



**Participatory Governance Council
April 7, 2022**

MINUTES

Meeting Called to Order at 3:34 PM		
No	Item	Discussion/Outcome
1.	Land Acknowledgment (Procedural)	3:34 PM
2.	Roll Call (Procedural)	<p>Council Members present: Administrators: Lisa Cooper Wilkins (Chairperson), Jill Yee, and Wendy Miller Classified Staff: Maria Salazar-Colon and Chris Brodie Faculty: Maria Del Rosario Villasana, and Simon Hanson Students: Angelica Campos, Orlando Galvez, Ronald Gonzalez, Siwei Tang</p> <p>Council Alternates present: Administrator: Lidia Jenkins, Mildred Otis Classified Staff: Karl Gamarra, David Delgado, Linda Liu Faculty: Joseph Reyes</p>
3.	Approval of Agenda April 7, 2022 (Procedural)	<p>Items #10d (Discussion of the Associated Students Resolution Opposing Faculty Layoffs) and Item #10b (Board Policy Discussion) were requested to be tabled. April 7, 2022 agenda was moved to be approved as corrected. Moved and seconded by Councilmembers Angelica Campos and Joseph Reyes. Agenda approved.</p>
4.	Approval of Minutes March 17, 2022 (Procedural)	<p>Motion to approve March 17, 2022 minutes. Moved and seconded by Wendy Miller and Joseph Reyes. Motion passes.</p>

Minutes by AD

5.	Scheduling Issues (April 7, 2022 and May 5, 2022 Board Facilities Committee) (Procedural)	<ul style="list-style-type: none"> • Wendy Miller explained that the item was put on the agenda after the Agenda Pre-Review Committee meeting, where it was suggested that PGC Committee should decide on how to accommodate future scheduling issues. She added that there will be other scheduling conflicts on April 21st and May 19th and suggested that PGC should relay scheduling issues to Linda Shaw, Liaison to the Board of Trustees. • Simon Hanson added that the issue is not only theoretical since there will be other upcoming scheduling conflicts coming up – the Board of Trustees will have another meeting on Thursday, May 19th as well as on April 21st, and it would be prudent for PGC to come up with a plan on what to do with the upcoming conflict. He stated that the PGC should communicate clearly to the Board of Trustees that this body will continue having meetings on Thursdays for the rest of the semester. • Dr. Lisa Cooper Wilkins stated that if a calendar month has an additional Thursday, it might be possible to move a meeting to that Thursday. However, if a month doesn't have an additional Thursday, then another strategy needs to be de considered. • Angelica Campos shared her concern that other meetings overshadow PGC meetings and that it was becoming a pattern. She added that the best course of action for the future would be to avoid Thursdays entirely. • Maria Salazar-Colón agreed with Angelica Campos and added that PGC meetings should not be rescheduled in order to accommodate other committees' schedules. As a representative of the classified employees, she stated that it's important to have this conversation so that the classified committee members would not have to
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		<p>be put in a situation where they couldn't participate in the PGC meeting because of a scheduling conflict with other meetings.</p> <ul style="list-style-type: none"> • Maria Del Rosario Villasana agreed with other Councilmembers and stated that if the Board needs to schedule their meetings on Thursdays, then PGC could consider rescheduling PGC meetings for next semester, however, this year's schedule should not have to be adjusted. • Jill Yee stated that PGC could remind The Board of Trustees about upcoming PGC meetings so that the time conflict might be avoided, but she also emphasized that time conflicts like these are not intentional and are not meant to be disrespectful or insensitive to the PGC members. Both meetings are always recorded, and PGC members could choose which one to attend, if necessary. She reiterated that the scheduling conflict exists because the Board of Trustees moved their meetings to an earlier time, which was a decision was based on a community consensus. • Motion to extend discussion time by 5 minutes moved and seconded by Angelica Campos and Simon Hanson. • Dr. Lisa Cooper Wilkins agreed with Simon Hanson that PGC should share its calendar with the Board of Trustees and subcommittees in order to avoid scheduling conflicts. • Formal motion to communicate PGC's schedule to the Board Secretary and to the Board of Trustees and subcommittees, along with the intent to not move any of the scheduled PGC meetings already in place for the rest of the semester. Motion moved and seconded by Simon Hanson and Angelica Campos. Motion passes.
6.	Public Comments on Items not on the Agenda (Procedural)	No public comments.

