

**College of San Mateo**  
**Special Management Council Meeting**  
Monday, October 26, 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

**Co-Chair Absent:** Alex Kramer

**Facilitator:** Micaela Ochoa

**Guest:** Chancellor Mike Claire

## Minutes

**1. Welcome and Brief Announcements:**

Micaela Ochoa called the October 26 Management Council meeting to order at 11:02 AM and welcomed members and Chancellor Claire to the additional October Management Council meeting.

**2. Review and Approve Agenda**

Micaela presented and reviewed the Management Council Meeting agenda for approval. The agenda was approved as presented without modifications.

**3. Announcements and Updates**

Chancellor Claire said that his participation at today's meeting was to say hello, to see people and to thank management for their leadership and amazing work they are doing. He shared that he is going to be joining these meetings more frequently and he asked the three colleges presidents to invite him to their campus meetings so he can reconnect with people. He explained that it's what he is doing today. He invited members to contact Carina Warne at [warnec@smccd.edu](mailto:warnec@smccd.edu) if they would like to talk to him during his open office hour or at any time. Micaela asked Management Council if they had any questions of Chancellor Claire, and there were no questions. Micaela thanked Chancellor Claire and invited him to stay for the rest of the meeting, especially since they had an exciting agenda. Chancellor Claire said he's stay.

**4. Follow-up from October 12 Management Council Meeting**

Micaela shared that at the October 12 Management Council meeting members held a discussed on drafting a pre-election action plan that include a pre-election letter to students, CSM Action Plan, pre-election Student Forum and a Post-election student forum. They also agreed to schedule a special meeting for today, October 26 to present the work on which Tiffany Zammit, Allie Fasth, Hilary Goodkind, Kristi Ridgeway, Jeremiah Sims, Fauzi Hamadeh and she were working.

- **Letter to Students:** Tiffany shared and read the draft letter to students and said that the letter will be signed by members of the Management Council, and anyone else who would like to sign. Micaela said that the letter will be finalized with input from management, and that classified and academic senate would be invited to sign as well. Signatures will be collected and the letter emailed to students in a

couple of days.

- **CSM Action Plan:** Tiffany shared a link to [San Diego State University's](#) Solidarity Statement and Action Plan with Management Council as a starting point on CSM Action Plan.

Kim asked if the Minding the Obligation Gap at CSM: CSM – Call To Action To Address Antiracism that Kim and Jeremiah had put together during the summer could be shared. Micaela said yes, and managers participated in a breakout session to discuss it in more detail. Managers then reported out on:

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

The subcommittee will meet to continue working on this document, return to Management Council to continue the working sessions, and once final, will present it at IPC.

**Student Forum:** Micaela informed members that the Student Forum is scheduled for Monday, November 2 at 12:00 to 1:30 PM and shared the draft agenda to review at the meeting. She said that the intent is to finalize the agenda with management input and send it out by the end of the week.

**5. Agenda Items for November 9 Management Council Meeting**

Micaela presented existing agenda items for the November 9 Management Council Meeting: Report from International Education Program & Upcoming Events, 10-15 Min.; Budget Update, CY & MY Projections, 20-25 Min.; Election Debrief, 15-30 Min. She asked 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).

**6. Adjourn**

Micaela adjourned the meeting at 12:05 PM and thanked everyone for staying after 12 PM. Kim thanked Tiffany Zammit, Allie Fasth, Hilary Goodkind, Micaela Ochoa, Kristi Ridgeway, and Jeremiah Sims for their diligent work and dedication to our students.

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**Future Meetings**

2020-2021 Management Council Meeting Schedule	
November 9, 2020   11 AM – 12 PM	February 8, 2021   11 AM – 12 PM
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
	May 10, 2021   11 AM – 12 PM