



Participatory Governance Council
March 3, 2022

MINUTES

Meeting Called to Order at 3:35 PM

No	Item	Discussion/Outcome
1.	Land Acknowledgment (Procedural)	
2.	Roll Call (Procedural)	<p>Council Members present: Administrators: Lisa Cooper Wilkins (Chairperson), Jill Yee, John Halpin, and Wendy Miller Classified Staff: Chris Brodie Faculty: Fanny Law, Maria Del Rosario Villasana, Simon Hanson Students: Angelica Campos, Ronald Gonzalez, Siwei Tang</p> <p>Council Alternates present: Administrator: Mildred Otis Classified Staff: Chris Brodie Faculty: Mitra Sapienza, Joseph Reyes Students: Heather Brandt, Yun Fen Tan</p>
3.	Approval of Agenda March 3, 2022 (Procedural)	Councilmember Wendy Miller moved to approve, seconded by Siwei Tang. Agenda was adopted.
4.	Approval of Minutes February 3, 2022 (Procedural)	Motion to approve February 3, 2022 minutes. Councilmember Simon Hanson moved to approve, seconded by John Halpin. Minutes approved.
5.	Public Comments on Items Not on the Agenda	No public comments
6.	Chancellor's Report	<ul style="list-style-type: none"> Chancellor David Martin recently met with a student group <i>SMAC</i> and wanted to applaud

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		<p>them for their devotion to student engagement and equity.</p> <ul style="list-style-type: none">● Updates on the Gough Street: some of the timelines in the lease agreement have not been met, and the space is still yet to be developed. Moving forward, City College will have an option to either continue or alter the existing lease agreement; will be done in the coming months but there will be opportunities for campus dialogue in the future● Chancellor David Martin recognized the work of the CTE department. Advisory group meeting was well attended – more than 25 industry partners from the San Francisco Bay Area represented a variety of industries, such as technology, hospitality, and transportation, and provided important feedback on what their workforce needs.● Chancellor David Martin is meeting with the members of the San Francisco District Attorney’s Office as well as the Public Defender’s Office in regards to the “desire to have.” Some of the members of those offices take courses/language courser here at the City College to better serve residents and community members. CCSF will strive to create a partnership with these members by connecting them to our faculty.● Chancellor David Martin had a wonderful conversation with Natalie Smith discussing their fashion show. The link to the conversation with Natalie Smith about the upcoming spring fashion show will soon be sent out via an official email. The Chancellor is looking forward to learning more about the program.● Chancellor David Martin welcomed a new staff member at the Chancellor’s Office – Alexis Litzky, who is now the Chief of Staff. <p><i>Question and Comments:</i></p> <ul style="list-style-type: none">● Simon Hanson asked if there will be a chance to use the public shared governance process to
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		<p>provide input or perspective in regards to the real estate decisions, such as the decision about the 43 Gough Street project before the agreement is signed.</p> <p>Chancellor Martin responded to Councilmember Simon Hanson by stating that there will be future opportunities for public feedback and input, and the recommendations that would result from the campus dialogue would then be forwarded to the Trustees.</p> <ul style="list-style-type: none"> ● Joe Reyes asked if City College will be moving fully back to the face-to-face instruction in the Fall 2022. Currently there is still a lack of clarity for the Department Chairs on how to proceed with the scheduling, and he believed that a clear statement in regards to this matter will be helpful. <p>Chancellor Marion responded that the goal for City College is still to transition back to the face-to-face instruction in the Fall 2022.</p> <ul style="list-style-type: none"> ● Maria del Roasrio Villasana wanted to know if the instruction in the Fall 2022 would primarily be in person, and if it would allow for accommodations for those who want to continue remotely. <p>Chancellor responded that he would commit to proving more detailed instructions on the matter. Chancellor recognized that there will be situations where a return to the in-person instruction may not be appropriate based on individual circumstances.</p>
7.	Awards and Recognition (Information)	<ul style="list-style-type: none"> ● Simon Hanson congratulated Alexis Litzky for becoming a part of the Chancellor’s Office team. ● Jill Yee wanted to publicly acknowledge Dean Geisce Ly for receiving the outstanding

		<p>administrator’s award from the Association for California Community College Administrators.</p> <ul style="list-style-type: none"> Wendy Miller congratulated both of the basketball teams for entering the play offs as well as the staff and faculty who made that happen.
8.	Old Business	
	<ul style="list-style-type: none"> Discussion of Public Comment Protocols and Procedures (Discussion/Possible Action) 	<ul style="list-style-type: none"> Simon Hanson stated that many of the current public comment protocols and procedures were adopted for the remote format during Covid-19 and are inhibitory towards public participation. If this committee is going to return to the in-person meetings in the next few weeks, it wouldn’t make sense to set up extensive procedures for the remote meetings. Councilmember added that at some point this governance committee needs to acknowledge what their responsibilities are and how they are engaging with constituency members. Additionally, Roles and Responsibilities Handbook has been recommended by the Academic Senate and should be distributed to every one of the constituencies to then decide on its endorsement. Wendy Miller added that PGC body should be having discussions and making decisions regarding best practices both for this body and the subcommittees of the PGC so that the work continues being done and the members of the public can participate as well. Lisa Cooper Wilkins added that the back-and-forth flow of information from PGC to different constituency groups and understanding of roles and responsibilities are critically important for the functioning of the group. Maria del Rosario Villasana asked how long PGC meetings will going to be remote.

