

College of San Mateo Management Council Meeting

Monday, September 14, 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: Alex Kramer and Micaela Ochoa

Guests: Tom Bauer, Vice Chancellor, Auxiliary Services and Enterprise Operations; Adolfo Leiva, SparkPoint Center Director at Cañada College; Andrea Vizenor, Dean of Strategic Partnerships & Workforce Development at Skyline College

Meeting Minutes

1. Welcome and Check-in

Alex Kramer called meeting to order at 11:02 am and welcomed members and guests to the September 14th Management Council Meeting.

2. Review and Approve Agenda

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

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

Alex Kramer opened the floor for announcements and sharing of important information.

- Kristi Ridgway announced that Guided Pathways has been invited to join the California Guided Pathways 2020 Cohort which is a three-year cohort intensive coaching and training project and thanked Ashely Phillips, Jeremiah Sims and Ronald Andrade for joining CSM Guided Pathways steering committee members: Allie Fasth, David Locke, and Alex Guiriba in this effort. She said kudos to Allie for her pulling it all together.
- Kim congratulated CSM for placing number ONE college in California according to [WalletHub](#)'s criteria of cost, outcomes and performance and it also placed CSM third in the nation from their research. She shared that the San Mateo Daily News published a nice story on [CSM Athletics](#) and said kudos to all athletes. She announced that Chancellor Mike Claire will join IPC this Wednesday, September 16th to give an update on the CSM President's search committee.
- Hilary Goodkind said kudos to the EMP redesign committee, faculty and staff that have been working on the racism survey and student survey.
- Krystal Duncan announced that she sent an email asking for identified technology gaps for students and asked to reply to it if gaps have been identified.
- Lizette Bricker announced that Deborah (Deb) Laulusa is the new Executive Assistant for the Vice President Student Services Office and welcomed her to the team. She said that Deb has been with CSM in other roles and her more recent was with the Transcript Evaluation Services. Deb's official first day in her new roll was Thursday, September 10th, 2020. Deb thanked Lizette and said that she was excited and

happy to be part of the team.

4. Approval of Meeting Minutes:

Alex Kramer presented the August 10th and August 17th meeting minutes for review and approval. The minutes were reviewed and approved as presented. The minutes will be posted on the [Management Council webpage](#). Alex thanked Edna for transcribing the minutes.

5. EOC Update

Kim Lopez provided an update on the EOC. She announced that Peter Fitzsimmons has taken the EOC Finance Director roll for Bernata Slater and said that on Wednesday, September 23rd, 2020 the Board will be taking action on the recommendation jointly presented by the administration and the district academic senate for the Spring 2021 semester to remain online but still continue to have essential face-to-face classes on campus.

6. SparkPoint Community Market Update

Alex introduced Tom Bauer, Vice Chancellor, Auxiliary Services and Enterprise Operations and Adolfo Leiva, SparkPoint Center Director at Cañada College, who provided an update on the District SparkPoint Community Market. Tom reported that the SMCCCD District Emergency Food Distribution Center/SparPoint Community Market is the largest drive-through food distribution center in the county. He exclaimed that the food distribution at CSM is an amazing operation and acknowledged Alex Kramer, Micaela Ochoa and Edna Letran who have been there supporting the program and encouraged people to participate. He said that Cañada College President Jamillah Moore and Adolfo Leiva are working alongside with him every Friday. He announced that CSM Assistant Football Coach Tim Tullock and football team are also present every Friday helping at the food distribution. He said that they are seeking more local volunteers at the food distribution center every week and he is already working with constituent groups at CSM on that.

Tom shared that SMCCCD District Emergency Food Distribution has made a significant impact since starting on April 3 and as of September 4, 2020, it has served a total of 19,100 families; 754,450 pounds of food have been distributed; and approximately \$1,312,743 of grocery expenditure offset and said that Chancellor Mike Claire requested to extend the food distribution thru the end of the Fall semester.

Tom shared that registration at the CSM distribution center has transitioned from manually entering the names and information of each family member on a printed list to iPad registration thanks to the district's support to this effort and for investing in iPads. It also makes SMCCCD District Emergency Food Distribution Center the first food distribution center that registers families using iPads. He also gave a shout out to Daman Grewal and Ben Zara Minkin for facilitating the purchase of the iPads.

