



**Participatory Governance Council
February 16, 2023**

MINUTES

Meeting Called to Order at 3:35 PM		
No	Item	Discussion/Outcome
1	Land Acknowledgment (Procedural)	Read by Elizabeth Smith
2	Roll Call (Procedural)	<p>Council Members: Administrators: Lisa Cooper Wilkins (Chairperson), Stephanie Chenard, John Al-Amin, J. Dawgert-Carlin Staff: Maria Salazar-Colon, Michael Snider, Chris Brodie Faculty: Mitra Sapienza, Elizabeth Smith, Katia Fuchs Students: Heather Brandt, Amelia Khong, Chineseman Lai</p> <p>Council Alternates: Classified Staff: David Delgado Faculty: Sheri Miraglia, Alan D’Souza Students: Courtney Wong, Shivalika Jhabua</p>
3	Approval of Agenda February 2, 2023 (Procedural)	<p>Motion to adopt the agenda as presented. Moved by Mitra Sapienza, seconded by Chris Brodie. 9 votes to approve. Motion passed.</p> <p>Michael Snider posed a question if lactation room agenda topic should be removed from agenda due to the representative, John Al-Amin not being present at the meeting at that moment.</p> <p>Lisa Cooper Wilkins answered that she will do her best to find out his John Al-Amin will be attending.</p> <p>Michael Snider continues to express concern that the person representing that discussion is not in attendance and wants this recorded in the minutes.</p> <p>Heather Brandt wanted to clarify if someone will be able to give an update on the lactation room, or if it will just not be gone over today.</p>

4	Approval of Minutes February 2, 2023 (Procedural)	Motion to approve the minutes as presented. Moved by Chris brodie, seconded by Michael Snider. 9 votes to approve. Motion passed. No public comments.
5	Public Comments on Items not on the Agenda (Procedural)	No public comments.
6	Chancellor's Report	<p>Chancellor David Martin</p> <ul style="list-style-type: none"> • Registration system. Currently in the bidding process. Ballpark \$4-5 million funds to implement new registration system over 5-year period. There will be a lot of opportunities to review the two proposals at the committee and college wide level and will be looking at options moving forward. However, before announcing final bids, we will ensure it is legally compliant before announcing it to the public. CCSF will be responsible for maintaining the system moving forward. • Cell towers: AT&T has reached out to CCSF. Will start at the community level discussion. There was interest in putting ups cellular tower in different locations in various campuses to enhance cell phone service and strength. We are mainly looking at John Adams campus and Ocean campus right now. Facilities committee will have a presentation here in the coming weeks regarding the proposal. No decisions have been made yet, but we are planning to start at committee level, and will have more information for the college level if we decide to move forward with this. • Program review: currently at the tail end of finalizing the current year program review. Big shoutout to President Sapienza and the members of the committee that reviewed the numerous