		<p>would again be a conflict in the future, perhaps it's possible to proceed with PGC meeting even without certain members present. She also urged the Councilmembers to support each other.</p> <ul style="list-style-type: none"> ● Wendy Miller added that if the PGC chair would not be able to attend the meeting in the future, perhaps another co-chair could be chosen to oversee the meeting. ● Siwei Tang stated that the student members of the PGC schedule their classes and other responsibilities around PGC meetings, and it is hard for them to make changes to allow for rescheduling. ● Heather Brandt wanted to acknowledge Lisa Cooper Wilkins for doing a great job of leading the PGC meetings. ● Chairperson Lisa Cooper Wilkins closed the discussion by mentioning that today's comments on the issue will be considered and brought back again for the agenda review committee.
	<ul style="list-style-type: none"> ● R2C Update (Report) 	<ul style="list-style-type: none"> ● AVC Alberto Vasquez provided updates that his team has been continuing to update the CCSF

		<p>website COVID-19 Updates for people who frequently view it.</p> <ul style="list-style-type: none"> ● AVC Vasquez’s team is still receiving students and employees’ proof of vaccination and exemption requests. On the website, there is a dashboard showing how many students and employees have approved vaccinations and exemptions and active cases. Still trying to get approved access to facilities. ● Collaborative spaces are approved for student access. The library is finalizing there scheduling system. ● Social distancing is still being required. ● AVC Vasquez stated that the Chancellor mentioned on Flex Day meeting that use of masks are still being required. ● Student Affairs access for students by appointment is still in progress and information will be sent out soon.
	<ul style="list-style-type: none"> ● General Discussion of Campus Re-opening Plans (Discussion) 	<ul style="list-style-type: none"> ● Simon Hanson wanted to know when the committee is planning on returning to campus and stated that it might be useful to consider a phased, hybrid approach to these upcoming changes. He also highlighted the importance of having conversations about which spaces would be appropriate for hosting members of the public, as well as about the budget for the technology needed to host hybrid meetings if those would be considered an option in the future. He added that the survey of faculty and students showed that the majority would like to have both an option to go back to the in-person instruction and to continue remotely. Councilmember would like to make a formal motion to have a recommendation from the PGC body that City College should require ALL students to submit their vaccination record. He added that right now we still must monitor the

		<p>doors to the buildings because only vaccinated students are allowed in. The motion was seconded by Jill Yee.</p> <ul style="list-style-type: none">● Chris Brodie wanted to add that it is hard to approach this topic without knowing who is going to be coming back to the campus.● Fanny Law stated that it is hard to plan for the in-person classes without knowing the state of the facilities and wanted to know what phases will be put in place in terms of returning to campus.● Heather Brandt believes that hybrid meetings are preferable because they are more inclusive. They will take more work but setting up the plan for going hybrid will be helpful going forward.● Jill Yee mentioned that since safety precautions have been eased, then perhaps opening the doors to the buildings would really help with planning and scheduling. Opening the buildings up would also be cheaper because then the door monitors would not be needed.● Maria del Rosario added that the closed doors are hurting enrollment. She also wants to make sure that the language used in the recommendation for all students to submit their vaccination record is clear in that the students who choose not to vaccinate can still take classes at City College.● The motion to extend time for the discussion by 5 minutes was moved and seconded by Wendy Miller and Simon Hanson.● Fanny Law wants to know how we could help the students with uploading their vaccination status. She believes that operational hours for the in-person registration should be extended and help stations for uploading vaccination status should be added. Currently a lot of students don't know about the CCSF app or how to upload their vaccination records, and there is a need for
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		<p>workshops and extra help explaining how to do that.</p> <ul style="list-style-type: none"> ● Wendy Miller suggested that during the in-person registration events at the Chinatown and Mission campuses a multilingual representative could be added who could help students who need to upload their vaccination status. ● Chris Brodie is in support of asking all students to submit their vaccination records, but he is concerned about the staffing in regards to the process of clearing vaccination records. ● Simon Hanson: The conversation was concluded with a reminder that the motion stating that, “As PGC, we recommend that the college engage in the process and necessary student support to have all students submit their vaccination status.” <p>The recommendation has passed, and that the recommendation will be forwarded to the Administration.</p>
9.	New Business	
	<p>a. Resolution 2021.12.08.6A Endorsement the ASEC Community Standards link (Information)</p>	<ul style="list-style-type: none"> ● Mitra Sapienza shared with the Councilmembers the resolution that passed through the Academic senate in December and shared some background on how it was created. The resolution was initiated by the students and went through a 9-month process that included feedback from constituency groups. This resolution is connected to the DEI resolution that was passed in November 2020 and is tied to other commitments in the educational master plan. The guidance recommendations cover the guidelines for meeting conduct, promoting access to meetings materials, transparency in decision making, etc. The document also includes a link to the Guide to CCSF Acronyms.

