



**Participatory Governance Council
March 16, 2023**

MINUTES

Meeting Called to Order at 3:35 PM		
No	Item	Discussion/Outcome
1	Land Acknowledgment (Procedural)	Read by Heather Brandt
2	Roll Call (Procedural)	<p>Council Members present: Administrators: Lisa Cooper Wilkins (Chairperson), Stephanie Chenard, John Al-Amin Staff: Maria Salazar-Colon, Michael Snider Faculty: Mitra Sapienza, Elizabeth Smith, Katia Fuchs Students: Heather Brandt, Amelia Khong</p> <p>Council Alternates present: Administrator: Lidia Jenkins Classified Staff: David Delgado, Linda Liu Faculty: Sheri Miraglia, Alan D’Souza Students: Angelica Campos</p>
3	Approval of Agenda March 16, 2023 (Procedural)	Motion to adopt the minutes as presented. Moved by heather Brandt, seconded by Amelia Khong. 11 votes to approve, 0 abstention. Motion passed.
4	Approval of Minutes March 2, 2023 (Procedural)	Motion to approve the minutes as presented. Moved by Amelia Khong. Seconded by Alan D’Souza. 10 votes to approve, 1 abstention. Motion passed.
5	Public Comments on Items not on the Agenda (Procedural)	No public comments
6	Chancellor’s Report	Chancellor David Martin

		<ul style="list-style-type: none"> • Board of Trustees has taken up a resolution once again, passed 2-3 years ago regarding naming a CCSF facility after Harry Britt. Board would like to take that discussion back up. Resolution did not identify a building – that is the next step. Would take the recommended building to be named through campus governance and get feedback before being brought back to the board. Will be a college wide discussion. • Meetings on Tuesdays with ACCJC Visiting Team: conversations were productive and there was a large appreciation for the openness of the process for different stakeholders to engage. Want to thank Sheri and Kristin, the leads and all the team writers. The one resounding comment was the inclusiveness and level of opportunity to engage in the process. They sent out a request for additional evidence. Working through providing evidence, very common practice after they go through the first read of the ISER. We can provide additional support and evidence as needed. Working to put that info together, very standard part of the process. • Resolution honoring Lauren Muller: academic senate passed a resolution honoring Lauren Muller, requesting Board of Trustees to engage to put out a city-wide proclamation, and potentially name a day in honor of Lauren. It is underway and hope to reach out to supervisors soon to make the official request. Will do that with executive council here next week. Very eager to share with the broader San Francisco community. • Student Registration: currently at the tail end of the process. Have two vendors that are going through process. Finalizing scores right now. There is a potential chance to extend or go back out for additional requests in proposal. The potential of extending time to submit proposals longer, so we can have more than just two to evaluate moving forward. Still seeing the current process all the way through right now. Wanting to move forward as fast as possible but want as many options as possible.
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		<ul style="list-style-type: none"> • Degree Audit Work: this is the software that the counseling faculty use. Went through an update, big shoutout to counseling faculty. Now mobile phone accessible – students can do degree mapping on the phones, can play a what-if scenario and function in terms of unit load and program of interest to map out academic journey, can see all the possibilities for them at CCSF. • Heating Updates: board held a special meeting this week to act on heating contracts. John Adams, Missions, and Wellness boiler replacement, as well as the Student Health Center transformer replacement. Heat at Student Health Center has come back on, making sure we keep that heat on consistently moving forward. About 2.2 million dollars of investment in our heating facility currently. Hopefully we can have a permanent and ongoing fix for these locations. Science buildings still collecting quotes for underground steam pipe. They are leaking currently, so cannot operate the Science boiler with leaking pipes. Trying to finalize quotes. Similar situation with Arts buildings, once we get steam back on to Arts buildings, we will need to test heating equipment to see what equipment needs to be replaced or repaired. Architects are working on a redesign, hoping to have out to bid here before the end of the semester. • Rosenberg Library: time scheduled tomorrow to do a walk of the site. Some concerns with soggy and missing ceiling tiles, and making sure heat is on consistently. Work is scheduled – job walk tomorrow and being able to access problem and bring contractors on site next week or the near future. Will circle back in the next two weeks. <p>Questions: Elizabeth Smith: Job walk and library -- what time is it and who is going to be on the walk?</p>
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		<p>Chancellor: Don't know the time, but can speak with Alberto Vasquez, can share about time once I know more. It will be CCSF employees assessing the facilities.</p> <p>Heather Brandt: Thank you for the updates, would love to hear updates about the Student Union elevators that are out of service.</p> <p>Chancellor: Will certainly add that to the next agenda for updates to the PGC.</p> <p>Mitra Sapienza: Thank you for mentioning the resolution for Lauren Muller.</p> <p>Mitra asked to make chat available for everyone so she can share the resolution in Honor of Lauren Muller: resolution.</p> <p>No public comments</p>
7	Awards and Recognition (Information)	<p>Maria Salazar-Colon recognized the hard work of classified and custodians and stated that they have been understaffed for years. Maria Salazar-Colon also emphasized that classified staff are valued.</p> <p>Alan D'Souza seconded that and gave a shoutout to all classified staff at the college.</p> <p>Elizabeth Smith also thanked the classified staff in the chat.</p> <p>Mitra Sapienza: Shoutout to the men/women basketball teams. They lost in the championship game but had a remarkable season.</p> <p>Michael Snider: recognized the new Dean of Grants, Maureen Harrington and thanked her for doing a great job checking in with everyone and in different spaces.</p> <p>No public comments</p>
8	Old Business	