7.	Chancellor's Report	<p>Chancellor David Martin provided the Councilmembers with the following updates:</p> <ul style="list-style-type: none"> • Diego Rivera Theater architects are now officially under contract after three weeks of contract negotiations. The next step would be to put together the project steering committee, which would include stake holders from different areas who will participate in the committee meetings and provide input on the building's design. • An outreach event is scheduled later this month, which would allow high school students to visit CCSF and look at facilities. Chancellor recognized all the Staff, Faculty, and Administrators who are making such in-person events a reality. • Chancellor met with the members of the San Francisco Chamber of Commerce and stated that City College will continue to have industry discussions with local business leaders and leverage those business partnerships to enhance programs and provide more opportunities to the CCSF students. • The Board of Supervisors brought up the concept of the Free City program collecting reserve bonds during their recent meeting. The reserve bonds are not being distributed through the program as it is designed today, but they could be used in other ways to help support students and to improve access, retention, and graduation. <p><i>Public Comments and Question:</i></p> <ul style="list-style-type: none"> • Orlando Galvez thanked the Chancellor for reaching out to the new high school students who will be joining the college community and shared his hope that some outreach would also be provided for the older students, who often feel left out.

		<ul style="list-style-type: none"> • Maria Salazar-Colón wanted to know if the upcoming outreach event would be announced to the entire college community so that everyone would have awareness of it happening. Dr. Cooper Wilkins responded by stating that the email invitation for the event, including the date, will be sent out college wide.
8.	Awards and Recognition (Information)	<ul style="list-style-type: none"> • Angelica Campos recognized CCSF delegation of the Academic Senate, which participated in the California Community Colleges Spring Plenary, and acknowledged Simon Hanson for his work, as well as Siwei Tang for getting elected as a 2022 Vice-President of the California Community Colleges Student Senate. • Chris Brodie recognized Dr. Lisa Cooper Wilkins for facilitating PGC meetings, and her calm and positive attitude. • Simon Hanson recognized CCSF's Journalism department, which took home 18 awards this year. • Maria Salazar-Colón recognized all classified employees who continue to work both on campus and remotely, despite of the issues with some supervisors.
9.	Old Business	
	<p>a) Continue the Discussion of Public Comment Protocols and Procedures (Discussion/Possible Action)</p> <ul style="list-style-type: none"> • Continue the Discussion of Roles and Responsibilities of PGC Members (Discussion) 	<ul style="list-style-type: none"> • Simon Hanson suggested that if PGC would continue to operate remotely, then it should stop using the panel format for its meetings because it is inhibitory and makes it impossible for members of the public to raise their hand, participate and be heard. • Dr. Cooper Wilkins agreed that the panel's function could be set to allow members of the public to raise their hands. She also acknowledged the comments regarding

		<p>facilitation training which would help set standards and expectations across all meetings.</p> <ul style="list-style-type: none"> • Wendy Miller stated that the Council members should have a chance to speak first in order to reduce the need for clarifications from the public. She added that facilitation training could be done using free resources already available, and that it could be done as a Flex Day activity. • Maria Salazar-Colón agreed with Wendy Miller in that Councilmembers should be allowed to speak first before opening the discussion up for the public comments, because they might preemptively answer some questions the members of the public might have. • Motion to bring in facilitation training for the creation of a protocol for PGC meetings and addressing public comments. Motion moved by Simon Hanson and seconded by Wendy Miller. • Chris Brodie abstained from the vote to move the motion and stated that even though facilitation training might be necessary, it might be wise to look at the free resources already available, instead of spending additional money. • Simon Hanson provided a clarification for the motion to have the Administration come back to the PGC with a plan for how to get professional development, as well as an explanation for the possible economic impact of the plan, which could then be evaluated and approved by the PGC. • The recommendation has been moved forward.
	<p>b) Policy on Remote Work</p> <ul style="list-style-type: none"> • Who owns this? 	<ul style="list-style-type: none"> • Simon Hanson stated that the item was added to the discussion because decisions need to be made for every constituency group regarding the return to campus, and these decisions need to be coordinated. PGC should ask for the guidance from the Administration on what input PGC might have on making recommendations on

		<p>remote policy work and suggested that the Administration should come back to the PGC answering the questions regarding who would be responsible for developing the policy on remote work, since currently such policy does not exist. The motion moved and seconded by Joseph Reyes.</p> <ul style="list-style-type: none">• Wendy Miller stated that not everyone in the College community will be able to participate in the in-person meetings due to medical or religious exemptions, so a policy needs to be created that would address the fact that some members would participate in-person, while others would continue working remotely. She suggested that a representative at the Cabinet Level should give an update on the plans for creating and adopting a policy on remote work at the next PGC meeting.• Maria Del Rosario Villasana stated that there is no clear and consistent policy on remote work, and that some key person or group should gather all the information and provide clear and concise instructions on how to go about the issue for the sake of consistency among different departments and groups. She agreed with Maria Salazar-Colon and stated that any motion on remote work policy would be premature since the Labor Union must first provide their input.• Maria Salazar-Colón reminded the Councilmembers that creating a policy on remote work should involve the Labor Union since such policy would involve changing the working conditions for the classified employees.• Motion to extend time by five minutes moved by Wendy Miller and seconded by Chris Brody.• Simon Hanson withdrew his previous motion after the discussion but stated that it would be helpful for the administration to come back with
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		<p>more information of the College’s plan for remote work.</p>
	<p>c) R2C Update (Report)</p>	<ul style="list-style-type: none"> • Alexis Litzky shared the following updates with the Councilmembers: • City College is in the process of opening the campus back to the college community despite the less-than-ideal opening this week. Until August and the beginning of the Fall 2022 semester work and safety issues will continue to be addressed and worked out. • Covid-19 page has been updated with the Building and Center Hours. Summer and Fall hours are still in a rough draft but will be updated soon as well. • In regard to transitioning to remote and hybrid work, R2C group does not have purview over this process, as it must involve the Labor Union. However, R2C workgroup might become a workgroup attached to another part of the PGC. • The Chancellor indicated that updating of the communicable disease administrative procedure will begin next week. The edits which were approved by Chief Vasquez and the Vice Chancellor have not been shared with the PGC yet. The Chancellor would like to redirect the edits on the procedure back to the R2C group so that it can take a closer look at the items such as visitor policy, codifying what a visitor is and what safety protocols they would follow. This would include the conversation about the new students and vaccine exemption policies. • R2C has also been talking about supplemental communications that support people as they return to campus, such as a check list that would outline what to expect from the return to campus.