		<p>proposals that were submitted. We can fund just under 30 proposals, hoping to get it out by end of next week. The Chancellor explains that this is a good step forward for having a full program review defined framework process and hopes to allocate funds before academic year to get those funds into the classroom. They are at the final stages, more information to come. Wanted to reiterate all the good work that went into that.</p> <ul style="list-style-type: none">• John Adams, Mission, and Wellness Boilers: Bids are out to the public. Currently receiving bids right now to completely redo the boiler system. Once the bidding process is complete, we can begin construction soon. By getting those bids publicized out to the community is a major milestone in ultimately replacing boilers at those 2 locations.• Setting up Town Halls for Accreditation Business: Part of the Spring accreditation business is that the team will hold a Town Hall for members of our college community to engage with the accreditation team. Will have an opportunity here in March to meet visiting team to provide input and answer any questions. Keep eye out for meeting in the next month.• Safety trainings: Chief Vasquez has been developing safety trainings. Run hide fight trainings, evacuation trainings, mainly on center campuses right now. Chief Vasquez is a resource for training if interested in safety information.• Lactation rooms: Finalizing the lactation spaces. Looking at spaces in MUB, ensuring that these rooms are fully furnished as we are in the process of ordering additional equipment and some fridges, looking at walking and safety mechanisms, making sure it abides with education and building
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		<p>compliance codes. Looking at walking and safety mechanisms. Need to make sure that in compliance with building Cod and Education Code. We are making sure rooms are furnished, The next step is publicizing the room, in which there will be a website to store that info.</p> <ul style="list-style-type: none">• Menstrual products: The Chancellor had a conversation with Dean Tessa Henderson Brown, a big contributor of our SparkPoint Center. They found that there are some funds for these products and will find a way to build that funding into next year and beyond so to make sure we have an ongoing funding stream and that there are supplies for broader campus communities.• Brown Act/Removing State of Emergency: Encouraging conversations about how our college committees operate with the Brown Act and changing policies, and if there are desire to change structure or requirements to how those operate. Utilizing the next few meetings to think about how we want to structure meetings, posting agendas, and communicating out to the college. Will push the reset button, new requirements, look at standing sub committees, if there is a desire to change how committees operate, can be a good discussion to have. Utilize PGC meetings to talk about how to strengthen government system.• The Chancellor wishes everyone a great long weekend as we celebrate our Presidents. <p>Michael Snider commented about construction and safety issues on campus right now. He says the cafeteria door facing Student Union was roped off and blocked because of construction being done. He expresses concerns about having these roadblocks and how it could have been a major issue.</p>
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		<p>The Chancellor responded that there are variety of meetings with contractors. He said that concerns like these are important to share at meetings to say that situations like these cannot happen, and that we need to have clear and accessible entry ways. He assured that there will a discussion with contractors to ensure this does not happen again.</p> <p>Heather Brandt raised a question about which sub committees fall under PGC and if there is a specific policy that outlines this.</p> <p>The Chancellor responded that there are possibly a few committees and is not quite sure of the answer at the exact moment.</p> <p>Lisa Cooper Wilkins informs Heather that this is outlined on the PGC website.</p> <p>Heather thanks Lisa Cooper Wilkins for the information.</p> <p>Councilmember Lai posed some questions:</p> <ol style="list-style-type: none">1. Cell phone towers – What kind of revenue are we looking for leasing? What kind of model are you going for? Is it a neutral tower where you build the tower and lease a specific unit, or is it a carrier sponsored model?2. Boilers – What kind of BTU level of boilers are you looking at? What would be the estimated peak load factor at that target? <p>The Chancellor responded:</p> <ol style="list-style-type: none">1. That information will be a part of the proposal that will come out in the coming weeks. They will advocate to negotiate for revenue streams. Typically, cell phone towers generate between 30-40k per year. The type of tower will depend on several different circumstances. There has been interest in a site visit to look at the existing wiring and hookups at John Adams location. There will be meetings to look at wiring and hookups, which will play into decisions. The Chancellor stated that these will be great questions to bring back to AT&T.2. The Chancellor asked Councilmember Lai to give him some time to do some research about the Boiler questions in order to respond with accurate and proper information.
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7	Awards and Recognition (Information)	<p>J. Dawgert-Carlin started facilitating the rest of the meeting as Dr. Lisa Cooper Wilkins had to leave for the conflicting Board Meeting.</p> <p>J. Dawgert-Carlin wished to recognize the life and work of Lauren Muller, who was a colleague and Chair in the school. There will be a memorial for her on March 1st, and more information will come later.</p> <p>Michael Snider also expressed how incredible Lauren was and hoped to recognize her. Michael said that they have all learned a lot from her.</p> <p>Heather Brandt expresses appreciation for J. Dawgert-Carlin mentioning Lauren today. She resonated with what was said. Heather Brandt also wished to recognize Michael Snider, and thanked him for his contributions and everything he does for the students, and the barriers he helps to remove.</p> <p>Comments from Mitra Sapienza: All are welcome to the Academic Senate meeting, next February, where we will hold 30minutes on the agenda for reflection and grief in community for those interested in sharing and/or listening. This item will be between 4pm and 5pm. Meeting link and agenda: LINK</p> <p>No public comments</p>