	<p>a. Continue the Discussion of Meeting Protocols and Procedures/ Meeting Modality (Discussion)</p>	<p>Lisa Cooper Wilkins: Will be meeting in Student Union 208 for the rest of the semester in-person but will continue to offer virtual space as well so our meetings are hybrid. Also had our PGC session at Flex Day. Any additional comments or questions?</p> <p>Amelia Khong: For Brown Act, we need to have a quorum in person. Is it okay that we do not have a quorum in-person right now?</p> <p>Lisa Cooper Wilkins: As part of our discussion at training during Flex Day, we talked about being flexible in our approach to the quorum during this transition. We are trying to meet the spirit of the requirements. Chancellor was checking in with legal counsel, so for now we can just do our best to honor quorum. For now, it is fine while we are transitioning back.</p> <p>Mitra Sapienza: Could we share the slide deck with PGC members from Flex Day?</p> <p>Kristin Charles: Great idea for all PGC members.</p> <p>Lisa Cooper Wilkins: We can make it available on the PGC website.</p> <p>Mitra Sapienza: Academic senate has written a resolution to take to the state academic senate to alleviate academic senate as being Brown Act bodies to address this situation about meeting modalities. AB1275 legislation is coming through that is focused on Student Run Community College organizations being relinquished of these limitations, hoping to include faculty body on that as well. Might have some updates legislatively as well.</p> <p>Mitra Sapienza shared the Legislative Information LINK.</p> <p>Angelica Campos: We should re-evaluate how we take public comments. People are put off guard by the language on the website. We are restricting people's access to provide public comments if we need to do that</p>
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	<p>b. Communication Strategies Workgroup Update</p>	<p>Lisa Cooper Wilkins: Have a meeting scheduled for Thursday, March 23rd at 11AM. There was an invitation to members interested in joining the meeting. Want to make sure this is a standing item. Putting out a call if you are interested in being added to the meeting invitation, can put your name in the chat. Will bring regular updates back to the PGC.</p> <p>Amelia Khong: I saw the email, but not sure what it is.</p> <p>Lisa Cooper Wilkins: There are many different ways that communication takes place in the college, and we are trying to bring some consistencies for us as a community to understand how our information and communications are going out. We want to see what is available and come up with some principals – how often we send out communications and in what format. It is both about how we communicate with each other and the students. It is a very broad topic and conversation about communication. Our first meeting will be trying to understand exactly the scope of the work that this group will do. We have not decided further days to meet yet.</p> <p>Heather Brandt: Was a motion made to form the work group and to appoint individuals to it?</p> <p>Lisa Cooper Wilkins: Cannot recall if there was a formal motion. But it was a recommendation at a prior meeting</p>

