Participatory Governance Council
August 15, 2013 3:00 pm – 5:00 pm MUB 170
Informal notes – ksaginor@ccsf.edu

**Participatory Governance Council Operational Guidelines.** A draft of operational guidelines was developed by a workgroup last May, made available online. Workgroup met earlier on August 15, reviewed input, and CCSF Sunshine policy. Kathleen White, chair of the workgroup, will provide revised draft soon for further input. Basics include:

- The chairs of PGC committees attend PGC meetings.
- For discussion, PGC members invited to give input first, followed by guests.
- For items identified as needing action or recommendation, if consensus cannot be reached, they will be put to a vote.
- Members are limited to two consecutive two year terms, staggered so that half are appointed each year. (Most current members started January, 2013.)
- Training will be provided for new members.
- The workgroup will be involved in ongoing assessment of the guidelines.

**May, 2013 meeting notes** distributed in print, reviewed and corrected.

**Accreditation** Oral report from ALO Momjian and discussion lead by Interim Chancellor Scott Skillman.

Work is very much focused on action plans and going through the review and appeal process. Special Trustee Agrella, Interim Chancellor Scott Skillman, and ALO Momjian met with ACCJC on August 14th and learned that the review request is a confidential matter. (See email from ALO Momjian at the end of these notes.) The request for review will ask for due consideration of having made progress. Interim Chancellor Scott Skillman, and ALO Momjian are writing the review request that will be submitted by August 20th. Constituency leaders will not be included in drafting the letter, but anyone who wishes to make suggestions should email Interim Chancellor Scott-Skillman. The college has asked the ACCJC about DoE decision and is seeking a legal opinion. It was pointed out that Kay Gilcher, Director of Accreditation at the US Department of Education, had said in a message to some of our faculty, that the recent finding could be put forward by the institution as a basis for the appeal.

The action plans will be posted online. The accreditation Committee will focus on communication and on accreditation as self-improvement. Administrators will work with their section of the action plans to improve how we operate and track our progress. PGC council members are asked to become familiar with the plan and bring comments back to the next PGC meeting. Employees are advised to look within their unit to engage in helping to accomplish the actions needed.

**Crisis Management Team.** Presentation projected by Chief Barnes.

Crisis Management Team (CMT) is a team of administrators with constituent representation that will meet weekly to address serious concerns about disruptive students and safety issues. “The mission of the CMT program is to provide an arena for the flow of information to appropriate individuals regarding possible threats against members of the campus community as well as to correct student behavior in order to facilitate a positive learning experience at CCSF.” The focus is on behavior (not profile characteristic) and the goal is to correct behavior so that students can continue their education. The CMT does not replace the work of Student Affairs and Wellness, routine public safety, police response, the EEO office, etc. Faculty should report to CMT severe behaviors, maybe moderate behaviors, but not mild behaviors. Basic CMT approach will be...
to verify, document (short term only -- paper shredded when no longer needed), assess, intervene, evaluate, follow up.

**Preview of Final Budget.** Because of technical difficulties with projection, this was mostly an oral report by Vice Chancellor Goldstein. Links to some [or all?] of the materials [http://www.ccsf.edu/NEW/en/employee-services/district-business-office/budget.html](http://www.ccsf.edu/NEW/en/employee-services/district-business-office/budget.html) [Although VC Goldstein provided many exact numbers and useful information, I could not usefully follow without visual charts – in regards to the numbers, my notes are soup.]

In 2012-13 our enrollments fell, so we received reduced apportionment funding last year. However, we tailored actions to reduce spending in 2012-13, so we will close out the fiscal year with funds that can be applied to this year or be added to our reserves. Our apportionment funding for 2013-14 year is based on last year’s enrollment numbers. Increased enrollment could earn us growth money, but as we know from enrollment reports, there is little or no chance that our enrollments will increase. This is a “hold harmless” year at a new lower base, our credit apportionment funding will not be decreased further for this year, even though credit enrollments are continuing to decrease from last year’s levels. For this year, 2013-14, we are expecting for the first time in years) to receive Instructional Equipment/Library materials funding.

Student Success funding will be increasing dollars for particular categories, such as matriculation. However, CCSF has been using restricted funds to pay for help cover these functions, it isn’t clear how much of the increased revenue can be used to expand programs rather than to shift functions back off of restricted funding.

Vice Chancellor Goldstein reported that his counterparts at the Peralta and San Mateo College districts are not finding an upsurge in their enrollment for students in San Francisco zip codes.

An online system for work orders is being installed, using SchoolDude (now used for IT help desk tickets).

Workgroup 15 is no longer meeting. The action plans for the centers will be under the direction of the Associate Vice Chancellor of Centers.

**Draft Staffing Plan and Process.** Dean Mery projected a draft for the project plan (not the staffing plan itself).

Clean up work is being done to ensure that staffing costs are allocated correctly, e.g., if staff are reassigned to a different department, they need to be paid out of their department to which they are currently assigned. The Prioritizing the replacement or addition of classified positions will use the same rubric (= criteria) as used by program review. Some urgent positions have already gone forward for hiring, but others will not be advertised or filled until the staffing plan is finished and prioritized. Timeline for this work is September – October.

**Administrative Evaluation Procedures & Contract.** Dean Starr distributed written documents to those present. [Thank you!]

In the proposed processes for administrative performance evaluation, management objectives will be supplied by the administrator being evaluated and evaluated by the supervisor. Input on management skills will be provided a group of administrators/faculty/classified staff selected by the administrator under evaluation and his/her supervisor. These will be submitted anonymously. There will be no additional opportunity for input from constituencies (via anonymously submitted ‘short forms’). Administrators will be reviewed annually.

Dean Starr also distributed sample administrative contracts. Contracts will be for two years – renewable for the next two years, and so forth.
**Process for Mission and Vision Review**

Dean Mery projected a draft plan for the Mission and Vision Review. [Posted online subsequent to the meeting.](http://www.ccsf.edu/Offices/Research_Planning/pdf/Process_MissionVision.pdf)

Data to be made available will include summary assessment of learning outcomes, key performance indicators, program review results. A simple and direct survey will be launched next week to close on September 2nd. The survey will ask whether the respondent affirms the current vision/mission statement, and provides space to suggest modifications. It is understood that this survey has limitations, vis a vis non-credit ESL students, San Francisco communities, smaller programs disadvantaged, and other limitations.

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**Email concerning Accreditation Review Process**

To: CCSF Community

From: Gohar Momjian, Accreditation Liaison Officer

Date: August 15, 2013

cc: Dr. Thelma Scott-Skillman, Interim Chancellor
Dr. Robert Agrella, Special Trustee and

I wanted to let you know that Special Trustee, Dr. Robert Agrella, Interim Chancellor Dr. Thelma Scott-Skillman, and I met with the Accrediting Commission yesterday in preparation for filing its justification for a review of ACCJC’s decision to terminate accreditation July 31, 2014. We discussed the Department of Education letter and learned that the letter does not change the College’s status and the Commission’s findings.

The Commission also informed us that the review and appeals process is a confidential matter and thus we will not be publishing drafts or documents online as we initially stated as we undergo this process. It is very important that we respect the Commission’s procedures in the review process. In addition, I cannot overstate the importance of the College to remain focused on continuing to work on its Action Plans and making progress toward meeting the standards.

Even though we would like to share with you as much as possible, I believe it is ultimately with trust in our leadership, and with trust in the peer review accreditation process, that we must move forward.

Thank you for your understanding.