8	Old Business	
	a. Continue the Discussion of Meeting Protocols and Procedures/ Meeting Modality (Discussion)	<p>J. Dawgert-Carlin continued the conversation on meeting protocols and procedures/modalities with changes to the Brown Act.</p> <p>Mitra Sapienza started the discussion by catching the group up on how the committee has been talking a lot about meeting modalities as the State of Emergency Legislation gets lifted this month, and how we can meet remotely as Brown Act bodies. She states that the question is multi-faceted: what resources we have to support high flex meeting modalities? How are they addressing the law: AB2449, new law for meeting modalities for Brown Act bodies? She also shares that the Board of Trustees and the Academic Senate is talking about meeting modalities, trying to figure out the Letter of the Law vs. the Spirit of the Law, and what the college can do with our current infrastructure and resources.</p> <p>J. Dawgert-Carlin: With this meeting, want to figure out how do we want to move forward with the Brown Act? And discuss concerns about access. If fully in person, are we limiting participation? This was written for legislators; do they believe there are some flexibility in this? Can we have Zoom option for people who cannot attend? Would that be increasing access?</p> <p>Mitra Sapienza shared the following information:</p> <p>AB362 - State of Emergency allowed teleconferencing. AB2449- New legislation approved in September to certain provisions of Brown Act body and includes PGC, allows for teleconferencing without notification of the location. Prior to State of Emergency, if you were a member and you were to attend at a specific location, you would have to post it publicly to make it publicly accessible and people will have access. AB2449 allowed that if you do login remotely or through Zoom, do not need to make each location publicly accessible, so you do not have to publicize your home for meetings. However,</p>