		<p>to form this work group and to make this a standing item on the agenda.</p> <p>Heather Brandt and Amelia Khong expressed interest in that cat to be included in the group.</p> <p>Aziza De La Torre confirmed that it was a recommendation.</p> <p>No public comments</p>
9	New Business	<p>Michael snider made a motion to change the order of the items. 9B has been moved to 9A.</p> <p>Lisa Cooper Wilkins motioned to move the Dual Enrollment Report and Discussion to a later time after 4:30PM because presenters requested to speak later.</p> <p>Moved to approve this change by Michael Sniders, seconded by Mitra Sapienza.</p> <p>No public comments.</p>
	a. BP/AP 6.XX Intercollegiate Athletics (First Read)	<p>Edith Kaeuper</p> <p>Bringing as information item. Once it is all the way through, a number will be assigned to it.</p> <p>Athletics currently under Academic Affairs. Not advocating for one number over another. This board policy was put forth to fill a hole in board policies and administrative procedures. Board policy was supposed to have been in place for us to have since the beginning of athletics. Noticed this hole and worked with the academic senate and formed a committee. This has been through the policies committee and academic senate and is an informational item now. This is a first read.</p> <p>First portion – just adopted the state language. Does not have a number that has been assigned to this yet. We figured that once it is all the way through, it will get a number assigned to it. But this will be in place as a board policy.</p>

		<p>Justin Labagh: No added comments, this is something that was missing and needed.</p> <p>Questions: Lisa Cooper Wilkins asked questions about the numbering. Edith Kaeuper: Numbering – currently in academic affairs, usually sits in student services. Wherever it is determined to be in the best location, we are fine with the numbering. No recommendation coming from us currently about where it is to be placed. We are not advocating for one number over the other.</p> <p>Michael Snider: Are we going to see the actual AP as well? Edith: Yes, going to the AP now.</p> <p>Maria Salazar-Colon: Trying to follow, there was no AP or BP created? So, in order to be in compliance, we are now creating an AP and BP with whatever number it is supposed to be? Edith Kaeuper: Yes, exactly.</p> <p>Michael Snider: We usually do two readings, but I would like to accelerate this with just one reading with a vote tonight if possible. We should try to get this through before Spring break because this a compliance issue.</p> <p>Edith Kaeuper: In the AP, went through all the school APs that were around and took the best wording from each AP and figured that borrowing the best wording is the best way to get us in compliance as fast as possible. This is going through recruitment and eligibility, all the forms that we have to fill in. This has already been in question by our Visiting Accreditation Committee. Also bringing us into compliance with name, image, and likeness. At the bottom of this AP, you will see the name, image, and likeness and is taken completely from the state’s wording.</p> <p>Lisa Cooper Wilkins: Did you want to make one more recommendation on what number this would be? Mitra Sapienza: According to the website, 6.11 is not there, 6.18, 6.19, 6.20 are all also not taken.</p>
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	<p>Kristin Charles: Can look through because we do have some new policies that have not made way to the website yet, but we can look at that offline.</p> <p>John Al-Amin: Three readings is a long-standing practice and policy, so that by the time we get to the 3rd reading, any extensions or any other additions can be clarified, which is why we do the three readings. Making a suggestion that this is not consistent with legislative practice and how we pass and move policy through our agendas.</p> <p>Lisa Cooper Wilkins: On occasion we have fast tracks and things for a variety of reasons for the suggestion about getting us into compliance sooner rather than later.</p> <p>Michael Snider: I think we need to move forward because this is a compliance and legal issue.</p> <p>Angelica Campos: Agree with Michael. The APs and BPs we just read do not seem too controversial at all, so I am fine with approving it today.</p> <p>Alan D’Souza: Is there any opposition to doing one reading and moving forward? A question for the bringers. We should expedite it if it is about compliance.</p> <p>Edith Kaeuper: We are fine with fast tracking it.</p> <p>Jamie Hayes: A lot of the language in here is directly from the bylaws, all very consistent with what we are supposed to be doing.</p> <p>Heather Brandt: Is this item on the agenda listed as informational or an action item?</p> <p>Lisa Cooper Wilkins: It is listed likely as a First Read.</p> <p>Heather Brandt: Would not be opposed to this, but do not feel comfortable with lack of transparency because it was listed as first read on the agenda.</p> <p>Michael Snider motioned to fast track to approve BP/AP 6.XX. Angelica Campos seconded. 11 votes to approve, 1 abstention. Motion passed.</p> <p>No public comments</p>
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	<p>b. BP 8.01 Draft Budget Forecast Discussion</p>	<p>David Martin</p> <p>Chancellor David Martin: This will be a series of discussions over the next several months. Tentative budget for next fiscal year due to the board on or before June 30th, so the budget development process is starting to pick up. Included updated board policy. Updates requires a 3–5-year financial plan, outlook to be included in the budget document presented to the board – something new this year. Hoping to get plenty of feedback over the next weeks and months, want to make sure what is put in is not being seen for the first time when presented and passed on to the board. Today is meant to introduce the format. It is a living document, for discussion purposes only, subject to change. The May revise is the next major State Budget milestone.</p> <p>Document FILE. Format was used in a few budget forms over the last year and a half. Will keep it consistent moving forward. Outline and major revenues on top. Major expenditures on the bottom. Beginning fund balance, adjustments, surplus, net ending fund balance listed as well. Assumptions are noted below on the document. The different colors are our different academic years. Wanted to look 5 years back and 5 years forward, there is a 5-year projection. These numbers are consistent with the college forms – connected to that with a few minor adjustments.</p> <p>Chancellor went over the document and explained some components and details.</p> <p>Projecting a 1M surplus, money we can put back into the budget between now and June. Fund balance – 9.86%.</p> <p>Concept of hold harmless: if we get to a point where revenues are staying the same and we are in a position where expenditures are increasing year over year, we may have a structural deficit. Based on assumptions, that is several years in advance. But it is a discussion that we</p>

