the Time: Why You Must Commit to Developing an Anti-Racist Growth Mindset – Thursday, 10/22, 5-6PM:** Jeremiah Sims shared that he will be having a conversation with the San Mateo County Community Colleges Foundation's donors on social justice and anybody who is interested can register and attend the event.
- Alex said that October 12 was "Indigenous Peoples' Day" and recommended members read an article shared by Jeremiah at the following link <https://www.cnn.com/2020/10/12/us/indigenous-peoples-day-2020-states-trnd/index.html>.
- **Renaming CSM Parking Lots, October 21st IPC Meeting, 1-3PM:** Micaela invited members to attend

the October 21 IPC meeting to participate in the renaming of the CSM parking lots discussion.

4. Review and Approve Meeting Minutes: September 14, 2020

Alex presented the September 14 Management Council meeting minutes for review and approval. With a show of thumbs up by members, he called the minutes approved as presented.

5. EOC Updated

Kim Lopez provided an EOC Update. She shared that the Operation's team is working so diligent trying to figure out how to bring the athletic trainings back for all the athletes to all campuses districtwide. She said that the intention is to bring the student athletes back within a couple of weeks, however, in order to be able to do that, the district must meet all the conditions that will allow campuses for students to safely comeback: practice outside in small groups, maintain social distancing, no equipment sharing, no access to inside of facilities. The other condition that 25% of students and faculty get tested every week but the district is aiming for a higher percentage because they want to be extra careful with students and staff safety. She stated that in order to be able to administer the test, the district has to identify the test, order the test, pay for the test and administer the test.

Kim shared that the statewide athletic association commission is going to meet early to vote to decide whether or not to allow athletes to come back and to be competitive starting in February 2021. If they vote to allow athletes to come back, the requirement could be stiffer and a lot of planning will be required.

6. CSEA MOU Update

Micaela provided an update on the MOU between San Mateo County Community College District ("District") and the California School Employees Association and its Chapter 33 (together "CSEA") concerning the District's response to the coronavirus (COVID-19) epidemic. The following guidance provides a summary of the MOU:

Continuation of Onsite Pay Differential:

- Employees who are required to report to work on site during the shelter in place order of March 16, 2020 are eligible to a 15% per hour shift differential for any hours worked on site.
- Employees making a trip to the district office or college to pick up office items, for example, are not eligible for the 15% differential because they are not required to work onsite.

Work from Home Allowance:

- MOU applies to CSEA employees only
- \$100 allowance per month, less any amount already reimbursed by unit member – e.g. cell phone stipend)
- Retroactive to April 1, 2020
- Effective April 1 thru December 30, 2020
- Allowance will be disbursed as follows: October paycheck: \$300; November paycheck: \$300; December paycheck: \$300

Micaela said that the MOU and the MOU Guidance were sent with the agenda and if there are any questions about the MOU and/or guidance documents, please contact Micaela.

7. November 9, 2020 Agenda Items:

Alex called for agenda items for the November 9 Management Council Meeting. A couple of agenda items

were identified and Alex asked members to email additional agenda items for the November 9 meeting to Alex Kramer at kramera@smccd.edu or Micaela Ochoa ochoam@smccd.edu.

8. Other Items:

Management Council members brainstormed on drafting an action plan about creating a space for students to show them CSM’s support. It was decided that Management Council Members will convene on October 26 at 11:00 AM to review an action plan.

Alex asked members to email agenda items for the October 26 meeting to Alex Kramer at kramera@smccd.edu or Micaela Ochoa ochoam@smccd.edu.

9. Adjourn

Alex adjourned the meeting at 11:50 AM and thanked members for their participation and attendance.

2020-2021 Management Council Schedule	
November 9, 2020 11 AM – 12 PM	March 8, 2021 11 AM – 12 PM
December 14, 2020 11 AM – 12 PM	April 12, 2021 11 AM – 12 PM
January 11, 2021 11 AM – 12 PM	May 10, 2021 11 AM – 12 PM
February 8, 2021 11 AM – 12 PM	