		<p>in order to have flexibility, conditions have to be met. Have to at least have a quorum of people physically present on-site, must be open to public, members who participate remotely have to notify the body with just cause (health reason, childcare, etc.). Members cannot participate remotely for more than 3 consecutive months or 20% of meetings.</p> <p>J. Dawgert-Carlin: Can the public Zoom in? Could it still be Zoom optional for public?</p> <p>Mitra Sapienza: Yes.</p> <p>Maria Salazar-Colon: If district can't find office space for workers that were virtual, for virtual workers that sit on committees, do they have to come in just for these meetings?</p> <p>Mitra Sapienza: Letter of the Law says at least quorum of membership need to be in person.</p> <p>J. Dawgert-Carlin, Mitra Sapienza discusses on the in-person/virtual presence requirements for quorum. Mitra Sapienza clarifies the Letter of the Law and the applications if AB2449.</p> <p>Heather Brandt: There are a lot of different interpretations floating around. Seeking legal counsel and guidance would be a great starting point, so we can know what is within our rights to do. As it has been presented to us in Student Leadership, it was presented that even if we were joining remotely, the location would need to be listed 72 hours in advance and must be ADA accessible and have to list out any individuals over the age of 18 in the space with us. The Student Senate for California Community Colleges currently sees this as a barrier and drafted a resolution that they put forth. Previous conversation talked about accessibility and is concerned not only about accessibility for the public, but also members of the committee.</p> <p>J. Dawgert-Carlin: Sounds like what we need is legal counsel, to get a memo to help us understand this better.</p>
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		<p>Stephanie Chenard expressed concern that requirements for being in-person will impact participation.</p> <p>Councilmember Lai: This will also change participation from different campuses and centers.</p> <p>Mitra: Thinks that the update to the Brown Act has the intention to bring in more public attendance and comments and meant to be more inclusive. Encourages us to determine what we want while also getting legal counseling. Board of Trustees could be a resource moving forward.</p> <p>Amelia Khong: What will the format be for the next meeting in March?</p> <p>J. Dawgert-Carlin motioned to extend time of discussion by 10 minutes, moved by Mitra Sapienza, seconded by Chris Brodie.</p> <p>Chris Brodie pointed out that he would want to at least maintain a hybrid model.</p> <p>J. Dawgert-Carlin agrees that we need to make a decision for next meeting.</p> <p>Mitra Sapienza: Quorum number is half plus one. Academic Senate is going to go high flex in April and May. Were not able to secure a space for March, so would already be in violation, but doing their best to be in compliance in April and May.</p> <p>Heather Brandt: Can you explain to me what high flex is?</p> <p>J Dawgert-Carlin: There is the option for being in-person or being on Zoom. They have the technology that makes it easier for people to be on Zoom.</p> <p>Mitra Sapienza clarifies what high flex means and states that the Academic Senate plans to have an in-person option and Zoom option for April and May meetings.</p>
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		<p>interpretation. Thinks we should focus on a path that centers inclusivity.</p> <p>Chris Brodie: Agrees with Sherry, to do it in a hybrid model will require staffing at each meeting and will need to know how to maintain a hybrid environment.</p> <p>J. Dawgert-Carlin motioned for 5 more minutes, moved by Mitra Sapienza seconded by Chris Brodie.</p> <p>Heather Brandt: In favor of whatever is the most inclusive not only for attendees, but also members that participate. This poses a challenge for me personally as well.</p> <p>David Delgado: All for trying to get as many people participating as possible.</p> <p>Amelia Khong: Whatever is better to include everyone, supports the hybrid option.</p> <p>Councilmember Lai is no longer in the meeting due to being on the Board Meeting.</p> <p>Comments from Maria Salaza-Colon: have to work through when there is no office space and workers have to work virtually. Then they need to come in in-person just to attend these meetings in-person.</p> <p>Answer: quorum has to be in-person. Members can participate remotely able have to notify the legislative body. They can't do that more than 2 meetings a year. LINK</p> <p>Mitra Sapienza: here's slide show that Sheri put together for the Academic Senate: LINK</p> <p>Stephanie Chenard: PGC will need to discuss how our community will look like in person</p> <p>HYFLEX (hybrid flexible)</p> <p>Not having legal counsel weigh in on this, makes this a difficult decision</p>
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		<p>Mitra Sapienza: conversations with the Chancellor – establish more meeting spaces.</p> <p>J. Dawgert-Carlin will talk with Chair Cooper Wilkins to get clarity on this item.</p> <p>No public comments</p>
	b. Lactation Room Updates	<p>Lisa Cooper Wilkins/John Al-Amin</p> <p>Message from John Al-Amin: My apologies everyone, but I need to move over to the Board meeting. The Chancellor provided the update on lactation. We will update the campus map and post where the locations are when they are complete. Please email me if you have any questions.</p> <p>No public comments</p>
	c. Communication Plan and Strategies	<p>Lisa Cooper Wilkins/Mitra Sapienza</p> <p>Dr. Lisa Cooper Wilkins was going to speak to this item and Mitra Sapienza was going to offer additional support.</p> <p>It was agreed to skip this agenda item as Dr. Lisa Cooper Wilkins had to leave the meeting early due to being on the Board Meeting.</p> <p>This item will be agendized for the next meeting.</p> <p>No public comments</p>
9	New Business	