		<p>need to consider having as a college to look at how we can set ourselves up for success in the future.</p> <p>Will come back in two weeks to re-engage.</p> <p>Questions: Elizabeth Smith: Any possibility of hold harmless being extended? Chancellor: Certainly, it is subject to change. After 2-3 years of consecutive changes, it has remained static the last 2 years, but certainly can change.</p> <p>No public comments</p>
	<p>c. Dual Enrollment Report and Discussion</p>	<p>Meg Hudson, Dean of Outreach and Community Partnerships</p> <p>The Dual Enrollment program has been in existence for a long time, but starting in 2017, we started to differentiate into several different models, because of the passing of AB288. It is the college and career access pathways and was a game changer in dual enrollment -- allowed high school students to take community college courses at their high school during the school day, which was closed to the public. This has been very popular. Other schools have had smaller alternative models, take high school classes in the morning, then coming to CCSF in the afternoon. One example is Lincoln High School holding classes in the afterschool and is open to the public. Many students from across the city are concurrent enrollment students, navigating on their own. We also have a large credit recovery partnership -- students who need to retake high school classes take them as part of our transitional studies program and get their high school credits.</p> <p>Joint Retreats</p> <ul style="list-style-type: none"> ○ Enrollment Models Overview ○ Dual Enrollment Courses ○ Dual Enrollment Coordination ○ Credit Dual Enrollment Data