		<p><i>Questions and comments:</i></p> <ul style="list-style-type: none"> ● Jull Yee stated that she doesn't see anything in the Resolution that speaks to adding diversity to the curriculum design and added that at this stage it looks performative. She wants to know what the consequences are of not following the guidelines listed in the Resolution. Mitra Sapienza explained that the focus of the resolution is on shared standards during meetings and the culture of meetings, rather than curriculum design, and that it is the first step of many on the path of implementing the values that are outlined in the document. ● Simon Hanson added that this resolution was passed by the Academic Senate, and that the issues being discussed are very real and should be included in the future PGC discussions. ● Chris Brodie agreed that this document is a good first step for having the conversations about the guidelines needed for meeting conducts. ● Mitra Sapienza says that the call for action is for all of us. One additional comment is what she means by first steps is first steps on committee conduct and committee work. Also, to make sure that we are holding people accountable by making goals clear. ● Dr. Lisa Cooper Wilkins commented that this will come back as a follow-up discussion; the conversation will continue at the next meeting.
10	Standing Committee Reports	
	a. Technology Committee	<p>Dean Cynthia Dewar:</p> <p>Technology Committee Objectives</p> <ul style="list-style-type: none"> ● Develop a criteria document and decision flowchart for selection of technology based on accessibility, privacy, compatibility with existing

	<p>b. Enrollment Management Committee</p>	<p>systems, cost, training, sustainability, longevity, etc. ON-GOING</p> <ul style="list-style-type: none"> o The committee is developing a criteria document and decision flowchart for the adoption of technology at CCSF, which is expected to be completed by the end of the semester. One of the big accomplishments of the committee was the final adoption of the Technology plan in December ● Update the College’s Technology Plan. COMPLETED ● Recommend an annual calendar of standardized technology maintenance across the College. REVISING <ul style="list-style-type: none"> o Web Advisory Committee has officially become a work group of the Technology Committee. Zoom deletion procedure has been shared with the constituency groups. o Cyber security has been a frequent topic. Tim Ryan has taken leadership on this. o A big focus this semester is regarding google workspace. They have a workshop, and their weekly meetings address the Google account size. o Google Workspace will be a big project, working on addressing the account sizing o Faculty co-chairs and technology committee are working on it <p>Dean Geisce Ly</p> <ul style="list-style-type: none"> ● Geisce Ly wanted to highlight that his team is trying to do their best to update the materials on the website and keep it up to date, and
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		<p>acknowledged the work of JC O’Donnell, who’s been helping with uploading various documents to the website.</p> <ul style="list-style-type: none"> ● A lot is being done to increase the student enrollment, such as the “favorite lecture” series where CCSF professors have an opportunity to deliver “TEDTalk” lectures in a 30-minute format, which will air 10 times a year. Geisce Ly noted that a data analysis group looks at data to help make decisions about the upcoming schedules. ● Enrollment Management Committee Goals: <ul style="list-style-type: none"> ○ Review alignment of class schedule with College mission including using data to summarize types of offerings by category ○ Identify data and information that indicate student demand for courses and programs ○ Review marketing and targeted outreach and make recommendations on all aspects of college function that affect enrollment and growth ○ Develop strategic enrollment management principles and priorities ○ Identify enrollment priorities and guiding principles to guide budget decisions ▪ Enrollment Management Committee meetings are on 3rd Thursdays ▪ Identifying the objectives that were discussed in October link
11	Future Agenda Item	<ul style="list-style-type: none"> ● In-person and remote instruction for the Fall 2022 semester. ● Vaccination status of all students ● To continue discussion of the Roles and Responsibilities of PGC Members
12	Adjournment	<p>Motion to adjourn by Maria del Rosario Villasana, seconded by Wendy Miller. Meeting adjourned at 5:29 PM</p>

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PGC Meeting
Summary of Actions Taken on March 3, 2022

Committee Updates:

Agenda Item	Action Taken
Technology Committee	Information item only
Enrollment Management Committee	Information item only

Unfinished Business:

Agenda Item	Action Taken
<ul style="list-style-type: none">• In-person and remote instruction for the Fall 2022 semester	The recommendation has passed, and that the recommendation will be forwarded to the Administration.
<ul style="list-style-type: none">• Vaccination status of all students	The following motion was made: "As PGC, we recommend that the college engage in the process and necessary student support to have all students submit their vaccination (records) status."
<ul style="list-style-type: none">• To continue discussion of the Roles and Responsibilities of PGC Members	