		<p><i>Comments and Question:</i></p> <ul style="list-style-type: none"> • Dr. Lisa Cooper Wilkins added that the hours for the Health Center need to be adjusted on the Building and Center hours webpage because some of the hours listed are virtual hours. • Chris Brodie wanted to make sure that the focus of the upcoming changes is on helping the students first and foremost, which should include not taking away some virtual services which are convenient to the students.
	<p>d.) Continue the Discussion of Campus Re-opening Plans and Procedures, Role of RTC, including Conduct of PGC meetings (Discussion/Possible Action)</p>	<ul style="list-style-type: none"> • Simon Hanson stated that that PGC needs to set its own objectives for itself and wanted to know if there is a desire for the PGC to set up a hybrid space to conduct public meetings, what preparation must happen in advance for that, and what is the projected timeline. As suggested by Joseph Reyes, Simon Hanson shared his experience of teaching a hybrid class which is equipped with large screen projectors and multiple cameras facing both the audience and the participants, which creates a more inclusive atmosphere. He agreed with Maria Salazar-Colón that decisions like these will affect multiple departments, including IT and Custodial. • Maria Salazar-Colón reminded the Councilmembers that their decisions affect the custodial department, and that the decisions should not be made until the Union had a chance to discuss the working conditions. • Chris Brodie shared his concerns about hybrid meetings, including safety and possibility that only a small fraction of people could come to the in-person meetings.
10.	New Business	

	<p>a.) BP and AP 7.16 - Naming and Memorials (first read)</p>	<ul style="list-style-type: none"> • Kristin Charles shared the documents, which outline an existing Board policy regarding Naming and Memorials. There have been some significant modifications to the original document, which include a new set of administrative procedures to accompany the board policy. Both of the items have already been recommended by the Facilities Committee, which formed a work group to improve on the old draft. They were also recommended by the Academic Senate. The Classified Senate will be reviewing the items during their upcoming April meeting. • During the Academic Senate Committee meeting it was discussed that the Chancellor would maintain and make this list accessible, however this was not formally included in the recommendation and is something that could be added to the document. <p><i>Comments and Questions:</i></p> <ul style="list-style-type: none"> • Maria Salazar-Colón asked if individuals could have buildings named after them and if they could do so for free. Kristin Charles responded that yes, individuals could have buildings named after them, but that there is a specific process that needs to be followed in order to do that. And the naming could be either free, or paid for.
	<p>c.) AEP Plan (Recommended Adoption)</p>	<ul style="list-style-type: none"> • Wendy Miller stated that California Adult Education Plan is having its three-year planning cycle this year. The draft plan has been presented to the various committees and constituency bodies, and the Associated Students have approved the plan for Adoption on March 11th, the Academic Senate accepted the plan on March 9th, and the Classified Senate has also accepted the plan earlier this week.

		<p>Councilmember Miller asked PGC to recommend the plan for adoption and thanked everyone who have contributed to this plan.</p> <ul style="list-style-type: none"> • Simon Hanson moved adoption of the plan. <p>Motion seconded.</p>
11	Future Agenda Item	Continue the Discussion about Public Comment Policy; Policy on Remote Work; Campus Re-opening Plans and Procedures, Role of R2C; Student Affairs Action Plan.
12	Adjournment	Meeting adjourned at 5:43 PM

**PGC Meeting
Summary of Actions Taken on April 7, 2022**

Committee Updates:

Agenda Item	Action Taken
R2C Update	Information item only
BP and AP 7.16 - Naming and Memorials	First read, will return to May 5, 2022, meeting
AEP Plan	Recommended Adoption

Unfinished Business:

Agenda Item	Action Taken
<ul style="list-style-type: none">• To continue the discussion on public comments• To continue the discussion on remote work policy• To continue the discussion on campus re-opening plans and procedures and the role of R2C• To bring back Student Affairs Action Plan as an agenda item	