		<ul style="list-style-type: none"> ○ College and Career Access Pathways ○ Next Steps for Partnership <p>Partnership agreements:</p> <ul style="list-style-type: none"> ○ AB288 – established Fall 2016 ○ All other dual enrollment – established 2019 ○ Course Request process ○ Jointly funded Program Assistants ○ SFUSD point person(s) coordinating with CCSF instructors <ul style="list-style-type: none"> ● Professional development materials for CCSF instructors <p>Reviewed data -- enrollment numbers, demographics, special admit numbers (FTES), and college and career access pathways.</p> <p>Next steps for partnerships:</p> <ul style="list-style-type: none"> ○ Want to build our maps from high schools to CCSF and beyond (2+2+2 model) ○ Implement common scheduling across high school and multi-year course planning. ○ Continue ongoing collaboration between CCSF and SFUSD leadership around dual enrollment and other shared initiatives. ○ Augment CCSF Instructional Allocation to meet SFUSD needs <p>Questions:</p> <p>Stephanie Chenard: How are we looking at leveraging more of the categorical funding for this as well?</p> <p>Meg Hudson: Course FTEF is U-funded, sometimes supplemented with ContractEd. We are increasing the instructional allocation fall semester and even more spring semester. Based on feedback from SFUSD, they have more course requests that we were able to meet previously – good news. Some of our support to the program is using categorical funding. Our shared program assistant is funded that way, as well as some of the staff who are funded categorically as well. Support is kind of</p>
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		<p>woven between categorical and U-fund.</p> <p>Mitra Sapienza: Hearing counselors at SFUSD referring dual enrollment students to other community colleges. Outreach and work that you are doing is hopefully going to help with that, but still a little concerning. Other question, who attends the retreats? What kind of input is being offered there?</p> <p>Motion to extend time to 5 minutes. Moved by Mitra Sapienza, seconded by Amelia Khong.</p> <p>Lisa Cooper Wilkins: In the first retreat, there were select Deans who were invited to participate and potentially others who were connected to dual enrollment processes. But there was a recognition to extend invitation to include others.</p> <p>Mitra Sapienza: Where can our own CCSF faculty have more agency in promoting? To have some community there. Can the academic senate help support that? Would love if there were a CCSF point person, so we can have that dialogue with one another.</p> <p>Meg Hudson: At one point, we had a Canvas shell and Google folder with lots of materials, having that community, we did do that at one time, but we should talk about how to re-establish that. Great idea for the faculty.</p> <p>Stephanie Chenard: Think it is important to include faculty, because it is different teaching dual enrollment classes vs. CCSF classes. Want to support by pulling faculty into this process.</p> <p>Mitra Sapienza: Tutors and classified staff could also offer support. Would be great to include student voice and tutor voices.</p> <p>Angelica Campos stated that it is important to get feedback from the actual user and people who have gone through dual enrollment.</p>
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		No public comments
	<p>d. Boiler Replacement Bids (Board Item) Informational item</p>	<p>Alberto Vasquez</p> <p>All of these items are approved already. These items were bid on March 7th and March 8th before the March 9th meeting and was able to get the information processed and submitted prior to that meeting. Board of Trustees allowed our meetings and allowed us to be a month ahead because they recommended to the board the urgency of this process – they have supported the process.</p> <p>Discussed the boiler replacements at the John Adams Center, Mission Center, and Wellness Center, as well as the Student Health Center Transformer Replacement project. Moving on with contract documents now.</p> <p>Questions:</p> <p>Heather Brandt: Would love to hear an update on the broken elevator in the Student Union.</p> <p>Alberto Vasquez: There was a motor that was blown out last week. It is shut down, have engaged with elevator service provider, they have confirmed it is a blown motor, which they have ordered and will take two weeks. Two-week window would have started earlier this week. Will definitely communicate any updates.</p> <p>Heather Brandt: Any updates on cafeteria doors?</p> <p>Alberto Vasquez: They are not bolted shut anymore. It is confirmed that it is not a safety issue. It is an exit only for now in case of emergency, but you just cannot enter right now.</p> <p>Angelica Campos: Hopes that the elevator will be fixed soon because it is currently not accessible.</p> <p>Amelia Khong: Received survey from students, Cloud Hall and Science Hall have urinals that are not covered in the all-gender bathrooms which feels awkward.</p>

		<p>Heather Brandt: This was an issue pre-pandemic. It is not an all-gender bathroom if there are urinals, which cannot be used by all genders. It was a men’s restroom converted to an all-gender restroom.</p> <p>Lisa Cooper Wilkins: Could there be a temporary signage change for now?</p> <p>Alberto Vasquez: I understand the issue but will try to understand the decision that was made about that. Will look into it.</p> <p>Lisa Cooper Wilkins: In a restroom in Rosenberg on the third floor, the lock does not work in one of the wheelchair accessible stalls.</p> <p>Alberto Vasquez: Will note that down.</p> <p>No public comments</p>
10	Standing Committee Reports	
	<ul style="list-style-type: none"> Budget Committee 	<p>John Al-Amin</p> <p>The report will be provided in April. Scheduled meeting is for Spring break, will not be meeting until April 4th. Next updates will be available in May.</p> <p>No public comments</p>
11	Future Agenda Item	<p>Amelia Khong suggested to add Bathroom updates.</p> <p>Heather Brandt asked to revisit the process. PGC sets the tone and standard for other spaces. Sometimes I am very confused about process and procedures. Sometimes it seems to change, and it gets challenging.</p> <p>Elizabeth Smith expressed concern about not discussing updates on water fountains and thermostats even though they were on the agenda.</p>

		<p>Lisa Cooper Wilkins: Request from AVC Vasquez was to give him time to research it, we can double check with him.</p> <p>Heather Brandt supported Elizabeth Smith and informed her that the Associated Students Executive Council is having their meeting tomorrow and AVC Vasquez will be there, so if she is available, she can stop by to get those questions answered.</p> <p>Chineseman Lai: Was there discussion on boiler bids? Lisa Cooper Wilkins: Can forward any additional questions to the presenters.</p> <p>Lisa Cooper Wilkins: Please forward any other requested agenda items.</p> <p>Elizabeth Smith: water fountains and thermostats Heather Brandt - PGC process and procedures</p> <p>No public comments</p>
12	Adjournment	<p>Motion to adjourn the meeting moved by Mitra Sapienza, seconded by Angelia Campis. Meeting adjourned at 5:43 PM.</p>