Tom informed members that he greets every single car that come thru the food distribution and has observed that at least 40% are students or a family member; Skyline opened its own food distribution on Wednesday, September 2nd and has served about 250 to 300 families per distribution with a goal to serve 400 families per distribution. Skyline's weekly emergency food distribution schedule is every Wednesday from 11:00 am to 1:00 pm.

Adolfo thanked CSM Staff for their support every week, especially the Facilities team and Public Safety team for making CSM Food Distribution Center a safe place where people can pick up their food and thanked Alex for being there every week in Lane "E."

Interim President Kim Lopez thanked Tom and Adolfo for the work they are doing and leading and also for getting CSM students involved in this effort.

7. IPC Administrator Appointments:

Micaela Ochoa shared that five administrators serving in the IPC Committee had completed their 2-year term: Emily Barrick, Tarana Chapple, Heidi Diamond, Krystal Duncan, and Elnora Kelly Tayag, and thanked them for their support and commitment to IPC. She said that as a result, the committee recommended five other administrators to serve in IPC and moved forward: Ashley Phillips (20-21), Tiffany Zammit (20-21), Carol Newkirk-Sakaguchi (20-22) Andreas Wolf (20-22), Kristi Ridgway (20-22). She informed managers that the IPC Bylaws were revised and one of the changes was that administrator appointments be brought to Management Council for approval. Prior to the change, administrator appointments were brought to Cabinet for approval. She said that the appointments presented to Management Council today were brought to Cabinet for approval but to support the change to IPC Bylaws, the appointments are brought to Management Council for ratification and approval. Appointments were approved as presented.

Micaela informed members that the Finance committee will be recruiting for a new member because member Andreas Wolf's term is expiring soon so she extended an invitation to members to join the Finance Committee

8. Regional Racial Justice Training Forums

Alex introduced Andrea Vizenor, Dean of Strategic Partnerships & Workforce Development at Skyline College. Andrea informed members of the upcoming Racial Justice Training Forum and said that it was a four-part series that will take place during the entire Fall semester with the kick-off on Wednesday, September 23rd from 8:30 am to 12:30 pm with Dr. Ibram X. Kendi, followed up by October 30th - Dr. Knatokie Ford, November 20th - Dr. Pedro Noguera, and December 11th - Dr. Angela Davis. She said that she will make the flyer for the forum available thru Alex to share with members.

9. College Redesign via Education Master Plan (EMP)

Hilary Goodkind provided an update on College Redesign thru EMP Implementation. She said that EMP Implementation team has reconsidered the EMP of College redesigned for student centered education and centering on social justice and equity and is guided by CSM Education Master Plan (EMP) for social media, Justice equity education towards transfer upwardly mobile careers that positively impact the community.

Hilary explained "Why Redesign: Because we all want CSM to be the place where all students are welcome, they feel that they belong, that they receive the support they need, and then they can proceed with their educational goals". However, she explained our data shows that our colleges are working for some, but not for all of students. CMS wants it to work for all with the goal to reduce equity gap for improving student experiences and success for all, share our commitment to social justice as a large part of the redesign to being transparent about racial and other inequities that persist on our campus. She called members to participate and said that an email will follow with the meetings' information:

Hilary stated that the Education Master Plan (EMP) is alive working document that it's been used to change the college's practices. She gave a big shout out to the team that's been working so diligent on the redesign and presented the College Redesign with her today: Allie, Ashley, Alex, Arielle, Fauzi, Heidi, Kristi, Tiffany and Tabitha.

10. Update on Workforce Development Task Force

Alex Kramer provided a quick update on Workforce Development Task Force. He said if you live in San Mateo County, you probably have received a postcard announcing some of the programs that Workforce Development Task Force is rolling out now and there will be several more coming out.

11. Monday, October 12th, 2020 Agenda Items

Alex called for agenda items for the October 12th meeting. Since there were no items known, Alex

recommended members to email agenda items for the next meeting to either Alex Kramer at kramera@smccd.edu or Micaela Ochoa ochoam@smccd.edu.

12. Adjourn

The meeting was adjourned at 12:02 pm. Alex thanked everyone for participating in the meeting and wished them to have a good week.

Future Meetings

2020-2021 Management Council Schedule	
October 12, 2020 11 AM – 12 PM	February 8, 2021 11 AM – 12 PM
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