Participatory Governance Council
September 19, 2013 Informal Notes –5:00 pm MUB 170
Informal notes ksaginor@ccsf.edu

Attendees included Chancellor Scott-Skillman, Grace Esteban, Alisa Messer, Fred Teti, Kathleen White, Darlene Alioto, Karen Saginor Nancy MacKowski, Rosario Villasana, James Rogers, Attila Gabor, Karl Gamarra, Chief Andre Barnes, Margaret Sanchez, Bouchra Simmons, Oscar Pena, Pam Mery, Kristina Whalen, Kim Ginther-Webster, Matthew Duckworth, Judy Seto, Tim Ryan, Craig Persiko, Hal Huntsman, Wendy Kaufmyn, Susan Lopez, Peter Goldstein, Sunny Clark, Leilani Batiste, Anthony Costa, Micky Branca, Cheun Chang (this list is not complete)

Members of the Operational Guidelines workgroup (Kathleen White, Chief Barnes, Attila Gabor) presented draft guidelines, highlighting sections that were developed with information from August 30, Technical Assistance from Scott Lay (President/CEO, CCLC) and Beth Smith (President, ASCCC) Changes from prior guidelines proposal included:
- Adherence to relevant portions of Sunshine policy
- Recommendation that Chancellor not serve as chair of PGC, but appoint a chair to facilitate meetings.
- Recommendation that Information Technology Committee become a committee of PGC. (Chancellor asked that this decision be delayed until new CITO is hired, perhaps it would be a stand-alone committee, not reporting to a council.)
- Mechanics for setting agendas, speaking at meetings, coming to conclusions (by voting or other method).
- Recommendation that faculty members of PGC identify 10+1 matters.
- With some changes, the operational guidelines were accepted as provisional.

http://www.ccsf.edu/PGC/Participatory%20Governance%20Committee%20-%20Operational%20Guidelines%20September2013-%20DRAFT.pdf

Vision/Mission Statement. Results of survey presented by Dean Pam Mery. (http://www.ccsf.edu/NEW/content/dam/Organizational_Assets/Department/Research_Planning_Grants/Annual%20indices/Vision_and_Mission_Survey_Results.pdf) Changes requested for the survey included adding a reference to Institutional Learning Outcomes, adding language to support lifelong learning, and broadening the mission in other ways. In discussion, it was pointed out that a significant minority requested the deletion of the word ‘only’ from the sentence: “In addition the college offers other programs and services consistent with our primary mission, only as resources allow and whenever possible in collaboration with partnering agencies and community-based organizations.” The consensus of the Council was to add a sentence concerning Institutional Learning Outcomes.

Classified Staffing Plan.
Information was provided about the Classified Staffing Plan by Mickey Branca and Pam Mery. The purpose of the plan is to identify staffing needs, budgets, and recruitment. All requests currently go through Vice Chancellor to Chancellor. The team working on the
classified staffing plan are reviewing the vacancy review process. CCSF records about who is working and where they are working have not been accurate. One of the immediate goal for POSN to be accurate as uniquely identifying positions – if a person is transferred to another position, the POSN should NOT be transferred with them. Phase 2 will be to finalize organizational charts, and start recruitment for positions that are funded, truly needed, and based on college-wide priorities. The Classified Staffing plan will be completed in time for program review. For this year, the Vice Chancellors are deciding what the true needs are. For future years, the program review process will identify the true needs.

**Accreditation update.** The revised closure report is due October 14-15. ACCJC will review our report and return in early January. The closure report serves as a toolkit that provides information about how students would be supported if CCSF has to close. It will need to be emphasized that the submission of the report is not a sign that CCSF will close.

**Technology Plan.** The Council had reviewed the plan last spring. There was consensus on the Council to recommend the Technology plan to the Special Trustee.

**Banner Upgrade:** There will be a Banner upgrade scheduled for weekend of October 12th. It will bring all of our Banner modules up to speed.

**Board Policies concerning Safety.** Three policies that the college is required to have were available online for review. The consensus of the Council was to recommend these with some minor edits to the Special Trustee.