	a. BP/AP 5.13 Transfer Center (Information Item)	<p>Mandy Liang</p> <p>Mandy Liang goes over the Board policy and Administrative Procedure for the Transfer Center. She reviewed the policy document. She further provided some information about the Board Policy and the transfer center: the transfer center provides counseling to help students transfer to a 4-year university. They provide a variety of support services. The policy is general, and the transfer center plans to submit the policy to the state transfer office. All the work they do is governed by Title 5 requirements. The transfer center is located in MUB 101. They have an advisory committee and constantly do ongoing evaluation and reporting. The transfer center plan is reviewed and updated every 3 years.</p> <p>No public comments</p>
10	Standing Committee Reports	
	<ul style="list-style-type: none"> Budget Committee 	<p>John Al-Amin</p> <p>No report.</p> <p>No public comments</p>
	<ul style="list-style-type: none"> Health and Safety Committee 	<p>Mario Vasquez</p> <ul style="list-style-type: none"> Naloxone Distribution Program: The bill recently passed on January 1st that the college can now distribute Naloxone, which is basically Narcan. It is a 3-step process. What they are doing now is discussing consultation with attorney, insurance, and The Chancellor and the Cabinet. Each center can apply for standing orders, then can apply to distribute free kits (up to 48 kits). They are going to have the health center apply. Every officer is carrying at least one dose right now.

		<ul style="list-style-type: none"> • Contact Tracing: They are going to come back to the committee for further instruction. We are not requiring students to go through contact tracing anymore, but employees still have to. They will need to open up policy again to update contact tracing. • Flex Day Activities: Complaints about not having enough campus safety trainings being offered. They want to bring up these items again and figure out what to offer in the next flex day. • Work Orders: Right now, there are 917 work orders. They are currently developing a sub committee to review work orders that are health and safety related. • Fire Drills: They will continue with the fire drills. Drills last about 25 mins, and they are still developing building evacuation teams. • Active Shooter Training: Will be conducting 4 trainings next week of smaller scales. Vasquez is available to conduct these trainings. • Safety Emails: They are going to start sending out safety related emails monthly. <p>Questions/Comments:</p> <p>Heather Brandt: How are you all moving forward with meetings as Health and Safety as a subcommittee?</p> <p>Mario Vasquez: We meet every month, then discuss with PGC.</p> <p>Heather Brandt elaborates with her question: how you will you all meet moving forward because of the legislation?</p>
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		<p>Mario Vasquez states they he will need to find out if the new policies are applicable to them as subcommittee.</p> <p>Mitra Sapienza states that it will depends on if it is board policy, if it is a standing committee of the larger group.</p> <p>Mario Vazquez states that this will be something he needs to bring back to the next meeting once he finds out more.</p> <p>J. Dawgert-Carlin warns folks to not misinterpret people who use medication opioids, many people do not develop addictions, and can be very stigmatizing.</p> <p>Heather Brandt: Can someone who is taking prescription opioid overdose? And can Narcan help them?</p> <p>J Dawgert-Carlin answers: Yes, absolutely.</p> <p>Mitra Sapienza posted AB.207 board policy in the chat: LINK</p> <p>No public comments</p>
11	Future Agenda Item	<p>Mitra Sapienza requested to have an update on dual enrollment at PGC, and how we are collaborating with SFUSD.</p> <p>J. Dawgert-Carlin states that they had an all-day retreat with SFUSD, someone from there can report on that.</p> <p>Mitra Sapienza asked to continue discussing meeting modalities, and requests for the technology committee to be a part of that conversation to look at technology infrastructure to support these modalities.</p> <p>J. Dawgert-Carlin requests to hear a report on the progress on board policy on gender diversity (2.34).</p> <p>Mitra Sapienza:</p>

		<p>Request to have a Dual Enrollment – collaboration with SFUSD</p> <p>Elizabeth Smith mentioned water fountains and hot water on various places on Ocean Campus and can talk about the situation on other campuses too. She expresses concern over many of the fountains not working. She would like a report from Facilities on that item.</p> <p>This item will in the future agendas, and just not this meeting because Alberto Vasquez was not able to join this meeting.</p> <p>No public comments</p>
12	Adjournment	<p>Motion to adjourn the meeting in honor of life and work of Lauren Muller. Moved by Mitra Sapienza, seconded by Katia Fuchs.</p> <p>Meeting adjourned at 5:19 PM</p>